



August 15, 2016

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP: July 22, 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# 13857 JCK
Our file# T00007 02276
Billing through 07/22/2016

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

07/06/2016	JCK	Receipt and review of email from A Gaughf re contracts for review (.1); Review and revise Buccaneers limited partnership sponsorship agreement (1.4); Review and revise Buccaneers limited partnership stadium asset agreement (1.0); Email to A Gaughf re contracts reviewed (.1); Email to C Summers re TCC and Wakulla MOU (.1); Receipt and review of TCC/Wakulla County MOU (1.2);	3.90 hrs.
07/06/2016	JCK	Receipt and review of email from A Mathews re employee dismissal (.2); Receipt and review of documents supporting dismissal (.4); Receipt, review and analysis of dismissal letter (.2); Email to A Mathews re employee dismissal (.1); Receipt and review of email from A Mathews re employee dismissal (.1); Receipt and review of supporting documents for dismissal (.3); Receipt and review of Notice of Intent for dismissal (.2); Email to A Mathews re employee dismissal (.1); Receipt and review of emails (2) from A Moran re Union issue communication (.3); Receipt and review of emails (2) from D Heekin re Union issue communication (.2); Receipt and review of email from J Crosland re Union issue communication and revision (.1); Receipt and review of email from J Crosland re Union	4.60 hrs.

issue communication (.1); Receipt and review of email from A Moran re notice postings (.1); Receipt and review of emails (2) from A Mathews re employee dismissal (.3); Receipt and review of email from A Moran re Union Vote communication (.1); Receipt and review of proposed union vote communication (.2); Receipt and review of email from R Tolson re student suspension (.1); Receipt and review of student suspension file (.9); Telephone conference with R Tolson re student suspension (.1); Receipt and review of email from H Wright re back pay issue (.4); Email to H Wright re back pay issue (.1);

07/06/2016	MK	Review and analysis of employees job classification error (.3); Review and analysis of case law to re retroactive payment for job classification (.9); Review and analysis of contract agreement for services between TCC and Leon County Board of County Commissioners in preparation for drafting revised contract agreement (.5); Review and analysis of 13 pages of discussion items from Leon County Board of County Commissioners meetings to see what language to add to contract agreement (1.1);	2.80 hrs.
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07/07/2016	JCK	Receipt and review of emails (2) from R Tolson re student dismissal (.2); Email to R Tolson re student dismissal (.1); Receipt and review of email from A Gaughf re Bucaneers contract (.1); Continue review of TCC/Wakulla county emergency management MOU (1.4); Email to C Summers re TCC/Wakulla county emergency management MOU (.1); Receipt and review of email from A Moran re Union vote letter (.1); Receipt and review of proposed union vote letter (.1); Revise/edit Leon works service contract (1.3); Email to B Jones re Leon works service contract (.1); Emails (2) to A Moran re union vote questions (.6); Email to D Heekin re union vote questions (.1);	4.20 hrs.
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07/07/2016	MK	Draft revised contract agreement for Leon County Work Services Contract (3.5); Dratt revisions to revised contract agreement for Leon County Work Services contract once B Jones informed us that he would prefer payments be initiated as a result of Leon County invoicing and not upon a monthly schedule (.3);	3.80 hrs.
07/08/2016	JCK	Telephone conference with R Tolson re student suspension (.1); Receipt and review of emails (2) from B Jones re Leon Works contract (.2); Email to B Jones re Leon Works contract (.1); Email to R Tolson re student suspension (.1); Receipt and review of email from A Moran re Union communication (.1); Receipt and review of Union communication (.1); Receipt and review of email from C Dwyer re drone contract revisions (.1); Receipt and review of revised drone contract (.9); Receipt and review of email from B Jones re revised drone contract (.1); Email to C Dwyer re revised drone contract (.2);	2.00 hrs.
07/08/2016	MK	Review and analysis of contract for drone course to make sure it complies with federal and Florida law (.9);	0.90 hrs.
07/11/2016	JCK	Receipt and review of email from B Wills re drone instructor contract; (.1); Receipt and review of email from R Tolson re student suspension (.1); Email to R Tolson re student suspension (.1); Telephone conference with R Tolson re student suspension (.3); Receipt and review of email from B Jones re facility request form for conference and events (.1); Receipt and review of facility request form for conference and events (.4); Receipt and review of emails (4) to A Moran re video interview request (.4); Telephone conference with A Moran re video request (.3); Receipt and review of email from A Moran re union letter re vote (.1); Receipt and review of draft of	2.90 hrs.

union letter re vote (.1); Receipt and review of email from A Moran re video request (.1); Receipt and review of email from A Moran re revised union letter (.1); Receipt and review of email from A Moran re union election (.1); Receipt and review of email from B Wills re Buccaneer contract (.1); Review Buccaneer contracts (.4); Email to B Wills re revised contracts (.1);

07/11/2016	MK	Review and analysis of case law re maintenance of financial records (.8); Review and analysis of case law re what information is needed to get a consumer's permission to process chargers on credit card under federal and Florida law (1.3);	2.10 hrs.
07/12/2016	JCK	Receipt and review of emails (2) from A Moran re video interview (.2); Receipt and review of email from C Summers re MOU with Wakulla EMS (.1); Receipt and review of email from C Dwyer re drone class (.1); Receipt and review of memo re TCC event and acceptance (.4); Email to B Jones re facility contract (.4);	1.20 hrs.
07/13/2016	JCK	Receipt and review of email from B Ingerman re TCC text message system with attachments (.4); Receipt and review of email from A Maxwell re TCC text message system (.1); Receipt and review of email from S Rowland re TCC text message system (.1); Receipt and review of email from K Moore INIE program at Capital Center with attachments (.5); Telephone conference with K Moore re INIE and Capital Center programs (.4);	1.50 hrs.
07/13/2016	MK	Review TCC's Capital Center Terms of Use Agreement in preparation for drafting indemnity agreement between TCC and INIE (.5); Review and analysis of case law re whether level 2 criminal background screening issues may arise in drafting indemnity agreement between TCC and INIE (.9); Begin	3.80 hrs.

