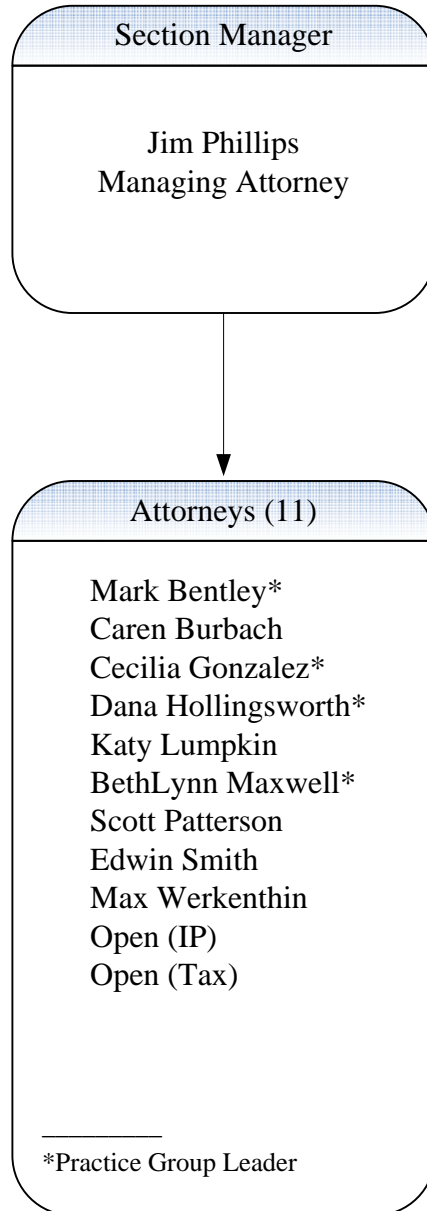


# Office of General Counsel Business Law Section



# Business Law Practice Groups

## Contracting & Procurement

### Attorneys (4)

Dana Hollingsworth\*  
Caren Burbach  
Scott Patterson  
Max Werkenthin

## Tax, Benefits & Gift Planning

### Attorneys (2)

Cecilia Gonzalez\*  
Open

## Intellectual Property & Technology Transfer

### Attorneys (3)

BethLynn Maxwell\*  
Caren Burbach  
Open

## Real Estate

### Attorneys (3)

Mark Bentley\*  
Katy Lumpkin  
Max Werkenthin

## Additional Specialty Practices

Construction Law – Edwin Smith

Environmental, Health & Safety – Jim Phillips

Oil & Gas, Counsel to Board for Lease – Mark Bentley

## Practice Group Leader

Practice Group Leaders in the Business Section report to the Business Law Section Manager and indirectly (directly on certain projects) to the Vice Chancellor and General Counsel. Practice Group Leaders are generally charged with bringing focus to important Business Law practice areas and assisting the Business Law Section Manager with organizing OGC's practice in the relevant area and providing superior client service.

Practice Group Leaders work with the Vice Chancellor and General Counsel, the Business Law Section Manager and other Practice Group Leaders to assign matters to Practice Group members and ensure an even and efficient distribution of workload among Practice Group members. The Practice Group Leader shares responsibility for ensuring prompt project turnaround and client satisfaction for all Practice Group work product.

Practice Group Leaders have authority to assign Practice Group members to work on administrative projects important to the Practice Group, such as drafting *The Foreseeable Future* articles, preparing form documents, conducting training for clients and similar non-matter specific attorney work.

Practice Group leaders are the designated "expert" in their practice area. In that capacity, each is responsible for ensuring that Practice Group members are up to date on developments in the law and have sufficient current training to function as a contributing Practice Group team member. Practice Group Leaders are also responsible for coordinating with the Business Law Section Manager and OGC Administrative Coordinator to ensure that the Practice Group has adequate administrative resources to do their jobs.

In sum, working under the Business Law Section Manager, a Practice Group Leader:

- communicates frequently with clients and client groups to assess needs and expectations;
- assists with work assignments and Practice Group productivity;
- is responsible for Practice Group administration; and
- ensures training and professional development for the Practice Group.