

AURARIA CAMPUS POLICY

Policy Title:	Communication with External Agencies and Personnel		
Approval Authority:	Chief Executive Officer		
Last Revised:	August 8, 2018	Category:	Internal Administrative Policy
Last Reviewed:	August 8, 2018	Effective:	February 2, 1998

1. Purpose

The purpose of this policy is to set guidelines for any and all communication with external agencies and personnel.

2. Audience

This is an internal administrative policy that applies to all AHEC staff.

3. Policy

Attorney General

Written requests to the office of the Attorney General (AG) should show the appropriate Division Chief as copied. Certain department directors and managers are encouraged to work directly with staff of the AG's office on routine or emergency issues. The Division Chief should be informed of such communication.

Auraria Executives Council

Written correspondence with members of the Auraria Executives Council (AEC) should be through the office of the Chief Executive Officer (CEO). The CEO should be informed of any requests from AEC members for assistance in compiling data, coordinating research, etc. The CEO should be copied on any written responses.

Auraria Board of Directors

Written correspondence with members of the Auraria Board of Directors should be through the office of the CEO. The CEO should be informed of any requests from board members for information or assistance with compiling data, coordinating research, etc.

External Agencies

External agencies include but are not limited to: Colorado Commission on Higher Education, Office of State Planning and Budgeting, Joint Budget Committee, Regional Transportation District, and the City and County of Denver. The CEO should be copied on any correspondence with external agencies, as listed above. Such communication should have Division Chief approval. In the course of management of on-going projects, the Division Chief may delegate communication responsibility to directors or managers.

Vice Presidents and Other Senior Officers of the Institutions

Written correspondence between AHEC staff and vice presidents or senior officers of the institutions should show the CEO as copied.

4. History and Updates

- August 8, 2018

Communication with External Agencies & Personnel

- Edited for basic language and updates to titles, departments, etc.
- Updated policy by placing in new format