



TEXAS TECH UNIVERSITY SYSTEM™

MEMORANDUM

TO: Vice Chancellors, Vice Presidents, Deans, Directors, and Department Heads of Texas Tech University System, Texas Tech University, Angelo State University, Texas Tech University Health Sciences Center, and Texas Tech University Health Sciences Center El Paso

FROM: Robert L. Duncan, Chancellor, Texas Tech University System *RLD*
M. Duane Nellis, President, Texas Tech University
Brian J. May, President, Angelo State University
Tedd L. Mitchell, President, Texas Tech University Health Sciences Center
Richard Lange, President, Texas Tech University Health Sciences Center El Paso

SUBJECT: Communication with Government Officials throughout the Texas Tech University System

DATE: January 9, 2015

The 84th Texas Legislative Session convenes on January 13, 2015 for 140 days constituting the regular legislative session. The 114th U.S. Congress also convened on January 6, 2015. As is customary at the beginning of legislative sessions, the Chancellor and Presidents take this occasion to remind faculty and staff of the Texas Tech University System's long-standing policy and current Texas law regarding communication with members of the Texas Legislature, U.S. Congress, and other state or federal government officials.

As we have stated in the past, to ensure that all activity and communication with federal and state legislators is consistent and reflects officially approved policies and priorities throughout the Texas Tech University System, it is imperative that any faculty and staff notify the Chancellor's Office or your respective President's Office regarding planned trips, events, meetings, or other interactions which include federal or state legislators, their staffs, or other government officials.

Matters that involve commitments of resources or official statements of Texas Tech University System positions to the Legislature and Congress are the sole responsibility of the Office of the Chancellor, the Presidents, and the Board of Regents. **Therefore, all inquiries, requests for information, or requested actions must be coordinated through our two governmental relations teams:**

Federal Affairs – Brandon Lipps, Chief of Staff in the Chancellor's Office, should be consulted with regard to all federal matters. He can be reached at **806-742-0012 (office)** or **brandon.lipps@ttu.edu**.

State Affairs – Martha Brown, Vice Chancellor for Governmental Relations, **Jennifer Chambers**, Assistant Vice Chancellor, or **Chas Semple**, Assistant Vice Chancellor, should be consulted with regard to state matters. Their contact information is: **806-742-2120 (office)**; **martha.brown@ttu.edu**, **jennifer.chambers@ttu.edu** or **chas.semple@ttu.edu**.

This also is a good time to remind everyone that it is a violation of Texas law to utilize Texas Tech University System resources, including: stationery, postage, travel, or administrative assistance to express personal individual opinions to members of the Legislature or Congress. Anyone wishing to express their own personal opinions must use personal resources to do so.

We ask that all supervisors bring this memorandum to the attention of their employees so that we may avoid the complications and misunderstandings that can be the result of uncoordinated communication with our government officials.