

MID-PLAINS COMMUNITY COLLEGE
BOARD POLICY INDEX
PUBLIC ACTIVITIES INVOLVING PERSONNEL,
STUDENTS, OR MID-PLAINS COMMUNITY COLLEGE FACILITIES

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Amended: November 2006; March 2009; July 2009; May 2010; June 2010; September 2010;
August 2012; February 2014; June 2015; August 2017; July 2018

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
STUDENTS, OR MID-PLAINS COMMUNITY COLLEGE FACILITIES
Access to Personnel and Facilities

Access to Mid-Plains Community College (MPCC) Personnel and Students or use of MPCC facilities and equipment by the public shall be restricted as provided in this policy manual and corresponding administrative procedures.

Amended: March 2001; March 2012

PUBLIC ACTIVITIES INVOLVING PERSONNEL, STUDENTS,
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Naming of College Property

The purpose of this policy is to establish the authority for naming facilities of the Mid-Plains Community College (MPCC).

1. Definitions

- a. Use-Related. The term “use-related” describes names given to facilities which are based solely upon the use of the named facility; for example the music room or the theater.
- b. Building Identification. The name used to designate a particular facility for the purpose of specifically identifying such facility to all members of the College community and to the general public; for example, McMillen Hall.
- c. Physical Features. Any structure or space owned by the College for the performance of its programs and related activities. 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 naming of a campus facility shall be approved by the College President.
- b. The naming of a building, room, or any other feature or facility in honor of an individual, a family, a group, or organization shall be approved by the Board of Governors upon the recommendation of the College President.
- c. The use-related naming of physical features not listed above shall be approved by the College President.

3. Criteria for Naming Facilities

- a. A facility may be named for an individual, family, group, or organization that has provided or meets one or more of the following criteria:
 - 1) Extraordinary support or service to the College by a college employee or any other individual or organization.
 - 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 MPCC.
- b. Except for donors qualifying under 3.a.2, a facility shall not be named for persons who are currently employed by the college or who are elected officials currently in office.

4. Procedures for Naming Facilities

- a. The President shall establish procedures to be used in the naming of facilities.
- b. The President shall establish College-wide procedures for implementing this policy.
- c. In the event of a specific project for the construction of facility, the President may develop a Naming Opportunities Donor Recognition Criteria List which will be specific to that project and which shall be approved by the Board of Governors upon recommendation of the President.

5. Prior Procedures and Facility Names

- a. Facility names in existence at the time of the adoption of this policy shall remain in effect until a name change is proposed.

Amended: November 2006; August 2012

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
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Solicitation and Demonstration on College Campus

Mid-Plains Community College (MPCC) recognizes and appreciates the rights of all individuals to participate in the exercise of the freedoms and privileges afforded to them as free citizens. MPCC also has an obligation to balance the rights of individuals with the role and mission of the college which is primarily to provide educational opportunities. Therefore, certain guidelines must be established to assure that the exercise of rights and privileges does not interfere with the educational opportunities of employees and students of the college. In order to achieve this balance, the following rules and regulations apply to any person or organization seeking to conduct any activity on MPCC property.

1. Except as hereinafter provided, no person or organization may:
 - a. Solicit support for, promote or otherwise campaign for any person, organization or issue; or
 - b. Distribute or display any materials soliciting support for, promoting, or otherwise campaigning for any person, organization or issue; or
 - c. Sell or attempt to sell any product within any building owned or operated by MPCC, or within 50 feet of any entrance to any building owned or operated by MPCC, provided that this restriction shall not apply to a student acting within the confines of that student's residence hall room.
 - d. The provisions of this paragraph shall not apply to any organization that is sponsored by or affiliated with MPCC, so long as the MPCC President or designee has given written approval for such solicitation.
2. Nothing in this policy shall prohibit any person or organization from making use of MPCC facilities under the same terms and conditions as such facilities are available to the general public pursuant to MPCC policies and procedures.
3. MPCC administration reserves the right to limit the activities of any person or organization using MPCC facilities if, in the sole discretion of MPCC administration, such activity is interfering with the role and mission of MPCC or is otherwise causing MPCC students and employees to feel that their ability to work or study is being disrupted or interfered with in any way.

Any person or organization may request a waiver of this policy from the appropriate Vice-President for a specified period of time. Such waiver may be granted if the requested activity does not interfere with the role and mission of MPCC.

