

NACUA GENERAL COUNSEL INSTITUTE

Friday, January 9 – Saturday, January 10, 2009 • Hotel Monteleone • New Orleans, LA

Thursday, January 8, 2009

6:30pm – 8:00pm **Opening Reception for Registrants and Presenters**

La Nouvelle West

Friday, January 9, 2009

8:00am – 8:15am **Welcome and Introduction to the Program**

Queen Anne Ballroom

Kathleen Curry Santora, Chief Executive Officer, National Association of College and University Attorneys
Mary Kennard, American University, President, National Association of College and University Attorneys

8:15am – 9:30am

Queen Anne Ballroom

01. The General Counsel and the President: Defining the Relationship

- What does the President want from his/her GC?
- What should he/she want?
- What does the General Counsel want?

Pamela Bernard, Vice President & General Counsel, Duke University

Stephen J. Trachtenberg, President Emeritus and University Professor of Public Service, The George Washington University; and Chairman of the Higher Education Practice, Korn Ferry International

9:30am – 9:45am **Break**

9:45am – 11:00am

Queen Anne Ballroom

02. Effective Planning for the General Counsel's Office

- Understanding the office's needs
- Aligning the plan with the strategic priorities of the institution
- Prioritizing goals with the daily work of the office
- Getting resources and respect
- Managing up and down

Jonathan Alger, Vice President and General Counsel, Rutgers, The State University of New Jersey

Pamela Bernard, Vice President & General Counsel, Duke University

Mary Kennard, Vice President, General Counsel, and Secretary of the Board of Trustees, American University

Marianne Schimelfenig, General Counsel, Saint Joseph's University

11:00am – 11:15am **Break**

11:15am – 12:15pm

Queen Anne Ballroom

03. What We Can Learn From Our Counterparts in Corporate America: Corporate Counsel Best Practices

Teri Plummer McClure, Senior Vice President of Legal, Compliance and Public Affairs, General Counsel & Corporate Secretary, United Parcel Service

12:15pm – 1:30pm **Luncheon**

La Nouvelle West

1:30pm – 2:45pm
Queen Anne Ballroom

04. Benchmarking, Measuring, and Reporting General Counsel Office Performance

- Developing appropriate metrics for the General Counsel’s office
- What General Counsel’s office activity can be measured?
- Relationship between office metrics and attorney performance
- The value of self-assessment
- Pros and cons of review by others
- Client satisfaction surveys

Thomas Cline, Vice President and General Counsel, Northwestern University
Christine Helwick, General Counsel, California State University
Paul Ward, Vice President for Legal Affairs and General Counsel, Southern Methodist University

2:45pm – 3:00pm **Break**

3:00pm – 4:15pm
Queen Anne Ballroom

05. Keys to Crisis Management for the General Counsel: Delivering Legal Services in Difficult Times

- GC office natural disaster planning for the continuing delivery of legal services
- Surviving and managing as GC in a media firestorm
- Surviving and managing as GC in a presidential crisis

Victoria Johnson, General Counsel, Tulane University
Kenneth Andre McKanders, General Counsel, Eastern Michigan University
David Williams, Vice Chancellor, University Affairs & General Counsel, University Secretary, Vanderbilt University

4:15pm – 4:30pm **Break**

DISCUSSION GROUP SESSIONS

4:30pm – 5:30pm

<p><i>Queen Anne Parlor</i> 06A. General Counsel Office Benchmarking and Reporting Paul Ward, Southern Methodist University Christine Helwick, California State University</p>	<p><i>Orleans</i> 06B. General Counsel Office Planning for Larger Institutions/ Offices Mary Kennard, American University</p>	<p><i>Cabildo</i> 06C. General Counsel Office Planning for Smaller Institutions/ Offices Marianne Schimelfenig, Saint Joseph’s University</p>	<p><i>Cathedral</i> 06D. Client Relations and the Delivery of Legal Services David Williams, Vanderbilt University</p>	<p><i>Pontalba</i> 06E. General Counsel’s Office Role in Risk Management and Compliance Stephen Dunham, The Johns Hopkins University</p>
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5:30pm – 7:30pm
Riverview

Reception for Registrants and Panelists

Sponsored by Legal Files Case Management Software



Saturday, January 10, 2009

8:00am –
8:45am

*Queen Anne
Ballroom*

07. Applying Leadership Skills to the Role of General Counsel

Scott S. Cowen, President, Tulane University

8:45am – 8:50am **Break**

8:50am –
9:45am

*Queen Anne
Ballroom*

08. Law Office Technology: Do's and Don'ts for the General Counsel

- Making technology work for you and your law office: 20 rules to live by

Barron Henley, President, Henley March & Unger Consulting, Inc

9:45am – 10:15am **Break**

10:15am –
11:30am

*Queen Anne
Ballroom*

09. Tough Ethical Problems for the General Counsel

- Navigating Board/President conflicts
- Dealing with high-level misconduct
- General Counsel as HR Manager, EEO Officer, etc.
- Compliance issues
- Implementing privilege preservation procedures

Stephen Dunham, Vice President and General Counsel, Johns Hopkins University

Beth Nolan, Senior Vice President and General Counsel, The George Washington University

Charles Robinson, General Counsel, University of California

11:30pm – 11:45am **Break**

11:45am –
1:00pm

*Queen Anne
Ballroom*

10. External Counsel: Retaining, Managing, Budgeting, Billing and Cost Control

- Who to choose as external counsel and how to find them?
- Fee arrangements - creative solutions to managing the budget
- Tracking and evaluating work by outside counsel
- Forming good partnerships: do's and don'ts

Nicholas DiGiovanni, Morgan, Brown & Joy, LLP

Miles Postema, General Counsel, Ferris State University

Dana Scaduto, General Counsel, Dickinson College

Debra Zumwalt, Vice President and General Counsel, Stanford University

1:00pm **Adjourn**