



April 21, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP.
March 28, 2014

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 four (4) of the contract at the September 16, 2013 Board meeting which shall be effective until October 2014. The Board shall be billed on an annual flat fee of \$175,000 for services of the firm as approved by the Board at the October 21, 2013 board meeting.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$14,583.33.

Staff Resource

Teresa Smith

Recommended Action

Authorize payment of invoice as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

March 31, 2014

Teresa Smith
Vice President for Administrative Services and
Chief Financial Officer
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 12079 WRM
Our file# T00007 02276
Billing through 03/28/2014

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

FOR PROFESSIONAL SERVICES RENDERED

02/26/2014	WRM	Receipt and review of emails (3) from Ki. Moore re nonprofit institute (.3); Receipt and review of email from T. Smith re nonprofit institute (.1); Review and analysis of Food Vendor agreements (4) addenda (.4); emails (3) to D. Frost re Food Vendor agreements addenda (.3); email to P. Manning re college financial audit (.1); Receipt and review of emails (4) from D. Frost re Food Vendor agreements (.4); Analysis of matters relating to audit response (1.1); Dictation and preparation of correspondence to K. Revell re attorney audit response (.4); Analysis: documents for establishment of nonprofit institute (2.1); email to T. Smith/Ki. Moore re nonprofit institute (.1);	5.30 hrs.
02/27/2014	WRM	Receipt and review of emails (3) from Ki. Moore re alcohol policy (.3); Receipt and review of email from Ki. Moore re nonprofit by-laws, articles of incorporation (.1); Receipt and review of email from Ki. Moore re nonprofit institute governance (.1); email to Ki. Moore re Capitol Center lease, alcohol policy (.1); Receipt and review of email trail re	9.00 hrs.

nonprofit institute (.2); email to Ki. Moore re nonprofit institute governance (.1); Receipt and review of emails (2) from G. Wells re vendor invoice (.2); Receipt and review of email from B. Ballard re Wakulla lease buy-out confidentiality (.1); Receipt, review and analysis of correspondence from M. Rayboun re Wakulla lease buy-out confidentiality (.1); Telephone conference (2) with B. Ballard re Wakulla lease buy-out confidentiality (.6); emails (2) to J. Murdaugh/T. Smith re Wakulla lease buy-out confidentiality (.2); emails (3) to Ki. Moore/T. Smith re nonprofit institute (.5); Receipt and review of email from J. Murdaugh re Wakulla lease buy-out (.1); Telephone conference with T. Smith re Wakulla lease buy-out issue (.1); Continued review, analysis, draft preparation of documents for establishment of nonprofit institute (4.8); Conference with R. Tolson/J. Chaires-Lacey re employee issues (1.4);

02/28/2014	WRM	<p>Email to R. Tolson re employee action (.1); email to T. Smith re vacant position (.1); Telephone conference with B. Ballard re Wakulla lease buy-out confidentiality (.2); Receipt and review of email from R. Tolson re employee action (.1); Review draft employee action letter (.1); Telephone conference with R. Tolson re employee action (.1); email to R. Tolson re employee action (.1); email to J. Murdaugh, others re Wakulla lease buy-out confidentiality (.1); Dictation and preparation of correspondence to M. Rayboun re Wakulla lease buy-out confidentiality (.4); Receipt and review of email from J. Murdaugh re Wakulla lease buy-out agreement (.1); Continued review/analysis documents in support of Nonprofit Institute establishment (1.8); email to T. Smith/Ki. Moore re Nonprofit Institute (.1);</p>	3.30 hrs.
03/03/2014	WRM	<p>Telephone conference (2) with R. Tolson re employee action (.3); Receipt and review of</p>	4.00 hrs.

