



March 17, 2014

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP.  
February 25, 2014

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### 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 \$16,416.65.

### 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

February 26, 2014

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

Invoice# 12014 WRM  
Our file# T00007 02276  
Billing through 02/25/2014

Tallahassee Community College (General)

P.O. Number: 2011 00001580

## FOR PROFESSIONAL SERVICES RENDERED

01/28/2014	WT	Revise Response to Complaint of B.L. filed with DOE OCR (.3);	0.30 hrs.
01/29/2014	WT	Revise Response to Complaint of B.L. (.3); Transcribe statement of L.M. re B.L. (.4);	0.70 hrs.
01/29/2014	WRM	Receipt and review of email from K. Blackley re B.L. Complaint (.1); email to K. Blackley re B.L. Complaint (.1); Receipt and review of emails (2) from Ki. Moore re college closure, meeting (.2); email to W. Patterson re B.L. Complaint (.1); Continued dictation/preparation of response to B.L. Complaint (3.7); emails (2) to S. Search re B.L. Complaint (.2); Receipt and review of email from S. Search re B.L. Complaint (.1); emails (2) to Ki. Moore re Capitol Center Lease expenses (.2); Receipt and review of email from Ki. Moore re Capitol Center lease expense (.1); email to T. Smith re Capitol Center lease (.1); Receipt and review of emails (3) from Ki. Moore re tutors and resources (.3); emails (2) to Ki. Moore re tutors and resources (.2); Receipt and review of email from T. Smith re Capitol Center (.1);	5.50 hrs.

Teresa Smith

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01/30/2014	WT	Final revisions and preparation of exhibits for TCC response to B.L. OCR Complaint (.8);	0.80 hrs.
01/30/2014	WRM	Receipt and review of email from T. Folsom re B.L. Complaint (.1); Receipt and review of email from R. Tolson re non-employee insurance coverage (.1); Receipt and review of emails from B. Sloan re student accident (.4); Telephone conference with T. Smith re non-employee insurance, student injury (.2); emails (4) to B. Sloan re student accident (.4); Review student accident background information (.3); Telephone conference with B. Lesko re student accident (.1); Review correspondence re non-employee insurance (.1); Telephone conference with B. Sloan re student accident (.1); Telephone conference with R. Tolson re non-employee/contract employee insurance (.1); Receipt and review of email from A. Maxwell re digital billboard (.1); Complete final preparation of response to B.L. OCR Complaint (2.0); Review and analysis of Lamar lease and proposed addendum to lease (.5); email to T. Smith/A. Maxwell re Lamar lease addendum (.1);	4.60 hrs.
01/31/2014	WRM	Telephone conference with T. Smith re draft revised lease agreement, B.L. Complaint response (.2); Receipt and review of emails (2) from C. Dominguez re residency/marriage (.2); Receipt and review of email from P. Locascio re consortium coverage language (.2); email to T. Smith re consortium coverage language (.1); Receipt and review of email from T. Gilliam re residency/marriage (.1); Telephone conference with B. Jensen re art exhibition (.1); emails (3) to T. Smith re draft agreement (.3); Revise draft Capitol Center lease (.9); Receipt and review of email from S. Crosby re student contact (.1);	2.20 hrs.
02/03/2014	WT	Revise and e-mail Lease Agreement for Capitol Center to J. Murdaugh (.1);	0.10 hrs.

02/03/2014	WRM	<p>Receipt and review of emails (2) from G. Wells re travel forms (.2); Receipt and review of emails (4) from A. Maxwell re Lamar lease (.4); Receipt and review of email from J. Murdaugh re Capitol Center lease (.1); Receipt and review of emails (2) from C. Summers re safety/security meeting (.2); Receipt and review of email from B. Sloan re CE pilot license agreement (.1); Receipt and review of email from B. Sloan re student accident (.1); Receipt and review of email from T. Smith re request for faculty information (.1); email to C. Summers re safety/security meeting (.1); Review minutes of safety/security meeting (.1); Receipt and review of emails (2) from S. Search re service and activity fee (.2); Review and analysis of Student Activity and Service Fee Policy (.2); email to S. Search re service and activity fee policy (.1); email to T. Smith re request for faculty information (.1); Review earlier version of Lamar lease (.2); emails (4) to T. Smith/A. Maxwell re Lamar lease (.4); email to J. Murdaugh re Capitol Center lease (.1); Receipt and review of email from B. Sloan re American Heart Association Agreement (.1); Revise Capitol Center lease provision (.2); Review and analysis of CE Pilot agreement (.7); email to B. Sloan re CE Pilot agreement (.1); Review and analysis of American Heart Association Agreement (.4); email to B. Sloan re American Heart Association agreement (.1); Receipt and review of email from T. Smith re Lamar agreement (.1); Travel to Daytona Beach for FEPA Meeting: Crisis on Campus - Behavioral Intervention Teams (4.5);</p>	8.90 hrs.
02/04/2014	WRM	<p>Attend meeting at FEPA - Crisis on Campus - Behavioral Intervention Teams (7.0); Travel and return to Tallahassee (4.5);</p>	11.50 hrs.
02/05/2014	WRM	<p>Receipt and review of email from B. Leinback re risk management consortium (.1); Receipt and review of email from C. Summers re</p>	6.70 hrs.

