



August 24, 2015

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP July 27, 2015

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 five (5) of the contract at the October 20, 2014 Board meeting which shall be effective until October 31, 2015. 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

Barbara Wills

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

July 28, 2015

Bobby Jones
Interim Vice President for Administrative Services and Chief
Financial Officer
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 13153 JCK
Our file# T00007 02276
Billing through 07/27/2015

Tallahassee Community College (General)

P.O. Number: PO-000023

FOR PROFESSIONAL SERVICES RENDERED

07/06/2015	JCK	Receipt and review of email from D. Wildes to A. Power re Kent Street property (.1); Telephone conference with J. Chaires-Lacey, E. Eunice and G. Eastman re employee discipline (.4); Receipt and review of email from R. Frazier re requests from J. Young (.2); Telephone call from J. Young re request for documents (.2);	1.10 hrs.
07/07/2015	JCK	Telephone conference with J. Young re document request (.4); Receipt and review of email from R. Frazier re J. Young letters (.2); Review and analysis of J. Younger letters (.1); Email to R. Frazier re J. Young letters (.1); Telephone conference with B. Jones re employee dismissal issue (.4); Preparation of Litigation Report to J. Murdaugh (.8);	2.00 hrs.
07/08/2015	JCK	Receipt and review of email from A. Gaughf re Quality Matters Higher Education Program Subscription Agreement (.1); Review and analysis of Quality Matters Higher Education Program Subscription Agreement (1.3); Receipt and review of email from J. Chaires-Lacey re update on employee discipline (.3); Email to A. Gaughf re	1.80 hrs.

suggested revisions to Quality Matters Agreement (.1);

07/09/2015	JCK	Receipt and review of email from A. Moran re Lamar Landmark buyout (.2); Review and analysis of Option Agreement Lease Easement Purchase (.8); Email to A. Moran re Option Agreement review (.1); Receipt and review of email from J. Fowler re CenturyLink Agreement (.1); Review and analysis of revised CenturyLink Agreement (1.9); Telephone conference with J. Fowler re revisions to CenturyLink Agreement (.2); Email to J. Chaires-Lacey re employee discipline (.1);	3.40 hrs.
07/10/2015	JCK	Receipt and review of email from A. Moran re Landmark lease (.1); Telephone conference with J. Fowler re CenturyLink Agreement (.4); Prepare for initial conference with B. Willis re pending litigation (1.6); Attend conference with B. Willis re pending litigation (1.8); Conference with new HR Director A. Matthews (.4); Receipt and review of email from A. Gaughf re Landmark lease conference (.1);	4.40 hrs.
07/13/2015	JCK	Receipt, review and analysis of email from Ki. Moore re Independent Contractor Agreement (.1); Review and analysis of Agreement (.4); Receipt and review of email from Dr. Amanto re objections to agreement (.4); Email to Ki. Moore re Independent Contractor Agreement (.4);	1.30 hrs.
07/14/2015	JCK	Receipt and review of email from A. Gaughf re Billboard lease proposal (.1); Receipt and review of email from A. Moran re Billboard lease proposal (.1); Review and analysis of proposed Purchase and Sale of Easement and Assignment of Billboard lease agreement (2.4); Telephone conference with A. Matthews re employee discipline (.2); Email to A. Moran re review of Billboard lease documents and	4.50 hrs.

		legal analysis (.8); Receipt and review of email from B. Jones re Billboard lease documents (.1); Conference call with A. Matthews, G. Eastman, and E. Eunice re employee discipline (.8);	
07/15/2015	JCK	Receipt and review of email from Ki. Moore re Independent Contractor Agreement (.1); Telephone call to Ki. Moore re Independent Contractor Agreement (.1);	0.20 hrs.
07/16/2015	JCK	Receipt and review of email from E. Jones re Patterson lawsuit (.1); Receipt and review of correspondence from attorneys for R. and S. McKinney re auto accident (.2); Review and analysis of affidavit of R. McKinney (.1); Review and analysis of accident report (.3); Email to E. Jones re claim notice (.1); Receipt and review of email from E. Jones re claim notice (.1); Email to E. Jones re claim notice (.1); Receipt and review of email from E. Jones re notice of claim letter (.1); Review and analysis of receipt for notice of claim letter (.1); Preparation of correspondence to FSCRM re notice of claim letter (.4); Telephone conference with B. Ingerman re potential conflict of interest (.1); Telephone call to B. Ingerman re potential conflict of interest (.4); Receipt and review of email from Ki. Moore re Judicial Acknowledgment policy (.1); Email to Ki. Moore re Judicial Acknowledgment policy (.1); Receipt and review of email from Ki. Moore re Judicial Acknowledgment policy (.1); Email to Ki. Moore re Judicial Acknowledgment policy (.1);	2.50 hrs.
07/16/2015	MK	Review and analysis of Florida case law re: conflict of interest when a trustee of a public entity give retirement advisement to the Vice President of the university (1.4);	1.40 hrs.
07/17/2015	JCK	Review and analysis of email from Ki. Moore re TCC Disciplinary/Criminal Disclosure	3.70 hrs.

policy (.1); Review and analysis of Policy 10-00 (.2); Review and analysis of Policy 10-15 (.4); Attend billboard lease meeting at TCC (2.5); Telephone conference with Ki. Moore re Independent Contractor Agreement and Judicial Acknowledgment Waiver (.5);

07/21/2015	JCK	Receipt, review and analysis of email from A. Moran re Lankmark lease discussions (.2);	0.20 hrs.
07/22/2015	MK	Review and analysis of admission policies for each college (and some universities) throughout the state of Florida to determine whether schools have different policies for the online students as opposed to the regular students in preparation for assisting in drafting new policy for TCC (1.8); Review and analysis of Florida and federal case law re: whether there is a clear indication that distance learning students can be treated different from regular students in disclosing their criminal records in preparation for assisting in drafting new policy for TCC (1.4); Review and analysis of Florida colleges' policies indicating that students for an online program need to complete the standard admissions process to enroll or if they have their own procedures for enrollment in preparation for assisting in drafting new policy for TCC (1.3); Review and analysis of Florida colleges' policies indicating that individuals for a continued education need to complete the standard admissions process to enroll or if they have their own procedures for enrollment in preparation for assisting in drafting new policy for TCC (.9);	5.40 hrs.
07/24/2015	JCK	Review and analysis of college's policy re disclosure requests during admission application for traditional students and online students (.6); Email to Ki. Moore re college policies in Florida re admission disclosure requests for traditional students and online students (.4); Email to college re legal contacts for two weeks in August (.1);	1.10 hrs.

07/27/2015	JCK	Review and analysis of public records request from A. Moran (.1); Receipt and review of email from A. Matthews re information request (.1);	0.20 hrs.	
07/27/2015	JCK	Portion of Monthly Fee;		11,666.66
07/27/2015	MK	Portion of Monthly Fee;		2,916.67
		Fees for this matter		\$14,583.33

BILLING SUMMARY

Knox, J. Craig	Partner	26.40 hrs	\$11,666.66
Kelly, Michael	Attorney	6.80 hrs	\$2,916.67
Fees		33.20 hrs	<hr/> \$14,583.33
Disbursements			\$0.00
TOTAL CHARGES FOR THIS BILL			<hr/> \$14,583.33