

Hibbing Community College - Policy for Naming Buildings, Sites, and Common Areas  
This policy is in accordance with Minnesota State Policy 6.8

1. Major buildings, sites, and common areas will not be named for individuals while they are employed by or officially involved with the Minnesota State Colleges and Universities System. These facilities may be named after such persons no earlier than one year following the conclusion of their relationship with the system.
2. When the name of an individual is used, that individual should meet one of the following criteria:
  - i. Former elected or appointed state government official instrumental in the development of Hibbing Community College.
  - ii. Former member of the Board of Trustees or a former Hibbing Community College advisory or foundation board member.
  - iii. A former employee who has made an outstanding contribution to the system or Hibbing Community College.
  - iv. A citizen who has provided significant leadership for and service to the system or Hibbing Community College.
  - v. A graduate or former student of Hibbing Community College who has achieved distinction in scholarship, creative arts or public service.
3. When names other than those of individuals are used, the recommendation shall conform to recognized standards of propriety.
4. The proposed building, site, or common area name should not readily lend itself to unwanted abbreviations, acronyms or nicknames.
5. A naming decision can be reversed and/or a name removed by the President because of extraordinary circumstances that would cause harm to the college.
6. Consultation, Review, and Approval.
  - i. HCC administration will identify which buildings, sites, or common areas will be considered for naming through the shared governance process.
  - ii. HCC administration shall institute a process to assure broad-based input into the proposed building, site, or common area name. This process shall include consultation with students, faculty and staff, community representatives, and such other representation the provost deems advisable.
  - iii. HCC Shared Governance shall review submitted naming proposals and provide recommendations to the HCC Provost.
  - iv. The HCC Provost will consult with the college president who has the authority to approve or deny all naming convention recommendations.
  - v. The final recommendation -which must include an explanation of the consultation and review process used- will be forwarded to the chancellor for final approval.