



August 15, 2016

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP: June 30, 2016

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 19, 2015 Board meeting and shall be effective through October 31, 2016. 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 shall be billed on an annual flat fee of \$195,000 for services of the firm as approved by the Board at the October 19, 2015 meeting.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$16,250.00.

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 25, 2016

Barbara Wills
Vice President for Administrative Services and CBO
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 13856 JCK
Our file# T00007 02276
Billing through 06/30/2016

Tallahassee Community College (General)
P.O. Number: PO-004754

05/05/2016	JS	Washington v TCC/ Discussion with Craig Knox re potential release of claims and edit release (.3);	0.30 hrs.
05/26/2016	JCK	Receipt and review of email from R. Tolson re Volunteer Policy (.1); Receipt and review of email from R. Douglas re record production (.1); Email to A. Moran re record production (.1); Review and analysis of Memorandum of Law on children in the work place (.8); Email to R. Tolson re children in the work place (.2); Receipt and review of email from D. Heekin re union issues (.1); Review and analysis of Union power point presentation (.2); Review and analysis of Union campaign materials (.7); Receipt and review of email from J. Murdaugh re OIG complaint (.1); Receipt and review of FDOE OIG letter with attached complaint materials (.3); Receipt and review of email from R. Douglas re settlement in J. Byrd case (.1); Receipt and review of email from A. Moran re record production (.1); Email to R. Tolson re DOE OIG complaint (.1); Receipt and review of email from D. Heekin re Actual CBA (.1); Receipt and review of email from A. Moran re unionization questions (.2); Receipt and review of email from D. Heekin re unionization questions (.4); Receipt and review	8.10 hrs.

of email from A. Moran re proposed unionization communication (.1); Review and analysis of proposed unionization communication (.6); Receipt and review of email from D. Heekin re proposed unionization communication (.1); Receipt and review of email from A. Moran re unionization questions (.1); Receipt and review of email from D. Heekin re proposed website (.1); Receipt and review of email from B. Ramirez re motion and extension for response (.1); Review and analysis of PERC Order re extending time for response to Petition (.1); Receipt and review of email from D. Heekin re Union Campaign communication issues and materials (.1); Email to B. Wills re response time extended (.1); Receipt and review of email from A. Moran re discovery items (.4); Telephone conference with R. Tolson re DOE complaint (.3); Email to J. Murdaugh re DOE Complaint (.1); Review and analysis of proposed Unionization Communication Plans (1.2); Email to A. Moran re items to discuss (.2); Email to S. Rowland re Auto-Dialers and FCC guideline (.3); Emails (4) to/from B. Ingerman re Auto-Dialers (.4); Receipt and review of email from S. Rowland re Auto-Dialers (.1);

05/26/2016	MK	<p>Telephone conference with Frank and later his supervisor, Nick Wells at Rave Mobile Safety to see whether Rave has the ability to dial numbers randomly (.9); Review and analysis of case law under the Clery Act to see if TCC is required to allow students the ability to opt out of its alert system, even for emergency alerts (1.3); Begin review and analysis of all Florida colleges to see whether they provide alerts to students for emergency and non-emergency situations, whether they require opt out for these alerts, and whether a consent form is required for non-emergency alerts and drafted a memo outlining this</p>	4.30 hrs.
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information (2.1);

05/27/2016	JCK	<p>Telephone conference with R. Tolson re DOE Complaint (.2); Receipt and review of email from B. Ingerman re RAVE System (.1); Email to B. Ingerman re RAVE System (.1); Receipt and review of email from R. Tolson re DOE Complaint (.1); Receipt and review of email from B. Jones re Siemens Project (.1); Email to B. Jones re Siemens Project (.1); Receipt and review of email from A. Moran re employee information (.1); Email to A. Moran re employee information (.1); Receipt and review of email from A. Moran re distribution of Union information to staff (.2); Receipt and review of email from D. Heekin re Union information (.1); Receipt and review of email from B. Jones re Energy Performance contract (.1); Receipt and review of email from A. Moran re distribution of Union information to staff (.1); Receipt and review of email from D. Heekin re distribution of Union information to staff (.1); Receipt and review of email from A. Moran re distribution of Union information to staff (.1); Emails (3) from/to B. Jones re Energy Performance Contract (.3); Telephone call to G. Smith re Energy Performance contract (.3); Email to B. Jones re Energy Performance contract (.1); Telephone conference with B. Jones re Energy Performance contract (.2); Email to G. Smith re Energy Performance contract (.2); Review and analysis of Siemens Energy Project Cash Flow (.2); Review and analysis of RFP for Energy Project (.6); Review and analysis of Bank of America Proposal for Energy Project (.8); Email to B. Ingerman re RAVE notification system (.1);</p>	4.40 hrs.
05/27/2016	MK	<p>Begin researching case law discussing subsidized housing tuition waiver (.9); Review and analysis of additional case law under FCC's Telephone Consumer Protection Act to see if the RAVE system at TCC is an</p>	3.40 hrs.

autodialer if it has the capacity to autodial or if TCC must use it in this way for it to be an autodialer (.8); Review and analysis of additional case law under FCC's Telephone Consumer Protection Act to see who has the burden of proof if any questions arise regarding prior consent was given by a student to have their number disclosed (.7); Review and analysis of additional case law under FCC's Telephone Consumer Protection Act discussing whether express consent can be given by a student by simply putting their number on an application to the school or if an express waiver is needed (.8); Draft questions to be sent to other college attorneys in the State of Florida to see how they handle the FCC's recent Declaratory Ruling concerning requests for clarification of their TCPA (.2);

