




September 17, 2012

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP
August 27, 2012

Item Description

Request for approval to pay the Board's attorney.

Overview and Background

On a monthly basis, the Board's attorney submits an invoice for services provided.

Past Actions by the Board

The Board of Trustees approved the contract at the October 18, 2010 Board meeting and shall be effective through October 31, 2011. The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years. The Board approved year two (2) of the contract at the September 19, 2011 Board meeting which shall be effective until October 2012. The Board shall be billed on an annual flat fee of \$160,000 for services of the firm.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$13,333.33.

Staff Resource

Teresa Smith

Recommended Action

Authorize payment of invoice as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

P.O. BOX 12800
TALLAHASSEE, FL 32317
TAX ID #59-3621660

August 27, 2012

Jerry Schilling
Assistant Vice President for Administrative Services
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 10817 WRM
Our file# T00007 02276
Billing through 08/27/2012

Tallahassee Community College (General)
P.O. Number: 2011 00001580

FOR PROFESSIONAL SERVICES RENDERED

08/01/2012	WRM	Receipt and review of e-mail from T. Smith re: Avalanche lease (.1); E-mail to R. Tolson re: Vulnerable persons statute (.1); E-mail to M. Turner re: Underwood v. TCC meeting (.1); Receipt and review of e-mail from D. Standish re: Underwood v. TCC meeting (.1); Receipt and review of e-mail from R. Bush re: Underwood v. TCC meeting (.1);	0.50 hrs.
08/02/2012	JCK	Telephone conference with David Wildes re: change to lease with Centennial Bank (.3); Receipt, review and analysis of e-mail from David Wildes re: existing lease with Centennial Bank (.1); Receipt, review and analysis of existing lease with Centennial Bank (.4); Receipt, review and analysis of e-mail from David Wildes re: proposed review to Centennial Bank lease (.1); Receipt, review and analysis of lease agreement (.3); Telephone conference with David Wildes re: changes to lease (.2); Receipt, review and analysis of lease modification (proposed) (.2); Revise proposed lease modification (.6); Preparation of e-mail to David Wildes re: lease modification (.1); Receipt, review and analysis	2.70 hrs.

of e-mail from David Wildes re: second thoughts on modification of lease language (.1); Preparation of e-mail to David Wildes re: his second thoughts on lease (.2); Receipt, review and analysis of e-mail from Teresa Smith re: approval of lease revision (.1);

08/02/2012	JCK	Receipt, review and analysis of e-mail inquiry from Renee Tolson re: FMLA issue (.1); Review Family Medical Leave Act and case law (.6); Telephone conference with Renee Tolson re: FMLA issue (.4);	1.10 hrs.
08/02/2012	JCK	Receipt, review and analysis of e-mail from David Wildes wanting the changes to proposed lease highlighted (.1); Highlight my proposed changes to lease (.1); Preparation of e-mail to David Wildes re: highlighted changes (.1); Receipt, review and analysis of e-mail from David Wildes re: lease agreement (.1);	0.40 hrs.
08/02/2012	WT	Review Network docket sheet re: when was TCC Housing added as defendant;	0.20 hrs.
08/02/2012	WRM	Telephone conference with R. Tolson re: FMLA issue (.1); Receipt and review of e-mails (2) from M. Turner re: Underwood v. TCC (.2); Receipt and review of e-mails (2) from T. Smith re: Board agenda item (.2); E-mail to T. Smith re: Board agenda item (.1); Telephone conference with T. Smith re: Board agenda item (.1); Receipt and review of e-mail from R. Johnston re: Board agenda item (.1);	0.80 hrs.
08/03/2012	JCK	Receipt, review and analysis of e-mail from David Wildes re: full version of modification to lease (.1); Receipt, review and analysis of full version of modification to current lease with Centennial Bank (.3); Receipt, review and analysis of e-mail from Teresa Smith re: Avalanche lease (.1); Receipt, review and analysis of e-mail from Barbara Sloan re: review of Dali on tour exhibit contract (.1); Receipt, review and analysis of Dali on tour	1.10 hrs.

exhibit loan agreement (.4); Preparation of e-mail to Barbara Sloan re: approval of contract (.1);

08/03/2012	WRM	Receipt and review of e-mail from T. Smith re: contact (.1); Receipt and review of order scheduling case management conference in Network v. TCCF (.1); E-mail to J. Murdaugh, others re: order scheduling case management conference in Network Security v. TCCF (.1); Receipt and review of e-mail from R. Johnston re: case management order (.1);	0.40 hrs.
08/06/2012	WRM	Receipt and review of e-mail from R. Frazier re: former student complaint (.1); E-mail to R. Frazier re: former student complaint (.1); Receipt and review of e-mail from R. Tolson re: faculty applicant review (.1); E-mail to R. Tolson re: faculty applicant review (.1);	0.40 hrs.
08/07/2012	WRM	Receipt and review of e-mail from R. Frazier re: former student complaint (.1); Receipt and review of e-mail from M. Turner re: Underwood v. TCC (.1);	0.20 hrs.
08/09/2012	JCK	Receipt, review and analysis of e-mail from Jim Murdaugh re: TCC's participation in Amicus Brief (.1); Review recent case law re: student record confidentiality and public records law (.7); Receipt, review and analysis of e-mail from Teresa Smith re: Amicus Brief engagement letter (.1); Receipt, review and analysis of engagement letter from Gray Robinson re: preparation of Amicus Brief (.2); Telephone conference with Teresa Smith re: engagement letter and approval (.3);	1.40 hrs.
08/09/2012	WRM	Receipt and review of e-mails (3) from J. Murdaugh re: FERPA opinion (.3); E-mail to J. Murdaugh re: FERPA opinion (.1);	0.40 hrs.
08/10/2012	WRM	Receipt and review of e-mail from S. Jefferson re: posthumous degree (.1); Telephone conferences (2) with S. Jefferson re: posthumous degree (.2); Receipt and review of	0.70 hrs.

