



TEXAS A&M UNIVERSITY

MICHAEL K. YOUNG

President

August 5, 2019

MEMORANDUM

TO: Deans
Vice Presidents

SUBJECT: Communication and Engagement with Government Officials

Although the Texas legislature has adjourned sine die, I would be remiss if I did not acknowledge the efforts of so many who worked tirelessly during the legislative session. This was an extraordinarily successful session for Texas A&M. This investment will be critical to ensuring that we continue our trajectory as one of the leading research universities in the country, while equally ensuring the success of our talented students.

While our efforts in Austin will temporarily quiet down, there will still be a flurry of activity and planning to lay the groundwork for the next session, and our efforts in Washington continue to increase. Given our role as a leading research university and the impact our work has across the country, it is not surprising that many of our faculty, staff, and students interact with government officials in many different capacities. This includes inviting federal officials to campus; testifying or serving as a witness at congressional hearings; visiting Members of Congress and Agency Officials or their staff in their offices; and attending "fly-in" days in Washington with associations/organizations.

Please know that the Office of Government Relations (GR) is available to help faculty, staff and students with any federal (and state) questions or concerns. If you are engaging with the federal government and using university resources to do so (airfare, hotel, meals, vehicle, mileage, etc.), we may be required to disclose that under The Honest Leadership and Open Government Act of 2007. In order to protect our employees and the university, compliance is encouraged since both the institution and the individual are subject to civil penalties of up to \$200,000 per violation, and the individual can be subject to imprisonment up to five years.

In addition to lobbying disclosure requirements, the GR team can help make trips and engagements more effective if you or your division visit with them in advance. Further, they can ensure all are well-briefed on pertinent university issues and that interactions are in compliance with legal and ethical requirements.

While no specific event triggered this memorandum, there have been recent instances with Texas A&M officials who have traveled to Washington representing an organization and having their organization's legislative agenda confused with Texas A&M's. This is why it is always of the utmost importance to ensure the GR team is knowledgeable about your visit should items like this arise. I encourage you to share this information with members of your college or division that engage in relevant GR-related activities.

To assist with these efforts, the GR team has created a brief online form that will capture the applicable information about visits to DC, and allow them to schedule a time to visit with you prior to trips. To access this form, along with many other important details related to interaction with our local, state, and federal government officials, please visit <https://governmentrelations.tamu.edu/federal/visiting-dc.html>.

Thank you for your efforts in ensuring the most efficient use of our resources, and for your tireless efforts in making Texas A&M the special place we know it all to be.

A handwritten signature in black ink that reads "Michael K. Young".

Michael K. Young

cc: C.J Woods
Michael O'Quinn