



February 17, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP.
January 30, 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

January 30, 2014

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

Invoice# 11944 WRM
Our file# T00007 02276
Billing through 01/28/2014

Tallahassee Community College (General)

P.O. Number: 2011 00001580

FOR PROFESSIONAL SERVICES RENDERED

01/02/2014	WT	Revise memo re internships; Preparation of correspondence to R. Frazier, C. Goodman and L. Pon re internships memo (.2);	0.20 hrs.
01/02/2014	WRM	Receipt and review of emails (2) from D. Wildes re DAG Architect contract (.2); emails (2) to D. Wildes re DAG Architect contract (.2); Review and analysis of DAG Architect Contract (.5); Review proposed language in CedarCrestOne contract (.1); emails (2) to B. Ingerman re CedarCrestOne contract (.2); Review and analysis of BIA agreement and confidentiality agreement (.5); email to Ki. Moore re BIA agreements (.1); Receipt and review of emails (2) from B. Ingerman re CedarCrestOne agreement (.2); Revise memo re internship criteria (.2);	2.20 hrs.
01/03/2014	WT	Revise professional Diving Instructor Agreement and contract for services, send to C. Stringer (.3);	0.30 hrs.
01/03/2014	WRM	Receipt and review of email from Ki. Moore re BIA contract (.1); Receipt and review of email from C. Stringer re dive course agreements (.1); Receipt and review of emails (4) from S.	2.10 hrs.

Search re student withdrawal appeal (.4);
 Receipt and review of email from C. Dominguez re guns on campus (.1); emails (2) to T. Smith re TCC guns on campus policy (.2); Receipt and review of email from S. Schroeder re guns on campus policy (.1); Review proposed revisions to dive course agreements (.5); Receipt and review of email from B. Babb re recent guns on campus case (.1); Receipt and review of emails (2) from T. Smith re guns on campus policy and meeting (.2); Receipt and review of emails (2) from G. Wells re guns on campus policy meeting (.2); email to G. Wells re guns on campus policy meeting (.1);

01/06/2014	WRM	Receipt and review of email from P. Locascio re guns on campus (.1); Receipt and review of email from G. Haile re guns on campus (.1); Receipt and review of emails (4) from J. Murdaugh re guns on campus (.4); Receipt and review of emails (2) from C. Goodman re internship insurance (.2); Receipt and review of emails (6) from T. Smith re guns on campus (.6); Receipt and review of email from T. Smith re internship insurance (.1); Receipt and review of emails (4) from D. Wildes re Gadsden Center lease (.4); emails (2) to J. Murdaugh re guns on campus (.2); Receipt and review of emails (4) from B. Hinson re public record request (.4); Receipt and review of emails (5) from B. Ingerman re public record request (.5); Receipt and review of emails (2) from B. Bierbaum re guns on campus (.2); emails (2) to B. Bierbaum re guns on campus (.2); email to B. Ingerman, others re public record request (.1); Review and analysis of Chapter 119 re public record request (.2); email to C. Goodman, re intern insurance (.1); Receipt and review of email from C. Summers re guns on campus (.1); emails (2) to T. Smith re internship insurance (.2); Email to B. Ingerman re public record request (.1); Review	9.30 hrs.
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Gadsden Center lease and letter to Gadsden County Administration (.2); emails (2) to D. Wildes re Gadsden Center lease letter to County (.2); emails (2) to B. Hinson re public record request (.2); Receipt and review of email from T. Smith re public record request (.1); Review included revisions to Follett contract, prepare for meeting same topic (.5); Dictation and preparation of Monthly Litigation Report (.2); Receipt and review of email from T. Smith re intern insurance status (.1); Receipt and review of email from K. Stewart re intern insurance status (.1); Receipt and review of email from B. Mallowney re FCSA meeting (.1); Telephone conference with J. Young re former student complaint (.2); Receipt and review of email from A. Maxwell re public record request (.1); Analysis: State law re guns on campus, in vehicles (1.9); email to R. Frazier re former student complaint/contract (.1); Conference with T. Smith re firearms policy (.3); Conference with B. Sloan, other re Included (.8)