draft of indemnity agreement between TCC and INIE (2.4);

07/14/2016	JCK	Receipt and review of email from M Robeck re State Reporting contract (.2); Email to M Robeck re State Reporting contract (.1); Receipt and review of email to K Moore re INIE and Capital Center (.1); Receipt and review of email from B Jones re drones (.1); Receipt and review of FCSRMC drone advisory (.4); Receipt and review of email from C Dwyer re drone advisory (.1); Receipt and review of email from B Ingerman re conference on TCC test messaging (.1);	1.10 hrs.
07/15/2016	JCK	Receipt and review of State Reporting Build and Maintain contract (.9); Email to M Robeck re State Reporting Build and Maintain contract (.2); Receipt and review of email from M Robeck re State Reporting Build and Maintain contract (.1);	1.20 hrs.
07/18/2016	JCK	Telephone conference with A Moran re union issue (.2); Email to A Moran re union issue (.1); Receipt and review of email from A Mathews re insurance policy (.1); Email to A Mathews re insurance policy (.1); Receipt and review of emails (2) from S Rowland re deposition of college registrar (.3); Email to S Rowland re deposition of college registrar (.2); Telephone conference with B Wills, B Jones re coaching camps and K-12 use of TCC facilities (.7); Revise indemnity agreement for Capital Center (.8); Email to K Moore re indemnity agreement (.1);	2.60 hrs.
07/18/2016	MK	Finished drafting indemnity agreement between TCC and Oasis;	1.30 hrs.
07/19/2016	JCK	Receipt and review of email from K Moore re indemnification agreement (.1); Receipt and review of email from A Gaughf re Buccaneer Sponsorship agreements (.2); Receipt, review and analysis of modified sponsorship	2.10 hrs.

		agreement (.6); Receipt, review and analysis of Stadium Asset Agreement with Buccaneers (.7); Review 768.25, Fla.Stat. (.4); Preparation of email to A Gaughf re revised contracts (.1);		
07/19/2016	MK	Review and analysis of updated case law after recent Supreme Court case on indemnification by state agency (1.7);	1.70 hrs.	
07/20/2016	JCK	Receipt and review of email from K Moore re INIE amendment to Articles of Incorporation (.2); Receipt and review of INIE Articles of Incorporation (.8); Receipt and review of by-laws for INIE (.5); Receipt and review of recommendation for amendment to INIE Articles of Incorporation (.4); Email to K Moore re INIE Articles of Incorporation amendment (.4);	2.30 hrs.	
07/21/2016	JCK	Telephone conference with R Tolson re potential student lawsuit (.1); Receipt and review of email from A Gaughf re Buccaneer contracts (.1); Email to A Gaughf re Buccaneer contracts (.2); Receipt and review of email from B Wills re potential liability of school newspaper (.2); Receipt and review of email from B Wills re Career Source lease (.4); Review Centennial Bank lease (.4); Review Career Source sub-lease (.8); Prepare for text message meeting (1.3); Email to B Wills re Career Source lease (.1); Receipt and review of email from B Wills re Career Source lease (.1);	3.70 hrs.	0.00
07/21/2016	MK	Review and analysis of case law and FCC decisions to see if any new decisions have been decided discussing whether RAVE would be considered and "auto dialer" under the Telephone Consumer Protection Act in preparation for meeting with TCC (.8); Review and analysis of case law discussing how a newspaper can protect against defamation or false light claims (.9); Review and analysis of case law re how a newspaper can protect against publishing private or personal	6.90 hrs.	0.00

information (1.4); Review and analysis of case law discussing how a newspaper can protect against problematic statements made by subscribers online (.8); Review and analysis of case law re how a newspaper can protect against intellectual property/copyright violations (1.1); Review and analysis of case law discussing what disclosure requirements an editor of a paper must disclose if reviewing or writing about products and/or services (.9); Review and analysis of case law re the duty a newspaper has in correcting previous errors (1.0);

07/22/2016	JCK	Conference with B Ingerman, S Rowland, A Maxwell re text messages (2.0); Conference with B Wills, D Frost, C Dwyer, B Jones and D Herr re WEI (2.2); Receipt and review of email from R Frazier re Young request (.1); Receipt and review of letter from R Green to Young re transcript accuracy (.2); Email to R Frazier re Young inquiry (.1); Receipt and review of email from B Knight re Young request (.1); Receipt and review of email from B Ingerrman re robo calls with attachments (.9); Receipt and review of emails (2) from S Rowland re robo calls (.2); Email to S Rowland re robo calls (.8);	6.60 hrs.
07/25/2016	JCK	Portion of Monthly Fee;	\$10,259.10
07/25/2016	MK	Portion of Monthly Fee;	\$5,990.90
		Fees for this matter	\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	39.90 hrs	\$10,259.10
Kelly, Michael	Attorney	23.30 hrs	\$5,990.90
Fees		63.20 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*