




May 21, 2018

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP (April 2018)

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 for legal services at the October 19, 2015 Board meeting for a period of one (1) year with the option for annual renewals for four (4) consecutive one (1) year periods, for a total contract period of five (5) years.

The Board of Trustees approved the second annual renewal of this contract, effective November 1, 2017 through October 31, 2018, at the October 16, 2017 Board meeting with an annual fee of \$195,000.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$16,250.

Staff Resource

Barbara Wills

Recommended Action

Authorize payment of invoice as presented.

ANDREWS, CRABTREE, KNOX & LONGFELLOW, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

April 19, 2018

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

Invoice# 15209 JCK
Our file# T00007 02276
Billing through 04/18/2018

Tallahassee Community College (General)
P.O. Number: PO-007607

03/19/2018	JCK	Preparation of email to J. Kilpatrick re requested documents (.2); Receipt and review of emails (x3) from B. Ingerman re confidential information (.3); Review § 119, Fla. Stat. (.7); Preparation of emails (x2) to B. Ingerman re confidential information (.4); Attend Board Meeting (4.4)	6.00 hrs.
03/20/2018	JCK	Receipt and review of emails (x2) from S. Rowland re policy meeting (.2); Receipt and review of email from Chief Gibson re policy meeting (.1); Receipt and review of email from R. Tolson re policy meeting (.1); Receipt and review of email from J. Kilpatrick re DOE issue (.1); Receipt and review of correspondence from DOE with attachments (.6); Preparation of email to B. Jones re DOE issue (.1); Telephone conference with B. Jones and B. Wills re DOE issue (.8); Receipt and review of email from D. Herr re corrected easement (.1); Preparation of email to D. Herr re corrected easement (.1); Receipt and review of email from D. Preble re corrected easement (.1); Preparation of email to R. Douglas re employee WC claim (.1); Receipt and review of emails (x2) from R. Douglas re employee WC claim (.3); Preparation of emails (x2) from B. Spiers re employee issue (.2); Receipt and review of email from B. Spiers re employee	3.00 hrs.

		issue (.1)	
03/21/2018	JCK	Receipt and review of email from B. Jones re employee recently hired (.1); Receipt and review of email with attachments from N. Davis re employee question (.4); Telephone conference with A. Bradbury re grant question (.3)	0.80 hrs.
03/23/2018	JCK	Receipt and review of email from D. Herr re corrected easement (.1); Receipt and review of corrected easement (.1); Receipt and review of email from B. Jones re insurance issue (.1); Telephone conference with B. Jones re insurance issue (.3); Preparation of email to B. Jones re insurance issue (.1); Receipt and review of email from Public Records re Public Records Request (.4); Preparation of email to Public Records re Public Records Request (.5); Revise bill of sale (.1); Preparation of email to B. Garner re bill of sale (.2); Preparation of email to B. Wills re bill of sale (.1); Receipt and review of email from E. Evans re bill of sale (.1); Revise bill of sale (.1); Preparation of email to E. Evans re bill of sale (.1)	2.30 hrs.
03/23/2018	CR	Begin review of relevant statutes and DOL memorandums re FLSA exempt v non-exempt employee status re timesheets (2.2)	2.20 hrs.
03/26/2018	JCK	Receipt and review of email from N. Davis re release (.1); Receipt and review of proposed release (.4); Revise release (.8); Preparation of email to N. Davis re release (.1); Receipt and review of email from Public Records re Public Records Request (.1); Receipt and review of email from E. Evans re bill of sale (.1); Receipt and review of executed bill of sale (.1); Review and analysis of federal case law in light of § 1004.097, Fla. Stat. (4.4); Preparation of current administrative actions and litigation involving TCC (1.2); Receipt and review of memo re FLSA (.5); Preparation of email to N. Davis re FLSA (.7); Telephone conference with B. Jones re TCC litigation (.2)	8.70 hrs.

