



August 16, 2010

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Barbara R. Sloan, President *BRS*  
**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP

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### Item Description:

Request for approval to pay the Board's attorney.

### Overview:

On a monthly basis, the Board's attorney submits an invoice for services provided.

### Salient Facts:

The College's attorney is hired by the Board under the authority of Section 1001.64(25), Florida Statutes, and for this reason invoices are brought for approval.

### Past Actions:

Attorney fees and expenses charged in fiscal year 2010-2011, through 7/31/2010 total \$5,391.35.

### Future Actions:

Monthly Invoices will be presented as they are submitted by the attorney.

### Funding/Financial Matters:

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$5,391.35.

### Staff Resource:

Teresa Smith

### Recommended Action:

Authorize payment of invoices as presented.

# ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

P.O. BOX 12800  
TALLAHASSEE, FL 32317  
TAX ID #59-3621660

August 2, 2010

Jerry Schilling  
Assistant Vice President for Administrative Services  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice# 9295 WRM  
Our file# T00007 02276  
Billing through 07/31/2010

Tallahassee Community College (General)

## FOR PROFESSIONAL SERVICES RENDERED

07/01/2010	WRM	E-mail to R. Tolson re: request for continued ADA accommodation (.1); Telephone conference with R. Buchanan re: Network Security case (.2); Review changes to Wastewater training M.O.U. (.3); E-mail to R. Frazier re: revised wastewater training M.O.U. (.1); Telephone conference with R. Tolson re: request for records, ADA complaint (.2); Telephone conference with R. Tolson re: employee mediation, employee discipline (.1); Review revised Banner Center Agreement (.2); E-mail to R. Frazier re: Banner Center Agreement (.1); Receipt and review of e-mail from B. Lesko re: series 5.0 policies (.1); Receipt and review of e-mail from G. Wells re: contract execution (.1); Receipt and review of e-mail from R. Tolson re: employee discipline (.1); Review disciplinary action memo (.1); E-mail to R. Tolson re: disciplinary action (.1); Receipt and review of e-mail from L. Hollingsworth re: Teleconference with Judge in M.U. whistleblower case (.1); Receipt and review of e-mails (2) from R. Frazier re: wastewater management training M.O.U. (.2); Receipt and review of e-mail from R. Frazier re: Banner Center Agreement (.1); Telephone conferences (2) with R. Tolson re: employee	5.90 hrs.	885.00
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disciplinary action, employee accommodation (.5); E-mail to R. Johnston, M. Turnbull re: Network security case (.1); Dictation and preparation of correspondence to S. Fisher re: Network security case (.1); Receipt and review of e-mail from R. Johnston re: Network security case (.1); Final review, execution of response O.C.R. complaint (.3); Receipt and review of e-mail from R. Tolson re: A.D.A. issue (.1); Telephone conference call with Judge J. Cooper re: second M.U. case (.4); Receipt and review of e-mails (2) from S. Rowland re: suspended student (.2); Telephone conference with T. Gray re: H.E. whistleblower case and M.U. second case (.2); E-mail to S. Rowland re: suspended student (.1); E-mail to T. Smith re: second M.U. case (.1); Review of documents re: request for continued A.D.A. accommodation (.4); Review and analysis of e-mail from R. Tolson re: subpoena records with subpoena and attachments (.2); E-mail to R. Tolson re: response to record subpoena (.1); Receipt and review of e-mail from R. Tolson re: resolution of EEOC claim (.1); E-mail to R. Tolson re: resolution of EEOC claim (.1); Telephone conference with D. Godsill re: new M.T. file (.1); Telephone conference with J. Schilling re: M.U. second case, new M.T. case (.2); E-mail to G. Wells re: contract execution (.1); Receipt and review of e-mail from G. Wells re: contract execution (.1); Telephone conference with R. Doster re: Presidential search (.1);

07/02/2010	WT	Prepare draft release in K.M. EEOC matter;	0.60 hrs.	30.00
07/02/2010	WRM	Receipt and review of e-mail from M. Turnbull re: security company suit (.1); E-mail to M. Turnbull re: security company suit (.1); E-mail to S. Jefferson re: student records (.1); Receipt and review of e-mail from G. Wells re: contract execution (.1); E-mail to T. Smith re: communication records (.1); Receipt and review of e-mail from M. Turner re: second	1.30 hrs.	195.00

