



ADMINISTRATIVE PROCEDURE

TITLE: Public Art

ADMINISTRATIVE PROCEDURE # 3825 *(was 211)*

RELATED TO POLICY # 3825 PUBLIC ART

A. Public Art Committee

1. The Public Art Committee is an ad hoc committee and is called by the Department Chair of Arts and Humanities who will serve as Chair of this committee. Each time the Committee is needed, a call for volunteers will go out to the campus community. The Chair will also send a call through community partners to seek recommendations for a community member to serve. The Chair will select the committee, with a goal of finding members with diverse backgrounds and experiences.
2. The Committee Chair is responsible for educating the committee about the scope and goals for the College's permanent collection and developing rubrics for each situation to guide the committee in making its recommendations.

B. Composition of the Public Art Committee

The Public Art Committee (PAC) includes:

1. Department Chair of Arts and Humanities (faculty)- Committee Chair
2. Executive Director of the UCC Foundation
3. One additional faculty
4. One additional administrator
5. Two classified staff
6. Two students
7. One community member
8. Representative of Facilities to be consulted as needed

C. Authority of the Public Art Committee

The PAC advises the Vice President of Academic Services (CAO) on matters related to the installation of visual art in public spaces (with the exception of the Art Gallery and exhibit spaces within Whipple Fine Arts Building, which is overseen by the Arts and Humanities department). The final decision on the disposition of public art rests with the Chief Financial Officer who will ensure disposition follows public disposition rules. The PAC:

1. Makes recommendations to the CAO to accept or deny proposed public art installations
2. Works with College departments to ensure that the installation is feasible, safe, appropriate, secure, and aligned with the mission of the College
3. Encourages inclusion of public visual art in major renovations and new campus building construction
4. Oversees proper signage of works of public art in consultation with Communications and Marketing, Facilities, and the CAO

D. Types of Proposals Considered

The following definitions apply to proposals requiring review by the Public Art Committee and its recommendation to the CAO:

1. Permanent installation: Permanent property of the College and/or installed for more than three (3) years
2. Semi-permanent installation: May or may not be property of the College; installed for one (1) to three (3) years
3. Temporary installation: May or may not be property of the College; typically installed for one (1) week to one (1) year, as appropriate to the type of art and its location

E. Method of Selection/Acquisition

The following acquisitions may be made in consultation with the PAC:

1. Donation through the UCC Foundation with or without restrictions
2. Direct selection that is purchased or commissioned
3. Open competition
4. UCC student art connected to the student's academic coursework in the visual arts
5. Community-based projects involving the leadership of an artist

F. Selection Process

1. **Selection Rubrics.** The PAC develops rubrics that are specific to different types of visual art to be used in the selection process. The rubrics address:
 - a. Rationale for the acquisition/installation
 - b. Fit with the College's mission
 - c. Contribution to developing appreciation for culture, aesthetics, and diversity
 - d. Medium and category of art
 - e. Artistic merit
 - f. Artist/artist selection
 - g. Condition of the art
 - h. Proposed location
 - i. Installation, maintenance, and removal costs
 - j. Signage
 - k. Activities associated the acquisition/installation
 - l. Storage capacity for permanent acquisitions
2. **Donations.** Any potential donated work must first be discussed with the Executive Director of the Foundation and the Chair of the PAC before any agreements are made with the donor or any art is accepted by the College.
 - a. Preliminary review addresses and documents the appropriateness of the work to the College, including fulfillment of a need to diversify the College's art collection, artistic merit, size, material, condition, site suitability, installation costs, and maintenance costs.
 - b. If a recommendation is to give the work further consideration, the PAC meets to evaluate the work using the appropriate rubric.
 - c. The committee may also call for open meetings with specified campus parties to further discuss the acquisition.

The PAC makes a recommendation to accept or to decline the gift to the CAO. The CAO's final decision is conveyed to the donor by the Executive Director of the Foundation. No works can be accepted with a guarantee in perpetuity concerning circumstances of its use or exhibition or with other restrictions regarding its disposition.

3. **Purchases.** Any department or group of college community members may propose to purchase works of art, if they have the funds to do so. Purchases are subject to all procurement rules, including nepotism prohibition. The purchasing group must submit a proposal to the PAC that addresses criteria listed in the appropriate rubric. The PAC makes a final recommendation to accept or to decline the purchase to the CAO.
4. **Competitions.** Any department or group of college community members may propose to host a competition that will result in the acquisition of public art, if they have the funds to host the competition and to make a purchase of art. Hosts/purchasers must provide a proposal to the PAC that includes:
 - a. Scope of visual arts and types of artists to be included
 - b. Description of the competition, including responsible parties and marketing plans
 - c. Budget and source of funds
 - d. Schedule for the competition
 - e. Installation timeline
 - f. Proposed installation location(s) on campus

In addition, the hosts/purchasers must address all criteria in the appropriate rubric(s) developed by the PAC. The PAC makes recommendations to the CAO.

5. **Semi-Permanent and Temporary Installations.** The PAC entertains proposals from groups or individuals in the College community. The PAC reviews proposals with the appropriate rubrics for the type of art under consideration. The PAC makes recommendations to the CAO. As part of the proposal review process, artists must be notified that the College does not provide insurance for semi-permanent and temporary installations.
6. **Installation of Works by UCC Student Artists.** In general, works of public art by UCC student artists are semi-permanent or temporary. Proposals to the PAC for installation of UCC student works of public art must include:
 - a. Explanation of the student's academic and artistic work, including medium, category, and artistic merit
 - b. Written endorsement from a UCC visual arts faculty member
 - c. Proposed location for the installation

- d. Proposed dates of the installation
- e. Length of the exhibition
- f. Installation, maintenance, and removal costs
- g. Signage
- h. Activities, if any, associated with the installation

The PAC makes recommendations to the CAO.

G. Valuation of Donations

1. Donors bear the responsibility to determine the value of their gift(s) and to seek independent appraisal when appropriate.
2. College personnel are unable to evaluate gifts. Appraisals must be prepared by a “disinterested party”, and the Art Department does not qualify as a “disinterested party” for IRS purposes. See the Tax Reform Act of 1984 for more information.
3. Neither the PAC nor the Department Chair of Arts and Humanities will advise or counsel donors on tax benefits or procedures.

H. De-accessioning

1. De-accessioning is the practice of refining and improving the quality of art collections.
2. De-accessioning will not serve to provide operating funds; the process must be used only for acquisitions, student scholarships, or conservation of works of art.
3. An object, subject to de-accession, will fall under one of the following conditions:
 - a. Work is judged to be of poor quality, either intrinsically or in comparison with other objects of the same type
 - b. Work is redundant or duplicate
 - c. Work is clearly outside the collecting scope of the collections
 - d. Work’s physical condition is so poor that restoration exceeds value

RESPONSIBILITY:

The CAO is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2029 - 2030

DATE OF ADOPTION: 4/10/2018 by CC

DATE(S) OF REVISION: # change 2/12/2021, 5/12/2021 by UCC Board; 11/9/2022 by CC

DATE(S) OF PRIOR REVIEW: 11/9/2022 by CC