

Catherine Susman

EXPERIENCE

Acting Deputy General Counsel, Business Transactions

February 2022 to present

Sr. Staff Counsel, January 2020 to February 2022

Staff Counsel, June 2016 to January 2020

Oregon Judicial Department

Office of General Counsel

Salem, OR

Areas of Responsibility:

- Provide complex and comprehensive legal and policy advice to the Chief Justice, the State Court Administrator, and all levels of the judicial branch of government on a statewide basis
- Provide policy development and analysis
- Review, analyze, draft, and negotiate a broad range of judicial branch contracts, grant agreements, and other transactional documents
- Develop and maintain standard Oregon Judicial Department templates
- Manage and coordinate all legal aspects of pre- and post-contract administration, including solicitations and requests for proposals
- Identify potential contractual risks faced by Oregon Judicial Department and determine legal approaches to limit that risk
- Advise Oregon Judicial Department stakeholders of legal contractual obligations, and education and advise such stakeholders about how to best comply
- Undertake other legal research and legislative support tasks at the direction of the State Court Administrator, Oregon's Chief Justice, and General Counsel.

Director of Purchasing and Contracting Services

November 2007 to June 2016

University of Oregon

Eugene, OR

Areas of Responsibility:

- Member of Leadership Council for Finance and Administration Division
- Member of the Legislative Bill Review Committee
- Create and administer University policies and procedures for purchasing and contracting
- Administer all aspects purchasing and contracting activities for goods, trade services, personal services, and real property transactions
- Advise on risk allocation and contract dispute resolution
- Advise on public records requests
- Create and administer campus-wide training programs in the areas of purchasing, contracting, ethics, records retention, public records, and procurement card
- Manage budget and other financial and administrative aspects of the department of Purchasing and Contracting Services
- Supervise a staff of thirteen professional and classified employees, plus four to six student workers

Sr. Contract Administrator
February 2007 to November 2007

Parsons Brinckerhoff (PB Americas, Inc.)
Salem, OR

Areas of Responsibility:

- Advise public agencies on procurement and contracting authority and procedures and related statutory and administrative requirements
- Assist public agencies with managing all aspects of the procurement process
- Draft and administer construction contracts, including design-build contracts
- Advise on risk allocation, claims handling and dispute resolution on capital construction and architect and engineering projects
- Prepare procurement and contract document templates and drafting guides.

Attorney
February 2006 to February 2007

Speer Hoyt, PC
Eugene, OR

Areas of Responsibility:

- Advise public and private sector clients on public and administrative law matters including public records and public meetings
- Draft, negotiate, and advise public and private sector clients on a variety of contracts and other transactional matters
- Advise public and private sector clients on intellectual property law matters
- Advise public and private sector clients on real property law matters
- Advise public and private sector clients on business and corporate law matters
- Advise public and private sector clients on construction law matters

Shareholder
November 2004 to February 2006
Associate, March 2001 to November 2004

Arnold Gallagher Saydack Percell Roberts & Potter, PC
Eugene, OR

Areas of Responsibility:

- Advise public and private sector clients on public and administrative law matters including public records and public meetings
- Draft, negotiate, and advise public and private sector clients on a variety of contracts and other transactional matters
- Advise private sector clients on business and corporate law matters
- Advise public and private sector clients on intellectual property law matters
- Advise public and private sector clients on real property law matters
- Advise public and private sector clients on construction law matters
- Advise private sector clients on banking and financial institutions matters

Assistant Attorney General
March 2000 to March 2001

Oregon Department of Justice
Business Transactions Section
Salem, OR

Areas of Responsibility:

- Advise state agency clients on public and administrative law matters including public records and administrative rulemaking
- Draft, negotiate, and advise public sector clients on a variety of contracts and other transactional matters
- Advise state agency clients on intellectual property law matters
- Advise state agency clients on real property law matters
- Advise state agency clients on construction law matters
- Advise state agency clients on UCC matters

Associate
August 1998 to December 1999

Dun & Martinek, LLP
Eureka, CA

Areas of Responsibility:

- Administrative law matters
- Business and corporate law
- Real property law matters
- Environmental law matters
- Employment law matters

