

Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 118: CSUS Board External Relations Policy

Board Policy

Only the Chair of the Board or the Chancellor are authorized to speak on behalf of the Board, with regard to public or media inquiries. All responses relating to media inquiries will be coordinated with the CSUS or institutional external/media relations staff. The Chancellor, in concert with the Board and Presidents, has responsibility for the conduct of CSUS external relations. External relations include general public relations as well as relations with the state and federal governments and their agencies.

Members of the Board do not meet individually with the public or representatives of any outside organization. If members of the public or outside organizations wish to address the Board, they may request to do so by signing up for the public comment segment of any regularly scheduled Board meeting as set forth in the agenda for such meeting. The Board Chair has the prerogative to control the length and order of any public comment session or presentation. If any person wishes to submit written materials to the Board, they should provide these materials to the Chancellor's office at least fifteen (15) working days prior to any regularly scheduled Board meeting. All such materials must be in legible form and submitted via regular mail or hand delivery along with fifteen (15) copies of the materials.

Procedures

- A. In accordance with CRS 24-6-303.5, "Lobbying by state officials and employees," the Chancellor designates a System employee to serve as governmental relations contact point for the System and to coordinate the work of professional lobbyists contracted by CSUS.
- B. The Chancellor schedules regular meetings of the Presidents, CSUS Officers, and contracted CSUS lobbyists to coordinate external relations of the CSUS and to assure communication of initiatives, activities, projects, and legislative outcomes affecting the CSUS and its constituent entities. The Chancellor exercises direct oversight of CSUS federal relations.
- C. Presidents coordinate with the Chancellor the external relations for their campuses, providing regular reports on meetings, initiatives, activities, projects, and outcomes. Under the oversight of the Chancellor, Presidents implement federal legislative relations for their campuses and provide periodic reports on outcomes.
- D. The Chancellor may designate an employee to serve as the CSUS Public Relations Director who oversees CSUS Media Relations and may act as the spokesperson for CSUS at the direction of the Chancellor.

- E. The Chancellor delegates specific assigned responsibilities to the Presidents and CSUS Officers or the CSUS Public Relations Director for specific external relations duties and responsibilities (e.g., serving as liaison, coordinating specific governmental efforts, collaborating with other institutions, presenting requests, testifying, organizing advocacy, providing requested information, making requested reports, and the like).

- F. The Chancellor periodically updates the Board Chair and full Board on the CSUS external relations plan, strategies, initiatives, activities, projects, and outcomes, and secures advanced approval when needed.

History: Policy and Procedures Manual effective October 4, 2013 by Board Resolution