

Title: #IV-22. Protocol for Handling Legal Matters

Date: July 22, 2024 (Replaces version dated January 7, 2015)

The President's Office should be advised of situations requiring legal consultation, and will be responsible for handling legal matters.

The Executive Director of Human Resources and compliance may also assist in handling legal matters regarding employees.

The Executive Vice President for Academic Affairs and his/her designee will assist in handling legal matters regarding students.

Some requests, by law, have a short deadline requirement for response. If any college employee receives a letter or e-mail from an attorney representing an individual or external entity, the employee should forward the communication to the President's Office immediately so the matter may be handled appropriately.

Responsible Administrator: President 304-424-8200