safety meeting minutes (.1); Receipt and review of emails (2) from T. Smith re safety meeting minutes (.2); Receipt and review of email from B. Sloan re course materials fee (.1); Receipt and review of emails (3) from C. Stringer re faculty information request (.3); Receipt and review of email from E. Eunice re safety meeting report (.1); Receipt and review of emails (2) from R. Green re request for student information (.2); Receipt and review of emails (3) from T. Smith re faculty information request (.3); Receipt and review of emails (3) from R. Tolson re faculty information request (.3); Receipt and review of email from M. Wingate re faculty information request (.1); Receipt and review of email from R. Green re student application information (.1); Receipt and review of email from B. Sloan re faculty textbook symposium (.1); Receipt and review of emails (2) from L. Wang re faculty information request (.2); Telephone conference with R. Tolson re faculty information request (.1); email to R. Tolson, others re faculty information request (.1); Brief review of Chapter 119, release of faculty information (.2); email to C. Summers re safety meeting report (.1); Review request for student information (.1); email to R. Green re request for student information (.1); Review documents/proposed response re student application information (.2); email to R. Green re student application information (.1); Receipt and review of email from J. Byrnes re campus threat assessment (.1); email to C. Summers re campus threat assessment (.1); email to B. Sloan re faculty textbook symposium (.1); Receipt and review of email from M. Finkelstein re faculty textbook symposium (.1); Receipt and review of email from G. Wells re Pro Audio contract (.1); Review and analysis of Pro Audio Contract (.2); email to G. Wells re Pro Audio contract (.1); Dictation and preparation of Litigation Report to J.

Murdaugh (.2); Review Tutoring Zone public records re former TCC lessee (.7); Analysis: Fees for online textbooks and codes (.9); email to T. Smith re Tutoring Zone former lease (.1); Conference with T. Smith/D. Frost re Tutoring Zone lease (.5); Conference with T. Smith re information from Legal Issues and Campus Crisis Meetings (.3);

02/06/2014	WRM	<p>Receipt and review of email from R. Frazier re former student request for record (.1); email to R. Frazier re former student request for record (.1); Receipt and review of email from T. Smith re amended Follett contract (.1); Receipt and review of email to T. Smith re Tutoring Zone lease (.1); Receipt and review of emails (3) from B. Ingerman re Workday related contracts (.3); Review and analysis of Workday related contracts (.4); email to B. Ingerman re Workday related contracts (.1); Review and analysis of amendments to Follett contract (.2); email to T. Smith re Follett contract amendments (.1); Dictation and preparation of correspondence to J.Y. re former student request for record (.2); Receipt and review of email from T. Smith re Workday related contracts (.1); Receipt and review of email from G. Wells re investigation guideline (.1); Receipt and review of email from G. Wells re Cambridge System agreement (.1); email to G. Wells re investigation guidelines (.1); Review and analysis of Cambridge Systematics Agreement (.3); email to G. Wells re Cambridge Systematics Agreement (.1); Conference with Ki. Moore re several Workday matters (.7);</p>	3.20 hrs.
02/07/2014	WRM	<p>Receipt and review of email from Ki. Moore re several matters (.1); Receipt and review of emails (3) from D. Frost re Food Service RFP (.3); emails (2) to D. Frost re Food Services RFP (.2); Review and analysis of proposed Food Services RFP (.8); Review and analysis of executed Gabrielle agreement, proposal (.5);</p>	2.00 hrs.

email to Ki. Moore re executed Gabrielle agreement (.1);