01/07/2014	WRM	Telephone conference with T. Smith re firearms policy (.1); Receipt and review of email from B. Mallowney re Education Law Committee (.1); Receipt and review of emails (3) from B. Bierbaum re firearms policy (.3); Telephone conference with R. Tolson re salary schedule language (.2); Review authorities and revise overview and background section of Board agenda item - Firearms (.8); email to T. Smith re Board agenda item - Firearms (.2); emails (2) to B. Bierbaum re Firearm policy revision (.3); Analysis: Additional pay for administration personnel performing additional tasks, extraordinary work project (.3); Telephone conference with R. Tolson re additional pay for administration personnel (.1); Receipt and review of email from D. Wildes re COT development agreement (.1);	3.20 hrs.
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email to D. Wildes re COT development agreement (.1); Receipt and review of emails (2) from S. Crosby re student contact (.2); Receipt and review of email from B. Bierbaum re new TCC PD Chief (.1); email to B. Bierbaum re new TCC PD Chief (.1); Receipt and review of email from T. Smith re new TCC PD Chief (.1); email to T. Smith re new TCC PD Chief (.1);

01/08/2014	WT	Telephone conference with US EEOC office re status of charge filed by S. Young (.2);	0.20 hrs.
01/08/2014	WRM	Attend swearing in ceremony - TCC PD Chief C. Summers (.5); Receipt and review of email from J. Murdaugh re Westminster Oaks agreement (.1); email to J. Murdaugh re Westminster Oaks Agreement (.2); Receipt and review of email from C. Dominguez re College Attorneys' meeting (.1); Receipt and review of email from B. Mullooney re College Attorneys' meeting (.1); Brief review of Florida case law re sovereign immunity and certiorari review and indemnity (.5); email to B. Ballard re TCC claim contact (.1); Receipt and review of email from B. Ballard re TCC claim contact (.1); Dictation and preparation of draft new lease - Capitol Center (2.0);	3.70 hrs.
01/09/2014	WT	Revise Capitol Center Lease Agreement and send to J. Murdaugh (.2);	0.20 hrs.
01/09/2014	WRM	Receipt and review of emails (6) from R. Frazier re former student complaint (.6); Receipt and review of emails (2) from T. Smith re Threat Assessment Training (.2); Receipt and review of email from B. Hinson re public record request (.1); emails (2) to R. Frazier re former student complaint, public record request (.2); emails (2) to R. Frazier re former student complaint (.2); email to T. Smith re Threat Assessment Training (.1); Telephone conference with W. Rabon re former student complaint (.1); Receipt and	4.20 hrs.

review of email from B. Hinson re public record request - Workday proposals (.1); email to B. Hinson re record request - Workday (.1); Analysis: Harassment of public institution (1.6); Review, revise draft Capitol Center lease (.7); email to J. Murdaugh re draft Capitol Center lease (.1);

01/10/2014	WRM	<p>Receipt and review of emails (3) from A. Maxwell re objections to public records requests (.3); Receipt and review of emails (3) from A. Maxwell re former student public record requests (.3); Receipt and review of email from R. Frazier re former student public record request (.1); Receipt and review of email from B. Leinback re ADF contact/challenge (.1); Receipt and review of email from S. Prouty re ADF contact/challenge (.1); emails (2) to A. Maxwell re former student public record request (.2); Telephone calls (3) with A. Maxwell re objection to public record requests (.3); Review and analysis of public record exemptions (1.3); Receipt and review of email from S. Gardner re ADF contact/challenge (.1); Receipt and review of email from B. Mallowney re ADF contact/challenge (.1); email to A. Maxwell re Trade Secret objection to public record request (.1); Telephone conference with R. Green re tuition waiver (.1); Receipt and review of emails (4) from B. Ingerman re public record Trade Secret (.4); emails (2) to B. Ingerman re public record Trade Secret (.2); Analysis: re-use of tuition waiver (.4); email to L. Maxwell re tuition waiver (.1); Receipt and review of email from A. Maxwell re Deloitte public record request (.1); Receipt and review of email from B. Hinson re RFI language (.1); email to B. Hinson re RFI language (.1);</p>	4.50 hrs.
01/13/2014	WRM	<p>Receipt and review of email from R. Frazier (with attachments) re former student complaint (.2); email to R. Frazier re former student complaint (.1); Receipt and review of email</p>	6.30 hrs.

