

SUNY Cobleskill
Public Policy Guidelines
August 2014

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SUNY Cobleskill
Office of the President
Public Policy Guidelines Introduction
August 2014

I. Message from Acting President Debra H. Thatcher, PhD

The Office of Grants and Sponsored Programs and Government Relations supports SUNY Cobleskill through the pursuit of public policy outcomes that strategically benefit the College. The Office, along with the Office of the College President, works to secure the resources needed to operate unfunded strategic initiatives and eliminate the policy and regulatory barriers within agricultural and other educational missions of the College. Working with SUNY's Office of Government Relations, it is the College's goal to help advocate to secure funding in the municipal, state, and federal budgets and obtain grant funded resources. A priority for the College, its faculty and staff, is to foster relationships and advance partnerships to support the College's core teaching, faculty and student research, and academic and service mission.

SUNY Cobleskill Municipal (Local) Relations:

The Office of Grants and Sponsored Programs and Government Relations represents the College by building and maintaining relationships with the local community, municipal elected and appointed officials and their staffs, and key community leaders. Activities include identifying emerging issues and proposals of interest to SUNY Cobleskill and higher educational institutions to recommend strategies and advocate the College's position.

SUNY Cobleskill State Relations:

The Office of Grants and Sponsored Programs and Government Relations works to build and maintain productive relationships with state public officials and their staffs. It is the College's priority to be actively engaged in working with members of the Governor's Office, Senate, Assembly and other state agencies regarding legislative, regulatory, and budget actions impacting the College and the higher education community. Activities include identifying critical issues and proposals of interest to the College, participating in SUNY Legislative Advocacy Days, recommending strategies and advocating on behalf of both the College and SUNY's position.

SUNY Cobleskill Federal Relations:

Working closely with the SUNY Office of Federal Relations in Washington, D.C., SUNY Cobleskill participates in the activities that support the College's agricultural mission through the pursuit of federal policy outcomes that strategically benefit that mission such as the redesign of the Federal Farm Bill legislation; and faculty and staff representation in Senator Kirstin Gillibrand's NYS Agricultural Working Group. Working with SUNY's Office of Federal Relations, SUNY Cobleskill helps to set forth the agenda for the development, implementation, and advocacy of the College's federal agenda in the areas of Agriculture, Energy and Biotechnology.

II. New York State Lobbying Act Compliance

In order to comply with the New York State Lobbying Act, SUNY Cobleskill requires the following:

- Faculty, staff, and paid lobbyists may not communicate with any elected or appointed state or local official for the purpose of lobbying as defined by this policy unless such communication has been previously coordinated with and approved, in writing, by the Director of the Office of Grants and Sponsored Programs and Government Relations. **(Director)**
- Students, volunteers, and other individuals who plan to communicate on behalf of the College but are not paid to do so must also notify the Director.
- No one affiliated with the College may give gifts of any kind to elected or appointed state or municipal officials without approval in advance from the Director. Any exceptions to this policy must be approved in advance by the Office of the President. **(Exceptions to the no-gift rule)**
- In the event of unanticipated communication with any state or municipal elected or appointed official, if that communication constitutes lobbying on behalf of the College as defined by this policy, the individual must report that activity to the Director after the fact.
- Other activities involving elected or appointed officials, as well as candidates running for office, may be subject to the College's **Political Activity policy**.

SCOPE:

This policy applies to all SUNY Cobleskill College faculty and staff members, students, and lobbyists hired by the College. This policy also applies to all volunteers, including members of the College Council, Foundation Board, Alumni Association, Advisory Board and active alumni, who have been asked to lobby on behalf of the College and who have registered as lobbyists for other organizations. The New York State Lobbying Act applies only to lobbying within New York State. Individuals who plan to communicate with or give gifts to federal officials need not follow the procedures outlined in this policy, but may wish to consult with the Director for assistance.