e-mails (2) from T. Smith with attachment re: sewer back-up (.3); E-mail to T. Smith re: sewer back-up (.1);

08/13/2012	BJL	Review and analysis of Florida Statutes/authority re: posthumous degrees and honorary degrees (1.0); Conference call with VP Sharon Jefferson re: awarding posthumous and/or honorary degrees (.1);	1.10 hrs.
08/13/2012	WRM	Receipt and review of e-mails (2) from J. Murdaugh re: Rhea v. Santa Fe College (.2); Receipt and review of e-mail from B. Sloan re: faculty searches (.1);	0.30 hrs.
08/14/2012	JCK	Receipt, review and analysis of e-mail from Andy Bardos re: Amicus Brief (.1); Receipt, review and analysis of Amicus Brief and "Replied" version of Brief (.8); Receipt, review and analysis of e-mail from Andy Bardos re: motion to file Amicus Brief (.1); Receipt, review and analysis of motion to file Amicus Brief (.1); Receipt, review and analysis of e-mail from Andy Bardos re: filing of Amicus Brief (.1);	1.20 hrs.
08/14/2012	BJL	Multiple conference calls with VP Sharon Jefferson re: policies on degree authorization (.3); Preparation of correspondence to VP Sharon Jefferson re: policies (.3); Review and analysis of TCC policies (.2); Review and analysis of multiple correspondence to VP Sharon Jefferson re: policies (.2);	1.00 hrs.
08/14/2012	WRM	Receipt and review of e-mail from R. Frazier re: APD training (.1); Receipt and review of e-mail from J. Murdaugh re: Rhea v. Santa Fe College (.1); E-mail to R. Frazier re: APD training (.1);	0.30 hrs.
08/15/2012	WRM	Conference with T. Smith re: Avalanche lease, employee incident, employee grievance (.5); E-mail to W. Rabon re: employee incident (.1); Receipt and review of e-mail from R. Tolson re: request for employee information (.1);	1.80 hrs.

Telephone conference with R. Tolson re: request for information and employee incident (.2); Receipt, review and analysis of correspondence from S. Fisher re: Network Security case (.1); Telephone conference with R. Tolson re: employee incident (.1); Analysis - TCC proposed policy posthumous degrees (.1); E-mail to S. Jefferson re: posthumous degrees (.1); Review draft guidelines for hiring process in the Sunshine (.2); Telephone conference with S. Hall re: TCC Foundation audit (.2); Receipt and review of e-mail from S. Jefferson re: posthumous degrees (.1);

08/16/2012	WRM	Telephone conference with W. Rabon re: employee complaint (.2); Telephone conference with R. Tolson re: employee complaint (.2); Review affidavits re: employee complaint (.2); Analysis faculty interview committee Sunshine Act guidelines (.4); E-mail to B. Sloan re: faculty interview committee Sunshine guidelines (.1); Receipt and review of E-mail from B. Sloan re: faculty interview committee Sunshine guidelines (.1); Review Board Agenda and Agenda items for August 20, 2012 Board meeting (.9); Telephone conference with T. Smith re: Ghazvini's construction close-out (.1);	2.20 hrs.
08/19/2012	WRM	Telephone conference with R. Tolson re: employee complaint (.2); Receipt and review of e-mail from M. Turner re: Underwood v. TCC (.1); Receipt and review of e-mails (2) from R. Tolson re: employee evaluation, with evaluation (.4); Receipt and review of e-mails (2) from R. Tolson re: employee incident, with write-up (.3); Receipt and review of e-mail from R. Tolson re; employee complaint, with memo (.2);	1.20 hrs.
08/20/2012	WRM	Telephone conferences (2) with R. Tolson re: employee complaint and employee evaluation (.3); Receipt and review of e-mail from T. Smith re: Microsoft Tech Day (.1); Telephone	7.40 hrs.