from S. Schroeder re PHCC land/tax question (.1); Receipt and review of emails (2) from S. Search re student service and activity fees (.2); Receipt and review of email from S. Gardner re continuing contracts (.1); Receipt and review of email from G. Hale re continuing contracts (.1); Receipt and review of email from B. Mallowney re continuing contracts (.1); Telephone conference with B. Ingerman re retention of phone messages (.2); Receipt and review of email from B. Ingerman re email retention (.1); Analysis: expenditure of student service/activity fees (1.4); email to S. Search re student service and activity fees expenditures (.1); Analysis: Trade Secret exemption to public records law (.9); Analysis: state retention schedules for electronic communications (.9); Conference with B. Ingerman, A. Maxwell re vendor public record requests (1.5); Receipt and review of email re USDOE complaint (.1); Review B.L. USDOE complaint (.1); email to T. Smith, others re B.L. USDOE complaint (.1);

01/14/2014	WRM	<p>Receipt and review of emails (4) from S. Search re B.L. USDOE complaint (.4); Receipt and review of emails (4) from T. Smith re B.L. USDOE complaint (.4); email to T. Smith re B.L. USDOE complaint (.1); Telephone conference with W. Gatlin re B.L. USDOE complaint (.1); Telephone calls (2) with T. Smith re B.L. USDOE complaint (.2); Receipt and review of emails (2) from C. Summers re B.L. USDOE complaint (.2); email to C. Summers re B.L. USDOE complaint (.1); Telephone calls (2) to R. Tolson re B.L. USDOE complaint (.2); Telephone conference with R. Tolson re former employee (.1); Receipt and review of email from W. Rabon re B.L. USDOE complaint (.1); Review TCC Board meeting agenda for 1-21-14 (.5); Analysis: B.L. USDOE complaint (2.2); email to W. Rabon re B.L. USDOE complaint (.1);</p>	9.20 hrs.
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Receipt and review of emails (3) from B. Ingerman re vendor public record requests (.3); Receipt and review of email from A. Maxwell re vendor public record requests (.1); Telephone conference with W. Rabon re B.L. USDOE complaint (.1); Receipt and review of email from R. Tolson re B.L. USDOE complaint (.1); Receipt and review of email from S. Crosby re student contact (.1); email to R. Tolson re B.L. USDOE complaint (.1); email to S. Search, T. Smith, others re B.L. USDOE complaint documents (.1); Analysis: bid protest timing (.2); email to B. Ingerman re vendor public record requests (.1); Receipt and review of email from G. Wells re B.L. USDOE complaint (.1); email to G. Wells re B.L. USDOE complaint (.1); Review initial group of documents re B.L. USDOE complaint (3.1);

01/15/2014	WRM	<p>Receipt and review of email from B. Bierbaum re guns on campus (.1); Review background information re Fl. Carey v. UF (.3); email to W. Gatlin re B.L. DOE complaint (.2); Receipt and review of email from G. Wells re B.L. DOE complaint (.1); Receipt and review of email from R. Tolson re B.L. DOE complaint (.1); Continued analysis/review of B.L. DOE complaint (3.1); Receipt and review of email from R. Tolson re employee action with action statement (.2); Telephone conference with R. Tolson re employee action (.1); Telephone conference with W. Gatlin re B.L. DOE complaint (.1); Telephone conference with A. Collins re B.L. DOE complaint (.1); Telephone calls (2) to D. Hendry re B.L. DOE complaint (.4); Telephone calls (2) to R. Tolson re B.L. DOE complaint (.1);</p>	4.90 hrs.
01/16/2014	JCK	<p>Conference with Bill Mabile re issues for upcoming TCC Board of Trustees Meeting (.8);</p>	0.80 hrs.
01/16/2014	WRM	<p>Receipt and review of email from S. Conner re B.L. complaint (.1); Telephone conference</p>	7.60 hrs.

with R. Tolson re B.L. complaint, employee light duty (.2); email to M. Finkelstein re B.L. complaint (.1); email to C. Summers re B.L. complaint (.1); email to B. Spiers re B.L. complaint (.1); Receipt and review of email from W. Rabon re B.L. complaint (.1); Telephone conference with B. Spiers re B.L. complaint (.1); Telephone conference with B. Ingerman re former employees email accounts (.1); Receipt and review of email from B. Ingerman re former employees email accounts (.1); Analysis: employee light duty (1.6); Review TCC HR/PD documents re B.L. complaint (1.6); Receipt and review of email from M. Finkelstein re B.L. complaint (.1); Review Valencia College Conference on Legal Issues agenda, other information (.6); Conference with C. Knox re agenda topics - 1-21-14 Board meeting (.8); Conference with C. Summers, R. Tolson re employee assignments (.5); Conference with T. Smith, S. Search, others re B.L. complaint (1.0); Conference with T. Smith, C. Summers, others re revised firearms policy (.4);

