



January 21, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP.
November 30, 2013

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

December 5, 2013

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

Invoice# 11855 WRM
Our file# T00007 02276
Billing through 11/30/2013

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

FOR PROFESSIONAL SERVICES RENDERED

10/29/2013	WT	Preparation of correspondence to R. Frazier re draft correspondence to former student re records request (.1); Obtain copy of Plaintiff's Motion for Summary Judgment in 2013 CA 1427 (.2);	0.30 hrs.
10/29/2013	WRM	Telephone conference with C. Long re Consumer Rights case (.1); Receipt and review of email from A. DeFoor re Consumer Rights case (.1); Receipt and review of email from Ki. Moore re employee action (.1); Receipt and review of emails (2) from B. Ingerman re Consumer Rights case (.2); emails (4) to B. Ingerman re Consumer Rights case (.4); Receipt and review of email from Ki. Moore re Mission San Luis rental (.1); Review and analysis of Mission San Luis rental agreement (.4); email to Ki. Moore/T. Smith re Mission San Luis rental agreement (.1); Receipt and review of emails (2) from D. Wildes re architect selection (.2); email to J. Murdaugh, others re Consumer Rights case (.1); Receipt and review of email from A. Maxwell re Consumer Rights case (.1); Analysis: Facts and law re Consumer Rights case (3.0);	7.00 hrs.

Dictation and preparation of correspondence to J. Young re former student complaint (.4); Receipt and review of email from S. Crosby re student contact (.1); email to R. Case re Consumer Rights case (.2); Receipt and review of email from R. Tolson re Consumer Rights case (.1); Receipt and review of email from J. Shuler re architect selection (.1); Receipt and review of email from R. Tolson re employee accommodation (.1); Telephone conference with R. Tolson re employee accommodation (.1); Receipt and review of email from R. Tolson re student equity issue (.1); Receipt and review of email from R. Case re Consumer Rights case (.1); Telephone conference (2) with R. Tolson re student equity issue (.2); Telephone conference with T. Smith re Consumer Rights case (.2); Telephone conference with B. Ingerman re Consumer Rights case (.4);

10/30/2013	WT	Obtain copies of various pleadings filed in other Consumer Rights, LLC lawsuits in Leon County;	0.30 hrs.
10/30/2013	WRM	Receipt and review of email from R. Tolson re employee accommodation (.1); Receipt and review of emails (3) from R. Tolson re personnel issue (.3); Receipt and review of emails (2) from D. Wildes re architect selection (.2); Receipt and review of emails (4) from B. Sloan re employee assignments (.4); Receipt and review of email from G. Wells re Radio Disney agreement (.1); email to R. Case re Consumer Rights case (.1); Review and analysis of Radio Disney Agreement (.4); email to G. Wells re Radio Disney agreement (.1); Receipt and review of email from B. Leinback re January attorney conference (.1); Receipt and review of email from B. Mallowney re January attorney conference (.1); email to CCLaw re Consumer Rights case (.1); Receipt and review of email from D. Delrossi re employee assignments (.1); Receipt	8.40 hrs.

and review of email from S. Turner re employee assignments (.1); Receipt and review of email from R. Case re Consumer Rights case (.1); Analysis: Employee reassignment procedure (.4); Telephone conference with D. Wildes re architect selection (.1); Conference with D. Wildes/E. Eunice, others re various topics (1.0); Attend small project architect selection presentations (3.8); Attend Gadsden/TCC strategic planning meeting (.8);

10/31/2013	WRM	<p>Receipt and review of email from M. Finkelstein re employee movement (.1); Receipt and review of email from R. Tolson re employee question (.1); Receipt and review of email from R. Tolson re employee issue (.1); Receipt and review of emails (2) from R. Case re Consumer Rights case (.2); Receipt and review of emails (5) from D. Wildes re architect selection (.5); Receipt and review of email from A. DeFoor re architect selection (.1); email to D. Wildes re architect selection (.1); Analysis: Employee movement procedure (.4); email to B. Sloan re employee movement policy and procedure (.1); email to R. Case re Consumer Rights case (.1); email to J. Murdaugh re consulting work (.1); Receipt and review of email from J. Murdaugh re consulting work (.1); Conference with T. Smith/R. Tolson re employee issues (.9); Receipt and review of email from B. Sloan re employee movement policy (.1); Telephone conference with D. Wildes re architect selection appointment (.1); Review notes re employee action meeting (.2); Telephone conference with J. Murdaugh re consulting work (.1); email to J. Murdaugh/T. Smith re Consumer Rights case (.2); Receipt and review of email from B. Hinson re architect selection (.1); Receipt and review of email from T. Smith re Consumer Rights case (.1); Telephone conference with B. Ingerman re outside consulting work (.1); email to R.</p>	6.70 hrs.
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Tolson re outside consulting (.1); Receipt and review of email from B. Ingerman re outside consulting (.1); Receipt and review of email from R. Tolson re outside consulting (.1); Analysis: (continued) legal precedent re Consumer Rights case (.8); Receipt and review of email from J. Murdaugh re Consumer Rights case (.1); Receipt and review of email from R. Tolson re employee evaluation (.1); Conference with R. Tolson/M. Dickey re employee performance (.5); Conference with R. Tolson re several employee and student issues (1.0);

