Office of the General Counsel

MICHIGAN STATE UNIVERSITY

ROBERT A. NOTO, GENERAL COUNSEL
LYNN A. KRISER, ASSOCIATE GENERAL COUNSEL

JANUARY 15, 2013
Size, Organization and Purpose

Noto, Robert
Vice President for Legal Affairs and General Counsel

Zayko, Kristine
Deputy General Counsel

Armentrout, Ellen
Assistant General Counsel and FOIA Officer

Bollinger, Lee
Assistant General Counsel

Gremel, Larry
Assistant General Counsel

Kelley, Theresa
Associate General Counsel

Kiley, Michael
Associate General Counsel

Kriser, Lynn
Associate General Counsel

Pasricha, Radhika
Assistant General Counsel
Organizational Chart

President Simon

Vice President and General Counsel Robert Noto

Deputy General Counsel  Associate General Counsels  Assistant General Counsels
Function

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.
OGC represents the University

- 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
▪ 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