

## **AP 6364 Coordination and Direction of Legal Services**

- 1.0 The North Orange County Community College District is the client of an attorney providing legal services to the District. Accordingly, in providing services, the attorney has responsibility to consider the interests of the District as an entity and the interests of all constituents, including the Board of Trustees, administrators, faculty, staff, and District residents, and taxpayers.
- 2.0 The President of the Board of Trustees, Chancellor, and Vice Chancellors have authority to contact legal counsel for consultation or to request services.
  - 2.1 The Chancellor shall be responsible for coordinating requests for legal services from the Board of Trustees.
  - 2.2 The Vice Chancellor of Human Resources shall be responsible for coordinating requests for legal services related to the following areas:
    - 2.2.1 The Education Code and related state and federal statutes and regulations affecting community college district;
    - 2.2.2 Employment and personnel matters;
    - 2.2.3 Labor negotiations and related labor law issues;
    - 2.2.4 Student discipline, expulsion, and other student matters;
    - 2.2.5 Free speech and other state and federal constitutional law issues;
    - 2.2.6 State and federal laws relating to discrimination and accommodation in community colleges.
  - 2.3 The Vice Chancellor of Finance and Facilities shall be responsible for coordinating requests for legal services related to the following areas:
    - 2.3.1 Community college finance;
    - 2.3.2 School construction projects and facilities issues;
    - 2.3.3 Real estate and environmental matters;
    - 2.3.4 General contract, bidding, and procurement issues;
    - 2.3.5 Workers' Compensation issues;
    - 2.3.6 Litigation.
- 3.0 Except for general advice on new legal developments that impact or require District action, legal counsel shall not perform services except as requested by the persons authorized to contact legal counsel as provided in Section 2.0, above.

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 6  
Business and Fiscal Affairs

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**Date of Adoption:** April 24, 2006

**Date of Last Revision:** February 27, 2023 District Consultation Council (No revisions)