

Attorney Responsibilities

Nichole DeCaprio	Doug Kubinski	David Ochmann	Michael Pfahl	All Attorneys
Public Records Requests	Court of Claims small claims settlements	Public Records Requests	Immigration	Special Counsel requests
Record Retention	Insurance – review incident reports to determine level of concern when placing with insurance companies	Verify and execute personnel and foundation transactions for athletics	Affiliation Agreements	General contract review from all University sources
Logo Licensing & Art Review	Risk Management/Insurance	Employment/Personnel	Procurement	Policy Development/Policy Register
Safety & Security Reporting	Intellectual Property Matters	403(b) and 457 issues; draft or modify executive contracts and 457(f) plans	1219 Prosecutions	
HIPAA	Real estate purchases, sales, easements	Affirmative Action	Hold harmless/release forms; contracts	
Employment & Student Matters	Tower Leases	Workers' Comp Matters	Athletics employment and game contracts	
Discrimination Issues	Bidding and contract issues OUA		IT Contracts	
	Research		Evictions	