

**LONE STAR COLLEGE SYSTEM DISTRICT
BOARD POLICY MANUAL
Fifth Edition**

SECTION VII – LEGAL AFFAIRS

VII.A. OFFICE OF THE GENERAL COUNSEL

VII.A.1. Policy

The Office of the General Counsel (“OGC”) provides legal services to the College. The General Counsel serves as the College’s chief legal officer. OGC protects the College’s interests by providing responsible legal advice. OGC employs all appropriate means to protect and advance the College’s legitimate rights, claims, and objectives. The relationship between OGC and the College is that of attorney and client. OGC manages outside legal counsel and related service providers for the College. OGC does not provide legal advice or representation to College officers, employees, or agents on personal legal matters. To the extent that the College’s legal interests are not aligned with the legal interests of College employees, OGC represents only the College. OGC is the ultimate arbiter of Board Policy as between the various officers and employees of the College when an opinion cannot be rendered by or solicited from the Chancellor or the Board of Trustees.

VII.A.2. Definitions

(a) Legal Opinion means any formal request for a recommendation or interpretation regarding the application of any legal authority to the College, including the legal advantages and disadvantages of proposed College actions.

VII.A.3. Contract Management

All College contracts must be in writing and require OGC review. The College will comply with Texas Education Code § 51.9337(d) or any successor statute. OGC maintains a registry of written authority delegations. Position vacancies nullify written authority delegations.

VII.A.4. Requests for Legal Opinion

Legal opinion requests should be submitted to OGC. Requests for legal opinions from the Board of Trustees should be directed to the Office of the Chancellor and to OGC.

VII.A.5. Litigation

The Chancellor delegates authority to OGC to manage College litigation.

VII.A.6. Privacy

The College strives to ensure that confidential information is effectively managed and protected in accordance with applicable laws and regulations. The General Counsel serves as the College’s chief privacy officer. The chief privacy officer collaborates with various College divisions in creating and issuing confidential information guidelines, required privacy notices, safeguards, and controls regarding the release, use, display, and transmission of confidential information.

VII.A.7. Procedures

The Chancellor or designee may adopt procedures to implement this Section VII.