

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1400**

SUBJECT: Guest Speakers, Lecturers, Performers, and Organized Groups

REFERENCE: SCP-1215, *Use of Institutional Facilities*, SCP-1215.A, *College Facility Use Agreement*; SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*

ORIGINATION: May 28, 2014

EFFECTIVE: July 24, 2015

REVIEWED:

SECTION 1. PURPOSE

1.1 The mission of Southern West Virginia Community and Technical College (“the College”) is to provide accessible, affordable, quality education and training while promoting lifelong learning for those we serve. To support the mission, facilities of the College should be used, first and foremost, for educational activities. The purpose of this policy is to ensure that the classrooms and meeting rooms of the College are used in a manner that supports the College’s mission. To that end, officially recognized student organizations, faculty, and classified staff must follow the protocols contained in this policy before inviting guest speakers, lecturers, performers, or organized groups to present or perform in the College’s classrooms, meeting rooms, and lunch areas.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to the College’s classrooms, meetings rooms, and lunch areas which are non-public forums. As non-public forums, the College shall limit the use of those rooms/areas to presentations and performances by Guest Speakers, Lecturers, Performers, and Organized Groups (collectively, “Guest Speakers”) who support the College’s educational mission.

2.2 This policy does not apply to traditional public forums at the College, such as outdoor lawns on College property and College sidewalks adjoining public property. This policy also does not apply to the College’s designated public forums, such as the auditoriums and indoor common areas. The College does, however, reserve the right to ensure the orderly use of public forum areas by applying reasonable time and manner restrictions in the future.

2.3 It is the emphatic intent of this policy that all persons authorized to approve or deny an otherwise appropriate request for a Guest Speaker shall observe strict neutrality as to the opinion or opinions that the Guest Speaker may express on the topic of the speech, lecture, presentation or performance. In other words, all approvals and denials of Guest Speaker requests shall be viewpoint-neutral, neither favoring nor disfavoring a particular point of view.

SECTION 3. DEFINITIONS

3.1 Guest Speakers, Lecturers, Performers, and Organized Groups (collectively, “Guest Speakers”) – A person or group neither attending Southern, nor otherwise employed by the College, who is invited by an officially

recognized student organization, a faculty member, or a staff member, to present or perform in a College classroom, meeting room, or lunch area.

- 3.2 Indoor Common Areas – Indoor common areas include hallways, restrooms, and other indoor areas accessible to students in general.

SECTION 4. POLICY

- 4.1 Only an officially recognized student organization, a faculty member, or a staff member may invite a Guest Speaker to perform or present in a College classroom, meeting room, or lunch area. Prior to inviting a Guest Speaker to present or perform in a College classroom, meeting room, or lunch area an officially recognized student organization, a faculty member, or a staff member must submit a *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group* (SCP-1400.A) to her/his immediate supervisor or appropriate organization advisor.
- 4.2 An officially recognized student organization, a faculty member, or a staff member hosting a Guest Speaker in a College classroom, meeting room, or lunch area may not open the Guest Speaker's presentation or performance to individuals unaffiliated with the College without obtaining prior approval from the President of the College or the President's authorized designee.
- 4.3 A request to invite a Guest Speaker to present or perform in a College classroom, meeting room, or lunch area shall be made in writing to the immediate supervisor or appropriate organization advisor at least seven (7) days (excluding holidays and weekends) prior to the date of the proposed presentation or performance. Exceptions to the minimum notice requirements may be authorized by the immediate supervisor or appropriate organization advisor in appropriate cases.
- 4.4 Any request to invite a Guest Speaker to present or perform in a College classroom, meeting room, or lunch area shall contain the following (as in Section 3 of SCP-1400.A):
- 4.4.1 the name of the sponsoring individual or organization,
 - 4.4.2 the proposed date, time and location of the meeting, lecture, or performance,
 - 4.4.3 the expected size of the audience,
 - 4.4.4 the name and address of the proposed Guest Speaker, and
 - 4.4.5 the topic.
- 4.5 Any external guest speaker, lecturer, performer, or organized group request is subject to the availability of the requested space for the meeting time and date requested. In the event that space is unavailable for the requested time and date of the meeting, or otherwise inappropriate for the request, or the request would impose substantial interference with normal activities of the institution, alternative space which is available may be offered by the institution, or the sponsoring organization is free to request a more suitable date and location. The individual or group inviting the external guest speaker, lecturer, performer, or organized group is responsible for confirming the availability of space with the appropriate Director of Campus Operations.
- 4.6 A request to invite a Guest Speaker to present or perform to whom payment would have to be from the College funds is subject to the availability of funds. In order to receive payment for services, the Guest Speaker must be a registered vendor with the State of West Virginia. An electronic vendor application is available at <https://www.wvoasis.gov/>.

