

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Public Art Committee

DATE: December 21, 2011

PURPOSE: To establish uniform procedures for the process and systems used by the Metropolitan Community College Public Art Committee.

SCOPE: This procedure memorandum applies to all staff and College groups as well as any outside people who wish to donate art to the College, including the Metropolitan Community College Foundation.

GENERAL PRINCIPLES:

The mission of the Public Art Committee is to identify locations for public works of art, to identify artists and to select public art pieces that forward the mission of Metropolitan Community College.

1. Vision Statement

Public works of art on all MCC campuses will make the College a destination point for visitors as well. Working with civic groups and organizations, Metro's Public Arts exhibit will be part of a public art driving tour with a map highlighting locations of public art throughout the Omaha metropolitan area.

2. Public Art

Art in Public Places was established by the National Endowment for the Arts in 1967 to "give the public access to the best art of our time outside of museum walls" (Lacy, 1995, p. 22). Public works of art are typically three dimensional sculpture, can be representational or abstract in form, concept or execution, and may include traditional mediums or designs that incorporate environmental components. Two dimensional works, such as murals or mosaics, also work within the framework of what this Committee sees as "public art." Public art pieces may also serve a function such as a sculpture that also doubles as a park bench. Installations may be permanent or temporary.

Artwork from Metropolitan Community College's permanent collection displayed in campus building public areas is also defined as public art and is subject to the Committee's responsibilities as outlined below. The permanent collection will consist of all art donated to, sold to, and commissioned by Metropolitan Community College and the Metropolitan Community College Foundation, including works by students, staff, and external artists.

3. Committee Structure

The Public Art Master Planning Committee shall consist of at least nine members, chaired by the Dean of Languages and Visual Arts. A minimum of five members (including the chair) shall come from within the College and be appointed by the President of Metropolitan Community College or his/her designee. A minimum of four external members will be selected and invited by the internal Committee members. Representation from the Nebraska Arts Council, Omaha by Design, the MCC Foundation board and others interested/ experienced in Public Art initiatives will be sought.

4. Committee Responsibilities

- A. The Committee will set policy, determine locations, establish selection criteria, maintain inventory and identification guidelines, and make recommendations to the College President concerning public art projects on all MCC campuses and learning centers.
- B. The Committee will be responsible for creating and maintaining a master plan for art on all the campuses and centers. Final approval of any public art project is the responsibility of the President.
- C. The Committee will work in collaboration with the Office of Campus Planning at MCC to recommend proper maintenance and repair of public art.
- D. After the art is placed in public spaces, the Committee or its designee will continue to monitor the space to encourage that an appropriate environment around the art work is maintained.
- E. The Committee will meet on an as-needed basis.

All public art installed in any outdoor space or inside common spaces must be reviewed by the Public Art Committee and forwarded, with recommendations, to the College President for his/her approval.

5. Selection Process for Public Art

- A. Location Identification—The Committee will seek input from each campus and learning center, tour each campus and learning center, utilize the campus master plan and determine the best and most appropriate locations for public art projects.
- B. Seek Funding—Funds for public art projects will be sought on an ongoing basis. The College development office may seek grant opportunities and private donations to fund projects.

- C. Acquisition of Work—Pieces may be acquired in any of the following ways:
- 1) Call for Art—Artists are invited to submit proposed pieces for an identified location. The Committee will determine the scope and limitations (if any) of the invitational process on a case-by-case basis. Artwork may be purchased or commissioned.
 - 2) Direct Commission—The Committee identifies an artist and works with the selected artist to create a piece for an identified location.
 - 3) Purchase of an Existing Piece—The Committee identifies and recommends purchase of an existing piece that fits in an identified location and meets the criteria consistent with the mission, vision and design parameters established by the Public Art Master Plan.
 - 4) Donation of an Existing Piece—The Committee recommends acceptance of a donated piece that fits in an identified location and meets the criteria consistent with the mission, vision and design parameters established by the Public Art Master Plan.
 - 5) Art on Loan— The Committee may recommend acceptance of a loaned work of art for a period of up to one year, provided the piece fits an identified location and meets the criteria consistent with the mission, vision and design parameters established by the Public Art Master Plan. If the President accepts the Committee’s recommendation then it shall work with the Director of Administrative Management and the General Counsel to negotiate the terms and conditions of the loan.
 - 6) Donation of Art Created by a Donor-selected Artist—The Committee recommends acceptance of artwork based on a review and approval of the proposed artist’s credentials and approval of the artist’s proposal as that proposal fits in an identified location and meets the criteria consistent with the mission, vision and design parameters established by the Public Art Master Plan.
 - 7) Artwork sold to the College or the Foundation by a College employee must be priced through a recognized art appraiser. No artwork can be sold directly by the employee to the College or the Foundation without the input of an outside appraiser. In the case of a commissioned work or a call for art, an appraiser must still verify that the pricing is at an appropriate level.
- D. Installation— Once identified, the piece will typically be installed by the artist in conjunction with the Metropolitan Community College Facilities Director. Installation costs, including engineering certifications, transportation to the site, labor of assistants and artist travel will be borne by the artist. The College may provide necessary site preparation such as concrete footings, utilities, and lighting.
- E. Maintenance – The artwork will be displayed at the site and maintained within reasonable standards by qualified personnel. If the selected site is deemed inappropriate for any reason, the Committee will be responsible for recommending an alternate location, if necessary.

6. Selection Criteria

- A. Locations--The Committee will identify high-profile locations for public art, including, but not limited to:
 - 1) areas of heavy vehicular or foot traffic.
 - 2) outdoor gathering spaces.
 - 3) natural entry ways.
 - 4) sightlines from multiple vantage points.
 - 5) building enhancement.

- B. Art Selection—The Committee will seek a variety of pieces, in terms of creative expression and artistic style, that “fit” the surroundings based on, but not limited to, the following:
 - 1) consistency with the overall College mission and/or individual campus mission.
 - 2) aesthetic/artistic merit.
 - 3) consistency with campus personality/character.
 - 4) relationship to the immediate surroundings.
 - 5) appropriate size/scale in relation to the location.
 - 6) material selection/durability/safety.
 - 7) maintenance costs (graffiti removal, cleaning, weather-related damage prevention/protection).
 - 8) site preparation costs.
 - 9) cost.

- C. Once the location, funding, artist and work are identified, the College and the artist will enter into a contractual agreement establishing timelines, terms of payment, a written description of the work to be installed, a visual representation of the work to be installed, site preparation and installation responsibilities, maintenance responsibilities, and reproduction rights. The Committee will make recommendations to the MCC President based on the terms and criteria established in this document. The College President will make the final approval.

7. Property of Metropolitan Community College

Works of art acquired by Metropolitan Community College become the property of Metropolitan Community College. The artist retains artist’s moral rights in the artwork, as established in the Visual Artists Rights Act (17 U.S.C. §§106A and 113(d)), but does not retain ownership or control over the art. Adopted January 13, 2010

Adopted 1/13/10; revised 12/21/11