05/31/2016	JCK	<p>Receipt and review of email from B. Wills re OIG Complaint (.1); Receipt and review of email from A. Mathews re Salary Schedule (.1); Review and analysis of proposed Salary Schedule (.4); Receipt and review of email from R. Tolson re Clery Committee policy revision (.1); Review and analysis of Clery Committee Policy Revision (.2); Email to R. Tolson re Policy 03-01 proposal (.1); Attend conference call with B. Jones, G. Smith and Bank of America re Siemens Energy Performance Contract (.7); Receipt and review of email from A. Moran re unionization documents (.1); Review and analysis of proposed unionization presentation materials (.8); Receipt and review of email from A. Moran re more unionization presentation materials (.1); Review and analysis of proposed unionization materials (.4); Receipt and review of email from A. Moran re unionization materials (.1); Receipt and review of several emails from D. Heekin re unionization materials (.1); Receipt and review of email from B. Jones re Wimbledon heart</p>	3.40 hrs.
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tests (.1);

05/31/2016	MK	Finish review and analysis of all Florida colleges to see whether they provide alerts to students for emergency and non-emergency situations, whether they require opt out for these alerts, and whether a consent form is required for non-emergency alerts and drafted a memo outlining this information (2.0); Review and analysis of case law and other Florida college policies discussing whether under federal law an employee can require a discrimination or harassment complainant to only have 10 days to provide additional information in their initial complaint if it does not contain sufficient information for a thorough review (.7); Review and analysis of case law and other Florida college policies regarding whether a college can require a discrimination or harassment complainant to file complaint within 365 days or if this is burdensome and prejudicial (.8); Review and analysis of case law and other Florida college policies regarding whether a college can allow a discrimination or harassment complainant to withdraw their complaint and if they do withdraw their complaint, can college continue with its investigation (.6); Review and analysis of case law and other Florida college policies discussing whether college may accept anonymous discrimination or harassment complaints and what information the anonymous complaints are required to have (.7); Review and analysis of case law and other Florida college policies to see whether TCC may initiated a policy whereupon an individual filing a complaint of discrimination or harassment with an outside agency, the complaint may be referred to outside counsel for review (.6);	5.40 hrs.
06/01/2016	JCK	Attend WEI conference on Oyster Aquaculture contract with B. Wills, B. Ballard, C. Dwyer and B. Jones (3.3); Receipt and review of	9.90 hrs.

email from D. Heekin re unionization issues (.1); Receipt and review of email from A. Moran re unionization issues (.1); Email to A. Moran re unionization issues (.1); Receipt and review of email from D. Heekin re unionization issues (.1); Receipt and review of email from D. Heekin re TCC Organizational Chart (.1); Email to B. Wills re TCC Organizational Chart (.1); Telephone conference with R. Tolson re OIG Complaint (.2); Telephone conference with R. Tolson re Clery Committee Procedure change (.2); Receipt and review of email from R. Tolson re Clery Committee Procedure change (.1); Receipt and review of email from B. Koster re Energy Financing Distribution list (.1); Receipt and review of email from A. Moran with email string re public records request (.2); Review and analysis of public records request with FERPA release (.3); Email to A. Moran re FERPA record request (.1); Review and analysis of emails from B. Wills re Organizational Chart for TCC (.1); Receipt and review of email from B. Wills re re draft Energy Contract (.1); Review and analysis of Performance Contracting Agreement between TCC and Siemens (1.4); Review and analysis of Performance Contracting Agreement between TCC and Siemens Exhibit A (.4), Exhibit B (.5), Exhibit C (.6), Exhibit D-1 (.4), Exhibit D-2 (.4), Exhibit E (.2); Telephone conference with A. Moran re Union issue (.3); Receipt and review of email from A. Mathews re TCC Organizational Chart (.1); Review and analysis of TCC Organizational Chart (.2); Email to D. Heekin re Organizational Chart (.1);

06/02/2016

JCK

Email to B. Wills re Siemens Energy Performance Contract (.1); Receipt and review of email from J. Murdaugh to faculty re attempt to unionize faculty (.2); Receipt and review of email from A. Moran re President's

3.70 hrs.

email about unionization (.1); Email to B. Wills re Siemens Contract revisions (.1); Receipt and review of email from B. Wills re Siemens Contract revisions (.1); Receipt and review of email from C. Dwyer re Drone instructor (.2); Email to C. Dwyer re Drone instructor (.1); Receipt and review of email from B. Jones re Drone instructor (.1); Receipt and review of email from A. Moran re public records request (.1); Review and analysis of public record request for Financial Aid (.3); Review and analysis of Record Maintenance Request (.4); Email to A. Moran re public record request (.3); Receipt and review of email from H. Mitchell re Gift Agreement (.1); Review and analysis of proposed Gift Agreement (.8); Revise proposed Gift Agreement (.7);

