



February 15, 2016

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP: December 31, 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 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

January 15, 2016

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

Invoice# 13521 JCK
Our file# T00007 02276
Billing through 12/31/2015

Tallahassee Community College (General)
P.O. Number: PO-003086

FOR PROFESSIONAL SERVICES RENDERED

12/04/2015	MK	Review and analysis of case law and the code of federal regulations re: whether having a "special relationship" with a university qualifies an entity to student emails, even if agreed upon (1.3); Review and analysis of case law and the code of federal regulations re: whether a book store releasing student aid information via email to students qualifies as an "other school official" or information released for a truly "educational purpose" that does not need consent from students to obtain their email addresses (1.6); Review and analysis of bookstore operating agreement (Follett) with TCC to see if they qualify as an entity that will be able to obtain student emails without their consent (.7);	3.60 hrs.
12/07/2015	JCK	Receipt and review of email from F. Moore-Davis re Career Coach Agreement (.1); Review and analysis of Career Coach Agreement (.7); Email to F. Moore- Davis re Career Coach Agreement (.1);	0.90 hrs.
12/09/2015	MK	Review and analysis of case law and FERPA re: whether emails from students to professors or professors to students are educational records that are exempt from disclosure under	2.50 hrs.

FERPA (1.3); Review and analysis of case law and federal statutes re: whether FERPA or Title 9 have priority over one another if a conflict arises among these two principles (1.2);

12/10/2015	JCK	<p>Receipt and review of email from R. Tolson re MOU with TCC and LCSO (.1); Review MOU with TCC and LCSO (.7); Email to R. Tolson re MOU with TCC and LCSO (.1); Receipt and review of email from R. Tolson re Title IX issue (.2); Review FERPA (1.6); Receipt and review of email from A. Moran and related email re Landmark Agreement (.2); Review and analysis of current Landmark Agreement (.8); Receipt and review of email from C. Dwyer re WEI Drone Ground Flight School Syllabus (.1); Review and analysis of Drone Ground Flight School Syllabus (.3); Preparation of draft of Release of Liability, Waiver of Claims, Assumption of Risk, and Indemnification Agreement for WEI Drone class (2.4);</p>	6.50 hrs.
12/11/2015	JCK	<p>Telephone conference with R. Tolson re Title IX issue (.3); Email to R. Frazier re public record request for instructor's OSHA Training Card (.1); Email to B. Wills, B. Jones and C. Dwyer re Liability Waiver for Drone contract (.2); Receipt and review of email from B. Wills re Follett Bookstore contract (.1); Review and analysis of Follett Bookstore contract (1.0); Preparation of amendments to Follett Bookstore contract (1.6); Review FERPA re Follett access to information covered by FERPA (.8); Email to B. Wills re amendment to Follett Bookstore agreement (.2); Receipt and review of email from W. Rabon re ELVIS Agreement (.1); Email to W. Rabon re ELVIS Agreement (.1); Review ELVIS and Trac Agreement (.4); Email to W. Rabon re ELVIS and Trac Agreement (.1); Receipt and review of email from R. Frazier re public record request (.1);</p>	5.10 hrs.

12/11/2015	MK	Review and analysis of case law and examples of agreements for colleges throughout the country re: language used in agreements for FERPA compliance (1.6);	1.60 hrs.
12/14/2015	JCK	Receipt and review of email from A. Mathews re Hudson and Schaum cases (.1); Receipt and review of email from B. Jones re GUSC student liability waiver (.1); Email to B. Jones GUSC student waiver (.2); Email to B. Jones re GUSC contract amendment (.1); Revise memorandum to President re litigation and administrative actions (.8);	1.30 hrs.
12/16/2015	JCK	Receipt and review of email from W. Rabon re MOU for FIRES ESD (.1); Review and analysis of FIRES ESD MOU (.8); Email to W. Rabon re FIRES ESD (.1); Receipt and review of email from C. Dwyer re GUSC contract amendment (.1); Receipt and review of email from C. Dwyer re student liability waiver (.1); Receipt and review of email from W. Rabon re FIRES ESD MOU (.1); Receipt and review of email from B. Jones re GUSC contract (.1); Preparation of email to B. Jones re GUSC contract (.2); Telephone call from J. Murdaugh re assistance with proposed correspondence (.1); Receipt and review of email from B. Jones re modification of GUSC contract (.1); Email to B. Jones re modification of GUSC contract (.2);	2.00 hrs.
12/17/2015	JCK	Receipt and review of email from B. Jones re GUSC contract (.1); Final review of new GUSC contract (.4); Email to B. Jones re GUSC contract (.1); Receipt and review of email from J. Murdaugh re draft letter (.1); Email to J. Murdaugh re draft letter (.1);	0.80 hrs.
12/17/2015	MK	Review and analysis of analyzed case law and TCC policies re: public meeting minutes (1.1);	1.10 hrs.
12/18/2015	JCK	Receipt and review of email from J. Murdaugh re letter to Board of Trustees (.1); Review and	1.90 hrs.

