



Chancellor's Memorandum  
CM-43 – Institutional Name Change

**To:** Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

**From:** LSU Health Sciences Center New Orleans Chancellor

**cc:** Dr. Bill Jenkins, President

Date: June 22, 1999

As you know the 1999 session of the Louisiana Legislature approved a bill that will change the name LSU Health Sciences Center to the LSU Health Sciences Center. This bill has not been officially signed into law as of this date and therefore has not become a legal entity. There has been an accelerated effort to initiate the change on cards, stationery, buildings, etc. and I must request that this be done in accordance with regulations below which will be documented as a Chancellor's Memorandum:

1. All existing stationery, business cards, and other printed materials with the name LSU Medical Center on it is to be completely exhausted before new orders are issued.
2. Also, if new stationery is ordered it should be done in minimal amounts. Part of the overall process will be to engage a professional to look at redesigning the stationery which will be standardized for everyone. The process of having "specialized stationery" will not be continued into the future although I am aware that some modifications may be indicated, but they can occur only with the approval of the appropriate Dean and Chancellor.
3. There is to be no change in exterior signage located on buildings or other fixed structures without prior approval of the respective Dean of that school and the Chancellor.
4. For the time being I would suggest that we maintain the e-mail address @LSUMC.edu

I will be forming a representative committee to look at these and other issues related to our name change. In the meantime I appreciate your patience and understanding and most importantly, welcome any and all suggestions regarding this process.

Please distribute this to all essential personnel and post in appropriate public settings.

Charlie Weems, Chairman