REASON FOR POLICY:

This policy was established to comply with the Guidelines to the Lobbying Act which governs the lobbying of all elected or appointed public officials in the State of New York. The legislature deems it necessary that in order *“to preserve and maintain the integrity of the governmental decision-making process in this state, it is necessary that the identity, expenditures and activities of persons and organizations retained, employed or designated to influence the passage or defeat of any legislation by either house of the legislature or the approval, or veto, of any legislation by the governor and attempts to influence the adoption or rejection of any rule or regulation having the force and effect of law or the outcome of any rate making proceeding by a state agency, and the attempts to influence the passage or defeat of any local law, ordinance, or regulation be publicly and regularly disclosed.”* Failure to comply

with the New York State Lobbying Act may result in substantial penalties and fines for the College.

In all instances where the College's annual cumulative costs for lobbying activities and expenses exceed \$5,000 in a calendar year, the College is required to register with the New York Commission on Public Integrity, and both bi-monthly and client semi-annual Reports must be submitted to the New York Commission on Public Integrity. This report must include a listing of persons who, as part of their paid responsibilities, lobby on behalf of the College for the express purpose of advancing the College's programs or activities through legislation. **(Consult with SUNY Office of State Government Relations)**

DEFINITIONS:

Gifts – Anything having a more than nominal monetary value given to an elected or appointed public official in any form, including, but not limited to, money, service, loan, travel, lodging, meals, refreshments, entertainment, discount, forbearance, or promise, unless that gift is also offered to the general public at no cost.

- **Lobbying** – Any and all interaction with elected or appointed state or municipal (city, county, and town) officials for the purpose of attempting to influence the passage or defeat of state or local legislation, rule or regulation having the force of law, or any state or local executive order, rate-making proceeding, governmental procurement, that directly or indirectly benefits SUNY Cobleskill.

Lobbyist – Any person who is paid by the College and who engages in lobbying with elected or appointed municipal or state officials in the State of New York. This potentially includes faculty and staff, as well as lobbyists hired by the College.

Public Officials – The following and their staffs are included under the New York State Lobbying Act: the Governor, Lieutenant Governor, State Comptroller, Attorney General, state agency heads (including the State Education Department/ Agriculture and Markets), all members of the State Legislature (New York State Senate and Assembly), and the New York State Board of Regents, all members and staff of non-compensated state boards, as well as public authorities, public benefit corporations and commissions. The term also includes municipal (local) officers and employees, whether paid or unpaid, and local administrative boards, agencies, and commissions.

Exceptions to the No-Gift Rule

- Complimentary attendance (including food or drink, provided that food is not part of a meal, and that such food and drink is provided to all attendees) at fundraising events, where the College is the sponsor of the event.

- A community campus event/announcement where attendance by the public official is part of his or her official duties, or where the public official performs a ceremonial function, such as participation in a ground breaking, panel or as the speaker, etc.
- And/or an official having a meal or refreshments when participating in an educational program; presenting or receiving awards, plaques or other ceremonial items, provided these are presented publicly, and lastly, the awarding of an honorary degree.
- Promotional items such as mugs, pens, tee shirts, calendars or hats that bear the name or logo of the College that have no substantial resale value.
Travel reimbursement, including transportation, meals and accommodations at informational events held by the College or SUNY on campus in certain instances and with certain restrictions.

(For further information, refer to Section 1-c (J) of the New York State Lobbying Act)

CAMPUS PROCEDURE:

1. Requirements for Individuals who Engaging in Lobbying Activities on Behalf of SUNY Cobleskill

All College faculty, staff, students, volunteers, and paid lobbyists seeking to meet or otherwise communicate with any elected or appointed state or local official with the intent of discussing matters that would directly or indirectly benefit the College must submit in writing a Request to Lobby Memo to the Director and obtain his/her approval before engaging in that activity. The written request must include:

1. Name of the official with whom the requester wishes to meet
2. Purpose of such contact and the intended outcomes

At the conclusion of the meeting, faculty, staff, students, and paid lobbyists must provide a written report to the Director:

1. Name of the individual(s) engaged in the lobbying activity
 2. Name of the person(s) or agency lobbied
 3. Date, location, and subject matter of the lobbying activity, including any bill numbers of pending legislation, or in the case of rules or regulations, those identifying numbers
 4. Amount of time spent lobbying
 5. Any expenses incurred traveling to, during, or returning from the lobbying activity
 6. Whether the lobbying activity was, or was not, the sole purpose of the travel
- a. Individuals lobbying on behalf of the College may not give gifts to elected or appointed state or local officials. State lobbying laws stipulate that no legislator can receive a gift of any value, unless that gift is also offered to the general public at no cost.

