



#### Administrative Policy

Policy Type:	Lobbying Prohibition
Policy Number:	3104
Date Adopted:	2/1/2005
Version:	6.0
Review Cycle:	Annually
Date Last Reviewed:	05/29/2024
Office Responsible:	President's Office
Reviewing Committee:	Leadership Council
Related Policies:	NA
Related Laws:	NA

#### **Policy Summary:**

This policy outlines limitations of all Jackson College (JC) employees who adopt lobbying practices and behaviors, during work hours, on behalf of, and as authorized by JC President.

#### **Scope:**

This policy applies to all JC employees

#### **Policy Statement:**

It is the policy and practice of Jackson College, in the conduct of its relationships and affairs with state and federal governmental bodies and units, to follow all applicable laws and funding regulations.

No federal appropriated funds will be paid by, or on behalf of Jackson College, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any federal grant-making, entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

No other institutional funds, or non -federal appropriated funds, are, or will be, paid to any person for influencing or attempting to influence an officer or employee of any agency, state legislature, or a member of Congress in connection with a state or federal grant or cooperative agreement.

Jackson College requires that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contact under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.



Aside from the College's lobbying firm (if applicable), the Michigan Community College Association, the American Association of Community Colleges, the Association of Community College Trustees, the American Council of Education or the Jackson College President, no organization, including Jackson College, or any person representing Jackson College, is permitted to lobby on behalf of the College without the express authorization of the Jackson College President. Furthermore, it is required that lobbyists of Jackson College be registered lobbyists and file required annual reporting.

**Change Log:**

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/17/2011	Change log added	A. Goings
4/11/2012	Annual Review	D. Phelan/A. Stiers
3/12/2014	Annual Review	Chief of Staff
1/18/2017	Biennial Review	Chief of Staff
4/15/2020	Biennial review	Chief of Staff/President
5/29/2024	Annual Review – minor edits	President's Office