		analysis of letter to Board of Trustees (.2); Receipt and review of email from B. Wills re Barry University Agreement (.2); Review and analysis of Barry University lease agreement (.9); Email to B. Wills re lease agreement (.3); Email to B. Wills re Barry University lease agreement (.2);	
12/18/2015	MK	Review and analysis of case law and TCC policies re: whether or not TCC is under jurisdiction of fire department for purposes of inspection or whether their inspection is sufficient (1.5);	1.50 hrs.
12/21/2015	JCK	Receipt and review of email from R. Frazier re J. Young request (.1); Review and analysis of J. Young requests (.2); Review and analysis of proposed response to J. Young (.2); Review and analysis of OSHA Trainer Card (.1); Email to R. Frazier re agreement of response (.1); Receipt and review of email from B. Jones re fire safety inspection (.1); Receipt and review of email from R. Frazier re tuition fee waivers for homeless persons (.2); Review and analysis of 1009.25 Florida Statutes (.8); Email to B. Jones re fire safety (.8); Preparation of email to R. Frazier re tuition waiver for homeless persons (.3);	2.90 hrs.
12/21/2015	MK	Review and analysis of case law and statutes re: whether homeless people are exempt from paying tuition for non-credit college classes (1.3); Communicate with Department of Education about assessment that homeless people are not exempt from paying tuition for non-credit college classes (.4);	1.70 hrs.
12/22/2015	JCK	Receipt and review of email from D. Wildes re fire inspections (.1); Email to D. Wilde re fire inspections (.4); Telephone conference with J. Young re documents requested (.2);	0.70 hrs.
12/23/2015	JCK	Telephone conference with J. Young re document requests (.4);	0.40 hrs.

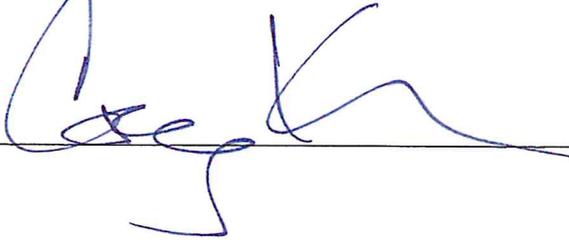
12/28/2015	JCK	Receipt, review and analysis of emails from D. Wildes re restated lease agreement with City of Tallahassee (.3); Review restated lease agreement with 245 lease agreement (1.2); Review 245 amended lease agreement (.7); Review Chapter 1013, Florida Statutes (.8); Email to D. Wildes re code administration (.2);	3.20 hrs.	
12/29/2015	JCK	Receipt and review of email from D. Wildes re restated lease and permitting (.1); Receipt and review of email from Ki. Moore re restated lease and permitting (.1); Receipt and review of email from C. Summers re fire inspections by TFD (.1); Receipt and review of email from D. Wilde re fire inspections by TFD (.2);	0.50 hrs.	
12/29/2015	MK	Review and analysis of case law and policies re: whether a municipalities fire inspections can only be done if a college invites them or if they don't need an invite (.3);	0.30 hrs.	
12/31/2015	JCK	Partial Monthly Fee;		11,050.00
12/31/2015	MK	Partial Monthly Fee;		5,200.00
		Fees for this matter		\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	26.20 hrs	\$11,050.00
Kelly, Michael	Attorney	12.30 hrs	\$5,200.00
Fees		38.50 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.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned above a solid horizontal line.

, Firm Contract Administrator