



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

## OFFICE OF THE CHANCELLOR

Directive Number 173

November 18, 2015

**TO:** College Presidents

**RE:** Campus Visit Protocol from Elected Officials

Elected officials from the local, state, and federal levels have an interest in using District facilities for various public events. District facilities can be made available to such officials under the District's Civic Center provision or permits for use procedures.

Members of the District's Board of Trustees may wish to participate in such events in an official capacity to ensure appropriate representation of the Board. To ensure Board representation and accountability, and as a condition to granting access to District facilities, the following protocol shall apply:

1. The College Presidents shall notify the Chancellor when a local, state, or federal elected official will be visiting or holding an event at his or her College. The notification should be provided as far in advance as possible, but before any permit is issued to the official.
2. Upon receipt of the notice from the College President, the Chancellor shall notify the Board President and Board Vice President. In consultation with the Chancellor, the Board President shall determine whether Board representation is appropriate and, if so, shall designate the Trustee(s) to attend. The Chancellor shall convey this information to the College President.
3. The Chancellor, in consultation with the Board President, will work out details of board's role and issues of seating arrangements and meeting with the elected officials.
4. The College President will inform the officials that members of the District's Board will attend the event in their official capacity.
5. The College President will ensure that the Trustees present are recognized and that time is allotted for a Trustee to make remarks, as appropriate.
6. The College President should then finalize the space use and permit, and should provide the Chancellor a final written program or schedule of the visit or event.
7. The Chancellor and Board President have final authority approval over the visit by elected officials.
8. The Chancellor will forward this information to the Board President and Trustees.

This Directive only applies to visits and events involving elected officials, where College space is used at no-cost to the organizer through the Civic Center provision. Where sponsoring agencies are paying for the use of campus facilities, this protocol does not apply.

This Directive also applies when an organization or person requesting use of our facilities is not an elected official, but intends to or does invite elected officials, such as the Governor, Senators, Assemblymembers, Mayor, etc.

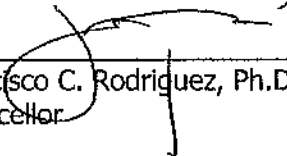
In the event media covers the event and to maximize exposure of the College and district, it is important that the college and the District be clearly identified as hosts of the official visit.

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Media will be handled as a team with the District and College working together to ensure communication is maximized and coordinated. If additional resources are needed, the Chancellor will use other college PIOs or retain an external firm to assist.

Events and program with major political figures should be photographed, videotaped, and archived for future uses by the college and district.

Visits and events involving business or community leaders, or non-elected governmental officials, are not governed by this Directive. However, College Presidents are encouraged to invite Board members to attend and participate in such events as appropriate.



Francisco C. Rodriguez, Ph.D.  
Chancellor

- c: Board of Trustees
- Executive Staff
- Senior Staff
- Personnel Commission