11/01/2013	WRM	<p>Receipt and review of email from R. Tolson re employee complaints (.1); Receipt and review of email from B. Ingerman re outside consulting (.1); Receipt and review of email from R. Tolson re faculty member comments (.1); email to R. Tolson re faculty member comments (.1); Receipt and review of emails (3) from S. Search re revision of Policy 10-21 (.3); Review and analysis of revised Policy 10-21 and statutory and rule sources (.5); email to S. Search re revised Policy 10-21 (.1); email to R. Tolson re student issue (.1); Dictation and preparation of Amendment to Professional Services Agreement (.4); Receipt and review of email from M. Rett re hearing in Consumer Rights case (.1); Receipt and review of email from R. Tolson re student issue (.1); Receipt and review of emails (7) from R. Case re hearing on Consumer Rights case (.7); emails (2) to R. Case re Consumer Rights case (.2); Dictation and preparation of Litigation Report to J. Murdaugh (.2); Analysis: employee incident complaint (.4); email to R. Tolson re employee incident complaint (.2); Receipt and review of Notice of Case Status Conference - Judge Francis - in Consumer Rights v TCC (.1); Receipt and review of email from G. Upton re TCC Safety plan (.1); Begin review of draft Safety and Health Policy and Plan (.5);</p>	4.40 hrs.
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11/04/2013	WRM	Receipt and review of emails (2) from C. Stringer re WEI dive class agreement (.2); Receipt and review of email from J. Murdaugh re employee complaint (.1); Receipt and review of emails (2) from J. Murdaugh re Consumer Rights case hearing (.2); email to J. Murdaugh re Consumer Rights hearing (.1); Receipt and review of email from G. Haile re Federal grant procurement practice (.1); emails (2) to C. Stringer re WEI dive class agreement (.2); Telephone conference (2) with C. Long re Consumer Rights case (.3); Analysis: Issues, facts in Consumer Rights case (2.3); email to J. Murdaugh/T. Smith re Consumer Rights case (.1); Receipt and review of email from J. Murdaugh re Consumer Rights case (.1);	3.70 hrs.
11/05/2013	WT	Preparation of correspondence to C. Stringer re revisions to Diving Instructor Agreement;	0.10 hrs.
11/05/2013	WRM	Telephone conference with B. Ballard re WEI grant (.1); Receipt and review of emails (2) from J. Byrnes re campus threat assessment (.2); Receipt and review of emails (2) from C. Stringer re WEI dive class agreement (.2); email to B. Bierbaum re campus threat assessment (.1); emails (3) to R. Case re Consumer Rights case (.3); email to J. Murdaugh/T. Smith re Consumer Rights case (.1); Telephone conference with V. Fine re Valencia College Legal Issues Conference (.1); Receipt and review of emails (2) from B. Ingerman re RFI vendor meetings (.2); Revise payment provision in WEI dive course agreement (.3); Receipt and review of email from B. Bierbaum re campus threat assessment (.1); Telephone conference with R. Tolson/J. Chaires-Lacey re FRS employee information (.1); Analysis: Competitive Negotiation meetings - Sunshine (1.2); Telephone conference with R. Tolson re possible employee accommodation (.1); Telephone conference with P. Portwood re WEI grant proposal (.1); Receipt and review of email	6.30 hrs.

from P. Portwood re WEI grant application certification (with attachment) (.2); Receipt and review of email from S. Crosby re student contact (.1); email to B. Ingerman re vendor negotiation meetings (.2); Receipt and review of emails (2) from R. Case re Consumer Rights case (.2); emails (3) to J. Murdaugh/T. Smith re Consumer Rights case (.3); Receipt and review of emails (2) from J. Murdaugh re Consumer Rights case (.2); Analysis: FLSA question - non-exempt employee - performing two jobs (1.9);

