

VIRGINIA STATE UNIVERSITY

Section:	Presidential Policy
Procedure Number:	209
Procedure Name:	Presidential Scheduling
Applicability:	Events and meetings sponsored and/or arranged by members of the University community and external constituencies
Effective Date:	March 29, 1999
Review Date:	N/A
Revision Date:	March 1, 2000

I. Purpose

The purpose is to establish scheduling procedures for requesting the participation of the President in events that support the University's strategic goals and objectives, promote the involvement of external constituencies in the life of the University and involve opportunities for the development and advancement of the University. Time is the President's most valuable commodity in ensuring that the primary goals, purposes and mission of this institution are fulfilled. The purpose of the Office of the President is to provide leadership, guidance, and oversight for planning, implementing, and administering academic programs, student affairs, administrative and financial affairs, development activities and human resources to achieve the University's mission.

A balance must be achieved between the President's obligations to his family, the University community and other constituents. The President's time is limited and a portion of that time must be divided among public appearances, ceremonial duties, meetings and time spent out of town representing the University. Management of the President's time is greatly enhanced by a streamlined process for handling requests for his participation in University activities, external events and meetings. This coordination ensures that a workable daily schedule is maintained and that the goals of the administration are met.

II. Procedure

A. Requests for Appointments and Scheduling Events

The following items are guidelines for consideration when requesting appointments and scheduling events for inclusion on the President's calendar:

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1. The following issues should be considered before submission of a request for the President's attendance at an event:
 - C Does this event advance the University's mission statement or the goals of this administration?
 - C What is the purpose of this event? What goal will the President achieve by attending?
 - C Is this a high priority for the President?

2. If this event is deemed to be a high priority for the administration and the University, a memorandum should be sent through the appropriate director and Vice President to the Administrative Assistant in the Office of the President. External organizations should send a letter to the Office of the President. The following information should be included:
 - C General description of the event
 - C Name, date, time and location of the event
 - C Name of sponsoring organization of the event
 - C President's role at the event
 - C Goal of the President's participation
 - C Number of expected attendees
 - C Is this a speaking engagement?
 - C Will the news media be invited? If yes, which outlets?
 - C Name of a contact person
 - C Estimated Presidential expenses to be borne by the host organization and/or University unit

3. Individuals may use their discretion in selecting a format, provided the above information is included.

4. When requesting the President's attendance at a given event, sufficient time should be allowed for a response after notifying the Office of the President. Requests for events in which a person wishes the President to participate should be submitted four to six weeks prior to the event. Appointment requests must be submitted a minimum of five days prior to the proposed appointment date. Every attempt will be made to relay a decision and/or schedule an appointment in a timely manner. The Office of the President will inform the person or host organization of the decision.

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B. Scheduled Events and Appointments

A point person in the director or Vice President's office, or with the host organization, should be designated to consult with the Office of the President on the details of the event. The designated point person should focus on coordinating the following information with the Office of the President:

- C Exact location of the event (including telephone and fax numbers) and directions
- C Confirmation of the President's arrival and departure times
- C Name of a contact person with the organization hosting the event
- C Agenda or program, including the number of speakers, speaking order and the name of the person introducing the President
- C Development of briefing material for the President and its submission to the Office of the President
- C Development of draft talking points for the President and submission to the Special Assistant to the President for review
- C Order of events, from the President's arrival to his departure

C. Briefing Information

An appropriate briefing memorandum, related to the event, is required for the President's review prior to the event. This briefing material will provide the President and his staff with any background information, other than talking points, he may require about the host organization, attendees or project.

1. This memorandum should be:

- C Submitted five work days prior to the event
- C Approved and signed by the appropriate director and Vice President (or signed by the head of the host organization if applicable)
- C Long enough to provide the necessary information, but not in excess of three pages
- C Inclusive of detailed information about the individual

and/or organization sponsoring the event

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- C Used to specify any relevant information about the organization's affiliation with the University, individuals expected to attend, facts and figures, where appropriate

D. Expenses

When the event involves costs associated with transportation, lodging, meals, registration, parking fees, etc., the host organization or University unit must assume responsibility for payment of these expenses.

1. All requests for appointments and scheduling events must include information about expenses that will be incurred by the President if the invitation is accepted. The following items should be addressed, with cost estimates, in the initial memorandum, or letter, to the Office of the President:

- C Transportation
- C Lodging (including length of stay and location)
- C Meals (including number of meals)
- C Registration, Conference and/or Workshop fees
- C Parking fees
- C Other expenses associated with attendance
- C Name of person responsible for payment of expenses

2. The host organization or University unit must identify the person responsible for ensuring that pre-event and post-event expenses and/or reimbursements are paid. This person must inform the Office of the President, by memorandum, of the status of expense payments within five work days after the event; and continue to provide periodic updates until all expenses and/or reimbursements have been paid.

E. Logistics

The Office of the President will provide logistical support for the President's events when appropriate. During the initial planning stages, the Office of the President will coordinate the event with the contact person to determine what logistical support will be provided by the host organization and/or University unit.

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This will include:

- C The President's transportation needs
- C Coordination of the President's contact person upon his arrival
- C Informing the Office of University Relations of events and activities, where appropriate, and requirements for a photographer and/or University spokesperson for the news media

F. Advance Person

On the day of the event, the University staff contact person will assume the role of the advance person. This individual is responsible for the following:

- C Making contact with the host organization or group's representative
- C Determining if any elected officials are present and providing a list to the President upon his arrival
- C Determining if any members of the news media are present and informing the President and the Office of University Relations representative upon their arrival
- C Greeting the President upon his arrival and informing him of any changes in the agenda or program
- C Being available to answer any questions about the event
- C Assisting the President by recording any information necessary for follow-up (names of individuals presenting gifts or donations to the University, requests for appointments, attendance at events and meetings, etc.)

G. Official University Representatives

The pressing obligations of the University may preclude the President from accepting every invitation he receives. In certain instances, however, the event may warrant the participation of another person on the President's behalf.

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At his discretion, the President will select the appropriate University administrator to send in his stead.

In cases warranting an appearance by an official representative of Virginia State University, the Office of the President will contact a director or Vice President's office for a recommendation on whom best to send. The President will make the final decision on the University representative and his office will notify that person.

H. Requests for Participation in External Meetings

Meetings with organizations outside of the University should be coordinated in the same manner as events. Submission of a letter describing the meeting agenda and any pertinent information is required. It should also describe the President's role and the reason(s) his attendance is necessary.

After a meeting is placed on the President's calendar, a letter outlining the meeting's purpose, its agenda, the parties involved, location and other relevant information (including briefing material) must be received by the Office of the President three work days prior to the scheduled meeting time.

APPROVED BY: (E.N. Moore, Jr.)
President

DATE: (3/29/99)

