

TEXAS STATE TECHNICAL COLLEGE  
**STATEWIDE OPERATING STANDARD**

<b>No. GA 1.20</b>	<b>Page 1 of 3</b>	<b>Effective Date: 12/04/15</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Event Management and Dignitary Protocol</b>	
<b>AUTHORITY:</b>	<b>Executive Order</b>	
<b>PROPOSED BY:</b>	<i>Original Signed by Jeff Kilgore</i>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Marketing Officer</b>	<b>Date: 12/04/15</b>
<b>RECOMMENDED BY:</b>	<i>Original Signed by Jeff Kilgore</i>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Marketing Officer</b>	<b>Date: 12/04/15</b>
<b>APPROVED BY:</b>	<i>Original Signed by Mike Reeser</i>	
<b>TITLE:</b>	<b>Chancellor &amp; Chief Marketing Officer</b>	<b>Date: 12/04/15</b>

**STATUS:** Approved by the EMC 12/04/15

**HISTORICAL STATUS:** Reviewed 07/2015  
 Approved by Expanded Management Council 2/12/14  
 Proposed 12/2013

**POLICY**

Executive Order

**PERTINENT INFORMATION**

The Texas State Technical College will have procedures in place for the administrative responsibility of dignitary and distinguished person visits to all campuses of Texas State Technical College. The Coordinator of Events Management will offer protocol assistance for dignitary visits and will serve as the office of record for such visits. This establishes the responsibility and procedure for arranging visits, to ensure that the visits are well coordinated and that event goals and objectives are met.

## **DELEGATION OF AUTHORITY**

The Chancellor delegates to the Provosts and his/her designee the authority to implement this Executive Order.

## **OPERATING REQUIREMENTS**

The Provost or his/her designee will notify the Coordinator of Events Management at first knowledge of all dignitary visits. Prior approval from External Relations must be in place before any TSTC representative can invite a federal or state official, or foreign dignitary, or heads of state. The Coordinator of Events Management shall determine the appropriate level of representation. The designated individual will determine the purpose, dimension and scope of each visit and establish to what extent involvement should be for any event. When necessary, an Event Coordination Team will be formed consisting of representatives including but not limited to, External Relations, Strategic Communications, Institutional Advancement, Facilities, Office of Information Technology, and Administrative and Financial Support to ensure that all aspects of the visit are considered and well planned.

### Definitions

Event Levels: Events may be defined as any of the following:

- Hosted Events
  - External Host using our facilities
- Sponsored Events
  - Internal (Campus) Host, we are hosting the event.

Event Types: Examples include, but are not limited to:

- Community Appreciation Dinner
- Building Dedication
- Ground Breaking
- Board of Regents Meeting
- Chamber of Commerce Event
  - Business After Hours
- Industry Career Day
- Campus Tour
- Press Conference
- Committee Meeting or Hearing Conducted by a Committee of the State Legislature or United States Congress
- Public Forum Conducted by a Candidate for Office, an Office Holder, or State/Federal Agency Head
- Media Event of Any Kind Donor Event

Dignitaries: Dignitaries may be defined as any of the following:

- Federal Officials
  - Current or Former United States Presidents, Vice Presidents or spouses
  - Current Members of the United States Congress (senators and representatives) or spouses
  - Current United States Cabinet Members or spouses
  - Senior-level Administrators of United States Agencies
- State Officials – Examples include, but are not limited to:
  - Current or Former Governor, Lt. Governor and/or spouses
  - Current State Agency Commissioners or Agency Chief Administrators
  - Current State Senators or Representatives
- Texas State Technical College Board of Regents
- Local Elected or Appointed Officials – Examples include, but are not limited to:
  - Mayors
  - County Judge and/or Commissioners
  - City Council Members
  - Municipal Managers
- Other
  - Foreign Dignitaries or Heads of State
  - Ambassadors or representatives of foreign governments
  - Presidents or Heads of large corporations or organizations
  - Religious or spiritual leaders – such as a Bishop of the Dalai Lama
  - Individuals and/or groups who could attract opposition or spark controversy
  - High-ranking members of royalty
  - High-profile individuals such as celebrities or public lecturers (For the purposes of this protocol, high-profile individuals (celebrities or public lecturers) shall be defined as an individual who has a prominent profile in the media and is easily recognized. Individuals of this type will more than likely require security needs much like the dignitaries listed above. The individuals would generate substantial media attention and large audiences.)
  - Any other high ranking or high-profile individual not specifically named in the above categories.

## **PERFORMANCE STANDARDS**

- 1) Appropriate departments are being notified of the schedule, needs and requirements.
- 2) Coordination of schedule of events and activities is being maintained.
- 3) This statewide operating standard will be reviewed annually.