What’s New

The Office of Legal Affairs (OLA) updates the documents and forms listed on our website on a regular basis. Please be sure to check our site for the most accurate and up-to-date information.

Legal Affairs will be hosting contract and routing form training several times throughout the year. Please stay tuned for an email with dates and times. Employees will need to RSVP if you wish to attend a session because space will be limited for each session.

There will also be a fair use/copyright training that will be offered to faculty and staff in the new 2017-2018 school year. Information about this training session will be forthcoming.

Please be on the look out for emails coming from Legal Affairs throughout the year with information on new training opportunities from our office.

Contract Routing Process

The Office of Legal Affairs (OLA) has created a contract routing process, which includes the use of a routing form. Each VP has a routing form for their area and all employees should only use their VP’s routing form. The routing form is completely electronic and should be filled out properly before submitting with your contract. Our office has created a routing form tip sheet to help with this process. Please refer to this sheet to help with filling out and routing the form. We also have a contract manual that will answer most FAQ’s and serves as a guide to help with the contract process. These resources can be found on our contracts webpage located at www.ggc.edu/contracts. The routing form along with the contract should be submitted to contracts@ggc.edu. All communication regarding contracts should also be submitted to this email address.
**Minors on Campus**

GGC has obtained its exemption from the Department of Early Care and Learning. This means that camps run by GGC do not have to obtain a license from the state to operate. However, certain forms, including a Parental Notification that GGC is not a licensed childcare provider, are required. All camps must be coordinated through the Director of Operations. If you will be hosting a camp, please contact csmith77@ggc.edu. GGC's exemption from licensure may not be extended to third parties, including other USG institutions. Third "piggyback" on GGC's party camp must have exemption, proof of to GGC and properly state law.

In the event that GGC is cosponsoring an event involving minors, we encourage you to involve Operations and Legal Affairs as soon as possible.

**Use of State Property for Private Purposes**

The Georgia Constitution does not permit any state agency to use state money for any private purpose. As a rule, “State money” is any money received by the state – whether from the legislature, tuition, fees or any other source. It is best to assume any money GGC receives is state money. Exceptions need to be cleared by the Business Office and/or OLA.

“Private purpose” means for state business. This means GGC email for private a business using their GGC- (including any computer, telephone, etc.). No one can houses or anything else resource. No one can use grounds, parking lots, etc. to private seminars (without use contracting) and so resources to provide unless it is directly related to GGC needs and business. No one can use their purposes, no one can run issued electronics printer, fax machine, sell Avon, Tupperware, using any GGC any room, building, sell goods, conduct going through facilities on. GGC cannot use its anything to any person any purpose other than College business.

Please contact our office for guidance on anything which uses GGC resources, money, equipment, etc. for any purpose other than College business.

For more information on acceptable use of information technology resources at GGC please visit our compliance and ethics webpage at [http://www.ggc.edu/community/legal-affairs/compliance-ethics/](http://www.ggc.edu/community/legal-affairs/compliance-ethics/).
Crossword Puzzle

CLUES

Across
2. Party who files lawsuit
4. Unbiased and reasonable
7. Courtroom panel
8. A vital element in a contract
10. Agreement between 2 or more parties for the doing or not doing of some specified thing

Down
1. Legal power
3. Sworn statement that might be notarized
5. Ownership of artistic work
6. Fair treatment
9. Pointless to argue about

Fun Fact: It is against the law to tie a giraffe to a telephone pole or street lamp in Atlanta, Georgia.

Legal Humor
FAQs

Q: What do I do if I receive an open records request?
A: Direct the requester to our Open Records Webpage (http://www.ggc.edu/community/legal-affairs/open-records/).

Q: Can you help me with a personal legal matter?
A: No. The attorneys in OLA represent the institution and cannot ethically assist you on a personal matter. You may locate an attorney to personally represent you through the State Bar Association, Gwinnett County Bar Association, Atlanta Bar Association, (The Office of Legal Affairs does not warrant or guarantee the services of any of the above mentioned. These resources are being provided strictly as a courtesy) or truly terrible television commercials.

Q: May I sign a Contract, MOU, Scope of Work, Terms & Conditions, or other such document?
A: No. Absolutely not. Nuh-uh. Nope. Not a chance. (Unless you are the Director of Purchasing or VP of Business and Finance/CFO. See, Contracts.)

Q: I am traveling abroad. Are there any issues with my taking my GGC phone, tablet, laptop...?
A: Yep.

Q: Would you care to expound?
A: Not really. (However, the issues related to traveling with GGC technology vary by country. Please contact ET and OLA, with any concerns.)

DUE PROCESS OF LAW—“...A course of legal proceedings according to those rules and principles which have been established in our systems of jurisprudence for the enforcement and protection of private rights...”

Office of Legal Affairs
Building B third floor
Phone: 678-407-5154
Email: legalaffairs@ggc.edu
http://www.ggc.edu/community/legal-affairs/

Note: Want to give us your ideas? Please feel free to submit suggestions for article topics, humor and/or quotes to include in future OLA News issues. (send to: legalaffairs@ggc.edu subject line: newsletter ideas)