
Policy Title: ENGAGEMENT OF OUTSIDE LEGAL SERVICES

Mid-State Technical College will follow the terms of this policy in an effort to control expenditures associated with the utilization of outside legal services.

The use of outside legal services will be engaged by the College for assistance in dealing with matters relating to labor and employment, contractual obligations, and other legal services which are sought out with the intent to serve the best interest of the College.

Utilization of outside legal services will occur when it is determined that the resources of administrative staff of Mid-State require additional expertise on a particular matter or when legal work such as research or an opinion of counsel is needed before going forward with a decision.

Outside legal services will be authorized directly by the President or the Vice President, Human Resources. Mid-State will use an annual letter of engagement with outside legal counsel which will describe the types of services to be provided and the fees that will be charged for services. Should the cost incurred for legal services rise dramatically without justification, or if the quality of the services is in question, a request for proposal will be undertaken by the College to insure the law firm being utilized is competitive with other firms.

Adopted: August 2011
Last Reviewed: January 2025
Revised: January 2021