

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Naming of College Property

DATE: May 13, 2008

PURPOSE: To establish uniform procedures for naming of College property.

SCOPE: This procedure applies to all staff and College groups.

GENERAL PRINCIPLES:

The purpose of this Procedures Memorandum is to support the Board Policy which establishes the authority for naming buildings and other facilities at Metropolitan Community College.

1. Definitions

- A. Use-Related (Generic): when used in conjunction with facility identification, the terms “use-related” and “generic” describe names given to buildings or other facilities which are based solely upon the use of the named facility, without the inclusion of a modifier which would designate particular individuals or organizations. Examples of use-related facility include “Library.”
- B. Facility Identification: indicators used to designate a particular building or other facility for the purpose of specifically identifying such building or facility to all members of the community and to the general public. Examples of facility identification include “Building 10, Fort Omaha Campus”.
- C. Facility: Any physical structure or space required by an institution for the performance of its programs and related activities. In support of the naming policy, this definition will include a new, existing, or leased building, a wing of a building, a room or cluster of rooms or other significant features such as a fountain, monument, plaza, garden, landscaped area or street.

2. Authority for Naming Facilities

- A. The use-related (generic) naming of a campus building or wing of a building or other significant campus feature such as a fountain, monument, plaza, garden or

landscape area or street, shall be approved by the President of the College and communicated to the Board of Governors.

- B. The naming of a room or small cluster of rooms or other campus features such as a garden or landscaped area in honor of individuals or organizations shall be approved by the President and communicated to the Board of Governors.
- C. The naming of a campus building or wing of a building, or fountain, monument, plaza or street in honor of individuals or organizations shall be approved by the President of the College and the Board of Governors.
- D. The President's Office should be contacted when any naming of a new, existing, or leased building, a wing of a building, a room or cluster of rooms or other significant features such as a fountain, monument, plaza, garden, landscaped area or street or related item is under consideration by the Metropolitan Community College Foundation or College staff.

3. Criteria for Naming Facilities

- A. A facility may be named for individuals or organizations that have provided or meet one or more of the following criteria:
 - 1) Extraordinary service to the College as a faculty or staff member or as a member of an organization in the communities served by the College, and/or
 - 2) Significant financial contributions toward the construction of a facility, an endowment for maintenance and operating costs of a facility, or other program or activity of Metropolitan Community College.
- B. Except for significant financial contributions, facilities shall not be named for persons who are currently employed by Metropolitan Community College or the State of Nebraska or who are elected officials. Proposals to honor such individuals should not be submitted earlier than five years following the departure, death, or retirement of the person from the College or the State or the end of an elected official's term.

Adopted 4/23/04; Reviewed but no changes 5/13/08