



Policy Number 1.1

Chapter: Governance

Title: Establishing Administrative Policies

Division/Department: Administration

Policy Administrator: Chief Administrative Officer

Adoption Date: May 17, 2023

Revision Dates:

1. PURPOSE

The Auraria Higher Education Center (“AHEC”) creates and maintains policies to establish responsibility, integrity, and accountability in support of its mission and strategic plan. Well-written policies clarify expectations, guide actions, provide controls, enhance productivity and efficiency, support compliance with regulatory mandates, and mitigate risk. This Policy establishes a uniform and consistent practice for developing, drafting, adopting, implementing, and revising official AHEC Policies. This Policy helps ensure that AHEC policies are easily accessible and understandable, widely disseminated, standardized to the extent reasonable, and approved in an appropriate way. All AHEC Policies must be developed, approved, and distributed in compliance with the standards and format set forth herein.

2. DEFINITIONS

- 2.1. Auraria Higher Education Center or “AHEC”: The multi-institutional higher education complex established in Title 23, Article 70, of the Colorado Revised Statutes and located in the City and County of Denver.
- 2.2. Board of Directors of the Auraria Higher Education Center or the “Auraria Board”: The Board of Directors created in Colorado Revised Statutes (C.R.S.) § 23-70-102 that oversees AHEC and has the powers and duties assigned to it by the Colorado General Assembly as set forth in Title 23, Article 70, C.R.S.
- 2.3. Department: An AHEC Division is typically comprised of several Departments, each led by a Department head who reports to an executive officer of AHEC. For example, the Activation Division is made up of the following departments: Campuswide Events, Kenneth King Performing Arts Center, Marketing & Campus Relations, Auxiliary Services, and the Tivoli Student Union.

- 2.4. Division: AHEC is made up of several Divisions, each led by an executive officer who acts as a director of the Division and reports directly to the AHEC Chief Executive Officer or, in the case of the Chief of Police, to the CEO and the Chief Administrative Officer. The AHEC Divisions include Administration, Activation, Financial (Business Office), Operations, Planning, and Police & Campus Safety.
- 2.5. Policy: A Policy is a written statement of philosophical foundation or principle that is approved by the Auraria Board, applies broadly to the Auraria campus, provides guidance and assistance to the Auraria community in the conduct of AHEC affairs, changes infrequently, and is applicable for the foreseeable future. Policies are binding on all AHEC staff, contractors on campus, visitors, and others as stated in the Policy.
- 2.6. Policy Administrator: The AHEC executive responsible for managing the development, drafting, approval, publication, enforcement, and maintenance of a Policy. This will typically be the director of the AHEC Division/Department that is the subject matter expert of a Policy.
- 2.7. Policy Library: The online, electronic repository for all current AHEC Policies. The Director of Marketing and Campus Relations manages and maintains the Policy Library website, (hyperlink), and maintains an archive of superseded/rescinded Policies that are available on request.
- 2.8. Procedure: A Procedure is an internal operational guideline pertaining to a specific AHEC Division or Department through which a Policy is realized and followed. Procedures are not adopted by the Auraria Board, are subordinate to any related Policy, and are not binding on the AHEC community as a whole. An AHEC Policy supersedes any related procedure.
- 2.9. Stakeholders: Students, faculty, and staff on the Auraria Campus who are affected by a Policy being developed by AHEC.

3. POLICY

The following requirements and procedures apply to all AHEC Policies:

- 3.1. Format: A standard policy format ensures clarity and consistency. AHEC Policies will be written and maintained following the format described below:
 - 3.1.1. Cover Page. All AHEC Policies will begin with a cover page, in the same format as used in this Policy, with the following information:
 - Policy Number. The Policy will be assigned a number by the Policy Administrator in accordance with Paragraph 3.4 of this Policy.
 - Chapter. The Policy will be assigned to a chapter in the Policy Library in accordance with Paragraph 3.4.2 of this Policy.