11/06/2013	WT	Review Division of Corporations information on Wakulla Diving Center;	0.20 hrs.
11/06/2013	WRM	Receipt and review of emails (3) R. Case re Consumer Rights case (.3); emails (2) to J. Murdaugh/T. Smith re Consumer Rights case (.2); Review, execute WEI grant certification (.2); Receipt and review of emails (2) from J. Murdaugh re Consumer Rights case (.2); email to P. Portwood re WEI grant certification (.1); Telephone conference (2) with B. Hinson re WEI vendor agreement (.2); email to B. Hinson re WEI vendor agreement (.1); emails (3) to R. Case re Consumer Rights case (.3); Telephone conference with B. Ingerman re RFI vendor meetings (.3); Analysis: RFI meeting process - Sunshine Law (.4); emails (2) to C. Stringer re WEI instructor and vendor agreements (.2); Analysis, review and revise WEI dive agreements (.9); Receipt and review of email from C. Stringer re WEI instructor/vendor (.1); Analysis: non-exempt employees - second job - FLSA (1.4); Dictation and preparation of TCC/Wakulla Diving Center agreement (.6); Receipt and review of email from K. Barrett re S.Y. EEOC charge (.1); email to K. Barrett re S.Y. EEOC charge (.1); email to R. Tolson re non-exempt employees second jobs (.2);	5.90 hrs.
11/07/2013	WT	Preparation of correspondence to C. Stringer re	0.40 hrs.

contract for services between TCC and WDC (.1); Prepare release in Consumer Rights v. TCC (.3);

11/07/2013	WRM	Email to T. Smith re Avalanche litigation conclusion (.1); Review TCC draft safety plan (1.1); emails (2) to G. Lipton re draft safety plan (.2); Review draft TCC WEI/WDC agreement (.2); email to C. Stringer re draft TCC WEI/WDC agreement (.1); Receipt and review of emails (5) from R. Case re cancellation of hearing in Consumer Rights case (.5); emails (3) to R. Case re Consumer Rights case (.3); email to T. Smith re professional services agreement (.1); Receipt and review of email to M. Rett re hearing cancellation in Consumer Rights case (.1); emails (2) to T. Smith re Consumer Rights case (.2); Receipt and review of email from T. Smith re professional services agreement (.1); Receipt and review of email from G. Lipton re draft safety plan (.1); Receipt and review of email from T. Smith re Consumer Rights case (.1); Begin preparation of Consumer Rights release (.3);	3.50 hrs.
11/08/2013	WRM	Receipt and review of email from G. Wells re FDOT vendor contracts (.1); Review blank FDOT vendor contracts (.1); email to G. Wells re FDOT vendor contracts (.1); Receipt and review of email from T. Smith re FDOT vendor contracts (.1); Receipt and review of email from B. Hinson re Consumer Rights case (.1); email to B. Hinson re Consumer Rights case (.1); email to R. Case re Consumer Rights case (.1); Review, revise, add to release in Consumer Rights case (.8); Receipt and review of email from V. Fine re Legal Issues Conference (.1); Receipt and review of email from B. Sloan re Carnegie Foundation agreement (.1); Telephone conference with B. Ingerman re RFI committee meeting (.1); Review and analysis of Carnegie Foundation agreement (.7); email to B. Sloan re Carnegie	3.00 hrs.

		Foundation Agreement (.1); Receipt and review of email from G. Wells re Gear Up MOU (.1); Review and analysis of Gear Up MOU (.2); email to G. Wells re Gear Up MOU (.1);	
11/12/2013	WT	Preparation of correspondence to R. Case re draft release agreement in Consumer Rights v. TCC (.1);	0.10 hrs.
11/12/2013	WRM	Receipt and review of email from J. Byrnes re campus aggression management (.1); email to B. Bierbaum re campus aggression management (.1); Final review of draft release in Consumer Rights case (.1); email to B. Hinson re Consumer Rights case (.1); Receipt and review of email from B. Hinson re Consumer Rights case (.1); email to R. Case re Consumer Rights case (.1); Execute Professional Services Contract (.1); Review TCC Board Agenda for 11-18-13 (.7); Receipt and review of email from R. Case re Consumer Rights case (.1); Receipt and review of email from S. Crosby re student contact (.1); Receipt and review of outline - HR interview questions (.1); Telephone conference with L. Kling re Consumer Rights case (.1);	1.80 hrs.
11/14/2013	WT	Revise Complete Release per R. Case instruction, preparation of correspondence to R. Case re revisions made, please execute (.2);	0.20 hrs.
11/14/2013	WRM	Receipt and review of emails (6) from R. Case re Consumer Rights case (.6); Receipt and review of emails (4) from B. Hinson re Consumer Rights case (.4); Receipt and review of emails (2) from L. Kling re Consumer Rights case (.2); Receipt and review of email from J. Chaires-Lacey re employee issue (.1); Receipt and review of emails (2) from R. Tolson re employee action (.3); Receipt and review of email from Leon County Court re Consumer Rights case (.1); Receipt and review of emails (2) from B. Bierbaum re employee	4.20 hrs.

