

Policy #: 827
Title: NAMING OF BUILDINGS, SITES, AND COMMON AREAS
Date of Initial Approval: 08/22/2002
Revision/Re-authorization Dates: 01/23/2014; 02-16-2017
Reviewers: MSAB Director; MSAD Director; MSA Superintendent

I. PURPOSE

The purpose of this policy is to provide standard guidelines for the Minnesota State Academies in naming major buildings, sites, and common areas.

II. GENERAL STATEMENT OF POLICY

A. Major buildings, sites and common areas will not be named for individuals while they are employed by or officially involved with the Minnesota State Academies. These facilities may be named after such persons no earlier than one year following the conclusion of their relationship with the Academies.

B. When names of individuals are used, that individual should meet one of the following criteria:

1. Former elected or appointed state government official instrumental in the work of the academies.
2. Former member of the Board of the Minnesota State Academies or the Minnesota State Academies Site Councils that contributed greatly to the mission of the academies.
3. A former employee who has made outstanding contributions to the Academies.
4. A citizen who has provided significant leadership and service to the Minnesota State Academies.
5. A graduate or former student of the Minnesota State Academies who has achieved distinction in scholarship, leadership, education, creative arts, or public service.

C. When names other than those of individuals are used, in addition to Part 2 above, the recommendation shall conform to recognized standards of propriety.

D. The proposed building, site or common area name should not readily lend itself to unwanted abbreviations, acronyms or nicknames.

III. CONSULTATION, REVIEW, AND APPROVAL

Prior to making a recommendation to the Board of the Minnesota State Academies, the MSA superintendent 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, staff, alumni, community representatives, and such other representation the superintendent deems advisable. The process

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must give due consideration to persons of color, women, and persons with disabilities. The recommendation, which must include an explanation of the consultation and review process, shall be forwarded to the Board of the Minnesota State Academies for approval.