

## **BREWTON-PARKER COLLEGE**

### **OFFICE OF GENERAL COUNSEL SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08**

#### **OFFICE PURPOSE**

The purpose of the Office of Legal Counsel is to enhance the accomplishment of the College's purpose by providing prompt resolution of legal issues and proactive advice and counsel to the College administration.

#### **OBJECTIVE**

Provide prompt response to legal issues presented by administration officials in order to resolve legal issues and avoid complication of issues by inattention.

#### **ACTION PLAN**

- Maintain an office log of all legal issues/requests as an inventory of items for response, indicating College contact, persons and/or subject matter, and response date.
- Provide response to all legal issues within one week of presentation and follow up with necessary action decided upon in conference with College contact responsible for action.
- Confirm with College contact resolution of issue or need for other action.
- Conduct semi-annual survey to determine level to which objective is realized.

#### **ASSESSMENT**

- Legal issues presented are dealt with on a timely basis as determined by office review/audit of files
- Semi-annual informal inquiry (survey) will be made of College contacts to determine if response time, content and issue resolution is satisfactory

#### **RESPONSIBILITY**

General Counsel

#### **TIME FRAME**

Continuing, semi-annually

#### **RESOURCES**

- Time in preparing, submitting and reviewing survey instruments
- Official Code of Georgia Annotated and other legal resources

#### **RELATED TO**

**Institutional Goal No. 1**

## **BREWTON-PARKER COLLEGE**

### **OFFICE OF GENERAL COUNSEL SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08**

#### **RESULTS & RESPONSE—2002-03**

##### **OBJECTIVE**

Provide prompt response to legal issues presented by administration officials in order to resolve legal issues and avoid complication of issues by inattention.

##### **RESULTS**

This update reviews Plan Results for the nine-month period from July 1, 2002 through June 30, 2003.

- Office Referral Log indicates that 24 matters were referred to General Counsel or continued active during the effective period. This inventory does not include informal or casual issues responded to in a conversational context.
- Semi-annual surveys (January, July) were submitted to each college contact involved in the matters presented.
- Survey response indicated that the objectives of the plan are generally met with satisfactory results. Exceptions to accomplishment of plan objectives are primarily due to the adversarial nature of the matter involved.

##### **RESPONSE**

The objectives of the plan provide an effective and efficient method to process legal issues affecting the college and should be continued. Semi-annual surveys are possibly too much, but once a year is not sufficient to maintain a suitable level of review.

## **BREWTON-PARKER COLLEGE**

### **OFFICE OF GENERAL COUNSEL SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08**

#### **RESULTS & RESPONSE—2003-04**

##### **OBJECTIVE**

Provide prompt response to legal issues presented by administration officials in order to resolve legal issues and avoid complication of issues by inattention.

##### **RESULTS**

This update reviews Plan Results for the twelve-month period from July 1, 2003 through June 30, 2004.

- Office Referral Log indicates that 18 matters were referred to General Counsel or continued active during the effective period. This inventory does not include informal or casual issues responded to in a conversational context.
- Semi-annual surveys (June, December) were acquired from the President, who was the only contact with the College that General Counsel interacted formally during the year
- Survey response indicated that the objectives of the plan are generally met with satisfactory results. The only exception was in an instance when a contract review took longer than desirable by the administration. This was necessary due to the complex nature of the review. The final resolution was satisfactory to the College.

##### **RESPONSE**

The Plan is working satisfactorily and the present system should be continued.

## **BREWTON-PARKER COLLEGE**

### **OFFICE OF GENERAL COUNSEL SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08**

#### **RESULTS & RESPONSES—2004-05**

##### **OBJECTIVE**

Provide prompt response to legal issues presented by administration officials in order to resolve legal issues and avoid complication of issues by inattention.

##### **RESULTS**

This update reviews Plan Results for the twelve-month period from September 1, 2004 through August 31, 2005.

- The Office Referral Log indicates that 17 matters were referred to General Counsel or continued active during the effective period. This inventory does not include informal or casual issues responded to in a conversational context.
- In each of the 17 official matters, the President was either the campus officer assisted, or one of the executive administrators was the officer of inquiry. The President followed each of the 17 legal inquiries with a memo asking if the counsel received was satisfactory in resolving the issues.
- Fourteen of the instances rated the Legal Counsel's office satisfactory, two rated the Counsel's office as highly satisfactory, and one rated the office as somewhat satisfactory.

##### **RESPONSE**

The President's legal summary survey is the most appropriate way to obtain accurate information. In the beginning of the strategic plan, an attempt was made to survey the campus community, and then those who utilize the Legal Counsel's services. Since all of these emanate from the President's Office, it is easy for that office to initiate satisfaction follow-up and then retain it for annual review.

## **BREWTON-PARKER COLLEGE**

### **OFFICE OF GENERAL COUNSEL SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08**

#### **RESULTS & RESPONSES—2005-06**

##### **OBJECTIVE**

Provide prompt response to legal issues presented by administration officials in order to resolve legal issues and avoid complication of issues by inattention.

##### **ACTION PLAN**

- Maintain an office log of all legal issues/requests as an inventory of items for response, indication College contact, persons and/or subject matter, and response date.
- Provide response to all legal issues within one week of presentation and follow up with necessary action decided upon in conference with College contact responsible for action.
- Confirm with College contact resolution of issue or need for further action.
- Conduct semi-annual survey to determine level to which objective is realized.

##### **RESULTS**

This update reviews the Plan results for the twelve-month period from September 1, 2005 through August 31, 2006.

- The Office Referral Log indicates that 23 matters were referred to General Counsel or continued active during the effective period.
- In every matter, the President or a senior administrator was the campus official of inquiry. Each matter was followed up with a memo asking if the encounter and outcome of the counsel was satisfactory in resolving the issues.
- In 22 of the inquiries, the administrator of record rated the response as “highly satisfactory”; in one, “satisfactory”.

##### **RESPONSE**

The present form of inquiry and survey of satisfaction response from officers will continue throughout the Six-Year Plan. The General Counsel will be retained for the coming year.

## **BREWTON-PARKER COLLEGE**

### **OFFICE OF GENERAL COUNSEL SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08**

#### **RESULTS & RESPONSES—2006-07**

##### **OBJECTIVE**

Provide prompt response to legal issues presented by administration officials in order to resolve legal issues and avoid complication of issues by inattention.

##### **ACTION PLAN**

- Maintain an office log of all legal issues/requests as an inventory of items for response, indication College contact, persons and/or subject matter, and response date.
- Provide response to all legal issues within one week of presentation and follow up with necessary action decided upon in conference with College contact responsible for action.
- Confirm with College contact resolution of issue or need for further action.
- Conduct semi-annual survey to determine level to which objective is realized.

##### **RESULTS**

From July 1, 2006 through June 30, 2007, the Office of the General Counsel was consulted on 12 matters. In each incident, the administrator who sought the services of the General Counsel was asked if the interaction and corresponding action was satisfactory. The President received no responses that indicated any dissatisfaction with the work or association with the General Counsel.

##### **RESPONSE**

The current system of evaluation will continue during the present year.