emails (3) to T. Smith re nonprofit institute (.3); Receipt and review of emails from Ki. Moore re nonprofit institute (.1); email to T. Smith/Ki. Moore re nonprofit institute (.1); Receipt and review of email from D. Wildes re FSU/AMTC lease (.1); Receipt and review of email from T. Smith re vacant position (.1); Receipt and review of email from R. Johnston re Foundation 501(c)(3) filing (.1); Receipt and review of email from Ki. Moore re nonprofit institute by-laws (.1); Receipt and review of email from R. Tolson re employee action conference (.1); Receipt and review of email from T. Smith re employee action conference (.2); email to T. Smith re employee action conference (.1); email to D. Wildes re FSU/AMTC lease (.1); Review and analysis of FSU/AMTC lease (.4); email to R. Johnston re Foundation 501(c)(3) filing (.1); email to R. Tolson re employee action conference (.1); Telephone conference with T. Smith re employee action conference (.1); Review and analysis of Tampa nonprofit corporation by-laws (.4); email to E. Eunice re FPSI Dorm DSO Tax exempt form (.1); Review and analysis of nonprofit institute tax exempt status (1.0); Dictation and preparation of Litigation Report to J. Murdaugh (.2);

03/04/2014	WRM	Receipt and review of email from R. Johnston re nonprofit institute (.1); Receipt and review of email from T. Smith re firearms on campus (.1); Receipt and review of email from J. Murdaugh re firearms on campus (.1); Receipt and review of email from Ki. Moore re nonprofit institute (.1); Receipt and review of email from E. Eunice re nonprofit institute (.1); Receipt and review of emails (3) from T. Smith re employee action grievance (.3); Receipt and review of emails (4) from R. Tolson re employee action grievance (.4); Receipt and review of email from M. Hansard re PSAH 1023 Form (.1); Telephone	3.90 hrs.
------------	-----	---	-----------

conference with R. Tolson re employee action grievance (.1); Receipt and review of emails (2) from Ki. Moore re Beverage Institute (.2); Receipt and review of email from D. Wildes re FSU/AMTC lease (.1); Receipt and review of email from Ki. Moore re FSU/AMTC lease (.1); Receipt and review of emails (2) from R. Green re subpoena for court appearance (.2); Receipt and review of email from T. Smith re Beverage Institute (.1); emails (2) to R. Green re court appearance subpoena (.2); Review background information re court appearance subpoena (.2); email to T. Smith re firearms on campus (.1); Telephone conference with T. Smith/R. Tolson re employee action conference (.2); Telephone conference with R. Green re court appearance (.1); Review addendum to Florida Beverage Industry Course agreement (.1); email to M. Hansard re PSAH 1023 Form (.1); email to Ki. Moore/T. Smith re IRS 1023 Form (.1); Review and analysis of PSAH 1023 Form and IRS approval (.7);

03/05/2014	WRM	<p>Receipt and review of email from R. Frazier re former student complaint (.1); Receipt and review of email from R. Green re subpoena for court appearance (.1); Receipt and review of email from Ki. Moore re nonprofit institute (.1); email to Ki. Moore re nonprofit institute (.1); Receipt and review of email from T. Smith re employee action grievance (.1); Review background documents re former student complaint (.2); email to R. Frazier re former student complaint (.1); emails (2) to R. Tolson re employee action grievance (.2); Review TCC policy re employee action process (.2); Receipt and review of emails (2) from R. Tolson re employee action grievance (.2);</p>	1.40 hrs.
03/06/2014	WRM	<p>Receipt and review of emails (2) from R. Frazier re former student contact (.2); Receipt and review of email from Ki. Moore re</p>	7.40 hrs.

nonprofit institute (.1); Receipt and review of email from R. Green re official transcript request (.1); email to R. Green re official transcript request (.1); email to R. Frazier re official transcript request (.1); emails (3) to Ki. Moore re nonprofit institute questions (.5); Analysis: New nonprofit subject to Sunshine and public record laws (3.3); Telephone conference with R. Tolson re employee action grievance (.1); Receipt and review of email from T. Smith re employee action grievance (.1); Telephone conference with R. Tolson/J. Chaires-Lacey re employee action grievance (.1); Conference with R. Tolson, J. Chaires-Lacey re employee action grievance, employee record review (1.4); Conference with Ki. Moore/T. Smith re nonprofit institute (1.3);