02/10/2014	WRM	<p>Receipt and review of emails (2) from C. Summers re campus camera liability (.2); Receipt and review of email from D. Wildes re Quincy property acquisition (.1); Receipt and review of email from T. Smith re Quincy property acquisition (.1); Receipt and review of emails (4) from C. Summers re STAT Team (.4); email to C. Summers re STAT Team (.1); emails (2) to C. Summers re campus camera liability (.2); Analysis: Security camera location liability (.5); Receipt and review of email from G. Wells re Clarity Activation Agreement (.1); Review and analysis of Clarity Activation Agreement (.2); Receipt and review of email from G. Wells re Clutch Performance Agreement (.1); Review and analysis of Clutch Performance Agreement (.2); email to G. Wells re Clarity Activation Agreement (.1); email to G. Wells re Clutch Performance Agreement (.1); Review Board Agenda for February 17 meeting (.4); Receipt and review of email from G. Wells re OMG agreement (.1); Review and analysis of OMG Agreement (.2); Receipt and review of email from G. Wells re PRG agreement (.1); Review and analysis of PRG agreement (.2); email to G. Wells re OMG Agreement (.1); email to G. Wells re PRG Agreement (.1); Analysis - appraisal of donated property and if financing necessary (.6); email to T. Smith/ D. Wildes re property appraisal (.1); Review Santa Fe College threat assessment and management procedures (.2); Review and analysis of Florida Statutes re direct support organization (1.4); email to D. Frost re Tutoring Zone II (.1);</p>	6.00 hrs.
02/12/2014	WRM	<p>Receipt and review of email from D. Frost re Tutoring Zone II (.1); Receipt and review of email from Ki. Moore re volunteer question (.1); Receipt and review of email from S.</p>	2.80 hrs.

Crosby re student contact (.1); Receipt and review of email from E. Rainey re crisis on campus training (.1); Receipt and review of email from W. Rabon re student suspension with attachments (.1); Receipt and review of emails (4) from Ki. Moore re Tallahassee Pedi-Cabs (.4); Receipt and review of emails (3) from T. Smith re Tallahassee Pedi-Cabs (.3); Receipt and review of email from G. Wells re David Perry contract (.1); Telephone conference with R. Tolson re OPS employee (.1); Telephone conference with J. Chaires-Lacey re OPS employee (.1); Telephone conference with W. Rabon re student suspension (.1); Receipt and review of email from D. Wildes re Tallahassee Pedi-Cabs (.1); Review and analysis of draft Tallahassee Pedi-Cab MOU (.5); E-mail to T. Smith/Ki. Moore re draft Tallahassee Pedi-Cab MOU (.1); Review and analysis of David Perry contract (.1); email to G. Wells re David Perry contract (.1); Receipt and review of email from W. Patterson re student suspension (.1); Receipt and review of email from C. Summers re STAT (.1); email to C. Summers re STAT (.1);

02/13/2014	WRM	<p>Receipt and review of email from C. Summers re STAT (.1); Receipt and review of email from B. Sloan re Higher One agreement (.1); Receipt and review of email from R. Tolson re student complaint (.1); email to R. Tolson re closure of student complaint (.1); Receipt and review of emails (4); from Ki. Moore re proposed DSO (.4); Review and analysis of Higher One Agreement Addendum (.3); email to B. Sloan re Higher One Agreement Addendum (.1); emails (2) to R. Johnston re Foundation DSO documents (.2); emails (2) to M. Turnbull re DSO questions (.2); Receipt and review of emails (2) from R. Johnston re Foundation DSO documents (.2); Review and analysis of proposed DSO document (.4);</p>	3.60 hrs.
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emails (4) to Ki. Moore re proposed DSO (.4);  
 Receipt and review of email from M. Turnbull  
 re DSO questions (.1); Begin review and steps  
 needed for proposed DSO (.9);

02/14/2014	WRM	Receipt and review of email from Ki. Moore re DSO Nonprofit institute (.1); email to E. Eunice re FPSI dorm DSO by-laws and articles of incorporation (.1); Review and analysis of Florida Statutes, Section of State Rules, IRS regulations re corporation not for profit (2.8);	3.00 hrs.
02/17/2014	WRM	Receipt and review of emails (2) from S. Search re disabled student information (.2); Receipt and review of email from E. Eunice re not for profit DSO (.1); emails (2) to S. Search re disabled student information (.2); email to E. Eunice re not for profit DSO (.1); emails (3) to Ki. Moore re nonprofit DSO (.3); Receipt and review of email from Ki. Moore re nonprofit DSO (.1); email to R. Johnston re Foundation 501(c)(3) status (.1); Receipt and review of email from R. Johnston re Foundation 501(c)(3) status (.1); Attend Board Business Meeting and Workshop (2.1); Conference with T. Smith/Ki. Moore re nonprofit institute (1.0); Continued review/analysis - process/procedure for nonprofit institute (4.0);	8.30 hrs.
02/18/2014	WRM	Receipt and review of email from T. Smith re not for profit institute (.1); Receipt and review of emails (2) from Ki. Moore re not for profit institute (.2); Review revisions to TCC PD Operations Manual (.5); email to B. Tanner re TCC PD Operating Procedures (.1); emails (2) to T. Smith/Ki. Moore re not for profit institute (.2); Analysis: Not for profit institute (.8);	1.90 hrs.
02/19/2014	WRM	Receipt and review of email from M. Trembly re FEPA meeting, warning system (.1); email to C. Summers re FEPA, warning system (.1); Receipt and review of email from C. Summers re warning system (.1); Receipt and review of	0.70 hrs.

