



**Policy Number 3.4.4**

**Chapter: Administration**

**Title: Official Communications and Lobbying**

**Division/Department: Administration/Legal  
Department**

**Policy Administrator: General Counsel**

**Adoption Date: February 2, 1998**

**Revision Dates: 8/8/2018, 2/26/2025**

To ensure effective and appropriate management of operations and affairs at the Auraria Higher Education Center (AHEC), communications concerning official AHEC business that occur between AHEC employees and certain governmental officials or media representatives must be authorized in advance. This policy establishes rules governing these types of communications as well as lobbying activities.

## **2. DEFINITIONS**

- 2.1. **Advocacy:** Activities carried out for the purpose of advancing AHEC's position on a political, business or legal matter through contacts with government officials or their staff.
- 2.2. **Auraria Executives Council:** The council comprised of the AHEC Chief Executive Officer (CEO), Community College of Denver President, Metropolitan State University of Denver President, and University of Colorado Denver Chancellor.
- 2.3. **Constituent Institution:** As defined in C.R.S. § 23-70-101(1)(b), an institution of higher education at and within AHEC, including Community College of Denver, Metropolitan State University of Denver, and University of Colorado Denver.
- 2.4. **Covered Officials:** Any local, state or federal official listed below:
  - 2.4.1. Federal government officials listed as covered in [2 U.S.C. § 1602](#), including both the executive branch and legislative branch.
  - 2.4.2. State government officials listed in [C.R.S. § 24-6-301](#), which include the Colorado governor, lieutenant governor, members of the general assembly, a member of a rule-making board or commission, and a rule-

making official of a state agency which has jurisdiction over the subject matter of a rule, standard, or rate.

2.4.3. All local government officials listed in the [Revised Municipal Code of the City and County of Denver § 2-301\(2\)](#).

2.4.4. For the purposes of this policy, any member of the Auraria Board of Directors, the Auraria Executives Council, and Senior Officers of the Constituent Institutions.

2.5. Lobbying: Lobbying has the same meaning as set forth in Title 24, Article 6, Part 3 of the Colorado Revised Statutes, “Regulation of Lobbyists.”

### **3. POLICY**

3.1. This policy concerns communications made by AHEC employees as part of their official duties and as representatives of AHEC. This policy does not address communications in the ordinary course of business and within the assigned role and responsibility of the AHEC employee engaging in such communication. Similarly, this policy does not prohibit routine or emergency communications with law enforcement, fire prevention and response, or other state and local agencies as necessary for the safety and security of the campus community or for the routine business of AHEC.

3.2. Covered Officials: Communications with Covered Officials require coordination and approval from the CEO. The CEO should be informed of any requests received by AHEC staff from Covered Officials for assistance in compiling data, coordinating research, etc. The CEO should be copied on any written responses.

3.3. External Agencies: Communications with external agencies require coordination and approval from the CEO. External agencies include Colorado Commission on Higher Education, Department of Higher Education, Office of State Planning and Budgeting, Joint Budget Committee, Regional Transportation District, City and County of Denver, and other government agencies that purport to assert jurisdiction or authority over a matter of AHEC’s business or other interests.

3.4. Media: All contacts with representatives of the media or press releases concerning official AHEC business shall be cleared in advance by the Director of the Marketing and Campus Relations Department.

3.5. Lobbying and Advocacy: All Lobbying and Advocacy communications must be coordinated with the CEO. No employee of AHEC is authorized to engage in Lobbying or Advocacy on behalf of AHEC without the express, prior consent of the CEO.

3.6. Nothing in this policy should be construed as prohibiting AHEC employees from speaking as private citizens on matters of public concern.

**4. APPROVAL AND ADOPTION**

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

Date: February 26, 2025

Approved by: /s/ Kate Barton  
Chairperson of the Auraria Board