MEMORANDUM

TO: Faculty, Staff and Students

SUBJECT: Process for Contact with Legislative and External Constituents

As Texas A&M University-Corpus Christi continues to grow and expand in mission, it is vital that we project a unified and coordinated message. Legislators, donors, funding agencies etc., must not hear different or conflicting requests and messages. The results could have a negative impact on our ability to receive funding or support. Additionally, I am required to keep the System Office informed regarding contacts with or by political figures.

Thus, as in prior years, please observe the following protocols as you contact external constituents:

1. Contact with elected State and Federal officials* and their staff must be coordinated through the President's Office.

2. Contact with Federal Funding agencies* must be coordinated through the Office of the Associate Vice President for Research and Scholarly Activities.

3. Contact with potential donors, alumni and foundations must be coordinated by the Office of the Vice President for Institutional Advancement.

4. Contact with media must be coordinated by the Office of the Vice President for Institutional Advancement.

5. Candidates for political office who wish to promote their candidacy on this campus must be sponsored by either a student organization officially chartered and registered with the A&M-Corpus Christi Student Activities Office or a University-recognized faculty and staff group. Notice of this sponsored activity must be sent to the President's Office, Community Outreach and Marketing & Communications. (See University Rules 33.01.01.C1).

*(Travel to Washington, D.C. requires a “Report of State Agency Travel to Washington, D.C.” form to be filed with the travel request.)

I hope that everyone understands and supports the spirit in which this protocol has been established. The intent is not to discourage contact but to attempt to ensure a coordinated, focused effort in each of these areas, which should pay dividends in our continued expansion of grants and gifts and a factual and accurate communication plan for the university.

Flavius C. Killebrew
President/CEO

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