- b. Individuals who have unanticipated communication with any state or municipal elected or appointed official should report that communication to the Director, following the procedure outlined as above, if that communication constitutes lobbying on behalf of the College as defined by this policy.

- c. Individuals who have questions regarding whether their communication with state or municipal elected or appointed officials constitutes lobbying, or whether a presentation to a state or municipal elected or appointed official constitutes a gift, should contact the Director.

2. Reporting Lobbying Compensation and Expenditures

(Consult with SUNY State Office of Government Relations for Annual Updates or Change in Regulations)

Should the College reach the annual \$5,000 threshold for reportable lobbying compensation and expenditures, the President will designate one individual to serve as the official reporting agent for the College (the Director). The official designee will submit an annual registration to the New York State Commission on Public Integrity listing all College personnel responsible for lobbying on behalf of the College. The official agent will also prepare and submit an official college letter signed by the President designating all faculty and staff members whom the College anticipates will be lobbying on its behalf. The College's official reporting agent will update the list of designees at any time by modifying the online registration form.

Once registered with the Public Integrity Commission, through a lobbyist annual registration process, the College will also file bi-monthly lobbyist reports with the Commission on Public Integrity, regardless of whether any state or local lobbying activity has taken place for those periods.

The College will also be required to file two Client semi-annual Reports each year. Due to the severity of the penalties that would be imposed if the College is found to be in non-compliance with the Lobbying Act, the College once registered, must be diligent in filing all required reports.

Calculation of Reportable Expenses

Both the bi-monthly and client semi-annual reports require that expenses incurred in lobbying activities be detailed. Expenses for costs related to lobbying must also be reported, such as invitations, refreshments, and material handouts for receptions. Time and expenses traveling to and from lobbying activities must also be reported unless some other activity takes place in addition to the lobbying activities on those trips. **(See SUNY State Government Relations Guidelines)**

RESPONSIBILITY:

It is the responsibility of all members of the SUNY Cobleskill community who lobby on the College's behalf to request permission to engage in, and provide documentation of, all lobbying activities, and to refrain from giving gifts that do not meet the New York State Commission on Public Integrity's guidelines for permissible items, and to confer with the Director if there is any question as to whether an interaction with a state or municipal elected or appointed official constitutes lobbying and/or gift-giving. It is the responsibility of the Director to review requests and either give or deny permission to speak to public officials, and to inform the reporting agent of all such activities. It is the responsibility of the reporting agent to file reports as required by state law.

Office of Grants and Sponsored Programs and Government Relations Oversight

Enforcement of SUNY Cobleskill policies is the responsibility of the Office of Grants and Sponsored Programs and Government Relations. The Director will contact the appropriate campus administrative personnel regarding faculty or staff members, students, volunteers, or visitors who violate public policy guidelines.

For any questions or additional information, please contact the Office of Grants and Sponsored Programs and Government Relations. Copies of the New York State Lobbying Act that include the actual legislation and guidelines for its use and application, as well as detailed protocol for interactions with any municipal or state official, can be accessed through:

URL <http://www.nyintegrity.org/law/lobbying.html>.

III. Political Activity on the SUNY Cobleskill Campus – Students/Faculty/Staff/Third Party

Notwithstanding our commitment to free expression, the College has a responsibility to refrain from endorsing or favoring one candidate over another. Furthermore, as a public institution, the College must give the right for an individual or organization to hold a public forum utilizing its facilities, even if an organization or persons views are directly opposed to the College’s mission and values. Therefore, in keeping with SUNY policy # 5603, those utilizing college grounds or facilities must adhere to campus policy, “State University of New York College of Agriculture and Technology Use of Facilities by a Third Party for Free Speech”.

SCOPE:

This policy applies to all those who wish to participate in political activity on the SUNY Cobleskill campus.

