

<b>Naming of College Spaces Policy</b>	Policy Number	5.5
	Effective Date	TBD

**1.0 POLICY & PURPOSE**

The Board of Trustees of Laramie County Community College (LCCC) recognizes the naming of Colleges spaces is a valuable method by which the institution can honor the substantial contributions of individuals or parties. These may be in recognition of significant contributions to the social, academic, scholarly, research, or student life of the College or in recognition of substantial charitable gifts to LCCC. The naming of College spaces is, and **will** always remain, a very special honor that must be offered only with the highest level of scrutiny to ensure LCCC does not dilute or lessen the level of recognition a naming tribute can bestow.

The Board expects that considerations for the naming of College spaces:

- A. Will be done with careful diligence to assess the contributions to the College raise to the level of significance worthy of a naming tribute;
- B. Will, to the fullest extent possible, be discussed and deliberated in a manner respectful of the individual or parties involved to protect against unnecessary stress, undesirable attention, or any other unintended negative impacts;
- C. Will be vetted fully with the LCCC Foundation if the naming is being considered based on financial contributions to support the College; and
- D. Will be approved by the Board of Trustees.

Therefore, the purpose of this policy is to direct the President to establish administrative procedures and guidelines for the process through which naming tributes of College spaces are advanced.

**2.0 REVISION HISTORY**


Adopted on: TBD

**3.0 PERSONS AFFECTED**

- A. Current and future donors to Laramie County Community College and Laramie County Community College Foundation
- B. Laramie County Community College Board of Trustees and employees
- C. Laramie County Community College Foundation Board and employees

**4.0 DEFINITIONS**

- A. *College Space* – Areas owned by LCCC which are significant to the College and/or have special status beyond the institution for some reason. These include, but are not limited to buildings, athletic facilities and interior spaces, such as theaters, auditoriums, libraries, as well as exterior spaces, such as parking lots, assembly areas, malls, and streets owned by LCCC.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Lisa Murphy, Institutional Advancement Association Vice President Tucker Stover, Corporate Development & Major Gifts Director Brenda Laird, Scholarships & Annual Giving Director	1/13/15
Ratified by College Council	Chad Marley, College Council Co-Chair	2/20/15
Recommended by President (Signature)		2/20/15
Approval by Trustees (Signature)		