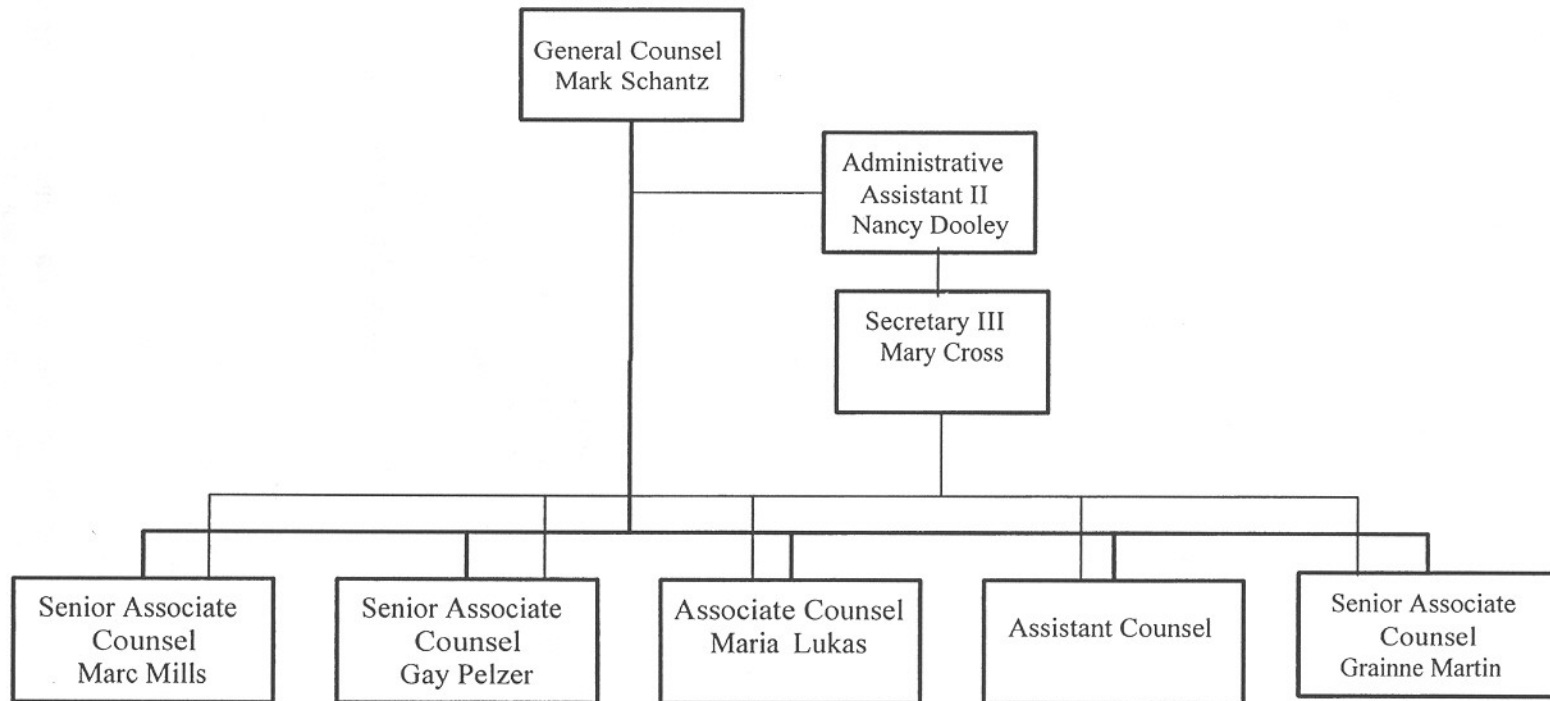


APPENDIX A

Office of General Counsel, University of Iowa,  
Self Study (May 28, 2004)