03/26/2018	CR	Research and analysis of relevant fact specific case law re new FLSA provisions for exempt employees (3.5); Review and analysis of FLSA preamble, new provisions and legislative notes referenced in 11th Circuit case law (1.2); Memorandum to C Knox summarizing research and analysis of new FLSA revisions (1.9)	6.60 hrs.
03/27/2018	JCK	Continued review and analysis of case law for implementation of § 1004.097, Fla. Stat. (6.4); Preparation of email to B. Wills re § 1004.097, Fla. Stat. (.4); Preparation of email to E. Evans re bill of sale (.1); Receipt and review of bill of sale (.1); Preparation of correspondence to B. Garner re bill of sale (.2); Preparation of email to B. Garner re bill of sale (.1)	7.30 hrs.
03/28/2018	JCK	Review TCC policies in light of § 1004.097, Fla. Stat. (2.8); Receipt and review of social media issue and related case law (1.4)	4.20 hrs.
03/29/2018	JCK	Receipt and review of emails (x2) from A. Bradbury re contract review (.3); Receipt and review of DOC Contract (1.3); Preparation of email to A. Bradbury re contract review (.1); Receipt and review of emails (x3) from A. Moran re Public Records Requests (.3); Receipt and review of Public Records Requests with attachments (.4); Review FERPA (.3); Review Public Records documents (.5); Preparation of emails (x3) to A. Moran re Public Records Requests (.3); Receipt and review of emails (x3) from J. Crosland (.3); Receipt and review of email from F. Moore-Davis (.1); Review of College Policies in relation to § 1004.097, Fla. Stat. (1.2)	5.20 hrs.
03/29/2018	JCK	Receipt and review of email from A. Moran re Public Records Request (.3); Preparation of email to A. Moran re Public Records Request (.1); Attend conference at TCC re § 1004.097, Fla. Stat. (3.4); Review additional case law re § 1004.097 interpretation (.8)	4.60 hrs.

04/02/2018	JCK	Receipt and review of email from B. Jones re investigation response (.1); Receipt and review of investigation findings (.9); Prepare suggested revisions (.4); Receipt and review of email from B. Wills re DOE response (.1); Receipt and review of revisions for DOE response (.7); Revise draft of DOE Response findings (1.4); Telephone conference with B. Jones re investigation findings (.3); Receipt and review of email from A. Moran re policy issue with attachment (.1); Preparation of emails (x2) to C. Grause re requested information (.2); Receipt and review of email from C. Grause re requested information (.1); Receipt and review of emails (x3) from A. Moran re Public Records Request (.4); Preparation of emails (x2) to A. Moran re Public Records Request (.5); Receipt and review of email from S. Rowland re EagleShadow (.2); Receipt and review of EagleShadow Waiver and Releases (.8); Receipt and review of email from B. Jones re EagleShadow Releases (.1); Receipt and review of proposed EagleShadow Waiver and Release revisions (.4); Preparation of additional suggested revisions to EagleShadow Waiver and Releases (.7)	7.40 hrs.
04/03/2018	JCK	Continued revisions of response to DOE (1.2); Preparation of email (x2) to B. Jones re DOE response (.2); Receipt and review of email from B. Jones re DOE response (.1); Receipt and review of emails (x2) from C. Goodman re revisions to EagleShadow Release and Waiver (.2); Receipt and review of C. Goodman's revisions to EagleShadow Release and Waiver (.4); Receipt and review of email from B. Jones re revisions to EagleShadow Release and Waiver (.1); Receipt and review of B. Jones' revisions to EagleShadow Release and Waiver (.3); Prepare revisions to EagleShadow Release and Waiver (1.2); Preparation of email to S. Rowland re revisions to EagleShadow	4.40 hrs.

