

**Council of Academic Deans Meeting
May 10, 2011**

Summary and Action Items

• **Legal Support:** Dr. Fernando Gomez, Vice Chancellor and General Counsel from The Texas State University System, met with the Deans to provide the interim and long-term solutions to Texas State's legal support. He stated that re-structuring of the system-wide legal service will take place to better assist all campus with legal services.

Dr. Gomez stated that the system will have three lawyers:

1. A business lawyer to handle document related issues including contracts, financial and operational policies, risk management, environmental issues. Ms. Diane Corley has been moved to the system's General Counsel Office and will assume this position.
2. A general lawyer to be housed at Texas State will handle employment matters and all human resource issues. Proposed hire date is by July 1st.
3. A governance lawyer - Dr. Gomez. Dr. Gomez will work with all of the lawyers to train and assist them and handle matters of significance and lawsuits for all campuses.

Before a lawyer is hired at Texas State, Deans may contact Dr. Gomez to seek advice regarding legal matters, with notification to the Office of the Provost.

All documents requiring legal review will be routed through the appropriate chain of command to Ms. Jennifer Graham, the Legal Assistant at Texas State.

Dr. Gene Bourgeois inquired about the times when faculty independently request legal advice. Dr. Bourgeois will visit with the Council of Chairs, Deans and Faculty Senate and report back to Dr. Gomez on how Texas State proposes the legal counsel will accommodate such requests.

Dr. Gomez stated that his office uses outside counsel and the attorney general's office to help with the workload of his office and to provide expert advice in specialized areas. He also stated that once an employee is represented by his/her lawyer all further business is handled by the General Counsel.

He advised the Deans to know and follow Texas State's policies to avoid legal issues. And, the first thing to review when dealing with a legal situation is to ask yourself what do you want to achieve and work towards that goal.

Dr. Gomez presented copies of two documents, "Twelve Points to Consider in Employee Termination Decisions" and "Checklist for Commercialization of Intellectual Property" for the deans review. Copies will be sent electronically to the Deans.