Appendices

Office of the General Counsel



Substantive Areas of the Law  
OGC Review  
January 2004  
**Appendix B**

Admissions  
Advertising  
Affirmative Action  
Agency  
Alcohol  
Alumni Relations  
Arbitration (labor and construction)  
Arrests  
Assaults  
Athletics  
Automobiles  
Bankruptcy  
Bonds  
Borrowing  
By-laws  
Civil rights  
Class Actions  
Collective bargaining  
Communications law  
Competition with Private Enterprise  
Competitive Bidding  
Conflicts of interests  
Conflicts of law  
Constitutional law - including  
    Federal: 1<sup>st</sup> Amendment - speech, association, assembly, religion  
            4<sup>th</sup> Amendment - search, seizure, privacy  
            11<sup>th</sup> Amendment - federal jurisdiction immunity  
            14<sup>th</sup> Amendment - due process, equal protection  
Construction Contracts/Disputes  
Contracts  
Copyrights - grants and licenses, Fair Use, reproductions, registrations  
Corporations  
Criminal law  
Debt Collection  
Defamation  
Discrimination - students and employees  
Domicile - residency for tuition  
Drugs  
Due process  
Easements  
Employment - taxes, union contract negotiation and administration, discrimination, termination,  
    grievances, pensions, other benefits, wages, wage assignments/garnishments,  
    FLSA, Equal Pay Act, management prerogatives  
Estates

Substantive Areas of the Law  
OGC Review  
January 2004  
**Appendix B**

Export controls  
FERPA (Buckley Amendment)  
Financing statements  
Fraud  
Freedom of Information Act  
Gifts - tax consequences, documents, policies  
Gift Law  
Governance  
Grievances and grievance procedures  
Guarantees  
Hazardous wastes and substances  
HIPAA  
Hospitals  
Human Subjects research  
Indemnity  
Independent contractors  
Immigration  
Injunctions  
Insurance  
Internet - Acceptable Use, DMCA  
Investments - statutory and other constraints  
Judgments  
Labor relations  
Legislation  
Libel  
Licensing  
Limitations of actions  
Literary and artistic property  
Litigation  
Malpractice  
Museums  
Negligence  
Nuisance  
OSHA  
Open Meetings Act and Open Records Act  
Parking  
Partnerships  
Patents - ownership, licensing, infringement  
Pensions  
Placement and counseling  
Political activity  
Policies - drafting, redrafting, interpretation  
Principal and agent  
Private foundations

Substantive Areas of the Law  
OGC Review  
January 2004  
**Appendix B**

Privacy  
Privilege  
Process  
Promissory notes  
Property - real and personal  
Publishing  
Purchasing  
Regulations  
Releases  
Rentals/Leases  
Research  
Restitution  
Search and seizure  
Secured transactions  
Securities  
Sexual harassment and discrimination  
Slander  
Social Security  
Statutes - drafting, interpreting  
Students - academic and disciplinary decisions, dismissals, discrimination, financial aid, grades, grievances, housing, organizations, residency, taxation of stipends/awards/fellowships, use of facilities  
Subpoenas  
Taxes - foreign, federal, state, city, income, estate, gift, excise, sales, use, Single Business Tax, intangibles, property, UBIT  
Technology transfer and protection  
Telecommunications  
Torts  
Trademarks - use and registration, cease and desist actions  
Trespass  
Trusts  
Unfair competition  
Unfair labor practices  
Uniform Commercial Code  
Unrelated business taxable income  
Use of facilities - peddling, religious groups, student groups, political activity  
Waivers  
Warranties  
Withholding taxes  
Witnesses and evidence  
Work Study  
Workers' Compensation  
Wrongful death

Quantitative Representation of Office Matters  
OGC Review  
January 2004  
**Appendix C**

Office of General Counsel

	<u>2002</u>	<u>2003</u>
<u>Contracts Review:</u>		
Total Contracts	285	387
 <u>Files:</u>		
Total New Files	181	331

Regular Administrative Meetings Attended by Attorneys  
 OGC Review  
 January 2004  
**Appendix D**

Office of General Counsel

	MES	MMM	GDP	GM
Human Resource (HR) Leadership		2x/month 1.5 hours		
Board of Regents (BOR)				
University Finance & Operations (UFO) Leadership Group		1x/month 2 hours	1x/month 2 hours	
Human Resource (HR) Rep Meeting		1x/month		
Dispute Resolution Committee		1x/month		
Kinnick Stadium Planning Committee		x		
Carver College of Medicine - Dean's Meeting			1x/week	
Carver College of Medicine - Management Committee			2x/month	
Virtual Hospital			1x/month	
Vehicle Appeal Board			x	
Chair, Competitive with Private Enterprise		x		
IRB - 01				weekly 3-4 hours