01/17/2014	JCK	Review Board of Trustees Business Meeting Agenda for January 21, 2014 with attached documents from items in "New Business" section (2.3);	2.30 hrs.
01/17/2014	WT	Review bankruptcy, division of corporations, and other public records for TutoringZone;	0.40 hrs.
01/17/2014	WRM	Receipt and review of email from J. Murdaugh re retiree email accounts (.1); Receipt and review of email from B. Ingerman re retiree email accounts (.1); Receipt and review of email from L. Williams re B.L. complaint (.1); email to L. Williams re B.L. complaint (.1); Receipt and review of email from T. Smith (with attachments) re debt collection (.3); Receipt and review of emails (12) from M. Finkelstein re B.L. complaint (.4); email to M. Finkelstein re B.L. complaint (.1); email to J.	3.90 hrs.

Murdaugh, E. Lamb re January 21 Board meeting (.1); Telephone conference with A. Collins re B.L. complaint (.1); Telephone conference with C. Summers re B.L. complaint (.2); Continued review and analysis of B.L. complaint (.9); Dictation and preparation of correspondence to A. Collins re B.L. complaint (.3); Telephone conference with W. Rabon re B.L. complaint (.1); Receipt and review of email from B. Ingerman re Perceptive Software agreement (.1); Receipt and review of email from W. Rabon re B.L. complaint (.1); Continued review/analysis of B.L. complaint (.8);

01/20/2014	WRM	<p>Receipt and review of email from R. Green re public record request procedure (.2); Receipt and review of email from J. Baker re B.L. complaint (.2); Receipt and review of email from S. Crosby re B.L. complaint (.1); Receipt and review of email from J. Murdaugh re attendance at 1-21-14 Board meeting (.1); Receipt and review of emails (2) from B. Ingerman re Maxient contract (.2); Receipt and review of email from B. Spiers re B.L. complaint (.2); Receipt and review of emails (2) from C. Summers re B.L. complaint (.2); Receipt and review of email from A. Maxwell re public records request procedure (.2); Receipt and review of email from A. Maxwell re public record request (.2); Receipt and review of email from T. Smith re Perceptive Software contract (.1); Receipt and review of email from T. Smith re Maxient contract (.1); Receipt and review of email from B. Ingerman re Perceptive Software contract (.1); Receipt and review of email from B. Spiers re Perceptive Software contract (.1); Review and analysis of Perceptive Agreement documents (.9); email to B. Ingerman, others re Perceptive agreement (.1); Review and analysis of Maxient Agreement (.4); email to S. Search, others re Maxient Agreement (.1); email to R.</p>	4.10 hrs.
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Green, A. Maxwell re public record requests procedure (.1); email to J. Baker, others re B.L. complaint (.1); email to C. Summers re B.L. complaint (.1); email to A. Maxwell, R. Green re public record request procedure (.1); email to A. Maxwell, R. Green re request for documents (.1); Receipt and review of email from S. Search re Maxient contract (.1);

01/21/2014	JCK	Attend TCC Board of Trustees Meeting (2.8);	2.80 hrs.
01/21/2014	WRM	Travel to Orlando for Legal Issues conference (4.5); Attend day one of Legal Issues conference (4.8);	9.30 hrs.
01/22/2014	WRM	Attend day 2 of Legal Issues conference (8.5);	8.50 hrs.
01/23/2014	WRM	Telephone conference with E. Eunice re firearms policy (.1); Attend portion of day 3 of Legal Issue conference (2.5); Travel return to Tallahassee (4.5);	7.10 hrs.
01/24/2014	JCK	Conference with Bill Mabile re Trustee meeting concerns (.3);	0.30 hrs.
01/24/2014	WRM	Receipt and review of email from S. Search re Maxient contract (.1); Receipt and review of emails (2) from S. Crosby re B.L. complaint (.2); Receipt and review of email from B. Ingerman re Perceptive contract (.1); Receipt and review of email from A. Maxwell re M.P. public record request (.1); Receipt and review of email from T. Folsom re M.P. public record request (.1); Receipt and review of email from G. Wells re Tutoring Zone debt (.1); Receipt and review of email from S. Crosby re student contract (.1); Receipt and review of email from G. Wells re Motorcycle Rodeo Agreement (.1); Receipt and review of email from G. Wells re Capital City Challenge (.1); Receipt and review of email from G. Wells re Hayne's Safety Services contract (.1); Receipt and review of email from T. Smith re Ricoh contract (.1); Receipt and review of email from R. Tolson re employee leave status (.1);	6.20 hrs.