- 4.7 A request for a Guest Speaker may be denied if the President of the College, or the President's authorized designee, determines that the proposed presentation or performance will:
- 4.7.1 Damage or destroy College property; or
 - 4.7.2 Disrupt, impair, or interfere with the College's regularly scheduled classes; or
 - 4.7.3 Physically harm, coerce, intimidate, or invade the lawful rights of students and College personnel; or
 - 4.7.4 Incite violence; or
 - 4.7.5 Constitute criminal activity.
 - 4.7.6 Additionally, the President or the President's authorized designee, may deny a request to invite a Guest Speaker if the President or the President's authorized designee reasonably determines the presentation or performance presents a clear and imminent threat to the College's orderly operations or is obscene (i.e., that which appeals to the obscene interest in sex; is patently offensive; and lacks serious literary, artistic, political, or scientific value).
- 4.8 The individual or group inviting a Guest Speaker shall provide the Guest Speaker with a copy of this policy. By acceptance of the invitation, a Guest Speaker shall assume full responsibility for any violation of the law or College policies while on the College's campuses.
- 4.9 Any meeting, assembly, or activity to which a Guest Speaker may be invited is subject to all requirements, conditions, and approvals set forth in any policy or regulation of the Board of Governors and/or the institution concerning the use of campus property and facilities.
- 4.10 The views expressed by a Guest Speaker are his or her own and do not necessarily represent the views of Southern West Virginia Community and Technical College.
- 4.11 The individual or group inviting a Guest Speaker shall notify the Public Relations Specialist when appropriate.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Individual or Group Making a Request:
- 7.1.1 Must complete SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group* and provide other required documentation as needed.
 - 7.1.2 Individual or Group must submit one copy of SCP-1400.A and required documentation to the immediate supervisor and/or appropriate Vice President.

- 7.1.3 Individual faculty and classified staff submits requests directly to the immediate supervisor.
 - 7.1.4 Faculty Senate Chair submits requests directly to the Vice President for Academic Affairs and Students Services.
 - 7.1.5 Classified Staff Council Chair submits requests directly to the Vice President for Finance and Administration.
 - 7.1.6 Student Government Association Presidents submit requests directly to the appropriate campus Student Government Association Advisor.
 - 7.1.7 Request a conference at any step to discuss recommendations, if desired.
 - 7.1.8 A recommendation for denial at any step does not preclude an individual's or group's opportunity to be approved at the remaining phases.
- 7.2 The Immediate Supervisor or Student Government Association Advisor Will:
- 7.2.1 Accept and review requests and appropriate documentation to determine that the required materials are included.
 - 7.2.2 Approve or deny the request and notify in writing the individual or group making a request within two (2) working days of the decision.
 - 7.2.3 Forward requests and appropriate documentation to the appropriate Vice President for review and/or approval or denial.
 - 7.2.4 If the immediate supervisor is the Vice President for Development or the Vice President for Workforce and Community Development, he/she submits requests to the Vice President for Finance and Administration for review and/or approval or denial.
- 7.3 The Appropriate Vice President Will:
- 7.3.1 Accept and review requests and appropriate documentation to determine that the required materials are included.
 - 7.3.2 Approve or deny the request and notify in writing the individual or group making a request within two (2) working days of the final decision.
 - 7.3.3 Forward a copy of requests and appropriate documentation to the President's Office for maintaining a file with the names of individuals or groups that have been approved or denied as a Guest Speaker.
- 7.4 The Appeal Process:
- 7.4.1 In the event of a recommendation of denial, the individual or group making the request may appeal the final decision to the President.
 - 7.4.2 The President shall review the request, documentation, and reason(s) for denial and render a written decision for approval or denial within two (2) working days of receiving the request for appeal.
- 7.5 The President of Southern West Virginia Community and Technical College or the President's authorized

designee is responsible for the implementation of this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group*

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: May 28, 2014 – Originated
 June 17, 2014 – Initial Release