06/02/2016	MK	Review and analysis of general records schedule and Florida case law discussing requirements for college to retain materials relating to advertising materials in response to Kevin Mason's request (1.1); Review and analysis of general records schedule and Florida case law discussing requirements for college to retain materials relating to placement reports, financial records and similar documents in response to Kevin Mason's request (.9); Review and analysis of renewed agreement with SHS for their donation to make sure it complies with Florida law (.7); Review recent case law discussing "gift instrument" to make sure SHS's gift to college would not be considered something other than a gift to make sure agreement with SHS is valid (1.1);	3.80 hrs.
06/03/2016	JCK	Email to H. Mitchell re revised Gift Agreement (.2); Receipt and review of email from C. Dwyer re Drone instructor (.2); Receipt and review of email from A. Moran re union issue (.1); Receipt and review of email from J. Crosland re union issue (.1); Receipt	3.70 hrs.

and review of email from A. Moran re union issue and faculty email (.1); Receipt and review of email from A. Moran re public record request (.2); Email to A. Moran re union issue (.1); Telephone conference with A. Moran re union issue (.3); Receipt and review of emails from A. Moran re union issue (.4); Receipt and review of email from D. Heekin re response to Union petition (.2); Review and analysis of Response to Union Petition (.4); Email to D. Heekin re Response to Union Petition (.1); Receipt and review of email from H. Mitchell re Gift Agreement (.1); Attend conference call on Siemens Energy Contract Financing (.7); Receipt and review of email from A. Moran re management response to Union communication (.1); Review and analysis of proposed Response of Management to Union communication (.4);

06/03/2016	MK	Multiple telephone conferences with IT Departments of College of Central Florida (.4), Florida Gateway College (.3), Florida Southwestern State College (.3), Gulf Coast State College (.4), Indian River State College (.3), Palm Beach State College (.2), Santa Fe College (.3), Northwest Florida State College (.3), Hillsborough Community College (.3) and State College of Florida (.4) re consent requirements of students for emergency and non-emergency alerts;	3.20 hrs.
06/06/2016	JCK	Receipt and review of email from A. Moran re President's proposed response to faculty (.1); Review and analysis of President's proposed response to faculty re unionization (.2); Receipt and review of email from A. Gaughf re faculty Union response (.2); Receipt and review of email from A. Moran re Task Force meetings (.1); Receipt and review of email from A. Moran re Legal Services Agreement (.1); Receipt and review of email from A. Maxwell re President's response to faculty email (.1); Review and analysis of revised	9.80 hrs.

President's response to faculty (.2); Receipt and review of email from B. Wills re Flagler book sales agreement (.1); Receipt and review of email from G. Higgenbotham re housing letter (.1); Receipt and review of email from A. Mathews re Florida Information Protection Act of 2014 with attachments (.4); Receipt and review of email from D. Heekin re Representation Certification Petition (.1); Receipt and review of email from C. Grause re faculty email (.1); Receipt and review of email from D. Heekin re faculty email (.1); Receipt and review of email from A. Maxwell re WFSU TCC story (.2); Receipt and review of email from D. Heekin re TCC faculty locations (.1); Receipt and review of email from M. Robeck re SOW Consulting Agreement for Workday (.1); Review and analysis of redline SOW Consulting Agreement for Workday (.4); Review and analysis of SOW Consulting Agreement for Workday (1.0); Email to M. Robeck re SOW Consulting Agreement (.1); Review Florida Information Protection Act (.4); Email to A. Mathews re Florida Information Protection Act (.3); Receipt and review of multiple emails from A. Moran re Union information (.7); Receipt and review of email from A. Moran re faculty issue (.2); Email to A. Moran re faculty issue (.1); Receipt and review of email from A. Maxwell re communication contacts (.1); Receipt and review of email from A. Maxwell re Campus locations with Faculty, Librarians, and Counselors (.1); Receipt and review of email from L. Wang re conference (.1); Receipt and review of email from A. Moran re conference calls (.2); Review and analysis of memo re Autodialers and FCC Guidelines (1.2); Review and analysis of chart of Florida Colleges notification systems (.4); Email to S. Rowland and B. Ingerman re Autodialers and TCC notification system (.4); Receipt and review of emails from S. Rowland re tuition fee waiver

for GED (.2); Receipt and review of email from C. Dwyer re Release of Liability for Green Guide Program (.1); Review and analysis of proposed release (.3); Revise proposed release (.6); Email to C. Dwyer re Green Guide Liability Release (.1); Email from S. Rowland re tuition fee waiver for adult education (.1); Receipt and review of email from B. Wills re indemnity language (.2); Receipt and review of email from B. Wills re Flagler book agreement (.1); Email to B. Wills re Flagler book agreement (.1);

06/06/2016	MK	<p>Review recent case law discussing process for notifying students when private information that is exempt from Florida Public Records Act is obtained but this information is not protected under the Florida Information Protection Act (1.4); Review recent case law discussing whether a college must notify a student when additional information besides protected information under the Florida Information Protection Act is disclosed (.7); Review case law and college policies discussing whether fee exemptions apply to those taking classes for a GED prep course (1.1); Telephone conference with Diane Vaccari, program manager of Florida GED Program at FDLE to determine whether fee exemptions apply to those taking classes for a GED prep course (.3);</p>	3.50 hrs.
06/07/2016	JCK	<p>Conference call with A. Moran, J. Crosland and D. Heekin (1.1); Receipt and review of email from A. Mathews re insurance policy limits (.1); Receipt and review of email from B. Wills re Flagler book sales (.1); Receipt and review of email from S. Rowland re homeless waiver (.1); Receipt and review of email from S. Rowland re DCF waiver (.1); Receipt and review of email from R. Frazier re homeless waiver (.1); Receipt and review of email from S. Rowland re DCF waiver (.1); Receipt and review of email from Ki. Moore re homeless</p>	7.70 hrs.

