



PROCEDURE P-7510

PLAQUE RECOGNITION

Policy Category: Facilities

Area of Administrative Responsibility: Facilities Management, Institutional Advancement

Board of Trustees Approval Date: May 14, 2019

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SUMMARY

This policy sets forth the process and guidelines for determining appropriate candidates to be honored with a permanent Memorial Plaque with or without accompanying financial bequest to the College.

PROCESS

1. Any person, program, department or campus organization at Nassau Community College may propose to the President of the College, the placement of a plaque in honor of a deceased or retired individual who has rendered such unique and distinguished service to the College as to merit permanent, public recognition.
2. The President will establish a campus-wide Naming Plaque Honoring Committee (the "Committee"), to consider individuals nominated to be honored.
3. Proposals shall be reviewed and approved as a recommendation by the program, department, college organization head, Dean or Vice President of the appropriate division or area in which the memorial plaque is to be located. The proposal is then submitted to the Office of Institutional Advancement.
4. The proposal is reviewed by the Office of Institutional Advancement to ensure its adherence to the campus mission, its development plans, and its aesthetic compatibility with the facility upon which it is to be housed. The office will convene and charge the Naming and Plaque Honoring Committee to consider the proposal.

5. Recognition of an individual on a campus plaque does not required a monetary contribution. However, individuals or a group who nominate a person for recognition with a plaque, may make contributions in recognition of the person to be honored.
6. Once the reviews have been conducted, then the proposal shall be submitted to the President for final consideration and approval in accordance with the best interests of Nassau Community College.
7. If, after a plaque honor has been bestowed, the honoree engages in conduct which may be deemed harmful to the reputation of the College, or contrary to the core values of the College, the College President may withdraw the plaque recognition.