

**MAINE COMMUNITY COLLEGE SYSTEM**

**ORGANIZATION AND GOVERNANCE**  
**Section 109**

**SUBJECT: DESIGNATION OF CAMPUSES, CENTERS AND SITES**

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**PURPOSE: To guide the designation of campuses, centers and sites**

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**A. Introduction**

MCCS operates seven colleges, each with a main campus, and numerous other locations, often designated as “campuses, centers, off-campus centers, sites and outreach sites.” The purpose of this policy is to provide for the appropriate and consistent designation of all such operating locations.

**B. Authorities to Designate**

Consistent with the standards of this policy, the Board of Trustees shall determine which locations shall be designated as a “campus,” and college presidents shall determine which locations shall be designated as a “center” or a “site.”

**C. Designation of Campuses**

The primary location of each college shall be known as a “Campus.” The Board may designate other locations as a “Campus” provided criteria such as, but not limited to, the following are met.

**1. Criteria for Designation**

- a. MCCS owns the land and facilities;
- b. The location delivers full programs of study;
- c. Support services are available to students;
- d. Students are able to complete most of their college-related business at that location, including being able to register in person for classes during regular business hours;
- e. Courses are available on an ongoing (as opposed to a periodic) basis;
- f. Courses are delivered by faculty employed by the college; and
- g. Full-time, on-site staff are employed by the college, partly-funded by the college, or serve under an agreement with the college.

**2. Examples of Campuses**

The KVCC location in Hinckley shall be known as the “Harold Alfond Campus,” and the SMCC location in Brunswick shall be known as the “Midcoast Campus.”

**D. Designation of Centers**

A location may qualify for designation by a college president as a “Center” or “Off-Campus Center” provided criteria such as, but not limited to, the following are met.

**1. Criteria for Designation**

- a. Courses are available on an ongoing (as opposed to a periodic) basis;
- b. Courses are delivered by faculty employed by the college;
- c. Full-time, on-site staff are employed by the college, partly-funded by the college, or serve under an agreement with the college; and
- d. Students may register in-person during regular business hours.

**2. Examples of Centers**

Examples of locations that have qualified as “Centers” or “Off-Campus Centers” include the current:

- a. CMCC locations in South Paris and Lincoln County;
- b. EMCC locations in Dover-Foxcroft, East Millinocket and Ellsworth; and
- c. NMCC locations in Houlton and Madawaska.

**3. Notice When Opening or Closing a Center**

A college president who seeks to open or close a “Center” or “Off-Campus Center” shall provide notice to the System President prior to making any commitments or public statements.

**E. Designation of Sites**

A location may qualify for designation by a college president as a “Site” or an “Outreach Site” when courses or programs are offered periodically or on-demand, and the location is temporary, time-limited or otherwise likely to change from semester to semester. Sites are not expected to offer the same array of student or administrative services available at campuses and centers.

**F. System Marketing**

The System shall help promote all colleges, campuses and centers. Sites shall be promoted by the local college.

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REFERENCES: 20-A M.R.S.A. §12706(1) and (13), and §12714

DATE ADOPTED: June 25, 2014

DATE(S) AMENDED: April 25, 2017 (Renumbered from 108)