

Coast Community College District  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

---

**BP 2905 General Counsel**

The General Counsel serves as the District's chief legal advisor and is responsible for oversight of assigned legal activities involving the District. The General Counsel works directly with the Board of Trustees (Board) and with the Chancellor or designees and, advises the Chancellor and Board of Trustees of potential legal concerns.

The General Counsel provides legal services to the District, as authorized by the Chancellor or designees. The General Counsel also provides legal services to the Board President, the Board Clerk, the Board Secretary, and Board Committee chairs upon the request of these individuals in fulfillment of their respective roles.

The General Counsel is responsible for the oversight of all litigation involving the District, including hearings and arbitrations. The General Counsel recommends the engagement of, and supervises the work of, outside law firms, taking into consideration both the nature of the services they can provide and the fees that they charge. The General Counsel works to insure that legal services are provided in a manner that serves the District's best interests.

The General Counsel shall also provide invoices on a monthly basis in a format that facilitates the District's ability to review costs by college/District location, and by business activity that conforms to the District's operational structure. Invoices shall be sent directly to the Chancellor unless otherwise directed. The Chancellor shall ensure that those responsible for incurring legal fees are provided an opportunity to review and validate the charges.

On a periodic basis, the Board will work with the Chancellor or designee to issue a Request for Qualifications or Proposals for General Counsel legal services, as long as such services are provided by a third party firm external to the district.

Adopted March 4, 2009  
Replaces CCCD Policy 010-2-19, Fall 2010  
Replaces BP 2746 May 15, 2013  
Revised December 11, 2013  
Revised March 16, 2016