REASON FOR POLICY:

SUNY Cobleskill, as a public institution, is committed to the ideals of free expression and academic freedom. Moreover, the College believes that a healthy and diverse community is one in which various points of view are presented and discussed. Indeed, our mission statement states “With an emphasis on **experiential education**, SUNY Cobleskill prepares students for successful careers, advanced studies, and **engaged citizenship.**”

From time to time, such freedom of expression can be controversial, particularly when electoral politics is involved. The College may invite candidates from public office to the campus to discuss their positions, engage in forums or debates with other candidates, or to make campaign appearances. This practice will benefit students by exposing them to candidates, ideas and the political process. Many students over the years, particularly those interested in the fields of government and public relations, may choose to be involved in the planning and coordinating of these appearances. This work can serve as an invaluable **experiential education** that advances the College’s mission.

PROCEDURE:

State University of New York College of Agriculture and Technology at Cobleskill Use of Facilities by Third Parties for Free Speech

Scope/Introduction:

The following constitutes the “State University of New York College of Agriculture and Technology at Cobleskill (SUNY Cobleskill) time, place and manner” policy on the use of SUNY Cobleskill’s owned facilities by third parties (non-college or sponsored by recognized student organizations) for free speech

purposes as pursuant to a delectation should this be designation (?)of authority by the SUNY Board of Trustees. (See SUNY Policy #5603 “Use of Facilities by Non-Commercial Organizations”)

Rationale for this Policy:

As an institution of higher education, SUNY Cobleskill respects and fully supports the rights granted to individuals under the First Amendment to the United States Constitution regarding free speech. The College has adopted free speech policies with respect to its students, faculty and staff, but not for third parties, who are not sponsored by SUNY Cobleskill or a recognized student organization, but want to use the campus for free speech purposes.

As a public entity, partially funded by NYS tax dollars, SUNY Cobleskill will provide a designated public forum to third parties outside of the campus community for their exercise of free speech rights. To comply with existing law, SUNY Cobleskill recognizes that it will be dedicating its scarce resources to the third parties, including staff time for the management of the designated public forum, the cost associated/loss of revenue with the use of space itself, and possibly utilizing University Police and other administrative office’ staff, to provide for the public safety of participants.

In drafting and adopting this policy, SUNY Cobleskill weighed its competing obligations and responsibilities: to meet its legal obligations as a public entity to provide a designated public forum for free speech by third parties, to meet its audit and control obligations in managing NYS property under its jurisdiction, and to meet its obligation for the orderly and safe operation of its Campus, while responsibly managing and allocating its scarce resources in pursuit of its education mission for students.

Policy Application:

This policy shall apply to **all third parties**, who are not sponsored by SUNY Cobleskill and/or a student group, who want to use the College’s designated public forum for free speech purposes. This policy does not apply to students, speakers officially sponsored by recognized student groups, faculty or staff as other reservations and use policies apply to those campus community members.

Definitions:

Black-out days: SUNY Cobleskill has “blacked-out” certain days on its calendar wherein the use of the campus and its facilities, including outdoor spaces are reserved exclusively for campus related activities that are at the very core of its primary educational mission. During these black-out periods, no third party shall be allowed to use the designated public forum for free speech purposes. The College defines the black-out periods to include the following:

- a) During opening weekend for the commencement of fall and spring semesters;
- b) During final week of classes and examination periods as set forth on the current academic calendar;
- c) During graduation and commencement activities;
- d) During major fall or spring campus wide events such as Homecoming, Wildlife Festival, Spring Festival, Halloween Community Event, The Kickoff etc.

- e) During the conservation shut down of educational buildings and administrative offices as defined on its calendar when the temperature of the offices shall be below 60 degrees Fahrenheit (typically between the end of the examination period when students leave campus for the winter holiday break and a few business days after the New Year.) This time frame is included in the black-out period because the offices are typically closed for the receipt of applications and the campus is virtually vacant to conserve energy and to save money to meet state budget reductions.

Designated Public Forum: SUNY Cobleskill identifies the following area as its designated public forum: the outside grass area in front of Prentice Hall beginning with the outdoor risen stage bounded by the north, south and east sidewalks. The College designates this outdoor space for its designated public forum as it is the most highly pedestrian trafficked area on campus.. This space is in direct proximity to Bouck Hall, the Bookstore, the College Ballroom, the Bouck Café, Prentice Dining Hall, Rolling Hills Bistro, the faculty, staff and community restaurant, and Knapp Hall, the administration building which contains such services as Admissions, Registrar, Financial Aid, the Bursar, COBYCard and several other student services offices. The use of this space is less likely to interfere with the majority of classroom instruction or residence hall spaces but is in close proximity to two residence halls.

