

## Working with Legal and Government Affairs

### Office of the General Counsel

- Prepares MOUs, Affiliation Agreements, Partnerships Agreements and other Contracts
  - All contracts must be reviewed and approved for legal sufficiency by the General Counsel
  - Contracts must be reviewed by appropriate Cabinet Member *prior* to review by General Counsel
  - Submit contracts to [generalcounsel@bowiestate.edu](mailto:generalcounsel@bowiestate.edu)
  - Contracts may only be signed by the President or designated Cabinet Member
  - Allow at least 10 days for contract review
- Provides legal advice and counsel to the President and Cabinet
- Develops and updates university policies
- Coordinates compliance efforts
- Responds to all subpoenas and requests under the Maryland Public Information Act
- Receives reports of known or suspected child abuse per USM Policy
- **Contact: Suzan Phillips Brown, Esq.** ([sphillipsbrown@bowiestate.edu](mailto:sphillipsbrown@bowiestate.edu)); x2-4521

### Office of Equity Compliance

- Investigates complaints of discrimination
- Enforces Title IX/Sexual Misconduct Policy
- Conducts anti-discrimination training and training on child abuse reporting
- Facilitates accommodations for faculty and staff with disabilities
- Supports diversity and inclusion initiatives
- Responsible for Affirmative Action Plan
- Located in Library – Room 247
- **Contact: Adonna Green, Esq.** ([agreen@bowiestate.edu](mailto:agreen@bowiestate.edu)); x2-3442

### Government Relations

- University's official liaison to county, state and federal government
  - Faculty and staff should coordinate invitations to elected officials through our office
- Prepares budget testimony and appearances before General Assembly in Annapolis
- Promotes University's interests to elected officials and agencies
- Secures letters of support for federal grants
- **Contact: Michael Harrison** ([mlharrison@bowiestate.edu](mailto:mlharrison@bowiestate.edu)); x2-3504