



Title: SERVICES OF OUTSIDE LEGAL COUNSEL	Code: A0205
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BACKGROUND

In 1992, the District Board appointed a full-time General Counsel to represent the District and monitor the use of outside legal counsel. This policy provides the guidance for selecting and assigning legal counsel.

SELECTION OF OUTSIDE LEGAL COUNSEL

Commencing with the 94-97 term, the District has selected and implemented the Request for Proposal process through the Procurement Department to solicit proposals from area law firms detailing how they would represent the District in identified areas of law. Once those proposals are received, the President and General Counsel review them and invite a select group of firm representatives on campus for interviews.

After the interviews, reference checks are conducted and recommendations are made 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.

MONITORING OF OUTSIDE LEGAL COUNSEL

The General Counsel will closely monitor the assignment, billings, and efforts of outside legal counsel. The General Counsel will appoint specific attorneys based upon the RFP award criteria and individual expertise of the attorney. It is the General Counsel's responsibility to insure the best legal representation is obtained in the most cost-effective manner.

Any District Board member may seek counsel of the board attorney after consultation with the Chairperson, or Vice-Chair when in their opinion or the District Board's opinion; there may be a question of legality or proper legal procedure.