Third Party: a person(s) who wants to use the designated public forum for free speech purposes and the person(s) is not a student, faculty or staff member at SUNY Cobleskill, and the person(s) is not officially sponsored by either the College and/or a recognized student group to speak at SUNY Cobleskill.

Policy:

- A. The College is providing a designated public forum for use by third parties for their free speech purposes.
- B. Reservation and Record keeping of the Use of Space:
 - a. Third parties who seek to use the designated public forum must:
 - i. Complete a designated public forum application (attached); and
 - ii. File the application with the Events and Conferences Office three (3) business days before the date the applicant wants to use the designated public forum (applications received after 3 pm on a given business day shall be considered as having been received on the morning of the next business day). The applicant assumes responsibility for proper and timely delivery of an application to the Events and Conferences Office located in Knapp Hall. The Office is open 8:00am to 4:15 pm, Monday through Friday, except for holidays and certain university black-out days as noted below.
 - b. SUNY Cobleskill shall review the application and respond to the applicant no later than the close of business on the third business day prior to the date the applicant wants to use the designated public forum:

- i. if the application is completed fully and signed by the applicant and the date and time is available for use, SUNY Cobleskill shall inform the applicant of its approval to use the designated forum on the date and time so requested.
- ii. if the application is not complete and/or it is not signed, SUNY Cobleskill shall return the application to the applicant for completion. The three (3) business days' time period will begin running again once the completed and signed application is received by the Events and Conferences Office.
- iii. if the space is already reserved to its capacity for the date and time requested, or if the date and time requested is during a "black-out" period as defined below, SUNY Cobleskill shall inform the applicant of the same and offer the applicant the next available date and time for use of the space.

C. SUNY Cobleskill shall not:

- a. Inquire as to the nature or content of the free speech;
- b. Charge the applicant an application fee to reserve the designated public forum;
- c. Charge the applicant/third party for use of the space;
- d. Impose insurance requirements on the applicant/third party; or
- e. Charge the applicant for any additional costs SUNY Cobleskill may incur due to the use of the space by the applicant/third party, such as security.

D. The applicant/third party shall:

- a. Be responsible for any costs for parking on the campus as all students, faculty, staff and visitors are charged for parking;
- b. Be responsible for picking up from the designated public forum any brochures, pamphlets, leaflets or other hand outs or goods that the third party speaker brought with him/her to disseminate during his/her speech, and properly disposing of the same in public garbage receptacles or taking them with him/her. SUNY Cobleskill has a regulation against littering on the campus that applies to all students, faculty, staff and visitors. Failure to comply with this provision may result in future denial of use of the designated public forum; and
- c. Not use megaphone equipment for the amplification of the speech; however, upon written request at the time of the application, and on the application, by the applicant, and weather permitting to protect the College's equipment, the College will provide a microphone and sound system for the speaker.

E. SUNY Cobleskill reserves the right to terminate any use of the designated public forum in the event either the speaker or a member(s) of an audience engages in conduct that violates the SUNY rules for the Maintenance of Public Order, adopted in accordance with Education Law Section 6430 and 9 NYCRR 535, in order to secure the orderly and operation of the campus for the entire campus community.

Completed applicants to use the designated public forum should be sent to or hand delivered to:

SUNY Cobleskill
Events and Conferences Office
Knapp Hall 222
Cobleskill, NY 12043

All applications must be reviewed and approved by the Events and Conferences Office. Please call 518-255-5317 for more information if necessary.

This policy was adopted from the University of Albany's "Use of Facilities by Third Parties for Free Speech" policy.

Application for Use of the Designated Public Forum

This application is intended for use by third parties who want to exercise their rights of free speech by using SUNY Cobleskill's designated public forum.

Name of Applicant: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email: _____

Name of Speaker: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email: _____

Date requested:

Time Requested: From: _____ To: _____

Applicant requests a microphone/sound system Yes No

I, the applicant, have read the foregoing policy and agree to comply with the terms of use of the designated public forum as set forth in the policy.

