



NO. 1005 MEETINGS HELD ON CAMPUS INVOLVING DIGNITARIES

When dignitaries such as state or federal legislators, government officials, or other prominent citizens are involved in a meeting on the Oklahoma City Community College campus, or when the President is involved with an external group meeting on campus, the following steps shall be taken:

- 1.0 Generally, the initial call to arrange the meeting will be made to the President's Office. However, if any College employee learns that a dignitary is visiting campus or is involved in a meeting on campus, the appropriate President's Cabinet representative should be contacted, and the President's Cabinet member will notify the President's Office immediately.
- 2.0 The President will be advised well in advance of the meeting so arrangements may be made to welcome the dignitary to the campus. Also, the President may wish to waive the fee for the meeting room. If so, the President's staff will notify the College Union Office and the visiting group of that decision.
- 3.0 If prior arrangements have not already been completed through the College Union Office, the President's Office will work with the College Union staff to coordinate such arrangements.
- 4.0 The College Union Office will ensure that arrangements are made with Physical Plant, Security, Media Services, and the Library, as requested.
- 5.0 The President's Office will serve as host for meetings involving dignitaries and will provide other services that are deemed appropriate, such as complimentary refreshments, tours of campus, informational packets about the College, etc. When the President is involved with an external group meeting on campus, other than those involving dignitaries, the appropriate President's Cabinet office will provide these services.
- 6.0 The President's Office staff or the appropriate President's Cabinet office will be responsible for providing notice to the Institutional Advancement and Public Relations Office to ensure appropriate arrangements for news releases, photographs, etc., as well as to the other President's Cabinet members. (However, some groups may request no formal notification of their presence on campus, to ensure privacy of their meeting.)
- 7.0 Special care will be taken by all parties involved to ensure that all needs are met for the group while they are on campus.

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