



Broward
Community
College

Policy Manual

Title: Legal Counsel and Services	Number: 6Hx2-1.13
Legal Authority: <i>Fla. St. Bd. of Ed. Admin. Rules 6A-14.0247 (7)</i>	Page: 1 of 1

The Board recognizes both the benefit of having a long-term relationship with its counsel and the importance of assuring the public that the Board periodically provides local attorneys the opportunity to be selected for service at the College.

Conditions of Contract and Selection Criteria. The Board of Trustees will set the conditions of contract, including the base retainer fee, if any, and the hourly rate to be paid by the College for legal services. The Board will also establish the criteria to be used in the selection process. An attorney vacancy shall be advertised in a newspaper or newspapers of general circulation in Broward County to elicit interest from local firms. The appointment of counsel shall be on an annual basis. Each year the Board, with assistance from the President and staff, will evaluate the performance of the incumbent, usually in July or August, prior to considering the annual renewal. If the Board elects to make a change in its counsel, the position will be re-advertised and a full selection process will be conducted.

Selection Process. After the position has been advertised and applications have been received, the President shall propose to the Board the composition of a staff screening committee which shall have the duty of narrowing the candidate field to a specified number for interview by the Board. The Board may elect to add representation from the Board to the screening committee. The committee shall use the criteria established by the Board and any other direction from the Board in their deliberations. Progress reports shall be provided to the Board each month during the selection process until the interviews are conducted by the Board and the selection process is completed.

History: Revised on January 17, 1978; revised on March 19, 1991; revised on November 3, 1993; revised and re-numbered on April 16, 1997; revised on October 26, 1999

Approved by the Board of Trustees	Date 10/26/99	President's Signature 	Date 10/26/99
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