I, the applicant, acknowledge that I am applying to use the designated public forum for free speech purposes, that I will use the designated public forum for free speech purposes, and that I will not sue the forum for any other noncommercial uses that require a revocable permit in accordance with the SUNY Policy of noncommercial use of SUNY Cobleskill's facilities by third parties and/or commercial purposes that are not allowed on/in College facilities.

Print Name

Signature

Date

For Events and Conferences Office Use:

Date Received: _____ Time Received: _____

Manner Received: _____ Received by whom: _____

Returned: (cross out if not applicable)

Date: _____ Reason: _____

IV. Federal Lobbying Act Compliance

In order to comply with the Lobby Disclosure Act of 1995, SUNY Cobleskill requires the following:

- Faculty, staff, and paid lobbyists may not communicate with any elected or appointed federal official for the purpose of lobbying as defined by this policy unless such communication has been previously coordinated with and approved, in writing, by the Director of the Office of Grants and Sponsored Programs and Government Relations. **(Director)**
- Students, volunteers, and other individuals who plan to communicate on behalf of the College but are not paid to do so must also notify the Director.
- No one affiliated with the College may give gifts of any kind to elected or appointed federal officials without approval in advance from the Director. Any exceptions to this policy must be approved in advance by the Office of the President. ([Exceptions to the no-gift rule](#))
- In the event of unanticipated communication with any federal elected or appointed official, if that communication constitutes lobbying on behalf of the College as defined by this policy, the individual must report that activity to the Director after the fact.
- Other activities involving elected or appointed federal officials, as well as candidates running for federal office, may be subject to the College's [Political Activity policy](#).

SCOPE:

This policy applies to all SUNY Cobleskill College faculty and staff members, students, and lobbyists hired by the College. This policy also applies to all volunteers, including members of the College Council, Foundation Board, Alumni Association, Advisory Board and active alumni, who have been asked to lobby on behalf of the College and who have registered as lobbyists for other organizations. The Lobbying Disclosure Act of 1995 applies only to lobbying activities on the federal level for the benefit of the College. Individuals who plan to communicate with or give gifts to federal officials need to follow the procedures outlined in this policy, but may wish to consult with the Director for assistance.

REASON FOR POLICY:

Under the Lobbying Disclosure Act of 1995 as amended by Public Law 110-81, the Honest Leadership and Open Government Act of 2007, entities such as SUNY Cobleskill that employ “in-house” lobbyists are subject to stringent federal ethics disclosure rules. Under the law, whoever knowingly fails to comply with any provision of this act may be “imprisoned for not more than five (5) years or fined up to \$200,000.”

The College will fully comply with the law. The developments of the campus policy/ guidelines are for all college employees and or campus related volunteers to comply with the law and its reporting requirements.

CAMPUS PROCEDURES:

1. Requirements for Individuals who Engage in Lobbying Activities on Behalf of SUNY Cobleskill

The College is required to make quarterly reports regarding federal lobbying contacts and activities undertaken on behalf of SUNY Cobleskill. The report must include communications with the executive branch, Congress, and federal agencies by the College's registered lobbyist, and from any college employee who engages in lobbying activities on behalf of SUNY Cobleskill. The quarterly reports are filed with the Secretary of the Senate and the Clerk of the House of Representatives.

Faculty and staff who engage in any federal lobbying activities on behalf of SUNY Cobleskill must provide the proper documentation as per **Section II-d. Campus Procedure**; as it pertains to the definition of federal lobbying.

If a contact with a federal official is meant to influence a congressional vote, executive order, federal agency decision, federal agency policy, federal agency contract or any other federal government action for the specific benefit of SUNY Cobleskill, that lobbying contact must be reported.

2. Reporting as per SUNY Office of Federal Relations Washington D.C.

Federal lobbying reporting is required via the SUNY Office of Federal Relations when quarterly campus lobbying expenditures exceed \$12,500. <http://www.suny.edu/govrelations/federal/resources/>

3. Responsibilities

It is the responsibility of all members of the SUNY Cobleskill community who lobby on the College's behalf to request permission to engage in, and provide documentation of, all lobbying activities, and to refrain from giving gifts that do not meet the Lobbying Disclosure Act of 1995. As amended by Public Law 110-81, the Honest Leadership and Open Government Act of 2007; and to confer with the Director, if there is any question as to whether an interaction with federal elected or appointed officials constitutes lobbying. It is the responsibility of the Director to review requests and either give or deny permission to speak to public officials, and to inform the reporting agent (SUNY) of all such activities.