		email from G. Wells re nonprofit institute (.1); email to T. Smith/Ki. Moore re nonprofit institute (.1); email to B. Sloan, others re S.Y. complaint (.1); Receipt and review of email from Ki. Moore re nonprofit institute (.1);	
02/20/2014	WT	Preparation of correspondence to A. Collins re Confidentiality and ECR agreements (.2);	0.20 hrs.
02/20/2014	WRM	Receipt and review of emails (2) from B. Hinson re bid committee notice (.2); Receipt and review of emails (2) from A. Collins re B.L. OCR Complaint (.2); Receipt and review of OCR documents re B.L. Complaint (.3); Execute/return OCR documents re B.L. Complaint (.1); Receipt and review of email from C. Summers re B.L. Complaint mediation (.1); Analysis: competitive bid committee notice (.6); email to B. Hinson re competitive bid committee notice (.1); email to A. Collins re B.L. OCR complaint mediation (.1); Receipt and review of emails (3) from S. Search re B.L. OCR mediation (.3); emails (2) to S. Search, C. Summers re B.L. OCR mediation (.2); email to S. Search re B.L. OCR mediation attendance (.1); Review and analysis of Attorney General opinion - application of Government in Sunshine and Public Records laws to DSO (.4);	2.70 hrs.
02/21/2014	WRM	Receipt and review of email from J. Byrnes re campus threat assessment (.1); email to C. Summers re campus threat assessment (.1); Receipt and review of email from M. Healy re campus violence (.1); email to C. Summers re campus violence (.1); Receipt and review of correspondence from V. Fine re legal conference information (.1);	0.50 hrs.
02/24/2014	WRM	Receipt and review of emails (4) from T. Smith re nonprofit meeting (.4); Receipt and review of email from Ki. Moore re nonprofit meeting (.1); email to T. Smith/Ki. Moore re nonprofit meeting (.1); Receipt and review of	2.80 hrs.

email from G. Wells re Partners in Training contract (.1); Review and analysis of Partners in Training contract (.3); email to G. Wells re Partners in Training contract (.1); Preparation for nonprofit meeting (.4); Conference with Ki. Moore/T. Smith re nonprofit, computer tutoring (1.0); Telephone conference (2) with R. Tolson re employee issue (.2); Receipt and review of email from M. Healy re campus crime prevention (.1);

02/25/2014	WRM	Emails (3) to C. Summers re campus safety (.3); Receipt and review of email from C. Summers re campus safety (.1); Receipt and review of emails (2) from G. Wells re travel forms (.2); Telephone conference with R. Tolson re employee issues (.1); Conference with R. Tolson re employee issues (1.3); Receipt and review of email from D. Frost re food vendor contract addendums (.1); Receipt and review of email from P. Manning re audit-attorney's letter (.1); Analysis: Nonprofit institute establishment (.6);	2.80 hrs.
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02/25/2014	WRM	Monthly Fee;	14,583.33
		Fees for this matter	\$14,583.33

EXPENSES

02/25/2014	Out-of-Town Travel to Orlando for Valencia College Conference on Legal Issues - TCC 01/21/14 - 01/23/14 - WRM for Hotel - Meals - Tolls - Mileage	1,295.44
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02/25/2014	Out-of-Town Travel to Daytona Beach for Florida Emergency Prep Meeting on Crisis on Campus/Student Threat Team - TCC 02/03/14 - 02/04/14 - WRM for Hotel - Meals - Registration - Mileage	537.88
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Expenses for this matter	\$1,833.32
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BILLING SUMMARY

Mabile, William R	Attorney	79.70 hrs	\$14,583.33
Taylor, Winifred	Paralegal	2.10 hrs	

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Teresa Smith

Invoice# 12014

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Fees

81.80 hrs

\$14,583.33

Expenses

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\$1,833.32

TOTAL CHARGES FOR THIS BILL

\$16,416.65

Billed to Date Fees \$776,003.20

Expenses \$13,314.10

Received to Date Fees \$761,419.87

Expenses \$11,248.29