Amended: November 2006; March 2012; February 2014

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
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Advertising and Promotion

No commercial advertising or promotional materials shall be distributed or displayed on Mid-Plains Community College property without the written approval of the appropriate Vice-President.

Amended: March 2001; March 2012; August 2017

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
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Public Use of Facilities and Equipment

The President or designee shall develop procedures and a fee structure to permit public use of Mid-Plains Community College owned facilities and equipment.

Amended: March 2001; May 2010

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
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Employee Use of Facilities and Equipment

The President or designee may make Mid-Plains Community College (MPCC) facilities and equipment available to MPCC employees for personal recreational use free of charge.

No MPCC property, shop or equipment may be used for commercial purposes or personal gain by any individual.

MPCC shops and shop equipment may not be used without written permission from the appropriate instructor and appropriate Vice-President.

In so using such facilities and equipment, the employee shall sign an agreement to 1) indemnify and hold MPCC harmless against any and all claims, and 2) to ensure equipment is returned in same or better condition.

Amended: March 2001; March 2012

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
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Residence Hall Operations

Mid-Plains Community College (MPCC) provides on-campus housing for the convenience and benefit of its students. The College is responsible for providing for the safety and welfare of the students who reside in on-campus housing. Residence Hall students are entitled to live in an environment that is secure, conducive to their opportunity to study, and helpful in their development as students.

The College shall endeavor to maintain reasonable rates for room and board, to ensure sufficient occupancy of the residence halls, and to secure sufficient bond requirements. The administration shall submit recommendations for all residence hall room and board rates to the Board of Governors annually.

The College President shall develop appropriate rules and regulations to carry out the provisions of this policy in the operation of residence halls.

Amended: July 2003: March 2012

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
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Internet

The primary purpose of Internet access in Mid-Plains Community College (MPCC) facilities is to support the role and mission of the institution as established by the Board of Governors and the statutes of the State of Nebraska in the pursuit of education, research, and communication.

Users are expected to conduct their Internet activities in a responsible manner as established in the MPCC Internet Code of Ethics and Guidelines. Using MPCC Internet services for commercial or for profit purposes shall be prohibited.

Adopted: July 1995

Amended: March 2001; March 2012

ACTIVITIES INVOLVING PERSONNEL, STUDENTS,
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College Environment

All College employees and students are expected to demonstrate respect for others and to share responsibility for maintaining a quality college environment. The College does not intend to inhibit free speech or the free expression of ideas which are the protected rights of individuals under the First Amendment of the United States Constitution. However, the College will not tolerate actions by or against members of the College Community which are sufficiently severe or offensive as to substantially disrupt or undermine an individual's ability to participate in or derive the benefits or opportunities offered by association with the College, or which create an intimidating or hostile College environment. Such actions include but are not limited to:

- Any acts of violence towards person or property
- Verbal or written acts of abuse by any means of communication
- Verbal or written threats by any means of communication
- Any expression of hate by or towards any employee or student of the College Community.

Any such actions, including actions by persons who are not employees or students of the College Community, should be reported to the office of the appropriate Vice-President or designee as soon as possible, and with as much specificity and detail as possible. Such reports will be investigated and handled appropriately.

Violation of this policy by employees or students of the College Community may subject such persons to disciplinary action.

Adopted: September 2010

Amended: August 2012

ACTIVITIES INVOLVING PERSONNEL, STUDENTS,
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Facility Master Planning

Unless determined otherwise by the Board of Governors, a facility master plan shall be developed for Mid-Plains Community College. The services of a professional person or firm with experience and qualifications in producing such plans shall be used. The selection of the professional personnel to develop such plans shall be performed in compliance with Board Policy 3340.

The Facility Master Plan shall include the following sections:

1. College History
2. Description of College facilities
3. Purpose and objectives of the Facility Master Plan
4. Analysis, observations, conclusions and recommendations related to the following components:
 - a) Land use and function
 - b) Circulation and parking
 - c) Aesthetics and open space
 - d) Utilities
 - e) Landscape design

Displays to be inserted in the Facility Master Plan should include photographs and line drawings that provide an overview of the five components listed above.

The Facility Master Plan shall be submitted to the Board for approval. Significant changes to a Facility Master Plan which affect the recommendations or priorities shall also be submitted to the Board of Governors for approval. The Facility Master Plan shall be updated every ten (10) years or as otherwise determined by the Board of Governors.

