



University of Colorado **Anschutz Medical Campus**

Central Services Administration

**EDUCATIONAL  
TOOLBOX SERIES**



## State Legislative Process at CU Anschutz

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Educational Toolbox Series:  
State Legislative Process at CU Anschutz  
*Understanding CU's Processes and Protocols for  
engaging in the legislative process in Colorado*

# Educational Toolbox Series: State Legislative Process at CU Anschutz

*Understanding CU's Processes and Protocols for engaging in the legislative process in Colorado*

## ■ Agenda

- *Understanding How Legislation is Created and Passed in Colorado*
  - *Process and Steps*
  
- *CU System Legislative Engagement Process*
  - *Office of Governmental Relations Overview*
  
- CU Anschutz Internal Engagement Process
  - *Campus Legislative Priorities Process*
  - *Bill Policy Feedback*
  - *Fiscal Note process*
  
- CU Faculty & Staff Bill Engagement Protocols

# Overview of the State Legislative Process

## *Understanding How Legislation is Created and Passed in Colorado*

- The process through which a proposed law (bill) is introduced, debated, and voted on involves multiple steps and stakeholder involvement.
- Key Players include Colorado General Assembly (House of Representatives and the Senate), Stakeholders, Lobbyists, Governor
- The Legislative session runs from Jan to early May each year, statutorily set at 120 days.
- The process involves several stages: Bill introduction, fiscal note, committee review, floor debate, voting, and gubernatorial action.

# Stages of the State Legislative Process

## *Bill Introduction*

- Legislators draft bills with input from stakeholders and subject matter experts including Legislative Legal Services
- Bills can be introduced by legislators and committee's and require a bill sponsor. Each legislator is allowed 5 bill titles.
- Each bill is assigned a number and referred to a relevant committee for review
- There are roughly over 650 bills introduced each year, with approximately 100 potentially impacting CU

# Stages of the State Legislative Process

## *Fiscal Note*

- For each bill, a fiscal note is prepared to estimate the financial impacts of the bill on the state budget.
  - This includes costs, revenues, and any potential economic effects.
- Fiscal notes are created by the non-partisan Legislative Council and process begins shortly before or after a bill is introduced.
- Updated throughout the bill process to account for amendments (changes) to the bill
- This helps lawmakers understand the budgetary and financial impacts before they vote on the legislation.

# Stages of the State Legislative Process

## *Committee Work*

- After a bill is introduced, it is assigned to a committee for review
  - Committees are made up of smaller groups of legislators from both parties
  - Committee bill assignments are generally based on topic of the bill
  - Key committees: Education, Health & Human Services, Appropriations
- Committees hold hearings to gather public input, expert testimony and make amendments to the bill
- Committees vote to recommend the bill for further consideration or reject the bill

# Stages of the State Legislative Process

## *Final Steps and Voting*

- Second Reading: The bill is debated and can be amended on the floor.
- Third Reading: Final vote in the originating chamber.
- Passage to Other Chamber: If passed, the bill moves to the other chamber for a similar process.
- Governor's Approval: If both chambers approve, the bill is sent to the governor for signature or veto.
- Bill goes into law- timeline depends on provisions in the bill





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# CU System Legislative Engagement Process

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## *Office of Governmental Relations Overview- CU System*

- The Office of Government Relations supports the University of Colorado by building effective partnerships between the university and state and federal governments.
- Achieved through central representation and advocacy (Lobbying) of CU's needs and interests with state officials.
  - State team advocates at the state legislature for CU's budget, capital and policy requests and monitors all bills impacting CU's four campuses
  - Individual campus legislative priorities and system leadership inform overall CU legislative priorities- helps guide advocacy and lobbying efforts

# CU System Legislative Engagement Process

## *System Bill Feedback Process and Official Bill Positions*

- The Senior Policy Director on the State Relations team reads each bill to determine if it will have an impact on any of the CU campuses
- Bills that may impact the CU system are sent to the leadership and legislative liaisons at each of the four CU campuses to gather feedback
- Campus feedback can include outlining potential issues with the bill, suggested amendments, or specifying desired outcomes (pass or fail)
- Campus feedback is a vital part in determining the position CU will take on the bill (Support, Neutral, Oppose, Amend)
- CU's bill positions further guide lobbying efforts and advocacy
- Once feedback is received, the State Relations team works with system and campus leadership to determine the position CU will take





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# CU Anschutz Internal Engagement Process

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## *Campus Legislative Priorities Process*

- Legislative policy change ideas that impact CU Anschutz Medical Campus are developed at multiple levels including campus leadership, Dean's, faculty, etc.
- Faculty and staff with legislative policy ideas should collaborate with their school or unit leadership to assess their potential as campus priorities
- In each school/college, suggested changes to state policy are reviewed and priorities are set by the Dean (early to late Fall).
- Deans collaborate with campus leadership to assess the broader policy and fiscal impacts of changes, establishing legislative priorities for submission to the Office of Government Relations in early fall before the upcoming session.

