



Alcorn
State University

MEMORANDUM

To: Deans, Chairs, and Directors

From: Donzell Lee, Ph.D. *DL*
Interim Provost and Executive Vice President

Date: April 1, 2015

Re: Notification Considerations: Dignitaries, Public Figures, and Campus Visitors

Alcorn State University welcomes individual and group visits to our historic campus throughout the calendar year. Our generous hospitality has allowed us to cultivate many valuable relationships with leaders and dignitaries of agencies, corporations, state/local governments, institutions, and countries throughout the world. It is through these “. . . collaborative partnerships that benefit the surrounding communities, states, nation, and world . . .” that our vision to become a premier comprehensive land-grant university is realized.

I write reminding you to ensure that the Office of the Provost is notified when dignitaries and public officials/figures visit our campus. On several occasions, guests of high visibility have graced our campus, in conjunction with an academic program or event, without my (or the President’s Office) being notified. To ensure that campus guests are extended the full panoply of courtesies and considerations they are due, Alcorn administration should be informed in advance of their coming.

To that end, if your programmatic activities entail contact with, or hosting of, a dignitary, governmental official, or person of high visibility, be sure to coordinate said activity with the Office of the Provost. Timely and proper notification to my office will not only reduce scheduling conflicts, but also maximize my and Dr. Rankins’ participation.

Are you planning to host a delegation or public figure soon? Please notify me through my administrative assistant, Patricia Keys, (as soon as possible or) at least a week before the planned event. Let her know if any other University officials should participate, as well. As I look forward to visiting with our campus guests, please know that your attention to this matter, and usual cooperation thereto, is greatly appreciated.