		Release and Waiver (.1); Receipt and review of email from A. Moran re Public Records Request (.1); Preparation of email to A. Moran re Public Records Request (.1); Telephone conference with R. Tolson re TCC policies and SS 1004.097, Florida Statutes (.4)	
04/04/2018	JCK	Receipt and review of email from N. Davis re annual performance review (.4); Preparation of email to N. Davis re annual performance review (.2); Receipt and review of email from N. Davis re contract review (.1); Review contract (.4); Preparation of email to N. Davis re contract review (.2); Receipt and review of email from A. Moran re contract (.1); Review contract (.4); Review Florida law applicable to Trustees (1.2); Preparation of email to A. Moran re contract (.3); Review TCC employee classification policy (.3); Receipt and review of email from B. Jones re DOE inquiry (.1); Receipt and review of DOE revised response (.4)	4.10 hrs.
04/05/2018	JCK	Revise DOE response (.4); Preparation of email to B. Jones re DOE response (.2)	0.60 hrs.
04/06/2018	JCK	Receipt and review of emails (x2) from A. Moran re Public Records Request (.2); Receipt and review of complaint re Public Records exemptions and FERPA exemptions (.4); Preparation of email to A. Moran re Public Records Request (.2); Telephone conference with A. Moran re Public Records Request (.8); Receipt and review of email from K. Moore re MOU (.1); Receipt and review of proposed MOU (.8); Preparation of emails (x2) to B. Jones re proposed contract (.3); Receipt and review of email from B. Jones re proposed contract (.4)	3.20 hrs.
04/09/2018	JCK	Receipt and review of email from N. Davis re evaluations (.1); Preparation of email to N. Davis re evaluations (.4); Receipt and review of emails (x2) from B. Wills re IG response (.2); Receipt and review of revised IG response (.4); Receipt and review of email from B.	4.90 hrs.

		Jones re revised response (.1); Review Florida law re building renovation (1.6); Preparation of email to B. Wills re IG response (.3); Revise IG response (.2); Revise MOU (1.4); Preparation of email to B. Jones re MOU (.2)	
04/10/2018	JCK	Preparation of email to K. Moore re revised MOU (.2); Receipt and review of emails (x2) from B. Jones re contract revision (.2); Receipt and review of emails (x2) from M. Hackathorn re 2018 Plan Document (.2); Receipt and review of 2018 Plan Document (.8); Telephone conference with B. Jones re legal issue (.3); Telephone conference with B. Jones re student record issue (.2); Telephone conference with R. Pople re legal question (.3); Preparation of email to B. Wills re business issue (.2); Receipt and review of email from B. Wills re DOE response (.1); Receipt and review of email from N. Davis re employee issue (.1); Receipt and review of Title IX Investigation Report (.4); Receipt and review of discipline letter (.3); Receipt and review of Equity Officer's report (.3)	3.60 hrs.
04/10/2018	CR	Receipt and review of email from client with attachments re PRR (.7); Review and analysis of fact specific examples determining whether a complaint is an educational record under FERPA and Florida Statutes (1.8); Review and analysis of fact specific examples determining whether email with personal identifiers is an educational record (1.3); Prepare memorandum to C Knox summarizing case law re FERPA and Florida Statutes on disclosure of educational records (.5)	4.30 hrs.
04/11/2018	JCK	Receipt and review of emails (x2) from B. Jones re MOU (.2); Preparation of email to B. Jones re MOU (.1); Telephone conferences (x2) with N. Davis re employee issue (.7); Receipt and review of email from N. Davis re employee issue (.1); Preparation of email to N. Davis re employee issue (.1); Receipt and review of email from A. Moran re Public	6.70 hrs.

Records Request (.1); Receipt and review of documents to be produced subject to redaction (.3); Review memo re FERPA and Chapter 119, Fla. Stat. (1.4); Preparation of email to A. Moran re Public Records Request (.1); Receipt and review of email from B. Wills re facility use (.1); Receipt and review of proposed policy (1.4); Receipt and review of email from A. Bradbury re contract review (.1); Receipt and review of NACSA Contract (.4); Preparation of email to A. Bradbury re NACSA Contract (.1); Receipt and review of Marquez Contract (.8); Preparation of email to A. Bradbury re Marquez Contract (.2); Receipt and review of email from A. Bradbury re Marquez Contract (.1); Receipt and review of email from B. Wills re student accounting (.1); Telephone conference with R. Pople re legal question (.3)