Assistant Attorney General
March 1998 to August 1998

Louisiana Department Justice
Litigation Division
Alexandria, LA

Areas of Responsibility:

- Advise and represent state agencies in civil rights cases
- Advise and represent state agencies in general civil liability cases
- Advise and represent state agencies in workers' compensation cases
- Advise and represent state agencies in road hazard cases

Judicial Clerk
May 1997 to March 1998

Ninth Judicial District Court
Alexandria, LA

Areas of Responsibility:

- Research in the areas of criminal, civil family and juvenile law
- Assist with court opinions for criminal, civil, family and juvenile proceedings

BAR ADMISSION

- State of Oregon
- State of Louisiana

CERTIFICATIONS/TRAINING

- Certified Public Purchasing Officer (CPPO), 2009 – 2024
- Certified Purchasing Card Professional (CPCP), 2014 - 2017
- Project Management
- Strategic Procurement Planning in the Public Sector
- Leadership and Supervision
- Business Management Institute offered by the Western Association of College and University Business Officers

EDUCATION

Rutgers University, Newark, New Jersey

M.P.A., candidate May 2022

Concentration in Budgeting and Financial Management

Pi Alpha Alpha Honor Society

Louisiana State University, Baton Rouge, LA

J.D.

CALI Award

Flory Trial Competition

Environmental Law Society, President and Coordinator

Phi Alpha Delta – Vice Justice; Treasurer

Louisiana Scholars' College at NSU, Natchitoches, LA

B.A., With Highest Distinction

Phi Kappa Phi Honor Fraternity

Alpha Lambda Delta Freshman Honor Fraternity

Purple Jackets Honor Society, Treasurer

PRESENTATIONS

- “Improving Court-Vendor Relationships in Procurement.” NCSC Court Technology Conference. Co-presenter. September 2019.
- Confidentiality Requirements for Treatment Court Data. Oregon Judicial Department. Co-Presenter. September 2019.
- “Contracts 101,” “Purchasing Rules and Regulations,” and “Purchasing Procedures.” University of Oregon. Multiple presentations in 2008 - 2016.
- “Fundamentals of Contracting.” University of Oregon’s Financial Stewardship Institute. Presentations in 2009 - 2016.
- “Ethics Review.” University of Oregon. March 2010.
- “Public Contracting and Procurement.” Lorman Education Services. March 19, 2010.
- “The Fundamentals of Construction Contracts in Oregon: Understanding the Issues.” Lorman Education Services. January 17, 2007, January 17, 2006, and January 18, 2005.
- “Drafting and Negotiating Oregon Commercial Real Estate Leases.” National Business Institute. March 7, 2005, and November 10, 2003.

PUBLICATIONS

- “Tax Consequences of Organizing Corporations” and “S-Corporations.” Advising Small Businesses, Chapters 10 and 11, 2006 Supplements and 2007 Supplements, Thomson West.
- “Real Estate Purchase and Sale Transactions.” Sterling Education Services, Inc. August 2004.
- “Conveyances.” Principles of Oregon Real Estate Law, Chapter 6, 2003 Cumulative Supplement, Oregon State Bar.
- Summaries in “Louisiana Legislation from the 1996 Extraordinary and Regular Sessions.” Louisiana Coastal Law, Louisiana Sea Grant Legal Program, December 1996.
- Non-regulatory Strategies Section in the 1996 version of the “Louisiana Coastal Wetlands Conservation Plan.” Louisiana Department of Natural Resources, December 1996.
- Summaries in “A New Beginning in Honors: Senior Thesis Bulletin 1989-1993.” Natchitoches: NSU Press, 1996.

PROFESSIONAL AFFILIATIONS

- Louisiana State Bar Association
- Oregon State Bar Association
 - Government Law, Intellectual Property Law, and Technology Law Sections
- Oregon Women Lawyers
 - Board of Directors 2005 – 2007
- Lane County Women Lawyers
 - Steering Committee Liaison 2005 – 2007
- National Center for State Courts
- American Society for Public Administration
- International Association of Privacy Professionals