The OGC is excited to invite you to this summer’s professional development series! We encourage you to attend any or all of the seminars that may be beneficial to you and your professional knowledge and development. The OGC will send out an email with a registration link approximately one month prior to each seminar. If you have questions, ideas for future seminars, or would like to request further training, please contact Amy McKendry at a.mckendry@northeastern.edu or Ayla Geller at ay.geller@northeastern.edu.

Understanding the “Independent” in Independent Contractor
Nicholas Bradley, Lorna Hebert (OGC), Gary Menin (Finance)
July 20, 2016 from 12-1:30pm in Shillman 420
Recognizing and applying the distinctions between independent contractors and employees can be difficult and complex, increasingly so in the emerging “gig” economy. The consequences of getting it wrong can be significant. Please join us on July 20, 2016 from 12 - 1:30 in Shillman 420 for guidance and updates on this evolving topic with Lorna Hebert and Nick Bradley, from the Office of the General Counsel, and Gary Menin, Tax Manager. You will learn the distinctions between independent contractors, consultants and employees, the state and federal laws that govern these relationships, and discuss illustrative hypotheticals.
This seminar is ideal for those whose jobs include engaging directly in or supporting the hiring of third parties (whether as employees or contractors) to perform work for the university.

International Hiring: Who works where and for whom?
Nanette Smith-Callihan (HRM), Gary Menin (Finance), Sonya Granahan (Risk), Jigisha Patel, Nicholas Bradley (OGC)
August 10, 2016 from 12-1:30pm in Shillman 420
As Northeastern continues to grow its global network, with locations in four U.S. states and Canada, co-op opportunities on all seven continents and study abroad opportunities in dozens of foreign countries, there is an expanding network of individuals who support these programs. Determining whether to engage in-country support, as well as where, when and how to do so, implicates a number of employment, legal and tax issues. How do you recognize and manage these issues when planning your program?
This seminar is ideal for those who work to support international programs, and in particular those who identify and engage with individuals to perform work abroad. Come learn and discuss more about this topic with our own panel of experts on August 10, 2016 at 12:00 – 1:30 pm in Shillman 420.

Intellectual Property: Who Owns What, What Can Be Done With It and Why?
Matt McIntyre (OGC), Andy Curtin (OGC & CRI), Paige Clapp (CRI)
August 23 from 12-1pm in Shillman 220
Collaboration in research and projects is a cornerstone of university life. The rights to patents, copyrights, trademarks and trade secrets involved in such collaborations play a critical role in the support and growth of any university. The ownership status of these rights and the obligations with respect to them is governed by a number of agreements and laws, and over the last 40 years the approaches of academia and industry to developing and commercializing the results of academic research have become more complex. Understanding the key consequences of the ownership, allocation and protection of intellectual property rights is essential to satisfying the university and industry partners’ objectives as well as your own goals.
Join Matt McIntyre, Andy Curtin and Paige Clapp for a noontime discussion of the key principles and terms that come up most often and learn tips for handling those terms. August 23, 2016 (and to be reprised Early October, 2016) at 12 – 1:30 pm in Shillman 220.
Legally Speaking: Emails and Other Written Records
Nicholas Bradley, Ayla Geller, Amy McKendry (OGC)
July 27, 2016 from 12-1:30pm in Shillman 420
In today’s fast-paced, hyper-connected society, we are often tempted by the ease of sending an email or text in place of making a phone call or holding a meeting. We don’t always pause to consider that while instant written communication can be more efficient and direct, it can also have unintended consequences. The converse – having a discussion instead of creating a written record – can also create unforeseen challenges. Which is better under what circumstances?
This seminar is ideal for all university employees. Come learn and discuss the legal implications of creating written records with our own panel of experts on July 27, 2016 at 12-1:30 pm in Shillman 420.

Visa Sponsorship: What’s the status of our employee?
Jigisha Patel, Katherine Tarpley (OGC), Sal Mazzone, Elena Gruzdeva (ISSI)
July 6, 2016 from 12-1pm in Curry 348
For those who have sponsored employees or employees with work authorization, this presentation will serve as both a refresher and update on university visa sponsorship options for new or current employees, including whether J-1 or H-1B is more appropriate based on the position and candidate, and other visa categories such as TN or O-1. We will also cover work authorization under F-1 OPT and the new requirements for employers under STEM OPT, including the Training Plan and employer certifications. Additional topics will include the proposed increase to petition filing fees and a preview of the Office of the General Counsel’s new online immigration petition processing and management system.
This seminar is ideal for all those involved in the recruitment and/or hiring of foreign national employees.

Understanding Contract Risk: What’s Behind Door Number 1?
Matt McIntyre, Mike Glover (OGC)
August 24, 2016 from 12-1pm in Shillman 220
Even when you think they might be ironclad, all agreements between the university and vendors and other service providers involve some level of risk. How are risks of nonperformance, financial loss, injury or damage addressed in a contract? What contract terms will better protect the university’s goals? This seminar is ideal for employees who negotiate and review contracts with service providers, including vendors, for their department. Please feel free to submit your contract questions in advance to either Matt McIntyre or Mike Glover. Your questions will enhance the discussion and learning for all.

A FERPA Refresher: A Discussion of Common Questions and Scenarios
Kristen Elwell (Compliance), Mark Nardone (OIS), Emily St. Martin (Office of the Registrar), Mary Wegmann (OSCCR)
August 2, 2016 from 12-1pm Shillman 305
This course is intended to provide both faculty and staff with a basic review of the Family Educational Rights and Privacy Act (“FERPA”) and a foundation for understanding what you need to know about FERPA in order to carry out your responsibilities while maintaining student privacy in accordance with the law. Topics will include the basic principles of FERPA, what information is protected by FERPA, the parameters around the sharing of such information, and best practices for managing student data securely. After a brief primer, the discussion will focus on common scenarios that arise in the course of everyday business and answers to frequently asked questions.
This seminar is for attendees who are not familiar with FERPA or for those who would like a refresher on the fundamentals.

Anti-bribery laws: Sometimes it ISN’T more blessed to give…
Barbara Healy Smith (OGC), Alysa Gerlach (Treasurer’s Office)
By Request
During the summer and fall, Assistant Treasurer, Alysa Gerlach, and Assistant General Counsel, Barbara Healy Smith are offering training on the university’s Policy on the Foreign Corrupt Practices Act for individual departments that may interact with foreign officials. This important federal law addresses the prohibition on the giving of gifts to officials to induce official action, and our training breaks down the definitions and tells you what to avoid. While a gift may be intended as a polite gesture, the law may view the act differently. If you would like to arrange this training for your department, please call us to make arrangements. We’ll come to you! Alternatively, if you’d like to attend a scheduled session, let us know and we’ll fit you in.