



January 17, 2017

To the Stevens Community,

This memo is a reminder to the university community regarding contact with government officials and with the media.

The Office of the President serves as the primary point of contact with local, state, and federal government officials and facilitates communication between the university community and elected officials and government entities. This office monitors legislative issues and activities in Hoboken and Hudson County, in Trenton, and in Washington D.C., and works with external partners and colleagues to advance the university's interests. As the primary liaison with government, this office coordinates campus visits by government officials to provide information on Stevens' educational programs, student and alumni outcomes, research contributions, innovation and entrepreneurship activities, and overall impact.

Please consult with Beth McGrath, Chief of Staff and Director of Community and Government Relations at [cos.mcgrath@stevens.edu](mailto:cos.mcgrath@stevens.edu) or x3389 before contacting government officials to ensure effective communication and coordination on behalf of Stevens.

Similarly, the Division of Communications and Marketing coordinates all media requests for interviews, news crew visits and on-location filming. Members of the Stevens community who receive a direct inquiry from the media should contact the Division of Communications and Marketing (Kat Cutler, Manager of Media Relations at [kcutler@stevens.edu](mailto:kcutler@stevens.edu) or x5139) to ensure facilitation, follow-up and leveraging of future opportunities. While any member of the Stevens community may speak to the media regarding their research or to represent their personal opinions, it is important to note that only certain individuals are authorized to speak to the media on behalf of the university. Please consult with the Division of Communications and Marketing if there is any uncertainty on this matter.

The Office of the President and the Division of Communications and Marketing are happy to advance Stevens' interests with government officials and the media. We thank you for your cooperation.

Beth McGrath  
Chief of Staff and Director of Community and Government Relations

Ed Stukane  
Vice President for Communications and Marketing