# CU Anschutz Internal Engagement Process

## *Bill Policy Feedback*

- Office of Government Relations sends bills with potential impacts to CU Anschutz to campus leadership and Campus Liasons.
  - Neil Krauss, *Assistant Vice Chancellor of Initiatives and Community Engagement*  
Tobin Bliss, Assistant Vice Chancellor of Fiscal Planning
- Liasons route bill for feedback to the appropriate impacted constituents (leadership, program leadership, faculty and staff)
- Pertinent feedback includes outlining potential issues with the bill, suggested amendments, and position (Oppose, Support, Oppose, Amend) etc.
- Campus feedback process usually entails quick turnaround timeframe requirements (1-5 days)



# CU Anschutz Internal Engagement Process

## *Bill Policy Feedback Cont*

- As bills make their way through the multiple committees of the legislative process, the CU system office keeps need-to-know campus leadership and faculty apprised of a bill's status.
- Amendments may be made in any committee and these amendments might or might not have material implications.
- Campus liaisons work with the CU system staff and affected campus constituents regarding feedback for amendments.
- As the legislative session winds down, bill changes can come unexpectedly and around the clock.

# CU Anschutz Internal Engagement Process

## *Fiscal Note Analysis*

- State law requires that each bill has a fiscal note that estimates the financial impacts of implementing the bill including costs, revenues, and any potential economic effects.
- To facilitate this process, Legislative Council works with potentially impacted government units and higher education institutions to solicit feedback on fiscal impacts.
- Fiscal impact requests are sent from Legislative Council staff to the CU system office to individual campuses. Tobin Bliss is the CU Anschutz primary contact for fiscal note analysis.
- Collaborates with relevant affected stakeholders (such as leadership, program leaders, faculty, and staff) to compile an estimated fiscal impact of the bill on the campus.
- Fiscal Note turnaround to the Legislative Council is usually between 2-5 days.





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# CU Faculty & Staff Bill Engagement Protocols

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## *State Lobbying*

### **What is State Lobbying?**

- State lobbying involves both written and oral communication aimed at influencing legislative and regulatory actions within the state.
  - Includes engaging with the governor, lieutenant governor, or members of the general assembly, regardless of whether the general assembly is in session to affect the drafting, introduction, and consideration of bills amendments, passage, or vetoes of legislation

# CU Faculty & Staff Bill Engagement Protocols

## *State Lobbying Protocols*

**CU Administrative Policy Statement #2009** provides guidance on State Lobbying Activities

### **Who can lobby on behalf of CU?**

No person may engage in state lobbying on behalf of the university except the following:

- University president and chancellors;
- Any university employee delegated by the president or the chancellors to engage in state lobbying on behalf of the university;
- Any individual retained by the university and authorized by the president to engage in state lobbying on behalf of the university.



# CU Faculty & Staff Bill Engagement Protocols

## *Additional State Lobbying Considerations*

- APS #2009 is **not intended to restrict protected expression by university employees**. Nor are employees restricted from identifying their profession and place of employment in the context of any private or personal state lobbying activities with state officials. However, university employees must make it clear that they are not expressing an official position of the university.
- University funds and resources cannot be used for private lobbying activities. Employees must take personal leave to lobby during work hours
- Any person who engages in state lobbying on behalf of the university must notify the Office of Government Relations and must comply with the reporting requirements of C.R.S. § 24-6-301 et seq. Guidance requirements may be obtained from the Office of Government Relations or the Office of University Counsel.

# CU Faculty & Staff Bill Engagement Protocols

## *Additional State Lobbying Considerations*

Exemptions for Lobbying Communications: State lobbying does not include certain communications by university employees under specific conditions:

- **Mandatory Responses:** Communications required by statutes, regulations, or orders are exempt, including testimony mandated by subpoena.
- **Official Duties:** A university employee can share information with a state official or a member of a board or commission as part of their job, but they must inform the president or chancellor (or their designee) and notify the Office of Government Relations beforehand. This communication must also be related to the employee's duties.
- **Faculty Expertise:** A university faculty member can discuss topics related to their expertise or courses, but they must clarify that they do not represent the university's views and notify the Office of Government Relations before doing so.

# CU Faculty & Staff Bill Engagement Protocols

## *Additional Information*

- **Administrative Policy Statement #2009 Provides Guidance**
  - <https://www.cu.edu/ope/aps/2009>
- **When in doubt contact the Office of Government Relations or the Office of University Counsel or Anschutz Campus Legislative Liasons**
- **Rebecca Massey- [Rebecca.Massey@cu.edu](mailto:Rebecca.Massey@cu.edu)**
- **Neil Krauss- [Neil.Krauss@CUAnschutz.edu](mailto:Neil.Krauss@CUAnschutz.edu)**
- **Tobin Bliss- [Tobin.Bliss@CUAnschutz.edu](mailto:Tobin.Bliss@CUAnschutz.edu)**





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Questions