waiver (.1); Receipt and review of email from A. Moran re Union issue with attached emails (.2); Receipt and review of email from D. Heekin re Union issue (.1); Telephone conference with B. Wills re Siemens contract (.2); Receipt and review of email from B. Wills re proposed Board resolution (.1); Receipt and review of email from D. Heekin re Union issue (.1); Receipt and review of multiple emails from A. Moran re Union issue (.5); Receipt and review of email from A. Moran re Collective Bargaining Contracts for other colleges (.1); Review and analysis of Collective Bargaining Contracts for other colleges (.8); Receipt and review of email from B. Wills re Board Resolution (.1); Receipt and review of emails from B. Wills re Performance Contract (.2); Telephone conference with R. Tolson re potential Title IX issue (.2); Receipt and review of email from A. Maxwell re states survey of Union issues (.3); Receipt and review of email from A. moran re college faculty, librarians, and counselors list (.1); Review and analysis of list of TCC faculty, librarians, and counselors (.2); Receipt and review of email from J. Breth re proposed Resolution (.1); Receipt and review of email from B. Wills re proposed Resolution (.1); Review and analysis of proposed Resolution (.7); Email to B. Wills re proposed Resolution (.1); Telephone conference with B. Wills re proposed Resolution (.1); Receipt and review of email from D. Heekin re Union issue (.1); Receipt and review of email from A. Maxwell re Union issue (.1); Receipt and review of email from D. Heekin re pay increase information (.1); Receipt and review of email from A. Moran re pay increase information (.1); Receipt and review of email from A. Moran re Union issue (.4); Receipt and review of email from J. Chaires-Lacey re wage overpayment letter (.1); Receipt and review of email from D. Heekin with proposed Union

communications (.1); Review and analysis of proposed Union communications (.3); Receipt and review of email from A. Maxwell re Union communications (.1); Receipt and review of email from Ki. Moore re tuition fee waiver (.1); Receipt and review of email from A. Moran re Union strategy meeting (.1);

06/07/2016

MK

After receiving S. Rowland's clarification of homeless waiver, I reviewed and analyzed case law discussing whether the homeless waiver applies to adult education courses, which includes GED prep (.9); After receiving S. Rowland's clarification of DCF waiver, I reviewed and analyzed case law discussing whether DCF fee exemptions apply to adult education courses, including GED prep (.8); Telephone conference with with Z. Rogers, senior educational program director for adult education at FDLE to determine whether fee exemptions apply to those taking classes for a GED prep course (.6); Review and analysis of proposed resolution for Board of Trustees Financing for Proposal 2016-02 in preparation for determining whether TCC board of directors enter into an agreement during a board meeting to negotiate financial loan documents after a board meeting (.4); Review and analysis of case law discussing whether TCC board of directors can enter into an agreement during a board meeting to negotiate financial loan documents after a board meeting (1.6); Telephone conference with D. Jordan, Assistant General Counsel at FL DOE Business Operations to discuss whether TCC board of directors can enter into an agreement during a board meeting to negotiate financial loan documents after a board meeting (.5); Review and analysis of case law re: when can a college collect wage overpayments without an active employee's permission (.4); Review and analysis of case law re: what information must be contained in notification an employer

7.00 hrs.

must provide to a student when an overpayment occurs (1.3); Review and analysis of case law discussing whether we must act within 2 years in attempts to collect wage overpayments from active employees (.5);

06/08/2016	JCK	<p>Receipt and review of email from B. Wills re Notice requirements for energy contracts (.1); Telephone conference with S. Rowland re DCF tuition waiver (.1); Receipt and review of email from S. Rowland re DCF tuition waiver (.1); Email to S. Rowland re DCF tuition waiver (.1); Receipt and review of email from R. Tolson re Non-Citizen Volunteers (.1); Review law re Non-Citizen Volunteers (.7); Email to R. Tolson re Non-Citizen Volunteers (.2); Receipt and review of email from R. Tolson re Non-Citizen Volunteers (.1); Receipt and review of email from L. Wang re Union issue (.1); Email to L. Wang re Union issue (.1); Receipt and review of multiple emails from A. Moran re data on faculty class sizes (.6); Receipt and review of email from A. Maxwell re draft correspondence (.1); Receipt and review of email from J. Crosland re draft correspondence (.2); Email to A. Maxwell re draft correspondence (.1); Receipt and review of email from B. Wills re Siemens Performance Contract financing (.1); Receipt and review of email from R. Tolson re definition of volunteer (.2); Email to R. Tolson re definition of volunteer and intern (.2); Continued review of proposed Board Resolution (.6); Review and analysis of memorandum re recovery of salary overpayment requirements (.4); Email to J. Chaires-Lacey re recovery of salary overpayment letter (.3); Receipt and review of email from R. Tolson re interns (.1); Email to R. Tolson re interns (.1); Receipt and review of email from A. Maxwell re draft communication (.1); Review and analysis of</p>	8.00 hrs.
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updated College Communication re Union issue (.2); Attend conference call re Energy Performance Contract (.8); Review Notice requirements required by Florida Statute 1013.23 for compliance by TCC (1.1); Email to B. Wills re Notice requirements for Energy Contract (.3); Email to A. Maxwell re proposed correspondence (.1); Receipt and review of email from C. Dwyer re Florida DEO grant for WEI (.1); Receipt and review of email from A. Mathews re employee discipline (.1); Review and analysis of proposed employee discipline letter (.2); Review Policy 06-07 (.1); Email to A. Mathews re employee discipline (.1);

