

THE UNIVERSITY OF MICHIGAN  
REGENTS COMMUNICATION

ACTION REQUEST

Subject: Regental Action Required Under the State of  
Michigan Conflict of Interest Statute

Action Requested: Authorization for the University to transact with Tish Holbrook Design.  
(University of Michigan Employee Tish Holbrook, Owner)

Background:

The University of Michigan Sweetland Center for Writing seeks approval to transact with Tish Holbrook Design to create their annual newsletter which highlights the teaching and research that occurred at Sweetland in the last year.

The proposed agreement falls under the State of Michigan Conflict of Interest Statute as Tish Holbrook is a University employee as Multimedia Designer at the Law School and would be party to the agreement as the Owner of Tish Holbrook Design.

However, the Statute allows the University to enter into such agreements if the following conditions are met:

- a) The public servant promptly discloses any pecuniary interest in the contract to the official body which has power to approve the purchase, which disclosure shall be a matter of record in its official proceedings.
- b) The purchase is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.
- c) The official body discloses the following summary information in its official minutes:
  - i) The name of each party involved in the contract.
  - ii) The terms of the purchase, including duration, financial consideration between the parties, facilities or services of the public entity included in the purchase, and the nature and degree of assignment of employees of the public entity for fulfillment of the purchase.
  - iii) The nature of any pecuniary interest.

The following information is provided in compliance with the statutory requirements contained in Section (c) above:

- i) The parties to the contract are the Regents of the University of Michigan and its Sweetland Center for Writing and Tish Holbrook Design.
- ii) The agreement is to design and typeset a 16 page document for the Sweetland Annual Newsletter. The supplier has estimated the work to take approximately 18 hours at a rate of \$36 per hour for a total of \$648.
- iii) The pecuniary interest arises from the fact that University of Michigan employee, Tish Holbrook, is the Owner of Tish Holbrook Design.

Tish Holbrook has met state law requirements with the disclosure of her pecuniary interest and formal appointment arrangements with the University of Michigan. Requirements, if any, that may be applicable under the Medical School's or OVPR's Conflict of Interest Committee's procedures are separately analyzed and managed.

We recommend that the Board of Regents approve the agreement between the University of Michigan and Tish Holbrook Design subject to requirements, if any, that either the Medical School's or OVPR's Conflict of Interest Committee may impose.

Respectfully submitted,



Timothy P. Slotlow  
Executive Vice President  
and Chief Financial Officer

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