- Title. The title is the primary means of identifying, locating, and referring to a Policy. The title should be clear, concise, and accurately represent the Policy content.
 - Division/Department. This field will identify the specific AHEC Division and Department that the subject matter of the Policy is intended to address.
 - Policy Administrator. The Policy Administrator field will list the Division Head, by title, responsible for the specific Policy.
 - Adoption Date. This is the date the Policy is signed by the Chair of the Auraria Board.
 - Revision Dates. Each date a Policy is revised, including the date on which the Policy is first adopted, will be identified.
- 3.1.2. Purpose. A summary of the Policy and its purpose. To become an official AHEC Policy, a Policy must be in the best interests of AHEC, consistent with its mission and values, and must be reasonable and necessary to accomplish the legitimate goals and purposes of the institution. The Policy should define expectations for unit and/or individual conduct, support compliance with applicable laws and regulations, mitigate institutional risk, and/or enhance productivity and efficiency of operations.
- 3.1.3. Definitions. A list of the meaning and interpretation of specific terms used in a Policy. Not all Policies will provide definitions. If a Policy does not require specific definitions, the following statement will be inserted in the Definitions section: “This Policy does not require the definition of any specific terms.”
- 3.1.4. Policy. A detailed description of the Policy covering topics that include duties assigned to responsible parties and other parties as necessary; other information specific to a particular Policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable. Policy drafters should avoid stating procedural matters such as how the responsible unit carries out compliance with the Policy.
- 3.1.5. Approval. All AHEC Policies must be approved by the Auraria Board and signed by the Chair of the Board. Except for interim policies, no AHEC Policy is effective or enforceable until signed by the Chair.

- 3.2. Policy Development
 - 3.2.1. Any Stakeholder may propose a Policy by submitting a draft, in the required format, to the director of the Division that is the subject matter of the draft Policy. The Division director will review the draft and provide recommendations to the AHEC Chief Executive Officer for consideration.
 - 3.2.2. The Chief Executive Officer and the Division head shall confer regarding a draft and the Chief Executive Officer will decide, in their sole discretion, whether a draft Policy should be further developed. If the Chief Executive Officer authorizes further development, the Division director will consult with various stakeholders, including the AHEC Senior Leadership Team, regarding the draft Policy's likely impact on members of the Auraria community. After consultation with stakeholders and revising the draft Policy as appropriate, the Division director will submit the revised draft Policy to the Chief Executive Officer for review.
 - 3.2.3. The Chief Executive Officer will review and further revise the draft Policy and then determine, in their sole discretion, whether to submit the revised draft Policy to the Auraria Board for consideration.
- 3.3. Board Review and Adoption
 - 3.3.1. Only the Auraria Board has the authority to adopt AHEC Policies.
 - 3.3.2. The Auraria Board will review draft Policies presented by the Chief Executive Officer and decide, in its sole discretion, whether to adopt a Policy.
- 3.4. Publication and Maintenance
 - 3.4.1. To ensure ready access to policies, AHEC will maintain an official Policy Library with the most current approved version of all Policies. The Policy Library will be maintained by the Director of Marketing and Campus Relations in a standard electronic format and will follow the structure described in Paragraph 3.4.2 below. The Policy Library will constitute the official electronic depository for official Policies for AHEC.
 - 3.4.2. AHEC policies are categorized into the following numbered chapters:

1	Governance
2	Activation
3	Administration
4	Campus Planning
5	Finances
6	Operations
7	Police & Safety

3.4.3. All official Policies approved by the Auraria Board will be posted to the Policy Library.

- 3.5. Implementation: The Policy Administrator will coordinate education and training for relevant stakeholders and enforce compliance after a Policy is adopted and published. Members of the Auraria community are responsible for knowing, understanding, and complying with all AHEC Policies. The Policy Administrator will direct the development and administration of procedures related to the Policy.
- 3.6. Review: It is the responsibility of the Policy Administrator to review AHEC Policies at the end of each even-numbered fiscal year to ensure currency and relevance. The Policy Administrator will then report to the Chief Executive Officer to recommend necessary revisions or that no revisions are necessary. Any substantive revision to an existing Policy must undergo the steps identified in Paragraphs 3.2 and 3.3 of this Policy.
- 3.7. Retirement and Archiving: The Auraria Board may retire a Policy when it has become inconsistent with legal or regulatory requirements, no longer reflects AHEC practices or operations, or when the Policy is duplicative of or consolidated into other Policies. The Policy Administrator is responsible for communicating the retirement of a Policy to all relevant stakeholders. Previous versions of AHEC Policies will be retained by the Director of Marketing and Campus Relations for future reference but will not be posted on the official Policy Library.
- 3.8. Interim Policies: The Chief Executive Officer may adopt an interim Policy, effective for up to six months from its adoption date, whenever a Policy must be established in a time period too short to permit the completion of the process delineated in this Policy. Exigent circumstances where an interim Policy is necessary may include a change in applicable law, a significant and immediate financial opportunity, or material risk to the safety or welfare of the AHEC community. The Chief Executive Officer has sole discretion to enact an interim Policy. Interim Policies must be documented in a format consistent with standard AHEC Policies and published in the Policy Library.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: May 17, 2023

Approved by: */s/ Tracy Huggins*
Chair of the Auraria Board