06/08/2016	MK	Review college policies throughout the state to see whether other schools provided an exemption for students who were at one point in the custody of DCF for a GED program (1.5); Review and analysis of Florida DOE regulations to see whether fee exemption for GED courses apply to students who were in DCF care (.7); Review and analysis of case law re: whether adult education programs must require tuition, which would place them under the definition of fee exemptions for GED courses taken by students who were in DCF care (.8); Review and analysis of case law and college policies discussing what the proper definition of a volunteer is to place in TCC's volunteer procedure (.7); Review and analysis of case law and college policies re: what type of forms/information non-citizens must fill out before they can volunteer at TCC (1.4);	5.10 hrs.
06/09/2016	JCK	Attend conference call re Union issue (.8); Receipt and review of email from A. Moran re President Faculty Meetings (.1); Receipt and review of email from A. Mathews re employee discipline (.2); Review and analysis of proposed termination letter (.1); Review and analysis of TCC policies (.3); Telephone conference with A. Mathews re employee	6.00 hrs.

discipline (.1); Receipt and review of email from R. Tolson re student issue (.2); Review and analysis of Police Report for student and supporting documentation (1.0); Receipt and review of email from R. Tolson re student issue (.1); Review and analysis of additional TCC staff reports (.4); Telephone conference with R. Tolson re student issue (.3); Receipt and review of email from C. Grause re letter revisions (.1); Review and analysis of revised letter (.2); Receipt and review of email from D. Heekin re revised letter (.1); Review and analysis of revised letter (.2); Receipt and review of email from B. Wills re Joint Cooperation Agreement (.1); Review and analysis of Joint Cooperation Agreement (.6); Email to B. Wills, B. Ballard, and C. Dwyer re Joint Cooperation Agreement (.4); Email to C. Dwyer re Drone course (.1); Receipt and review of email from C. Dwyer re Drone course (.1); Receipt and review of email from D. Heekin re Union pleadings (.1); Review and analysis of Notice of Agreement with Bargaining Unit (.1); Receipt and review of email from A. Moran re Union pleadings (.1); Review and analysis of emails re Union campaign emails (.4);

06/09/2016	MK	Review and analysis of Florida law and TCC policy re extent of legal authorization a President of a college and his/her designee have to sign a contract without requiring board approval;	1.10 hrs.
06/10/2016	JCK	Receipt and review of email from C. Grause re Faculty Union emails (.1); Review and analysis of Faculty Union emails (.9); Receipt and review of email from C. Dwyer re Green Guide Waiver (.1); Receipt and review of email from A. Mathews re life insurance (.1); Receipt and review of email from D. Heekin re Union issue correspondence (.1); Review and analysis of proposed email response to faculty members (.2); Receipt and review of email	2.00 hrs.

from D. Heekin re Union information from Trustees (.1); Receipt and review of email from C. Grause re revised Administration Response to Faculty (.1); Review and analysis of revised Administration Response to Faculty (.1); Receipt and review of email from D. Heekin re revised response to faculty (.1); Receipt and review of email from C. Grause re revised response to faculty (.1);

06/13/2016	JCK	<p>Conference call re Union issues (.8); Telephone conference with A. Mathews re employee discipline (.1); Receipt and review of email from A. Mathews re data breach (.1); Receipt and review of emails from B. Wills re Siemens Energy Contract (.4); Telephone conference with B. Wills re Siemens Energy Contract (.2); Email to B. Wills re Siemens Energy Contract (.1); Receipt and review of email from G. Culm re Siemens Energy Contract (.1); Receipt and review of emails (2) from B. Wills re Siemens Energy Contract (.2); Receipt and review of email from A. Mathews re employee discipline (.1); Review and analysis of proposed letter of suspension (.3); Review and analysis of new public records exemptions under Florida Statute 282.318 (.7); Email to A. Moran re public records exemptions under Florida Statute 282.318 (.1); Receipt and review of email from A. Mathews re employee discipline (.1); Email to A. Mathews re employee discipline (.1); Receipt and review of email from A. Maxwell re public record request (.1); Review and analysis of proposed response (.2); Revise public record response (.2); Email to A. Maxwell re public record response (.1);</p>	4.00 hrs.
06/14/2016	JCK	<p>Receipt and review of email from A. Maxwell re editorial meeting (.1); Review and analysis of editorial board document (.5); Receipt and review of email from D. Heekin re editorial meeting (.1); Attend Union issues conference call (.9); Receipt and review of email from D.</p>	6.00 hrs.