03/07/2014	WRM	<p>Receipt and review of email from R. Frazier re former student contact (.1); Receipt and review of email from D. Wildes re FSU/AMTC lease language (.1); Receipt and review of email from J. Chaires-Lacey re employee action grievance (.1); Receipt and review of email from R. Tolson re employee action grievance (.1); Receipt and review of email from J. Chaires-Lacey re public record request (.1); Receipt and review of email from R. Tolson re public record request (.1); Receipt and review of email from Ki. Moore re nonprofit institute (.1); Receipt and review of email from T. Smith re employee action grievance (.1); email to D. Wildes re FSU/AMTC lease (.1); email to J. Chaires-Lacey re employee action grievance (.1); email to J. Chaires-Lacey re public record request (.1); email to Ki. Moore re nonprofit institute registered agent (.1); email to J. Murdaugh re Capitol Center Lease (.1); Conference with T. Smith, B. Hinson, others re procurement issue (2.0); Conference with T. Smith, others re employee action grievance (1.0); Conference with T. Smith, C.</p>	4.80 hrs.
------------	-----	--	-----------

		Summers re employee action documentation (.5);	
03/10/2014	WRM	Receipt and review of email from T. Smith re dental provider indemnity clause (.1); Receipt and review of email from A. Maxwell re employee record public record request (.1); Receipt and review of email from R. Tolson re dental provider indemnity clause (.1); Receipt and review of email from C. Summers re employee action documentation (.1); email to R. Tolson re employee action documentation (.1); email to T. Smith/C. Summers re employee action documentation (.1); Receipt and review of emails (3) from B. Ingerman re VPN procedure (.4); Review and analysis of Florida Statutes re employee action documentation (.3); Review and analysis of proposed VPN procedure (.3); emails (2) to B. Ingerman re proposed VPN procedure (.2); email to T. Smith/R. Tolson re dental provider indemnity clause (.1); Review Board Agenda for 3-17-14 meeting (.6); Analysis - legal issue - indemnity re FSU/AMTC Lease (1.0);	3.50 hrs.
03/11/2014	WRM	Receipt and review of emails (2) from R. Tolson re employee action grievance document (.2); Receipt and review of email from C. Summers re employee action grievance (.1); Receipt, review and analysis of correspondence from C. Summers to FL DHSMV re employee document (.1); Receipt, review and analysis of correspondence from R. Green re response to document request (.1); Dictation and preparation of correspondence to J. Young re document request (.3); Continued legal analysis re FSU/AMTC lease (1.1); email to D. Wildes re legality of provisions in FSU/AMTC lease (.2); Receipt and review of Florida case law re contract confidentiality agreement (.2);	2.30 hrs.
03/12/2014	WRM	Receipt and review of email from C. Dominguez re trustee oath of office (.1);	2.70 hrs.

Receipt and review of email from B. Mullooney re Trustee oath of office (.1); Receipt and review of Trustee oath of office form (.1); email to L. Kling re Trustee oath of office form (.1); Receipt and review of email from C. Summers re employee grievance document (.1); Review and analysis of DHSMV record re employee grievance (.6); email to C. Summers re DHSMV record (.1); Receipt and review of email from W. Rabon re DHSMV record (.1); email to W. Rabon re DHSMV record (.1); Receipt and review of emails (2) from H. Parra re S.Y. EEOC case (.2); email to H. Parra re S.Y. EEOC case (.1); email to T. Smith, B. Sloan re S.Y. EEOC case (.1); Telephone conference with R. Tolson re various employee matters (.2); email to R. Tolson re S.Y. EEOC case (.1); Receipt and review of email from R. Tolson re S.Y. EEOC case (.1); Telephone conference with W. Rabon re DHSMV record, employee history, employee actions (.2); Receipt and review of email from T. Smith re S.Y. EEOC case (.1); email to T. Smith re S.Y. EEOC case (.1); email to T. Smith, others re analysis/confirmation of employee's DHSMV driver's license suspension (.1);

03/13/2014	JCK	Conference with Bill Mabile re TCC March Board meeting (.4); Receipt, review and analysis of Agenda for March 17 Board meeting (1.2);	1.60 hrs.
03/13/2014	WRM	Receipt and review of email from W. Rabon re employee action document (.1); Receipt and review of email from T. Smith re employee action grievance (.1); Receipt and review of email from R. Tolson re employee action document (.1); Review and analysis of DHSMV transcript - employee's driving history (.3); email to T. Smith, others re employee driving record (.1); Receipt and review of email to C. Summers re employee driving record (.1); Review and analysis of	1.60 hrs.