M.U. case (.1); Receipt and review of e-mail from M. Turner re: H.E. whistleblower case with plaintiff's memorandum (.2); Receipt and review of e-mail from R. Tolson re: subpoena for student records (.1); E-mail to R. Tolson re: response to student record subpoena (.1); Receipt and review of e-mail from R. Tolson re: EEOC claim resolution (.1); E-mail to R. Tolson re: EEOC claim resolution (.1); Telephone conference with R. Johnston re: contact with security company law firm (.1);

07/05/2010	WRM	Receipt and review of e-mail from T. Smith re: consultant contract (.1); Review Board Consulting Service contract (.2); E-mail to T. Smith re: Board Consulting contract (.1); Dictation and preparation of TCC Foundation audit response letter (.3);	0.70 hrs.	105.00
07/06/2010	WT	Prepare notice of voluntary dismissal with prejudice in EEOC matter;	0.30 hrs.	15.00
07/06/2010	WRM	Dictation and preparation of supplemental language for K.M. EEOC settlement agreement, release, revise same (.7); Telephone conference with K. Fisher re: security company suit (.1); Telephone conferences (2) with R. Tolson re: K.M. settlement agreement (.2); E-mail to R. Tolson re: K.M. settlement agreement (.1); Revise foundation audit response letter (.1);	1.20 hrs.	180.00
07/07/2010	WRM	Receipt and review of e-mails (2) from L. Kling re: employee issue (.2); Receipt and review of e-mail from R. Tolson re: employee issue (.1); Telephone conferences (3) with R. Tolson re: employee issues (.4); E-mail to L. Kling re: employee issue (.1); Telephone conference with S. Mathew re: employee issue (.5); Receipt and review of e-mails (2) from B. Sloan re: employee issue (.2); E-mail to B. Sloan re: employee issue (.1); Receipt and review of e-mail from R. Buchanan re: security company lawsuit (.1); Telephone conference	4.00 hrs.	600.00

with B. Sloan re: employee issue and master plan architect contract (.3); Receipt and review of e-mail from J. Hall re: Presidential search committee (.1); Receipt and review of e-mail from T. Smith re: Ed Financial Contract (.1); Receipt and review of e-mail from T. Folsom re: Holmes and Celestial Strings contracts (.1); Receipt and review of e-mail from R. Tolson with attached disciplinary action (.2); Telephone conference with R. Tolson re: proposed disciplinary action (.1); Conference with R. Tolson, K. Morris, P. Thomas re: K.M. EEOC charge (.9); Receipt and review of e-mail from R. Tolson re: K.M. EEOC charge (.1); Receipt and review of e-mail from J. Murdaugh re: K.M. EEOC charge (.1); Receipt and review of e-mail from B. Sloan re: K.M. EEOC charge (.1); Receipt and review of e-mail from S. Mathew re: employee issue (.1); E-mail to R. Tolson re: records inquiry (.1);

07/08/2010	WRM	Telephone conference with R. Johnston re: Wakulla Expo property (.1); Telephone conference with R. Tolson re: employee grievance (.1); E-mail to S. Mathew re: employee grievance (.1); E-mail to B. Sloan re: employee grievance (.1); E-mail to R. Johnston/M. Turnbull re: security company case (.1); Receipt and review of e-mail to B. Sloan re: employee grievance (.1); Receipt and review of e-mail from B. Sloan re: Waller contract (.1);	0.70 hrs.	105.00
07/09/2010	WRM	Receipt and review of e-mail from M. Turnbull re: security company suit (.1); Receipt and review of e-mail from R. Johnston re: security company suit (.1); Receipt and review of e-mail from R. Tolson re: employee discipline (.1); Telephone conferences (2) with R. Tolson re: employee discipline (.2); Review and analysis of Holmes and Celestial Strings contact (.2); E-mail to T. Folsom re: Holmes and Celestial Strings contracts (.1); Receipt	2.80 hrs.	420.00

and review of revised Ed Financial contract (.3); E-mail to T. Smith re: revised Ed Financial contract (.1); Receipt and review of Waller/China faculty contract (.2); E-mail to B. Sloan re: Waller/China faculty contract (.1); Receipt and review of e-mail from B. Sloan re: Waller/China faculty contract (.1); Review of series 05 revised policies for today's meeting with B. Sloan, F. Brown (.4); Conference with B. Sloan, F. Brown re: 05 series revised policies (.8);