Receipt and review of email from A. Collins re B.L. complaint (.1); Receipt and review of emails (4) from E. Eunice re firearms policy (.4); Telephone conference with B. Ingerman re contract (.1); email to R. Tolson re employee leave status (.1); Review revisions and questions re Perceptive contract (.3); email to B. Ingerman, others re Perceptive contract (.1); email to A. Collins re B.L. Complaint (.1); Review Florida firearms law re local policies and carrying of weapons (.4); email to Board members re firearms policy (.2); Receipt and review of email from G. Lipton re draft safety plan (.1); email to J. Murdaugh re Capital Center lease (.1); Review areas of concern in Capitol Center lease (.1); email to G. Wells re Tutoring Zone (.1); email to A. Maxwell, others re M.P. public record request (.1); Receipt and review of email from T. Smith re Tutoring Zone (.1); Receipt and review of email from J. Murdaugh re firearm policy (.1); Review and analysis of Southeast Motorcycle Rodeo agreement (.2); Review and analysis of Capital City Challenge agreement (.2); email to G. Wells re Southeast Motorcycle Rodeo (.1); email to G. Wells re Capital City Challenge (.1); Review and analysis of Haye's Safety Services agreement (.2); email to G. Wells re Haye's Safety Services agreement (.1); Telephone conference with J. Murdaugh re draft Capitol Center lease (.2); Telephone conference with B. Sloan re student accident (.1); Review and analysis of RICOH Agreement (.5); email to T. Smith re RICOH agreement (.1); Telephone conference with T. Smith re firearms policy (.1); Telephone conference with C. Summers re B.L. complaint (.1); Review list of students administratively withdrawn re B.L. complaint (.1); Receipt and review of email from C. Summers re B.L. complaint (.1); email to C. Summers re B.L. complaint (.1); Receipt and review of email from F. Messersmith re

		firearm revised policy (.1);	
01/26/2014	WRM	Receipt and review of email from D. Callen re revised firearm policy (.1); Receipt and review of email from A. DeFoor re revised firearm policy (.1); Receipt and review of email from S. Search re student withdrawal appeal (.1); Receipt and review of email from C. Summers re revised firearms policy (.1); Receipt and review of email from E. Eunice re revised firearms policy (.1);	0.50 hrs.
01/28/2014	WRM	Telephone conference with T. Smith re revised firearms policy (.1); email to S. Crosby, W. Patterson re B.L. complaint (.1); emails (2) to W. Patteson re B.L. complaint (.2); Receipt and review of emails (2) from W. Patteson re B.L. complaint (.2); Dictation and preparation of first draft of response to B.L. complaint (5.2); Attend TCC safety meeting (1.4); Receipt and review of email from J. Baker re B.L. complaint (.1);	7.30 hrs.
01/28/2014	WRM	Emails (2) to A. Maxwell re B.L. Complaint (.2); emails (2) to J. Baker re B.L. Complaint (.2); Receipt and review of email from J. Baker re B.L. Complaint (.1); Receipt and review of emails (2) from A. Maxwell re B.L. Complaint (.2); emails (2) to L. Kling re B.L. Complaint (.2); Receipt and review of email from L. Kling re B.L. Complaint (.1); Receipt and review of email from E. Rainey re campus crisis training (.1); Receipt and review of email B. Ingerman re Perceptive contract (.1); Continued dictation and preparation of response to B.L. Complaint, review of related documents (5.5);	6.70 hrs.
01/28/2014	WRM	Monthly Fee;	14,583.33
		Fees for this matter	\$14,583.33

BILLING SUMMARY

Knox, J. Craig	Partner	6.20 hrs
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Teresa Smith

Invoice# 11944

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Mabile, William R

Attorney

110.80 hrs

\$14,583.33

Taylor, Winifred

Paralegal

1.30 hrs

Fees

118.30 hrs

\$14,583.33

Disbursements

\$0.00

TOTAL CHARGES FOR THIS BILL

\$14,583.33