

# day in the life janine greenwood



**Janine Greenwood**  
CHIEF LEGAL OFFICER,  
VICE PRESIDENT AND  
SECRETARY, NATIONAL  
STUDENT CLEARINGHOUSE

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- 5:45 am** The cat hears the alarm before I do, and I am awakened by a paw gently tapping my shoulder. Roll out of bed and into my workout clothes conveniently stacked on the floor so there would be no excuse to skip my exercise. **Feed the cat first, of course.**
- 6:00 am** After half an hour with the exercise program on Discovery, I'm ready to start the day. After having to dress like a real lawyer for several days of hearings and meetings in DC, it will be great to go into the office today in the usual slacks and sweater. **Coffee and oatmeal with *The Washington Post***, goodbye to my husband (who is happily retired) and out the door.
- 7:45 am** Begin the day at the office with all the online updates: *Politico Pro Education*, *Inside Higher Ed*, *The Chronicle* and whatever else my alerts have tagged related to higher education or education research. **I send a quick email to the executive team**, forwarding a quote about our latest research report. I catch up on several email matters that could not be answered remotely earlier in the week.
- 9:00 am** Meet with my government relations assistant to **discuss items for our in-house newsletter** and review her summaries of position papers that others submitted to the Department of Education on pending regulations. We agree on a list of stakeholders who we need to reach out to. We then review a memo of process changes we would need to make if another regulatory change was approved.
- 10:00 am** Meet with my contract administrator for 10 minutes to approve matters outside of her scope. The morning emails have started to arrive. **Take a quick call from my youngest daughter**, Sam, who needs a legal consult on a grant proposal for her nonprofit, a New England children's museum. Finish drafting a revision to a corporate employment policy. Send an email to the board with all the appropriate attachments, asking their unanimous written consent to a change in the trustee for the 401K plan.
- 12:00 pm** Our team is hosting a "Lunch and Learn" for the management team, to roll out our new SharePoint portal to all of our compliance policies and procedures. This is the **capstone of a two-year project to collect, review, edit** and make uniform all the critical policies necessary for our highly regulated business. Compliance is one of my biggest accountabilities, and I am glad to see great attendance and buy-in from the management team. A great investment of 12 pizzas: if you feed them, they will come.
- 2:00 pm** Monthly meeting with the five members of my immediate team. The compliance director, assistant general counsel and I roll out the outcomes from our offsite management retreat the previous week. **We introduce our new mission statement:** "We serve the Clearinghouse by facilitating high performance and innovation within a culture of individual accountability for risk management and compliance." Next is a presentation of highlights of the internal training on cultural sensitivity that one of the team was able to attend.
- 4:00 pm** My last appointment of the day is the weekly meeting with my assistant general counsel, where we try to keep each other up to date about our activities. **The Clearinghouse is moving into the international space**, so we have to consider everything from international privacy laws to FCPA to trademark registrations. We both end the meeting with some issues resolved and even bigger "to do" lists. After the meeting, I have time to respond to email and approve a few edits to contracts.
- 5:30 pm** **Our CEO stops by** on the way out the door at the end of the day. I get an update on his latest activities. I remind him about an agenda item for the board meeting, and he reminds me about a meeting he needs me to attend.
- 6:30 pm** **Quick dinner at home with my husband** and then back out the door.
- 7:30 pm** From one nonprofit to another — I chair the endowment committee of my church. Our task tonight is to review the gift acceptance policy, which I was able to **draft quickly using my ACC resources!**
- 9:30 pm** Finally back home, able to go through the mail, read the latest story my husband has authored in his writing class, and chat about the kids and grandkids. And, of course, **the day ends as it began** because the cat wants a bedtime snack.



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