Chancellor’s Participation and Chancellor’s Events and Activities Protocol and Guidelines

OVERVIEW

Receptions, special events and visits, donor engagement activities and formal programs that involve key constituent groups often require the attendance and coordination of North Carolina Central University’s Chancellor’s Office. Under the direction of Dr. Johnson O. Akinleye, 12th Chancellor of North Carolina Central University, and the Vice Chancellor of Institutional Advancement, the following guidelines and protocol have been established related to the coordination and execution of activities, events, visits by key university, public or VIP guests, Board of Trustees and other receptions, entertainment and programs involving the Chancellor:

- The Division of Institutional Advancement, in consultation with Chancellor Akinleye, will be solely responsible for vetting, organizing, managing and executing all activities and events noted above.
- The Division of Institutional Advancement will coordinate accordingly and collaborate with areas and units for on-and off-campus events and activities related to the following: ordering catering (Sodexo or other selected vendor), coordinating decorations, generating invitations and invitation lists, establishing parking lists (Police and Public Safety) RSVPs, securing facilities and space reservations (Facilities Services or other selected vendor), as well as hosting/greeting guests.
- The Division of Institutional Advancement will work with the Chancellor Office team to secure purchase orders and process vendor payments.

EVENTS AND ACTIVITIES AND GUIDELINES

Below is a listing of events and the process and steps for organizing and executing the noted activity that involve the Chancellor:

- Board of Trustees Receptions
- Chancellor's Football and Basketball Game Donor Tailgates and Donor Recognitions (On Campus)
- Homecoming Activities
- Chancellor’s Donor Receptions (Off Campus)
- Chancellor’s Reception for Graduates (Fall and Spring Commencements)
- Community Leaders Open House
- Visits to NCCU Campus by Officials (University of North Carolina Board of Governors, University of North Carolina President Margaret Spellings, U.S. Federal and Congressional Officials, International Delegations, Other VIPs as Determined by Chancellor Akinleye)
- Other Special Chancellor Events (Coffee and Conversation with Media)
Board of Trustees Receptions, Community Partners Reception (Other University-Related Chancellor Hosted Receptions)

Unless otherwise noted or directed by Chancellor Akinleye for special circumstances or purposes, the NCCU Board of Trustees Reception will be held at the Chancellor’s Residence. The following would be the responsibility of Institutional Advancement (* please note special coordinating entities, as needed or required):

**Dates and Time**

- The Board of Trustee reception will be scheduled for the Tuesday evening of Board Committee meetings and begin at 6 p.m. These receptions will be held four times each year. For the 2017-2018 academic year, the dates are:
  - September 26, 2017
  - November 14, 2017
  - February 27, 2018
  - April 24, 2018
  - June 26, 2018
  - September 25, 2018
  - November 13, 2018

**Invitations and RSVPs**

- The invitation list and any additional special guests as determined by Chancellor Akinleye will be gathered by the Division of Institutional Advancement and approved by Chancellor Akinleye.
- The Division of Institutional Advancement will disseminate the invitation (printed, electronically) and use the following means for RSVPing:
  - chancellorevents@nccu.edu (permissions needed from ITS)
  - 919-530-7576 (Special Events RSVP Line)

**Catering**

- The Division of Institutional Advancement will coordinate a menu with Sodexo Catering. All questions regarding menu, service times, special requirements, etc. will be handled by Institutional Advancement.
- The Purchase Order will be sent to the Office of the Chancellor for processing and payment. The Office of the Chancellor will only be responsible for processing payment to the vendor.

**Other**

- The Division of Institutional Advancement will also coordinate parking (Police and Public Safety), cleaning services (Facilities Services) and all other event logistics prior to the event.
• Name labels will be created and provided, if requested.

**Coordinating Units/ Offices/ Departments**

• Sodexo
• Police and Public Safety
• Facilities Services
• Chancellor’s Office

**Chancellor’s Football and Basketball Game Donor Tailgates and Donor Recognitions (On and Off Campus) and Chancellor’s Reception for Graduates (Fall and Spring Commencements)**

The following protocols apply for these events and activities:

**Dates**

• A Chancellor’s Tailgate will be held for each of the NCCU Football home games. For the 2017 season, the dates are: Sept. 9, Sept. 21, Oct. 21 and Oct. 28. A Tailgate will also occur at the N.C. A&T State University game in Greensboro.

**Catering**

• The Division of Institutional Advancement will coordinate a menu with Sodexo Catering (tailgates, Chancellor’s Box) or another approved and designated vendor if off campus. All questions regarding menu, service times, special requirements, etc. will be handled by Institutional Advancement.

• The Division of Institutional Advancement will work with the Commencement Committee to determine number of graduates, platform guests, including keynote speaker, and other special guests, to be reviewed and approved by Chancellor Akinleye.

• The Purchase Order will be sent to the Office of the Chancellor for processing and payment. The Office of the Chancellor will only be responsible for processing payment to the vendor. *Note: Planning and payment for the Graduates Reception will be coordinated by the Commencement Committee, with review and approval given by the Division of Institutional Advancement.

**Invitations and RSVPs**

• The donor, ELT and additional special guests invitation list, as determined by Chancellor Akinleye, will be gathered by the Division of Institutional Advancement.