S.Y. EEOC case documents (.8);

03/14/2014	WRM	Receipt and review of emails (2) from P. Locascio re CODA rules and required information (.2);	0.20 hrs.
03/17/2014	BJL	Attend TCC Board Meeting (2.5);	2.50 hrs.
03/21/2014	WRM	Telephone conference (3) with R. Tolson/ J. Chaires-Lacey re personal issues (.4);	0.40 hrs.
03/24/2014	WRM	Telephone conference with J. Murdaugh re personnel issues (.2); Receipt and review of emails (2) from B. Hinson re contract extensions (.2); Receipt and review of email from T. Smith re S.Y. EEOC charge (.1); Receipt and review of email from L. Kling re Trustee Oath of Office (.1); Receipt and review of emails (3) from B. Rose re TCC audit-attorney letter (.3); email to B. Rose re TCC audit-attorney letter (.1); Receipt and review of email from R. Tolson re employee action letter (.1); Receipt and review of email from B. Hinson re contract (.1); Receipt and review of email from S. Prouty re career service definition (.1); Receipt and review of email from P. Locascio re career service definition (.1); Receipt and review of email from C. Dominguez re career service definition (.1); Receipt and review of emails (2) from S. Search re UWF MOU (.2); Receipt and review of email from J. Chaires-Lacey re employee action contact (.1); Receipt and review of email from T. Smith re employee action contact (.1); Receipt and review of email from J. Chaires-Lacey re employee response (.1); Receipt and review of emails (2) from D. Wildes re Quincy property questions (.2); Receipt and review of emails (2) from T. Smith re Quincy property questions (.2); emails (2) to T. Smith/D. Wildes re Quincy property questions (.2); Telephone conference with B. Ballard re WEI grant response (.2); Receipt and review of emails (3) from B.	8.90 hrs.

Ballard re WEI grant response (.3); email to B. Ballard re WEI grant response (.1); Review and analysis of TCC/UWF MOU (.3); email to S. Search re TCC/ UWF MOU (.1); emails to B. Hinson re advertising contract (.2); Telephone conference with B. Hinson re advertising contract (.1); email to P. Portwood re WEI grant response (.2); Review and analysis of photos, document, re Quincy property question (.3); Receipt and review of email from G. Wells re Quincy property question meeting (.1); email to G. Wells re Quincy property question meeting (.1); Receipt and review of emails (2) from P. Portwood re WEI grant response (.2); Analysis: Quincy property questions (1.7); Preparation for meeting today re S.Y. EEOC charge (.2); Conference with T. Smith re Quincy property, personnel issues (.4); Conference with T. Smith/B. Sloan/K. Barrett re S.Y. EEOC charge (.4); Receipt and review of email from A. Maxwell re James Hoyer public record request (.1); Review James Hoyer (requester) and Edzgo (vendor) re public record request (.3); email to A. Maxwell re James Hoyer public record request (.1); email (2) to Ki. Moore/T. Smith re public record request (.2); Receipt and review of emails (2) from Ki. Moore re James Hoyer public record request (.2); Receipt and review of emails (2) from A. Maxwell re H. Taylor public record request (.2); email to A. Maxwell re H. Taylor public record request (.1); email to H. Parra re S.Y. EEOC charge response (.1); email to T. Smith/B. Sloan/K. Barrett re S.Y. EEOC charge response (.1);

03/25/2014	WRM	Receipt and review of emails (2) from J. Corso re WEI grant (.2); Receipt and review of email from P. Portwood re WEI grant (.1); Dictation and preparation of correspondence to J. Corso re WEI EDA grant (.3); email to D. Wildes re Quincy property question (.1); Review	1.70 hrs.
------------	-----	--	-----------

City/County ordinances re Quincy property questions (1.0);