conferences (3) with W. Rabon re: employee complaint (.4); Review and analysis of Florida Statutes re: food/beverage provided to attendees of Microsoft Tech-Days (.6); E-mails to T. Smith re: Microsoft Tech Days (.1); Receipt and review of order re: Case Management Conference in Network Security case (.1); Receipt and review of e-mail from W. Rabon re: employee complaint (.1); Receipt and review of TCCPD report re: employee complaint (.4); Receipt and review of e-mails (2) from D. Hendry re: public record request, with request (.3); Brief review of public record act provision (.2); E-mail to D. Hendry re: response to public record request (.1); E-mail to R. Tolson re: employee complaint (.1); Receipt and review of e-mail from A. Maxwell re: public record request (.1); Conference with R. Tolson, S. Jefferson re: employee complaint (.9); Conference with R. Tolson, J. Schilling re: employee evaluation (.6); Attend Board of Trustees meetings (3.0);

08/21/2012	WRM	Review background information re: employee complaint (.2); Telephone conferences (2) with R. Tolson re: employee complaint (.2); E-mail to J. Schilling re: Underwood v. TCC (.1); Receipt and review of e-mail from J. Schilling re: Underwood v. TCC (.1); Conduct interviews of staff (6) re: employee complaint (3.0); Conference with R. Tolson, S. Jefferson re: employee complaint (.7); Conference with J. Schilling re: Underwood v. TCC (.4); Conference with T. Smith re: employee issues (.7); Receipt and review of e-mail from M. Turner re: Underwood v. TCC (.1); Receipt and review of e-mail from T. Smith re: contact with California law firm (.1); Receipt and review of e-mail from R. Tolson re: employee complaint (.1); Receipt and review of e-mails (2) from L. Powell re: employee complaint (.2); E-mail to S. Jefferson re: employee complaint (.1); Receipt and review of TCC's	8.10 hrs.
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mediation statement in Underwood v. TCC (.2); Telephone conference with D. Wildes re: FPSI easement, land review process (.3); Review and analysis of background information re: employee complaint (1.6);

08/22/2012	WRM	<p>Telephone conference with R. Tolson re: employee complaint (.1); Telephone conference with R. Tolson re: employee sick leave, employee complaint (.2); Telephone conferences (3) with L. Powell re: employee complaint (.3); Receipt and review of e-mail from M. Pagels re: Underwood v. TCC (.1); Receipt and review of e-mails (2) from L. Powell re: employee complaint (.2); Review and analysis of background information re: Underwood v. TCC in preparation for conference call (.3); Telephone conference with J. Schilling re: Underwood v. TCC (.1); Conference call with J. Schilling, B. Ellison, D. Standish, others re: Underwood v. TCC (.5); Conference with J. Murdaugh, S. Jefferson re: employee matter (.4); Conference with R. Tolson re: employee complaint, employee issues, employee leave, employee schedules (2.0);</p>	4.20 hrs.
08/23/2012	WRM	<p>Preparation for interviews re: employee complaint (.5); E-mail to W. Rabon re: employee complaint (.1); Interviews of C.B. (student), K. White, A. Mustapha, W. Rabon, visit to incident site re: employee complaint (4.0); Conference with R. Tolson, S. Jefferson re: employee complaint (.9); Receipt and review of e-mail from S. Crosby re: disabled student testing (.1); Receipt and review of e-mail from A. Bryant re: Underwood v. TCC (.1); Receipt and review of plaintiff's attorney's notice of unavailability in Network v. TCC (.1);</p>	5.80 hrs.
08/24/2012	WRM	<p>Receipt and review of e-mail from L. Powell re: employee injunction request (.1); Review Petition for Injunction, hearing order and</p>	3.20 hrs.

attachments, petition filed by employee (.3);
 E-mail to W. Rabon re: employee petition for
 injunction (.1); Telephone conferences (2) with
 R. Tolson re: employee complaint, new
 information (.2); Telephone conference with
 W. Rabon re: employee petition for injunction
 (.2); E-mail to R. Tolson re: employee
 complaint, new information (.1) Analysis: run
 with property concept in Network Security
 case (.7); Receipt and review of e-mails (2)
 from S. Jefferson re: employee actions (.2);
 Receipt and review of e-mail from G. Wells re:
 Channel Zero contract (.1); Conference with
 A. Hebrook re: employee complaint (.2);
 Telephone conference with A. Hebrook re:
 employee complaint (.2); Conference with R.
 Tolson re: employee issues (.6); Review draft
 action letters to employees (.2);

08/27/2012 WRM Review and analysis of Channel Zero
 agreement (.2); E-mail to G. Wells re: Channel
 Zero agreement (.1); Receipt and review of
 e-mail from A. Bryant re: Underwood v. TCC
 mediation (.1); Telephone conferences (2) with
 T. Smith re: telephone inquiry, employee
 matter (.3); Telephone conference with C.
 Barnes re: legal matter - unspecified (.1);
 Telephone conference with R. Tolson re:
 employment matter (.1);

0.90 hrs.

August Fees for this matter \$13,333.33

BILLING SUMMARY

Knox, J. Craig	Partner	7.90 hrs
Longfellow, B. Joe	Associate	2.10 hrs
Mabile, William R	Attorney	38.80 hrs
Taylor, Winifred	Paralegal	0.20 hrs

Fees	49.00 hrs	\$13,333.33
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Distributions		\$0.00
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TOTAL CHARGES FOR THIS BILL		\$13,333.33
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