

Policy Title	Original Adoption Date	Policy Number
Legal Counsel Access	7/1/2004	HR-184
Responsible College Division/Department	Responsible College Manager Title	
Human Resources	Executive Vice President of Administration	
Policy Statement		
<p>The College President or designee of the President will have direct access to the college’s legal counsel. A letter from the President listing authorized designees is on file in the Human Resources Department.</p> <p>Employees needing to access legal counsel for college business are asked to contact the Human Resources Department. Human Resources will determine if the matter needs to be referred to legal counsel.</p> <p>Legal counsel will direct any unauthorized calls to Lakeshore College’s Human Resources Department.</p>		
Reason for Policy		
<p>The college has established criteria for contacting our legal counsel to maximize case effectiveness.</p>		
Historical Data, Cross References and Legal Review		
<p>Reviewed/Revised: 7/21/2025</p> <p>Legal Counsel Review and Approval: N/A</p> <p>Board Policy: III.A. General Executive Constraint</p> <p>Cross Reference:</p>		
Definitions		