### Size, Organization and Purpose

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Robert Noto</td>
<td>Vice President for Legal Affairs and General Counsel</td>
</tr>
<tr>
<td>Kristine Zayko</td>
<td>Deputy General Counsel</td>
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<tr>
<td>Ellen Armentrout</td>
<td>Assistant General Counsel and FOIA Officer</td>
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<tr>
<td>Connie Berg</td>
<td>Assistant General Counsel</td>
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<tr>
<td>Larry Gremel</td>
<td>Associate General Counsel</td>
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<tr>
<td>Theresa Kelley</td>
<td>Associate General Counsel</td>
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<tr>
<td>Rob Kent</td>
<td>Assistant General Counsel</td>
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<tr>
<td>Michael Kiley</td>
<td>Associate General Counsel</td>
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<tr>
<td>Lynn Kriser</td>
<td>Associate General Counsel</td>
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<tr>
<td>Kristine Moore</td>
<td>Assistant General Counsel</td>
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<tr>
<td>Radhika Pasricha</td>
<td>Assistant General Counsel</td>
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<tr>
<td>Nate Stuart</td>
<td>Assistant General Counsel</td>
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<tr>
<td>Nakia White</td>
<td>Assistant General Counsel</td>
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</table>
Almost everything . . .
  ◦ Litigation
  ◦ Employment Matters
  ◦ Student Matters
  ◦ Compliance – Research, Athletics, Privacy
  ◦ FOIA
  ◦ Leases and Property Purchases
  ◦ Contracts

OGC contacts outside counsel as needed

All bills to the University to pay attorneys are reviewed and approved by OGC.
• There are other lawyers on campus who do not act as the University’s attorneys

• Duty is to the University, not the individual

• Attorney-client privilege is on behalf of the University
Access to Counsel

When to Call

▪ Immediately if outside agency or authority shows up
▪ Any time contacted by a lawyer or receive legal papers
▪ Early in the process for anything that will need legal review or input
▪ Any time unsure

Who to Call

▪ Call one person
  ◦ We’ll get you to the right attorney
  ◦ Think about whether to call or write
What is a contract?

Assume everything is -

▪ Regardless of what it is called
  (MOU, Letter of Agreement, etc.)
▪ Especially if the work has started

“Meeting of the Minds”
Why get contracts reviewed?

- To get the deal you think you have made
- To minimize risk
- To be able to get your agreement properly signed
How do I get my contract reviewed?

- **Purchasing**
  For Goods and Services

- **Office of Sponsored Programs and Contracts and Grants**
  For Research

- **Office of the General Counsel or Business Connect**
  For Service/Testing Agreements – includes Consulting
What do I have to do with a Contract?

Business Terms v. Legal Terms

People involved must also review the contract to make sure it actually describes the deal that they think they are making.
Questions?

Website: ogc.msu.edu

Email:
notor@msu.edu
kriser@msu.edu

Main Office:
353-3530