issue (.2); Receipt and review of email from T. Smith re Consumer Rights case (.1); email to T. Smith re Consumer Rights case (.1); email to R. Case re Consumer Rights case (.1); email to B. Bierbaum re employee issue (.1); emails (2) to R. Tolson re employee action (.2); Telephone conference with B. Spiers re former student complaint (.1); Receipt and review of email from B. Spiers re former student complaint (.1); Receipt and review of email from J. Chaires-Lacey re employee action (.1); Telephone conference with C. Wright re former student complaint (.1); email to B. Spiers re former student complaint (.1); Review previous correspondence re former student complaint (.2); Receipt and review of email from B. Spiers re former student complaint (.1); Receipt and review of email from R. Frazier re former student complaint (.1); email to C. Wright re former student complaint (.1); emails (2) to R. Frazier re former student complaint (.2); Receipt and review of email from C. Wright re former student complaint (.1); Telephone conference with J. Chaires-Lacey/R. Tolson re employee action (.4);

11/15/2013	WRM	Telephone conference with L. Kling re Consumer Rights case (.1); Receipt and review of emails (2) from L. Kling re Consumer Rights case (.2); emails (2) to L. Kling re Consumer Rights case (.2); Receipt and review of settlement check, invoice in Consumer Rights case (.1); emails (3) to R. Case re Consumer Rights case (.3); Receipt and review of email from R. Case re Consumer Rights case (.1); Telephone conference with B. Ingerman re RFI meetings - Sunshine Law (.2);	1.20 hrs.
11/18/2013	WRM	Receipt and review of emails (2) from B. Ingerman re RFI meetings - Sunshine Law (.2); Receipt and review of email from AMPU re federal/private grants (.1); email to TCC	6.00 hrs.

vice-presidents re federal/private grants (.1);
 email to B. Ingerman re RFI meetings (.1);
 Attend portion of vendor presentation re
 RFI-Workday (1.9); Telephone conference (2)
 with D. Wildes re COT development
 agreement (.2); Review and analysis of Rosen
 Shingle Creek/DOT Contract (.4); email to G.
 Wells re Rosen Shingle Creek/DOT Contract
 (.1); Telephone conference (2) with C. Long re
 Consumer Rights case (.3); Attend TCC Board
 business meeting and workshop (2.6);

11/19/2013	WRM	<p>Receipt and review of email from J. Byrnes re campus aggression management (.1); email to B. Bierbaum re campus aggression management (.1); email to B. Ingerman re vendor review committee meeting (.1); email to D. Wildes re city development plan (.1); Receipt and review of emails (6) from D. Wildes re city development plan (.6); Receipt and review of email from B. Ingerman re vendor review committee meeting (.1); Receipt and review of emails (2) from T. Smith re Wakulla lease (.2); Telephone conference with D. Wildes re city development plan (.2); Telephone conference with T. Smith re employee matters, Wakulla release, city agreement, other topics (.5); Receipt and review of email from S. Crosby re student contact (.1); Analysis: legal status proposed TCC/COT Development Agreement (3.4); Attend vendor review committee meeting (1.4);</p>	6.90 hrs.
11/20/2013	WRM	<p>Receipt and review of email from B. Ingerman re contact with vendor (.1); email to B. Ingerman re contact with vendor (.1); Receipt and review of email from R. Tolson re employee action, with attached plan (.2); email to R. Tolson re employee action and plan (.1); Review and analysis of recent opinion re disclosure of employee records (.3); Review and analysis of Florida Statutes re public records - employees (.2); Complete Analysis:</p>	2.90 hrs.

