



MINNESOTA STATE

Office Of General Counsel Contracts Training Series

January 25, 2025- February 18, 2025

The Office of General Counsel is back with a new seven-part contracts training series. Each session will start at 10 a.m. and will last approximately 60 to 90 minutes.

January 28 – Procurement

Presented by System Director of Procurement and Contract Management Tim Anderson and Assistant General Counsel Melitta Drechsler

January 30 – Contract Drafting After a Public Competitive Solicitation Process

Presented by Assistant General Counsel Mary Al Balber

February 4 – Contract Drafting (No Public Competitive Solicitation Process- Under \$100,000)

Presented by Assistant General Counsel Daniel McCabe

February 6 - Working With Legal Counsel for Contract Legal Review

Assistant General Counsel Melitta Drechsler and Paralegals Heidi Slegers and Amanda Bohnhoff

February 11- Software Contracts

Presented by Assistant General Counsels Daniel McCabe and Melitta Drechsler

February 13- Insurance and Risk Management

Presented by Director of Risk Management Keswic Joiner

February 18- Tax

Presented by System Director of Tax & Financial Services Steve Gednalske

Join Zoom Meeting:

<https://minnstate.zoom.us/j/93305153686>

Meeting ID: 933 0515 3686

Sessions will be recorded, and link can be requested after the session by emailing Amanda Bohnhoff at amanda.bohnhoff@minnstate.edu.

Please forward this to any colleagues who may be interested or may benefit from this series.