



POLICY

Title: SERVICES OF OUTSIDE LEGAL COUNSEL	Code: A0205
Authority: Board Minutes, 9/16/81; 11/22/94; 9/25/07; 08/15/25	Original Adoption: 09/16/81 Revised/Reviewed: 08/15/25 Effective: 11/01/25

BACKGROUND

The District Board (Board) appoints a full-time General Counsel to represent the District and monitor the use of outside legal counsel. This policy governs selecting and assigning outside legal counsel. Per the Wisconsin Technical College Financial & Accounting manual to select outside counsel it must be through either a Request for Proposal process or an annual letter of engagement.

OUTSIDE LEGAL COUNSEL FOR THE BOARD

The District Board has selected and implemented the Request for Proposal process through the Procurement Department to solicit proposals from area law firms for the role of Board Counsel for representation in identified areas of law. Once those proposals are received, the Board Chair, President and General Counsel will review them and invite a select group of firm representatives on campus for interviews so long as the Board has determined that it does not desire to use a different process.

After the interviews, the General Counsel or their designee will conduct reference checks and make recommendations to the Board. Firms finally approved by the Board are so notified and they retain a relationship with the District for a three-year period unless otherwise notified. Should there be a conflict of interest between Board Counsel or Board Counsel's firm and the General Counsel, the Board will be responsible for conducting the RFP with assistance from an appropriate administrator and completing the selection of the Board Counsel. The selected firm(s) will be retained and have an attorney-client relationship with the District for three years.

Any District Board member may seek counsel related to Board business or Board service from the Board counsel after consultation with the Chairperson, or Vice-Chair when there may be a question of legality or proper legal procedure. In the event the District Board member is seeking counsel for related Board business or services concerning the Chairperson or Vice-Chair, then the Board member can seek counsel from Board counsel without consulting with the Chairperson or Vice-Chair.

MONITORING OF OUTSIDE LEGAL COUNSEL

The General Counsel will closely monitor the assignment, billings, and efforts of outside legal counsel for the Board and College. Regardless of the method of selection, all legal services will be documented through annual letters of engagement, which shall include a list of services to be provided and the rates to be charged for such services.