Heekin re statistics (.1); Receipt and review of email from R. Tolson re volunteers (.1); Email to R. Tolson re volunteers (.1); Receipt and review of email from Ki. Moore re Rental Agreement (.1); Review and analysis of proposed revision to Agreement (.4); Review and analysis of Florida Statute 768.28 (.2); Email to Ki. Moore re Rental Agreement (.1); Receipt and review of multiple emails from D. Heekin re Union statistics (1.0); Receipt and review of email from A. Maxwell re Union statistics (.1); Receipt and review of email from D. Heekin re Union statistics (.1); Receipt and review of email from Ki. Moore re Rental Agreement (.1); Telephone conference with R. Tolson re OSHA issue (.3); Telephone call to S. Rowland re tuition fee exemption (.3); Review potential board counsel for legal opinion (.8); Email to B. Wills re potential board counsel (.2); Receipt and review of email from B. Wills re energy contract (.1); Receipt and review of email from B. Wills re board counsel (.1); Receipt and review of email from B. Kosler re energy contract (.1); Receipt and review of email from S. Rowland re homeless fee waiver (.1);

06/14/2016	MK	Review and analysis of Florida Department of Education website to see if they had anything in writing indicating a DCF fee exemption applies to adult education (.7); Review and analysis of state and federal case law to see if a visa is sufficient for documentations for non-citizen volunteers (1.0);	1.70 hrs.
06/15/2016	JCK	Preparation of legal opinion re DCF fee exemption Florida Statute 1009.25(1)(c) and (d) (1.4); Receipt and review of email from A. Mathews re President's pay (.1); Telephone call to A. Mathews re President's pay (.3); Receipt and review of email from S. Rowland re DCF fee exemption (.1); Receipt and review of email with supporting information concerning OSHA requests and Hepatitis B	5.10 hrs.

(.4); Telephone conference with A. Mathews re President's salary (.2); Telephone conference with A. Mathews re employee EEOC claim (.1); Review and analysis of memo re OSHA requirements to Hepatitis B exposure (1.1); Preparation of legal opinion to R. Tolson re OSHA requirements for Hepatitis B exposure (1.2); Receipt and review of email from R. Tolson re OSHA requests with additional information from M. Younger (.1); Receipt and review of email from Ki. Moore re DCF fee exemption (.1);

06/15/2016	MK	<p>Review and analysis of case law discussing what the limit on pay from state funds and/or private funds are for a college President's salary and benefits and whether these restrictions apply to benefits in addition to salary (1.0); Review and analysis of case law and OSHA policies discussing what type of employees are required to receive Hepatitis B vaccines (.7); Review and analysis of case law and OSHA policies re: for employees required to receive Hepatitis B vaccines, what type of plan must be implemented and what additional records must be maintained by TCC (1.2); Review and analysis of case law and OSHA policies re: how long must TCC keep records for employees receiving a vaccine (.6); Review and analysis of case law and OSHA policies discussing procedures for employees who decline vaccines but are required to take them (.7); Review and analysis of case law and OSHA policies discussing what type of training must be provided by TCC to all workers exposed to Hepatitis B (.8); Review and analysis of case law and OSHA policies re: whether TCC or the employee must pay for a vaccine (.4); Review and analysis of case law and OSHA policies discussing whether a college is exempt from requiring Hepatitis vaccines (.7); Review and analysis of case law and OSHA policies to see if the Hepatitis</p>	7.20 hrs.
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vaccines are required to be given to students under OSHA and Florida law and if so, what are the requirements (1.1);

06/16/2016	JCK	<p>Conference call re Union issues (1.0); Receipt and review of email from A. Maxwell re public records request (.1); Preparation of public records law explanation (.8); Receipt and review of email from A. Maxwell re Senate Faculty Resolution (.1); Review and analysis of Senate Faculty Resolution (.2); Receipt and review of email from A. Maxwell re draft statement (.1); Review and analysis of draft statement (.3); Receipt and review of email from A. Maxwell re Compensation Committee Report (.1); Review and analysis of Compensation Committee Report (.3); Email to A. Maxwell re public records law explanation (.1); Receipt and review of email from A. Maxwell re courtesy public records notice (.1); Email to A. Maxwell re courtesy public record request notice (.1); Receipt and review of email from C. Dwyer re Drone Agreement (.1); Review and analysis of proposed Drone Agreement (.4); Revise Drone Agreement (1.3); Email to C. Dwyer re Drone Agreement (.1); Attend second conference call re Union issues (.7); Email to R. Tolson re OIG complaint (.2);</p>	7.10 hrs.
06/17/2016	JCK	<p>Revise Drone Class Service Contract (.8); Email to C. Dwyer re Drone Class Service Contract (.1); Receipt and review of email from D. Heekin re Union issues (.1); Receipt and review of email from A. Maxwell re Union issues (.1); Receipt and review of email from D. Heekin re Union issues (.1); Receipt and review of email from L. Kling re Amended Board Agreement (.1); Review and analysis of Amended Board Agenda with new Lab Fees Requirement (.1); Receipt and review of email from R. Tolson re OIG Complaint (.1); Receipt and review of email from M. Presley re OIG Complaint File (.2);</p>	5.40 hrs.