04/11/2018	CR	Review and analysis of Florida Statutes, laws and collegiate examples of college facility use agreements (.9); Review and analysis of TCC policies and procedures for facility use (2.3)	3.20 hrs.
04/13/2018	JCK	Receipt and review of email from K. Moore re MOU (.1); Receipt and review of email from N. Davis re former employee (.2); Telephone conference with N. Davis re former employee (.3); Telephone conference with attorney re former employee (.3); Preparation of email to N. Davis re former employee (.2); Preparation of email to B. Wills re policy discussion (.1); Receipt and review of BOT Agenda (1.4); Preparation of email to B. Jones re former student inquiry (.2); Telephone conference with B. Jones re former student (.2); Receipt and review of email from B. Spiers re former student inquiry (.1); Receipt and review of emails (x3) from B. Jones re former student inquiry (.4); Preparation of email to B. Jones re former student inquiry (.1); Telephone conference with former student (.4); Receipt and review of email from A. Bradbury re	7.80 hrs.

revised C&G contract (.1); Receipt and review of revised C&G contract (.4); Revise C&G contract (1.2); Preparation of email to A. Bradbury re C&G contract (.1); Receipt and review of email from B. Jones re C&G contract (.1); Receipt and review of email from B. Wills re use of facility policy (.1); Preparation of email to B. Wills re use of facility policy (.1); Receipt and review of email from B. Wills re DOE response (.1); Preparation of email to B. Wills re DOE response (.1); Conference with J. Kilpatrick re BOT Agenda (.2); Receipt and review of emails (x2) from B. Jones re Articulation Agreement (.2); Receipt and review of Articulation Agreement (.8); Preparation of email to B. Jones re Articulation Agreement (.3)

04/16/2018	JCK	Receipt and review of email from J. Kilpatrick re DOE response (.1); Receipt and review of email from B. Wills re DOE response (.1); Receipt and review of email from K. Moore re former employee (.1); Receipt and review of email from B. Jones re former student (.1); Attend BOT Meeting at WEI (6.1)	6.50 hrs.
04/17/2018	JCK	Receipt and review of email from A. Moran re student issue (.1); Preparation of email to A. Moran re student issue (.4); Receipt and review of judicial records related to student issue (1.4); Receipt and review of email from R. Tolson re student inquiry (.1); Receipt and review of documents from R. Tolson re student inquiry (.8); Preparation of email to R. Tolson re student inquiry (.2); Receipt and review of email from N. Davis re contract (.1); Receipt and review of proposed contract (.8); Revise proposed contract (1.6)	5.50 hrs.
04/18/2018	JCK	Receipt and review of email from A. Moran re Public Records Request (.1); Preparation of email to A. Moran re Public Records Request (.2); Receipt and review of email from D. Heekin re Public Records Request (.1);	3.90 hrs.

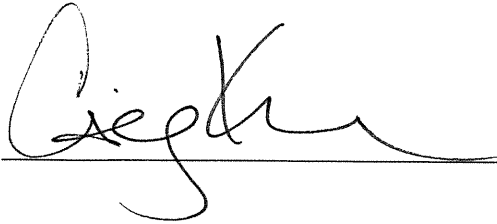
Continued revision of proposed contract (.8);
 Preparation of email to N. Davis re proposed
 contract revisions (.1); Receipt and review of
 email from F. Moore-Davis re Field
 Experience Agreement (.1); Receipt and
 review of Field Experience Agreement (.9);
 Revise Field Experience Agreement (.9);
 Preparation of email to F. Moore-Davis re
 Field Experience Agreement (.4); Receipt and
 review of email from A. Moran re Subpoena
 for records (.2); Preparation of email to A.
 Moran re Subpoena for records (.1)

04/18/2018	JCK	Portion of Monthly Fee	13,986.00
04/18/2018	CR	Portion of Monthly Fee	2,264.00
		Fees for this matter	\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	100.70	hrs	\$13,986.00
Richards, Craig	Attorney	16.30	hrs	\$2,264.00
Fees		117.00	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 & Longfellow, LLP and the BOARD.

 _____, *Firm Contract Administrator*