Procedure Number	5.5P	
Effective Date	February 20, 2015	

In accordance with Board Policy 5.5 Naming of College Spaces, the purpose of this procedure is to outline the process by which proposals for the naming of College spaces are developed, advanced, and ultimately granted for Laramie County Community College (LCCC) owned spaces.

- 2) Names assigned to College spaces are intended to be enduring. When a College space is named in recognition of an individual or party, that name will generally be effective for the useful life of the space. Changes should be made only when significant adjustments occur to the space as described below.
- 3) To avoid any appearance of influence or conflict of interest, additional due diligence should be taken before recommending the naming of a College space that involves the name of a corporation or a corporate foundation. The naming for an individual associated with a corporation should be handled as any naming for an individual.

## B. Criteria for Naming of College Spaces

The College uses the following criteria to determine naming tributes; however; the LOCC Board of Trustees may, at its discretion, consider proposals for naming tributes based on additional criteria on a case-by-case basis. It is possible for naming tributes to be considered based on both criteria at the same time (e.g., an individual with distinguished service who also offers a financial contribution).

1) A gift of time or talent that has had a significant positive impact on the College over an extended period of years. A proposed individual or party shall have

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
Approval by President's Cabinet		1/13/15

Ratified

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