Regular Administrative Meetings Attended by Attorneys  
 OGC Review  
 January 2004  
**Appendix D**

IRB - 02				2x/month 1-2 hours
	MES	MMM	GDP	GM
IRB - 01				1x/month Executive Committee 1-2 hours
Institutional Animal Care and Use Committee (IACUC)				1x/month 2 hours
University of Iowa Research Foundation (UIRF) Board				4x/year or special meetings 1-2 hours
Institutional Biosafety Committee (IBC)				4x/year 1-2 hours
VP Research Advisory Group				1x/month
Conflict of Interest				2x/month
Iowa Medical Mutual Insurance Company (IMMIC) Board of Directors			X	
Intellectual Property (IP) Policy Committee			X	X



Office of General Counsel  
Client Satisfaction Evaluation  
General Areas for Review\*

- PROPOSED-

1. Does the office provide helpful advice?
  - a. Is the advice accurate?
  - b. Is it understandable? Provided in a useful manner? Practical?
  - c. Is the written work product of sufficiently high quality?
  - d. Are the attorneys sufficiently knowledgeable?
  - e. Do the attorney exhibit satisfactory judgment and common sense?
  - f. Do they respond quickly enough?
  - g. Do they strike the right balance between preventing the University from incurring unnecessary legal risks while avoiding the temptation to be too cautious and risk averse?
2. Do you feel that the office can be trusted with sensitive assignments? Is sensitive information maintained confidentially?
3. Are attorneys sufficiently accessible? Do they return your calls? Can you find them when you need them?
4. Are you satisfied with the courtesy and responsiveness of the non-attorney staff?
5. Do we keep them sufficiently informed about the progress of your matters?
6. What do they not do that you would like to see them do? What new initiatives might they undertake?
7. Are there other comments you would care to make about the quality of legal services you receive through the office?

\* Format of survey (quantitative, qualitative) could depend on who/where survey is distributed.

**Possible Individuals to be Contacted for OGC Review Evaluation**

President

Provost, Associate Provost, and relevant individuals in the office

All Vice Presidents, Associate Vice Presidents, and relevant individuals affiliated with their respective offices

All Deans and Associate Deans, and relevant individuals affiliated with their respective offices

Directors of Athletics, Equal Opportunity and Diversity, Governmental Relations, Hancher Auditorium, Human Resources, Internal Audit, IRB Chairs, ITS, University Libraries, Museum of Art, Ombuds Office, Public Safety, University of Iowa Foundation, University of Iowa Research Foundation, and relevant individuals affiliated with all those offices.

Selected Faculty, Staff and DEO's:

Elizabeth Altmaier, Psychological & Quantitative Foundations

Alta Botha, Center for Advanced Drug Development

Michael Apicella, Microbiology

Wendy Beaver, Sponsored Programs

David Baldus, College of Law

William Buss, College of Law

Greg Carmichael, Chemical & Biochemical Engineering

Michael Cohen, Pathology

Carol Scott-Conner, Surgery

Diana Cook, Risk Management

Paul Cooper, University Veterinarian

Marcella David, College of Law

Peter Densen, Internal Medicine

Jane Drews, Info Tech Security Officer

Jennifer Glass, Sociology

Christine Grant, Health and Sports Studies

Brian Harvey, Sponsored Programs

Mary Hendrix, Anatomy and Cell Biology

Rich Hichwa, Research Counsel

Possible Individuals to be Contacted for OGC Review Evaluation  
OGC Review  
January 2004  
**Appendix G**

Dorothy Johnson, Art & Art History  
Susan Johnson, College of Medicine  
Sheldon Kurtz, College of Law  
Ellen Lewin, Women's Studies  
David Manderscheid, Mathematics  
David Nelson, Division of Performing Arts, CLAS  
Rolland Poust, Pharmaceutical Service  
V.C. Patel, Mechanical - Industrial Engineering  
Craig Porter, Pediatrics  
Gary Sasso, Curriculum & Instruction  
Charlotte Talman, Clinical Trials Office  
Kristin Thelander, Music  
Emmett Vaughan, Finance  
Tricia Wasek, Human Subjects Office  
John Westefeld, Psychological and Quantitative Foundation

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