03/26/2014 WRM Receipt and review of emails (3) from Ki. Moore re nonprofit institute (.3); Receipt and review of email from T. Smith re nonprofit institute (.1); Receipt and review of emails (2) from D. Wildes re Quincy property question (.2); Review TCC/Gadsden County Woodham building lease provision (.1); email to D. Wildes re Quincy property question (.1); emails (5) to A. Maxwell re H.T. public record request (.5); emails (3) to Ki. Moore re nonprofit institute, EIN filing (.3); Review nonprofit institute revised documents (.2); Receipt and review of emails (2) from A. Maxwell re H.T. public record request (.2); Review document re H.T. public record request (.1); email to R. Tolson re H.T. public record request (.1); Analysis: property damage claim against Florida government entity-legal authority (2.4); Receipt and review of email from R. Tolson re H.T. public record request (.1); Telephone conference with R. Tolson re H.T. public record request (.1); Telephone conference with G. Wells re employee issue meeting (.1); Receipt and review of emails (2) from R. Tolson re grievance conference (.2); Receipt and review of emails (2) from R. Tolson re J.S. public record request (.2); email to R. Tolson re J.S. public record request (.1); email to R. Tolson re grievance conference (.1); Receipt and review of EEOC Notice of Right to Sue - S. Massoudi (.1); Conference with R. Tolson/T. Smith re J.S. public record request, S.M. EEOC charge, grievance conference (.4); Conference with D. Wildes/T. Smith re Quincy property questions (1.5); Conference with T. Smith re employee issues (.5);

8.00 hrs.

03/27/2014 WRM Receipt and review of email from J. Murdaugh re grievance conference (.1); Receipt and review of email from S. Search re Quincy

3.40 hrs.

House lease (.1); Receipt and review of email from T. Smith re Quincy House lease (.1); Receipt and review of emails (2) from R. Tolson re employee grievance conference (.2); Receipt and review of email from R. Tolson re former employee unemployment claim (.1); Telephone conference with R. Tolson re former employee unemployment claim, grievance conference, S.M. EEOC matter (.2); Receipt and review of email from A. Maxwell re J.S. public record request (.1); email to A. Maxwell re J.S. public record request (.1); Review, analyze former employee unemployment claim response (.4); email to R. Tolson/J. Chaires-Lacey re former employee unemployment claim response (.2); emails (2) to A. Maxwell re contact from R. Case (.2); Further legal analysis re Quincy property questions (.6); Receipt and review of emails (2) from A. Maxwell re contact from R. Case (.2); Review documents produced per H.T. public record request (.3); Receipt and review of emails (4) from C. Summers re former employee policy copy request (.4); email to A. Maxwell re former employee policy copy request (.1);

03/28/2014	WRM	<p>Receipt and review of email from C. Summers re employee policy request (.1); Receipt and review of email from R. Tolson re J.S. public record request (.1); Receipt and review of email from R. Tolson re pharmacy student internships (.1); Receipt and review of email from A. Maxwell re employee policy request (.1); Receipt and review of emails (2) from Ki. Moore re nonprofit institute articles of incorporation (.2); Review and analysis of DOH/TCC pharmacy student internships agreement (.3); email to R. Tolson re DOH/TCC pharmacy student internships agreement (.1); Receipt and review of email and attachments from A. Maxwell re employee procedure request (.2); email to A. Maxwell re</p>	3.40 hrs.
------------	-----	---	-----------

employee procedure request (.1); Analysis: INIE - Articles of Incorporation Section (8) language (.7); email to Ki. Moore re INIE Articles of Incorporation Section language (.2); email to D. Wildes re Quincy property question (.1); Telephone conference with R. Tolson re response to J.S. public record request (.1); Receipt and review of emails (2) from A. Maxwell re employee procedure request (.2); Receipt and review of emails (2) from T. Smith re employee procedure request (.2); Receipt and review of email from R. Tolson re employee procedure request (.1); Receipt and review of email from S. Conner re response to J.S. public record request (.1); Review documents for production per J.S. public record request (.3); email to S. Conner re response to J.S. public record request (.1);

03/28/2014	WRM	Monthly Fee;		\$14,583.33
			Fees for this matter	\$14,583.33

BILLING SUMMARY

Knox, J. Craig	Partner	1.60 hrs	
Longfellow, B. Joe	Associate	2.50 hrs	
Mabile, William R	Attorney	75.20 hrs	\$14,583.33
Fees		79.30 hrs	<hr/> \$14,583.33

TOTAL CHARGES FOR THIS BILL	<hr/> \$14,583.33
-----------------------------	-------------------