

Office of the General Counsel



MICHIGAN STATE UNIVERSITY

**ROBERT A. NOTO
VICE PRESIDENT FOR LEGAL AFFAIRS
AND GENERAL COUNSEL**

**LYNN A. KRISER
ASSOCIATE GENERAL COUNSEL**

JANUARY 27, 2017

Size, Organization and Purpose

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Robert Noto	Vice President for Legal Affairs & General Counsel
Kristine Zayko	Deputy General Counsel
Ellen Armentrout	Assistant General Counsel and FOIA Officer
Nakia Barr	Assistant General Counsel
Connie Berg	Assistant General Counsel
Larry Gremel	Associate General Counsel
Theresa Kelley	Associate General Counsel
Rob Kent	Assistant General Counsel
Michael Kiley	Associate General Counsel
Jacquelyn Kittel	Law Fellow
Lynn Kriser	Associate General Counsel
Kristine Moore	Assistant General Counsel
Radhika Pasricha	Associate General Counsel
Brian Quinn	Assistant General Counsel
Nate Stuart	Associate General Counsel

Organizational Chart

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President Simon

**Vice President and
General Counsel Robert Noto**

Deputy General Counsel Associate General Counsels Assistant General Counsels

Function

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Almost everything . . .

- Litigation
- Employment Matters
- Student Matters
- Compliance – Research, Athletics, Privacy
- FOIA
- Leases and Property Purchases
- Contracts

OGC retains outside counsel as needed

- All bills to the University to pay attorneys are reviewed and approved by OGC.

OGC represents the University

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- **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

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When to Call

- Immediately if government agency 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

Contracts

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What is a contract?

- Doesn't matter what it is called (MOU, Letter of Agreement, etc.)
- Especially if the work has started

“Meeting of the Minds”

Why get contracts reviewed

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- To get the deal you think you have made
- To minimize risk
- To be able to get your agreement signed by an authorized person

How do I get my contract reviewed

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- **Purchasing**
For Goods and Services
- **Office of Sponsored Programs or Business**
Connect 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?

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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?

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