07/13/2010	WRM	Telephone conference with R. Doster re: Presidential selection progress;	0.20 hrs.	30.00
07/14/2010	WRM	Telephone conference with L. Kling re: employee grievance (.1); Telephone conferences (2) with R. Tolson re: employee discipline, employee grievance (.3);	0.40 hrs.	60.00
07/15/2010	WRM	Review and analysis of Captain Anderson's - student fishing trip agreements (.2); E-mail to T. Folsom re: Captain Anderson's agreements (.1); Receipt and review of e-mail from B. Sloan re: Wakulla property transfer (.1); Receipt and review of e-mails (2) from L. Kling re: Wakulla property transfer (.2); Receipt and review of e-mails (2) from F. Lowe re: Wakulla property transfer (.2); Review and analysis of Office Depot Printing Agreement (.4); E-mail to T. Smith re: Office Depot Printing Agreement (.1); Telephone conference with R. Tolson re: Presidential search process (.1); Telephone conference with R. Doster re: Presidential search process (.1); Review and analysis of Tombras/DOT promotional agreement (.2); Receipt and review of e-mail from B. Sloan re: employee grievance (.1); Receipt and review of e-mail from P. Locascio re: applicant for admission (.1); Receipt and review of e-mail from B. Babb re: FMLA reporting (.1); Receipt and review of e-mail from C. Easley re: nursing assistant student (.1); Receipt and review of	5.20 hrs.	780.00

e-mail from C. Dominguez re: Textbook Affordability Act (.1); Receipt and review of e-mail from G. Wells re: Tombras Group Agreement (.1); Receipt and review of e-mail from R. Tolson re: employee grievance (.1); Receipt and review of e-mail from L. Kling re: employee grievance (.1); Receipt and review of e-mail from T. Gilliam re: software agreements, venue (.1); Receipt and review of e-mails (3) from T. Gray re: draft order on TCC's motion to dismiss H.E. whistleblower case (.2); Receipt and review of e-mail from T. Folsom re: Captain Anderson's contracts (.1); Receipt and review of e-mails (2) from R. Tolson re: FMLA/absenteeism (.2); Telephone conference with R. Tolson re: FMLA use, absenteeism (.1); Telephone conferences (2) with R. Johnston re: Wakulla Expo property (.2); E-mail to C. Easley re: nursing assistant student (.1); E-mails (2) to F. Lowe re: Wakulla Expo property transfer (.2); E-mail to B. Sloan/T. Smith re: Wakulla Expo property transfer (.1); Telephone conferences (3) with J. Hockaday re: Presidential search status (.3); Telephone conference with R. Tolson re: employee grievance, employee discipline (.3); Receipt and review of e-mail from T. Smith re: Wakulla Property transfer (.1); Receipt and review of e-mails (2) from R. Johnston re: Wakulla property transfer (.2); Receipt and review of e-mails (2) from T. Smith re: business cards (.2); E-mail to G. Wells re: Tombras/DOT agreement (.1); Receipt and review of e-mail from M. Turner re: order on motion to dismiss (.1); Receipt and review of e-mail from M. Turner re: consolidation of both M.U. lawsuits (.1);

07/16/2010	WRM	Conference with R. Tolson re: employee discipline (.6); Receipt and review of e-mails (2) from R. Johnston re: alumni association (.2); E-mail to R. Johnston re: alumni association (.1); Telephone conference with R.	1.10 hrs.	165.00
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Tolson re: FMLA absenteeism issue (.2);

