

California State University Board of Trustees Procedures for Campus Employees, Visitors and Media

These procedures have been designed to assist campus personnel, visitors and media representatives with information on attending the California State University's [Board of Trustees](#) meetings.

Campus Staff and Guests that are assisting with a presentation:

- Please meet your Chancellor's Office contact at the employee entrance on the north side of the building. They will provide you with a special access card to be worn for the duration of your visit.
- Please sit on the left side of the Dumke auditorium (as you face the board) in the staff seating area with your Chancellor's Office contact.
- Campus staff or guests who are attending, but not assisting with a board agenda item, must enter through the public entrance at the front of the building and will be seated in the general audience area as seating is available.

Public Speakers, Media and Other Attendees:

- Anyone wishing to address the board is asked to pre-register in writing the working day before the committee or board meeting by following the information outlined in section 8 in the [Rules Governing the Board of Trustees](#).
 - Pre-registered speakers will sign in at the Speakers/Media table outside the Dumke auditorium and will be given an identification card to be worn in the auditorium and returned when leaving.
 - Media may check in at the front lobby desk where they will be given identification allowing them access to the reserved media area in the auditorium. Questions from media should be referred to [Public Affairs](#) or may be answered by calling 562-951-4800.
 - If the Dumke auditorium reaches capacity, an overflow room will be opened with a live stream of the board meeting. Security officers will manage the seating capacity and overflow, escorting guests to the overflow room as needed.
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