Email to J. Murdaugh re OIG Complaint File and legal basis for closure (.8); Receipt and review of email from J. Murdaugh re OIG Complaint (.1); Receipt and review of email from C. Dwyer re Drone contract (.1); Receipt and review of email from R. Tolson re Title IX Complaint (.1); Review and analysis of documents related to Title IX Complaint (.4); Email to R. Tolson re Title IX Complaint (.1); Review and analysis of Dear Colleague letter on gender equality in career and technical programs (.3); Email to R. Tolson re gender equality in career and technical programs (.1); Review and analysis of DBOT Agenda for 6.20.16 (1.3); Receipt and review of email from D. Heekin re PERC Order (.1); Review and analysis of PERC Order on Bargaining Unit (.2); Receipt and review of email from B. Jones re Drone contract (.1);

06/20/2016

JCK

Attend conference call re Union issue (.8); Receipt and review of email from B. Wills re energy contract (.1); Receipt and review of email from B. Jones re energy contract (.1); Receipt and review of multiple emails from A. Maxwell re news article on TCC (.7); Receipt and review of email from A. Maxwell re public records request (.1); Receipt and review of emails (2) from A. Maxwell re May 16 Workshop (.7); Email to B. Wills re energy contract (.1); Review and analysis of Faculty Senate Compensation Report (.4); Receipt and review of email from B. Wills re energy contract (.1); Telephone conference with R. Tolson re Title IX issue (.2); Receipt and review of email from M. Robeck re State Reporting Contract (.1); Review and analysis of State Reporting Contract (.8); Telephone conference with R. Pople re contract questions (.2); Receipt and review of email from A. Maxwell re Union issues (.2); Receipt and review of email from D. Heekin re Union law (.1); Receipt and review of email from A.

8.30 hrs.

		Maxwell re Union law (.1); Attend Board Meeting (3.4); Receipt and review of email from A. Maxwell re Faculty email (.4);	
06/21/2016	JCK	Attend Union Conference Call (.8); Receipt and review of email from A. Maxwell re DBOT News (.1); Review and analysis of DBOT news reports (.7); Receipt and review of email from D. Chandler re employee discipline (.1); Review and analysis of supporting documentation for employee discipline (.4); Email to D. Chandler re employee discipline (.1); Receipt and review of email from A. Maxwell re budget message (.1); Review and analysis of budget message (.1); Review of DOC inmate labor in work program contract (.4); Receipt and review of email from A. Maxwell re Union vote (.1); Review and analysis of new FAA Rules on Drones (1.3); Email to B. Ballard and C. Dwyer re new FAA Drone rules (.1); Telephone conference with E. Eunice re DOC contract (.4); Revise State Reporting Agreement (.8); Email to M. Roebuck re State Agreement (.8); Receipt and review of email from D. Heekin re Union vote (.1);	5.70 hrs.
06/21/2016	MK	Review and analysis of recent changes made to rules governing commercial use of small drones to see if any of these changes apply to TCC (1.1);	1.10 hrs.
06/22/2016	JCK	Receipt and review of email from A. Maxwell re Union response to J. Murdaugh (.4); Attend Union conference call (.7); Receipt and review of email from J. Crosland re resuming conference (.1); Telephone call from R. Tolson re new complaint (.1); Receipt and review of email from R. Tolson re new complaint (.4); Telephone conference with R. Pople re contract issue (.4);	2.10 hrs.
06/23/2016	JCK	Telephone conference with R. Tolson re Title IX Complaint (.4); Receipt and review of	4.90 hrs.

email from R. Robeck re State Reporting Contract (.1); Email to M. Robeck re State Reporting Contract (.1); Receipt and review of email from C. Dwyer re questions re new FAA rules for Drones (.2); Review and analysis of memo re new Drone rules for FAA (.5); Revise Drone Class Release and waiver of claims (.3); Email to C. Dwyer re new Drone rules for FAA and modified Drone Class Release and waiver of claims (.4); Receipt and review of email from M. Robeck re State Reporting Contract (.1); Review and analysis of revised State Reporting Contract (.4); Revise/edit State Reporting Contract (.7); Email to M. Robeck re State Reporting Contract (.2); Prepare Current Administrative Actions and Litigation Involving TCC (.9); Receipt and review of email from A. Maxwell re PERC filing (.1); Review and analysis of Notice of Waiver of Filing Exceptions to Recommended Order (.3); Email to A. Maxwell re Union issues (.1); Receipt and review of email from A. Maxwell re Union vote (.1); Receipt and review of email from D. Chandler re dismissed employee (.1);

06/23/2016	MK	Review and analysis of FAA policies and case law discussing what license/certifications a pilot and/or instructor of a class must have in responding to Colleen Dwyer's email (.6); Review and analysis of FAA policies and case law re: whether TCC requires more than one instructor if multiple drones are being used in preparation for responding to Colleen Dwyer's email (.7); Review and analysis of FAA policies and case law discussing whether TCC should add a waiver requiring a person to not operate a drone if he knows of conditions that would interfere with safe operation of small drone in preparation for responding to Colleen Dwyer's email (.6);	1.90 hrs.
06/24/2016	JCK	Receipt and review of email from R. Frazier re J. Young (.1); Review and analysis of J.	3.00 hrs.