TCC Master Plan/COT Comprehensive Plan (1.8); email to T. Smith, D. Wildes re TCC plan/COT plan (.1);

11/21/2013	WRM	<p>Receipt and review of email (with attachment) from P. Locascio re vulnerable persons statute (.2); email to TCC administrators re Santa Fe College proposed policy on vulnerable persons (.1); Receipt and review of emails (3) from B. Ingerman re RFI for Workday implementation services (.3); emails (2) to B. Ingerman re RFI for Workday (.2); Receipt and review of email from R. Tolson re employee performance (.1); Receipt and review of email from D. Wildes re COT development agreement (.1); Receipt and review of email from J. Byrnes re aggression management (.1); email to B. Bierbaum re aggression management (.1); Analysis: additional process - Workday RFI (.3); Receipt and review of email from T. Smith re vulnerable persons workshop (.1); email to T. Smith re Vulnerable Persons Workshop (.1); Receipt and review of email from G. Wells re Rosen Shingle Creek Contract (.1); email to G. Wells re Rosen Shingle Creek contract (.1); Review lease provisions for Capitol Center (.9); Receipt and review of emails (2) from G. Wells re Wakulla lease (.2); emails (2) to G. Wells re Wakulla lease (.2); Telephone conference with R. Tolson re employee issues (.2);</p>	3.40 hrs.
11/22/2013	WT	Attend Vulnerable Persons Rulemaking Workshop;	1.30 hrs.
11/25/2013	WT	Preparation of correspondence to T. Smith re notes from Vulnerable Persons Rule Making Workshop;	0.30 hrs.
11/25/2013	WRM	Receipt and review of emails (2) from G. Wells re Wakulla lease (.2); Receipt and review of email from T. Smith re Wakulla lease (.1); Receipt and review of email from M. Healy re Title IX, campus safety (.1); email	3.90 hrs.

to B. Bierbaum re Title IX, campus safety (.1); Receipt and review of emails (2) from T. Smith re space rental (.2); email to T. Smith re space rental (.1); Receipt and review of email from D. Wildes re construction contract (.1); Receipt and review of emails (2) from Ki. Moore re Beverage Institute (.2); Receipt and review of emails (2) from G. Wells re Tombras Group contracts (.2); email to G. Wells re Wakulla lease (.1); email to R. Tolson re employee interviews (.1); Review and analysis of construction manager contract (.6); email to D. Wildes re construction manager contract (.1); Review and analysis of Tombras Group contracts (2) (.2); emails (2) to G. Wells re Tombras Group contracts (.2); email to R. Tolson re employee interviews (.2); Receipt and review of email from S. Conner re employee interviews (.1); Telephone conference with T. Smith re space rental, Wakulla lease, other matters (.4); Receipt and review of email from R. Tolson re employee complaint (.1); Receipt and review of email from J. Chaires-Lacey re employee complaint (.1); Review outline for new WD course offering (.1); email to Ki. Moore re W.D. Course offering (.1); email to R. Tolson/J. Chaires-Lacey re response to employee complaint (.1); email to J. Murdaugh re Capitol Center lease (.1);

11/26/2013	WRM	<p>Receipt and review of emails (3) from Ki. Moore re Beverage Institute contract (.3); Receipt and review of emails (3) from T. Smith re FAMU pool agreement (.3); Telephone conference with T. Smith re FAMU pool agreement (.2); Receipt and review of emails (2) from C. Stringer re WEI dive class (.2); emails (2) to C. Stringer re WEI dive class (.2); Receipt and review of email from J. Murdaugh re collaborative lab report (.1); Review and analysis of FAMU pool agreement (.2); email to T. Smith/C. Stringer re FAMU</p>	6.30 hrs.
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pool agreement (.1); Receipt and review of email from S. Crosby re student contact (.1); Dictation and preparation of TCC WD/Beverage Institute of America Agreement (3.3); Receipt and review of email from B. Mallowney re Florida College System Attorneys Meeting (.1); Receipt and review of emails (2) from V. Lawrence re Rosen Shingle Creek Agreement (.2); email to V. Lawrence re Rosen Shingle Creek agreement (.1); Receipt and review of email from A. Maxwell re draft Public Records Procedure (.1); email to Ki. Moore re Beverage Institute Agreement (.1); Review and analysis of proposed public record response procedure (.6); email to A. Maxwell re draft public record response procedure (.1);

11/30/2013	WRM	Monthly Fee;		14,583.33
			Fees for this matter	\$14,583.33

BILLING SUMMARY

Mabile, William R	Attorney	85.50 hrs	
Taylor, Winifred	Paralegal	3.20 hrs	
Fees		88.70 hrs	\$14,583.33

TOTAL CHARGES FOR THIS BILL		\$14,583.33
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