



## PIEDMONT TECHNICAL COLLEGE PROCEDURE

**PROCEDURE NUMBER:** 1-7-1020.1

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**TITLE:** Building Naming Opportunities

**RELATED POLICY AND PROCEDURES:** 1-7-1020 Building Naming Opportunities

**DIVISION OF RESPONSIBILITY:** Administrative

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**Date Approved by President**

**Date of Last Review**

**Date of Last Revision**

### Administrative Responsibilities

It is the primary responsibility of the President and the Assistant Vice President for Development to review and revise this procedure.

The procedure for building naming prospects and proposals on campuses of Piedmont Technical College is outlined in the steps below.

1. The Piedmont Technical College Assistant Vice President for Development shall notify the President who, in turn, shall communicate to the Piedmont Technical College Area Commission the identification of a prospect(s) and/or proposal(s) for naming a building. The notification shall include a summary of the proposal for consideration by the Commission.
2. The Commission may decline to accept any prospect and/or proposal that does not meet the criteria set forth in the Policy 1-7-1020 Building Naming Opportunities.
3. The Commission, within an appropriate timeframe, will provide notice of the decision to accept or decline any building naming opportunity, prospect, and/or proposal to the President who, in turn, will communicate the final decision to the Assistant Vice President for Development.
4. The Assistant Vice President for Development will notify the Chairperson of the Piedmont Technical College Foundation of the decision(s) of the Commission.
5. The Commission reserves the right to approve and authorize any and all final building naming opportunity proposals. The Piedmont Technical College Foundation will be responsible for public acknowledgement of received building naming gifts.