

Rhode Island College Communication of VIP Guest Visits Policy and Procedures

SECTION 1 - INTRODUCTION

PURPOSE

In order to coordinate college-wide interaction, these procedures set out appropriate protocol procedures to be followed in keeping The President's Executive Cabinet (PEC) informed of visits to the college by VIP guests including government officials, Presidents, Chief Executive Officers (CEOs) of institutions and private sector organizations and other significant members of the community.

These procedures also advise of the appropriate protocol to be followed for issuing invitations to either the Commissioner or board members of the Rhode Island Board of Governors for Higher Education (RIBGHE) and to government officials (State or Federal)

The PEC does not wish to control the presence of visitors to campus.

Section 3.3 of the Agreement between the RIC/AFT and the RI Board of Governors: *"Faculty may freely select the persons they wish to invite to the campus as guest speakers. There shall be no restrictions to control the views expressed by speakers other than those imposed by state and national law. Obviously, an invitation to a speaker does not imply approval or sponsorship of his/her views by the College, nor necessarily by the organization inviting him/her. Both students and faculty possess the same rights as other citizens to hear different points of view and to draw their own conclusions."*

Article I, Section 3 of the RIC Student Bill of Rights: *"Students may invite and hear any person of their own choosing. Those routine procedures required by the College for the appearance of a guest speaker on campus shall be designed only to ensure that there is orderly scheduling of facilities and adequate preparation and security for the event. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group, the institution, the rest of the student body, or of the Rhode Island College Student Community Government, Inc."*

It is simply important for the PEC to be aware of VIP campus visitors to ensure proper accommodations are made during their time on campus.

SCOPE

These procedures apply to visits to the college by VIP guests and government officials and any proposed invitations by the college to the Commissioner or board members of RIBGHE.

Visits restricted to individual classrooms are not included in the policy. However, events that are open to the campus community or to the public are covered under this policy.

SECTION 2 - PROCEDURE

Procedure steps

1. For Government and RIBGHE/Commissioner Visits

The President's Executive Cabinet (PEC) should be informed of proposed visits by government officials, by members of the RI Board of Governors for Higher Education (RIBGHE), or by the Commissioner of Higher Education. To do so, please consult the Special Assistant to the President early in the invitation process. Such consultation should occur via the "VIP Visitors to Rhode Island College" form.

The purpose of early communication is to ensure that these groups that have a special relationship with public institutions of higher education are accorded special VIP treatment by the president and/or cabinet. An example might be the president's greeting the visitor upon arrival or arranging for special parking passes for the visit. The purpose of this early notification is simply to allow time for any special arrangements, if needed, not to prevent anyone from visiting campus.

2. For Visits by Other Dignitaries

Regardless of whether a visit was initiated by the college or the guest, the Special Assistant to the President should also be informed (using the VIP Visitors to Rhode Island College Form) of visits to the college by VIPs in the categories listed below:

- Presidents and Vice-Presidents (or equivalent, e.g., Presidents of other colleges)
- Ambassadors and other such foreign dignitaries
- Chiefs of the Armed Forces
- Notable private persons (such as candidates for public office, celebrities and recognized philanthropists.)
- Chief Executive Officers of major corporations

The Special Assistant to the President will also make suggestions about ways to accommodate these dignitaries. Please note that the above list is by no means exhaustive. Staff should consult with the Special Assistant to the President for clarification, if needed.

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