07/19/2010	WRM	Receipt and review of e-mail from J. Hall re: Presidential search committee meeting minutes (.1); Telephone conference with R. Johnston re: questions - alumni association (.2); E-mails (2) to F. Lowe re: Wakulla Expo property transfer documents (.2); Receipt and review of e-mail from R. Johnston re: alumni association questions (.1); Receipt and review of e-mails (2) from F. Lowe re: Wakulla Expo Transfer documents (.2); Receipt and review of e-mail from T. Smith re: Office Depot Agreement (.1); Review Office Depot Indemnity agreement (.2); E-mail to T. Smith re: Office Depot Agreement (.1);	1.20 hrs.	180.00
07/20/2010	WRM	Review TCC Alumni Association Bylaws and TCC Foundation Policy 701-Alumni Association (.4); Receipt and review of S. Fisher notice of unavailability in security company case (.1); Receipt and review of Security Company's Reply to Portofino's defenses in Security Company case (.1); Telephone conference with R. Johnston re: alumni association (.1); Analysis - operational relationship - Foundation and Alumni Association (.9);	1.60 hrs.	240.00
07/21/2010	WRM	Receipt and review of e-mail from T. Smith re: COBA meeting (.1); Receipt and review of e-mail from T. Folsom re: Famous Black Speakers Contract (.1); Receipt and review of e-mails (2) from F. Lowe re: Wakulla Expo property transfer (.2); E-mail to B. Sloan/R. Johnston re: Wakulla Expo property transfer (.1); Telephone conferences (2) with R. Johnston re: Wakulla Expo Property transfer (.2); Review and analysis of Great Black Speakers Contract (.3); E-mail to T. Folsom re: Great Black Speakers contract (.1); Telephone conference with B. Sloan re: Wakulla Expo Property Transfer (.1); E-mail to F. Lowe re: Wakulla Expo Property Transfer (.1); Receipt	4.80 hrs.	720.00

and review of e-mails (3) to B. Sloan re: employee discipline (.3); E-mails (3) to B. Sloan re: employee discipline (.3); Review employee discipline/grievance documents (3) (.3); Travel to and from Crawfordville for signing of Wakulla Expo Property documents (1.8); Attend Wakulla Expo property signing (.7); Receipt and review of e-mail from A. DeFoor re: investigation result (.1);

07/22/2010	WRM	Telephone conference with R. Johnston re: Alumni Association and Wakulla property (.2); Receipt and review of e-mail from M. Turner with notice of trial readiness and order granting (without prejudice) TCC's motion to dismiss in H.E. whistleblower case (.2); Receipt and review of e-mail from M. Turner with order vacating default, order consolidating cases, and notice of readiness for trial in M.U. cases (.2);	0.60 hrs.	90.00
07/23/2010	WRM	Receipt and review of e-mails (2) from G. Wells re: contract for signature (.2); E-mail to G. Wells re: contract for signature (.1); Receipt and review of TCC/LCSO student training agreement (.3); Receipt and review of e-mail from G. Wells re: DOT contract number APP56 (.1); Receipt and review of DOT contract number APP16 (.2); E-mail to G. Wells re: DOT contract number APP16 (.1); Sign TCC/LCSB Student Training Agreement (.1); Review D. Ware and Associates invoice for legal services - immigration (.1);	1.20 hrs.	180.00
07/26/2010	WRM	Receipt and review of e-mails from G. Wells re: WMI contract (.2); E-mail to G. Wells re: WMI contract (.1);	0.30 hrs.	45.00
07/27/2010	WRM	Telephone conference with R. Tolson re: employee action/FMLA, W.E. whistleblower case (.2); Conference with R. Tolson re: employee action, conference call with agency officials (1.3);	1.50 hrs.	225.00

Jerry Schilling

Invoice# 9295

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07/28/2010	WRM	Receipt and review of e-mails (2) from R. Johnston re: Wakulla property deed and transfer documents (.2); Receipt and review of e-mail from T. Smith re: WMI Agreement (.1); E-mail to R. Johnston re: Wakulla property documents filing (.1); Telephone conferences (2) with R. Tolson re: student discrimination claim (.2);	0.60 hrs.	90.00
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Fees for this matter	\$5,340.00
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DISBURSEMENTS

07/01/2010	Copy charges - 438 copies at .10 per copy	43.80
07/01/2010	Other fee - sending OCR response (B.T.) to Cynthia Stewart	7.55

Disbursements for this matter	\$51.35
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BILLING SUMMARY

Mabile, William R	Attorney	35.30 hrs	150.00 /hr	\$5,295.00
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Taylor, Winifred	Paralegal	0.90 hrs	50.00 /hr	\$45.00
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Fees	36.20 hrs	\$5,340.00
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Disbursements	\$51.35
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TOTAL CHARGES FOR THIS BILL	\$5,391.35
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Fees Billed Fiscal Year to Date	\$ 5,340.00
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Expenses Billed Fiscal Year to Date	51.35
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Fees Received Fiscal Year to Date	\$11,455.00
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Expenses Received Fiscal Year to Date	0.00
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