• Invitations for the Graduates’ Commencement Reception (Chancellor’s special guests only, including the Board of Trustees, Foundation Board) will be coordinated
through the Division of Institutional Advancement; the Commencement Committee will provide the invitations to students, faculty and staff.

- The Division of Institutional Advancement will disseminate the invitation (printed, electronically) and use the following means for RSVPing:
  - chancellorevents@nccu.edu or a specialty RSVP web link
  - 919-530-7576 (Special Events RSVP Line)

**Chancellor’s Box**

- The Division of Institutional Advancement will present a list to Chancellor Akinleye of major donor prospects and other special guests for review and approval. The list will be between 10-12 individuals as the box is limited to 12 people (comfortably).
- Cleanliness and hosting of the box will be done by the Division of Institutional Advancement who will work with Athletics for access, as necessary.
- Police and Public Safety will limit access to only the individuals on the approved guest list for each game. Intermittent access during half-time only will be provided to all members of the Board of Trustees.

**Parking List and Guest Credentials**

- A parking list will be generated by the Division of Institutional Advancement and provided to Police and Public Safety no later than three days prior to the noted event with the names of guests and NCCU members who are approved to park in the Hoey Administration Circle.
- Packages with guest credentials, including tickets, etc., will be compiled by the Division of Institutional Advancement and provided to Police and Public Safety the morning of the noted game. Guests will be given the packages upon entrance to campus.

**Coordinating Units/ Offices/ Departments**

- Sodexo
- Athletics
- Police and Public Safety
- Facilities Services
- Chancellor’s Office

**Homecoming Activities and Chancellor’s Hosting Guests Off-Campus**

**Dates**

- The Division of Institutional Advancement will coordinate all events requesting or requiring the Chancellor’s attendance and participation for Homecoming annually. The 2017 NCCU Ultimate Homecoming Experience is scheduled for October 22-28.
These events may include, but are not limited to:

- Coronation
- Chancellor’s Faculty & Staff Recognition Event
- Corporate Partners Reception
- Parade
- Donor Tailgate
- Football Game
- Alumni Activities (Chancellor’s Donor Reception, Society of Golden Eagles Luncheon, Alumni Concert, Alumni Association Gala)
- Founder’s Day

**Formal Requests**

- The NCCU requester will contact the Division of Institutional Advancement noting the following detailed information for review:
  - Event
  - Time (Specific Arrival Time, Event Start, Event Conclusion)
  - Location (Address and Room Number Required)
  - Role Requested of the Chancellor (Remarks, Greetings, Host, Participant Only, i.e. Parade)
  - Specific Accommodations/ Designated Seating for Chancellor’s Family
  - Event Transportation or Coordinating Entity (i.e. Parade- specific car dealer and car make and model)
  - Identifying Information Noting “Chancellor” and “Mrs. Juanita Akinleye” when required (i.e. Placards or Tent Cards on Tables, Placard on Car)
  - Specific Point of Contact/Event Escort with Two Phone Numbers Provided
  - Full Copy of Program and Run-of-Show (Required No Less Than One Week Prior to the Event)
  - Attire Specifics (Specific Color, Formal, Semi-Formal, etc.)

**Accommodations and Hospitality Suites**

- The Division of Institutional Advancement will be responsible coordinating hospitality suites for Chancellor Akinleye and Mrs. Juanita Akinleye for Homecoming and special university-sponsored events (Homecoming, MEAC Tournament, post-season athletics).
  - Food and other items for the Chancellor’s Hospitality Suite will be arranged by the Division of Institutional Advancement.
  - All payments will be coordinated with the Office of the Chancellor team.

**Coordinating Units/ Offices/ Departments**

- Sodexo or Another Authorized or Approved Caterer
- Athletics
- Police and Public Safety (If transportation is required)
Visits by Officials (University of North Carolina Board of Governors, University of North Carolina President Margaret Spellings, U.S. Federal and Congressional Officials, International Delegations, Other VIPs as Determined by Chancellor Akinleye)

The Division of Institutional Advancement will coordinate and make all the necessary arrangements for special events approved by Chancellor Akinleye. These types of events would include:

- Visits by UNC Board of Governors and UNC President Spellings
- Events requested by the Office of the Governor
- Activities Including High-Level Dignitaries With Event Participation to Include Chancellor Akinleye

Planning and Execution

- The Division of Institutional Advancement will work with the primary contact of the respective office or entity to plan, meet, coordinate and develop a plan and scope of work for the event or activity.
- Purchase Orders for activities that support the event will be sent to the Office of the Chancellor for processing and payment. The Office of the Chancellor will only be responsible for processing payment to the vendor.

Coordinating Units/Offices/Departments

- Chancellor’s Office
- Division of Academic Affairs
- Police and Public Safety
- Facilities Services
- Division of Student Affairs (If Student Hosts Needed)
- Sodexo (If Needed)

The following special requested events by the Chancellor will remain with the Office of the Chancellor:

- Honor Students Reception
- Student Leaders Dinner
- Student Athlete Reception (Fall/Spring)
Inviting the Chancellor to Events (Remarks, Speeches, Etc.)

All requests to have Chancellor Akinleye speak to events (remarks, greetings, keynote addresses, speeches, event appearances):
http://www.nccu.edu/administration/chancellor/invite.cfm