

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 4.003**

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Title: NAMING OF LCTCS FACILITIES

Authority: Board Action

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- I. The purpose of naming LCTCS college facilities in tribute is to bring honor and distinction to the college and to provide appropriate recognition to an individual, a family, a corporation, or a nonprofit organization that, by virtue of their monetary contributions to the college and/or their lifelong dedication and service to the institution, have set an example in the community and in the state for others to follow.
- II. All LCTCS colleges shall develop naming policies that are in accordance with applicable state laws and Board of Supervisor policies. College naming policies shall be submitted to the Board of Supervisors for approval prior to the submission of naming tribute requests. Portions of buildings, including but not limited, to classrooms, auditoria, laboratories, lounges, fountains, and other features on the college grounds, as well as scholarships, endowments, and specialized programs, may be considered for naming tributes.
- III. In accordance with Board of Supervisor Policy #5.030 private contributions that lead to naming tributes on a college campus must be contributed to the college foundation. If the college does not have an affiliated foundation, the contribution shall be made to the LCTCS Foundation and managed according to donor intent.
- IV. LCTCS college facilities are state-owned; therefore, only the college can offer a naming opportunity to a donor and negotiate a naming tribute agreement. Naming policies are college policies and shall be implemented by the college. College chancellors and directors shall work collaboratively with foundations in these matters in accordance with Board Policy #5.017.
- V. Content of Naming Policies: College naming policies shall acknowledge the rights of the state and the college regarding how naming tributes will be announced, marked, and maintained; provide protection clauses and opportunities to rename in the event of natural disasters, change of function, or dishonor brought by the donor/honoree; and recognition that final authority for a naming tribute rests with the Board of Supervisors. In addition, naming policies shall clearly indicate that a naming tribute on a building or portion of a building in no way implies a right of use by the honoree.

- VI. Colleges shall develop and sign agreements with donors/honorees for naming tributes. These agreements shall be consistent with the college naming policy and all applicable state laws and Board policies. No tribute agreements shall in any way limit future opportunities for contributions to the college.
- VII. The following are excluded from eligibility for naming tributes:
  - A. Current public office holders or candidates for office, or
  - B. Current members of the LCTCS Board of Supervisors or past members for a period of two years from service on the Board;
- VIII. Proposals for all naming tributes shall be submitted by the college chancellor/director to the System President for approval and recommendation to the Board of Supervisors. The Board of Supervisors is the final authority for all naming tributes.
- IX. In accordance with law (R.S. 49:1101), prior to naming any newly created institution or renaming any existing institution of public education, the Board of Regents shall obtain legislative approval of any proposed name change by concurrent resolution adopted by a vote of at least a majority of the membership of each house of the legislature.