Adopted: February 2004

Amended: March 2012

Legal Reference: Nebraska Revised Statutes: 85-1511(4)

Public Activities Involving Personnel, Students,
or Mid-Plains Community College Facilities

Building Construction Methods

For contracts related to construction projects, Mid-Plains Community College (MPCC) may use any contract format described and allowed under the Nebraska Political Subdivision Construction Alternatives Act as amended from time to time.

Design-Bid-Build delivery method of construction shall follow Board Policy 3310: Purchases by Competitive Bid.

Prior to selecting the design-build contract or the construction management contract, and before proceeding with any of the steps involved in the solicitation of or execution of either of these two types of contracts, the Board of Governors must adopt a resolution selecting such a contract by an affirmative vote of at least two-thirds of the Board of Governors.

MPCC will follow the procedures established by the Political Subdivisions Construction Alternatives Act (RRS §13-2901 through §13-2913) in their decision to solicit and execute a design-build contract or construction management contract for capital construction projects.

This Policy hereby incorporates by reference the Policy requirements set forth in Nebraska Revised Statute 13-2905 as amended from time to time, and the President or designee shall develop the procedures required by that Statute.

Adopted: June 2010

Amended: March 2012; August 2017

Legal Reference: Nebraska Revised Statute 13-2901 through 13-2913 (See Appendix)

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
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Tobacco Free College

Mid-Plains Community College (MPCC) is committed to a healthy work and study environment that is supportive of employees, students, and visitors. To protect public health and the environment, MPCC prohibits the use of all tobacco products on all MPCC owned or leased property, including residence halls and vehicles. Tobacco as used in this policy shall mean all tobacco products, including smokeless (chewing) tobacco and electronic cigarettes.

The sale of tobacco products and tobacco advertisements on MPCC property is prohibited. MPCC operations and organizations are prohibited from accepting cash or other gifts from tobacco companies, with the exception of Nebraska Tobacco Settlement Trust Funds, or funds from any other governmental entity, which was generated from tobacco litigation or tobacco taxes, and which is intended to be used to fund tobacco cessation or other projects at MPCC.

All MPCC administrators, faculty, and staff shall be responsible for monitoring and assisting with compliance. Guests at MPCC shall be informed of the policy and will be expected to comply. Those not complying with Policy 7300 are to be referred to the appropriate Vice-President.

Adopted: November 1991

Amended: July 1999; March 2001; June 2003; September 2003; March 2009; March 2012; February 2014

Legal Reference: Nebraska Revised Statute 85-1511, 11

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
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Alcoholic Beverages/Illegal Drug Use

Mid-Plains Community College (MPCC) prohibits the use, possession or sale of alcoholic beverages, as well as the use, possession or sale of any drug which a person is not allowed by State or Federal law to use, possess or sell, on or in MPCC property, including residence halls and vehicles, whether leased or owned. In the event alcoholic beverages are to be used in connection with an approved class, scheduled private sponsored event or for other instructional purposes, the MPCC President may approve such limited use, provided that no alcoholic beverage may be purchased using MPCC funds.

An MPCC sponsored organization may participate in activities where alcoholic beverages are served if the MPCC sponsored organization does not participate in the sale or distribution of alcoholic beverages, and if participation in the activity by an MPCC sponsored organization has been approved by the MPCC President or designee.

The MPCC President will notify the Board of any approval of such participation in the above mentioned activities prior to the scheduled date of the event.

Adopted: March 2001

Amended: June 2003; February 2006; March 2012; February 2014; June 2015

PUBLIC ACTIVITIES INVOLVING PERSONNEL,
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Weapons Restrictions on Campus

The college is committed to providing a safe environment for its employees, students and visitors. No person may possess a weapon on or in MPCC property including residence halls and vehicles, whether leased or owned, except as specifically authorized by Neb. Re. Stat 28-1204.04.

Any employee or student who violates this policy is subject to disciplinary action, up to and including termination of employment or expulsion from MPCC. Further, MPCC may contact the appropriate law enforcement agency if it learns that any visitor to MPCC, employee or student has violated or is violating this policy. This policy shall not apply to law enforcement personnel required by their office to carry such a weapon. This policy shall not apply to weapons which are on MPCC property for the sole purpose of a class or other curriculum authorized and offered by MPCC.

The President may establish specific procedures for enforcement of this policy in accordance with state and local laws.

Adopted: September 2004
Amended: January 2007; March 2012; February 2014; July 2018
Legal Reference: Nebraska Revised Statutes, 85-1511, 28-1204.04