

**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 Rachel Leonard Photography (University of Michigan Employee, Rachel Leonard, Owner).

Background:

The University of Michigan Dearborn (DRBN) Institutional Advancement seeks approval to transact with Rachel Leonard Photography to photograph and highlight local alumni-owned businesses at the University of Michigan-Dearborn Annual Alumni Picnic-2025.

The proposed agreement falls under the State of Michigan Conflict of Interest Statute as Rachel Leonard is employed by the University as an Advisor/Counselor and Program Manager with University of Michigan DRBN Office of TRIO Programs and would be party to the agreement as owner of Rachel Leonard Photography.

However, the Statute allows the university to enter into such contracts 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 DRBN Institutional Advancement and Rachel Leonard Photography.
- ii) The contract is for photographing and highlighting local alumni-owned businesses at the University of Michigan DRBN Annual Alumni Picnic-2025. It is for a one-time purchase at a total cost not to exceed \$300. Rachel Leonard Photography will supply all the necessary resources and personnel to fulfill this contract. The remaining base contract terms and conditions are typical of those used in Procurement Services standard templates for other similar contracts entered into by the Regents.
- iii) The pecuniary interest arises from the fact that University of Michigan employee Rachel Leonard is owner of Rachel Leonard Photography.

Rachel Leonard 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 by the supervisor of Rachel Leonard under the DRBN Institutional Advancement or OVPR's Conflict of Interest Committee's procedures are separately analyzed and managed.

We recommend that the Board of Regents approve the contract between the University of Michigan and Rachel Leonard Photography subject to requirements, if any, that the supervisor of Rachel Leonard or the DRBN Institutional Advancement or OVPR's Conflict of Interest Committee may impose.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robert A. Hewlett III', with a stylized flourish at the end.

Robert A. Hewlett III
Interim Executive Vice President and Chief Financial Officer

November 2025