Young request for TCC enrollment (.2);
 Review and analysis of J. Young request for
 TCC College Registrar (.2); Email to R.
 Frazier re J. Young claim (.2); Receipt and
 review of email from M. Robeck re State
 Reporting contract (.1); Receipt and review of
 email from D. Chandler re EEOC claim (.1);
 Receipt and review of email from B. Jones re
 Leon Work Service Contract (.1); Review and
 analysis of Leon Work Service Contract (.6);
 Review and analysis of Budget Differential
 Report (.3); Receipt and review of email from
 C. Dwyer re new FAA Drone rules (.1);
 Receipt and review of email from C. Dwyer re
 Drone class instructor (.2); Receipt and review
 of email from D. Heekin re PERC Order (.1);
 Review and analysis of Order Directing
 Election of Union (.1); Receipt and review of
 email from A. Moran re election of Union (.1);
 Receipt and review of emails (2) from J.
 Crosland re election order (.2); Receipt and
 review of email from B. Jones re Leon Works
 Contract (.1); Email to B. Jones re Leon Work
 contract (.2);

06/27/2016	JCK	<p>Receipt and review of email from A Mathews with supporting documentation for employee demotion (.6); Email to A Mathews re employee demotion (.1); Receipt and review of email from A Mathews re life insurance policy (.1); Receipt and review of email from A Mathews re employee dismissal (.1); Review and analysis of employee dismissal supporting documents (.8); Email to A Mathews re employee dismissal (.1); Receipt and review of email B Ingerman re cyber email alert (.1); Review and analysis of cyber email alert (.1); Email to B Ingerman re cyber email alert (.1); Receipt and review of emails (2) from R Tolson re Ttitle IX complaint (.2); Email to R Tolson re Title IX complaint (.1);</p>	2.40 hrs.
06/28/2016	JCK	<p>Receipt and review of email from Ki. Moore re DOE and Homeless Waiver of Tuition (.1);</p>	1.70 hrs.

Telephone conference with R Tolson re Title IX issue (.3); Receipt and review of email from D Chandler re Employee Dismissal and Employee Statement of Intent (.1); Review Employee disciplinary file (.4); Email to D Chandler (.1); Telephone conference with D Chandler re employee dismissal (.2); Receipt and review of email from H Wright re employees on call earnings and supporting documentation (.4); Email to H Wright re employees on call (.1);

06/28/2016 MK Review and analysis of case law re statute of limitations for claims brought under FSLA and whether the Florida Minimum Wage Act lengthens this time (.8); Review and analysis of case law re whether an employee under FLSA and Florida Minimum Wage Act includes someone who is "on-call" (.9); Review and analysis of case law re J Willis would have a valid basis to bring a breach of contract claim against TCC for violation Policy 06-13 and how far back TCC would be required to pay J Willis (.9); 2.60 hrs.

06/29/2016 JCK Telephone call from B Wills re legal name and contracting authority with TCC (.1); Telephone conference with B Wills re TCC contracting authority (.1); Receipt and review of email from H Wright re retroactive on call pay (.1); Email to H Wright re retroactive on call pay (.2); Receipt and review of email from K Moore re New Horizon's partnership (.1); Review and analysis of of New Horizon's Partnership proposal (.2); Email to K Moore re New Horizon's proposal (.2); Receipt and review of email from R Frazier re J Young complaint (.1); Review J Young complaint (.1); Email to R Frazier re J Young complaint (.1); Receipt and review of email from H Wright re back pay issue (.1); Telephone conference with H Wright re back pay issue (.2); Review Fair Labor Standards Act (1.4); Preparation of legal opinion to H Wright re 4.00 hrs.

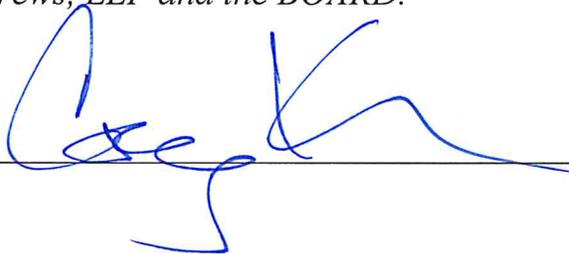
back pay issue (.8);

06/30/2016	JCK	Receipt and review of email from A Moran re union election (.1); Emails (3) to A Moran re union election (.3); Emails (2) to D Heekin re union election (.2); Email to J Crosland regarding union election (.1); Receipt and review of email from H Wright re back pay issue (.1); Telephone conference with A Moran re union ballot (.1); Receipt and review of email from D Heekin re conference call (.1); Receipt and review of email from A Moran re union ballot (.1); Receipt and review of email from D Heekin re election notice (.1); Telephone conference with B Jones re Leon Work Service Agreement (.3); Receipt and review of email from A Moran re union email (.1); Receipt, review and analysis of union email (.1);	1.70 hrs.	
06/30/2016	MK	Telephone conference with A Moran and union attorneys to discuss how format for notification letters will be and to discuss how to post notice of vote (1.1);	1.10 hrs.	
7/25/2016	JCK	Portion of Monthly Fee;		\$11,513.41
7/25/2016	MK	Portion of Monthly Fee;		\$4,709.63
7/25/2016	JS	Portion of Monthly Fee;		\$26.96
		Fees for this matter		

BILLING SUMMARY

Knox, J. Craig	Partner	128.10 hrs	\$11,513.41
Kelly, Michael	Attorney	52.40 hrs	\$4,709.63
Suplee, Judy	Paralegal	0.30 hrs	\$26.96
Fees		180.80 hrs	\$16,250.00
Disbursements			\$0.00
TOTAL CHARGES FOR THIS BILL			\$16,250.00

I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Andrews, LLP and the BOARD.


_____, *Firm Contract Administrator*