Office of Grants and Sponsored Programs and Government Relations Oversight

Enforcement of SUNY Cobleskill policies is the responsibility of the Office of Grants and Sponsored Programs and Government Relations. The Director will contact the appropriate campus administrative personnel regarding faculty or staff members, students, volunteers, or visitors who violate public policy guidelines.

For any questions or additional information, please contact the Office of Grants and Sponsored Programs and Government Relations. Copies of the Federal Lobbying Disclosure Act Guidance can be accessed on the SUNY website.

V. SUNY Government Relations/Federal Relations/Resources

<http://www.suny.edu/govrelations/federal/resources>

- House of Representatives Office of the Clerk Lobbying Disclosure Website
- Official House of Representative Guide to LDA, revised December 2009
- SUNY Faculty Guide to Federal Lobbying Rules (2013)
- SUNY Guidance on Federal Lobbying: Gifts & Event Restrictions
- SUNY Guidance on the Federal LD-2: Quarterly Disclosure of Lobbying Expenses (2013)
- ACE Guidance: What do the New Rules on Lobbying Congress Signify for Colleges and Universities

VI. SUNY Cobleskill Resources

Role of Office of Grants and Sponsored Programs and Government Relations

The role of Government Relations within the Office of Grants and Sponsored Programs serves as the liaison between SUNY Cobleskill and all levels of government: federal, state, and local. Its purpose is to strive to advance the College's mission, with an emphasis on experiential education, to prepare our students for successful careers, advanced studies and engaged citizenship, (as well as the citizens of New York State) (this doesn't make sense). SUNY Cobleskill is committed to developing strong partnerships between public officials and the College in order to build a better college and a more prosperous future for our graduates to live and work in New York State.

American Association of State Colleges and Universities – Government Relations

<http://www.AASCU.org/policy/public-policy>

Municipal, State, and Federal Legislative Offices and Staff

Municipal:

Village of Cobleskill:

Linda V. Holmes, Mayor

518-234-3891

www.schohariecounty-ny.gov/county/website/villcob

Town of Cobleskill:

Leo T. McAllister, Supervisor

518- 234-4136

www.schohariecounty-ny.gov/county/website/towncob

New York State:

Senator James L. Seward

518-455-3131

www.nysenate.gov/senator/james-l-seward/

Assemblyman Peter D. Lopez

518-455-5363

www.assembly.state.ny.us/mem/Peter-D-Lopez/

Federal – New York State:

Senator Charles Schumer

202-228-3027

www.schumer.senate.gov/

Senator Kirsten Gillibrand

202-688-6262

www.gillibrand.senate.gov/

Congressman Chris Gibson

202-225-5614

www.gibson.house.gov

Campus Forms for Lobbying Activities as per Guidelines:

Campus Procedure – Section II d.

Use of Campus Facilities by a Third Party – Section III d.

State and Federal Reporting Form:

To be completed by:

The Office of Grants and Sponsored Programs and Government Relations

U.S. Governmental Appropriations/Grant Process:

Senate – www.appropriations.senate.gov

Congress – www.appropriations.house.gov

Grant Process:

Grants.gov – www.grants.gov/web/grants/search-grants.html

Grants.gov Contact Center:

- 24 hours per day, 7 days per week. Closed on federal holidays ([see Office of Personnel Management Federal Holidays](#)).
- Phone: 1-800-518-4726 (local toll free). For international callers, please dial 606-545-5035 to speak with a contact center representative.
- Email: support@grants.gov
- [iPortal](#): Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status.

Additional Information:

- **Site Enhancement:** If you would like to suggest an improvement to the Grants.gov website, please fill out the [enhancement form](#) and submit it to support@grants.gov.
- **Presentation Request:** If you would like to request a complimentary Grants.gov presentation on the Find and Apply process, please contact us at support@grants.gov.