



Minnesota
STATE COLLEGES
& UNIVERSITIES

OFFICE OF GENERAL COUNSEL

SECOND THURSDAY: A WEBINAR SERIES

The Office of General Counsel is pleased to announce the beginning of its 2013 – 2014 series of WebEx based legal seminars available at no charge to campus administrators, faculty and staff. The **one hour** seminars are scheduled for **10:00 a.m.** on the **second Thursday** of each month during the academic year; each will highlight a legal issue affecting campuses. College, university and system office employees may participate with supervisor approval. Sessions are recorded and can be accessed on-line later. Please join us for Second Thursday.

THURSDAY, February 13, 2014

10:00 A.M.

Contract Basics

This session will focus on use of system templates, requirements, as well as best practices and reminders.

Intended Audience – Academic and student affairs staff and administrators, business officers, finance staff and anyone with responsibility for contracts. Presented by Assistant General Counsel Mary Al Balber.

To join the 10 a.m. presentation:

1. Go to <https://mnscu.webex.com/mnscu/k2/j.php?ED=176757552&UID=1166386527&HMAC=e13c1607ac6ccdfab61bc196f2d3538fe3be079f&RT=MiM3>
2. Enter your name and email address.
3. Enter the session password: This session does not require a password.
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

Note: We always have time for questions. You may call in or e-mail questions prior to a scheduled presentation (contact information below); we welcome questions chatted in during the presentation, or at the end of the presentation. While we want to be respectful of our participants' schedules, WebEx does not cut us off at 11 a.m. and if you have a question, we will do our best to answer it.

PLEASE SEE BELOW FOR SPRING 2014 SEMINAR DATES AND TOPICS

March 13, 2014: Clinical Affiliation Agreements

A primer on the basic templates, pre-negotiated agreements with large health organizations, background studies, health requirements, amendments, best practices, and more.

Intended Audience – Academic and Student Affairs Staff and others whose responsibilities involve student clinical affiliation agreements. Presented by Assistant General Counsel Mary Al Balber.

SPRING TERM 2014 WEBINAR DATES: Mark your calendar

April 10

May 8.

Topics for each of these Webinar presentations will be announced at later date. Your suggestions are welcome.

Missed a presentation or want to view one again? The Office of General Counsel has hosted Second Thursday each calendar school year since December 2009. For a complete listing of past Office of General Counsel Second Thursday presentations, follow this link: <http://www.ogc.mnscu.edu/events/workshops.html>

For more information call Amanda Johnson, Office of General Counsel at 651-201-1676. If accommodations are necessary for individuals with disabilities to participate in this activity (e.g., wheelchair access, auxiliary hearing device, an interpreter), such accommodations can be made available upon advance request. Please contact Amanda Johnson at 651-201-1676 or via e-mail at amanda.johnson@so.mnscu.edu.