




June 19, 2017

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP: May 19, 2017

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. The Board approved the first annual renewal of this contract effective November 1, 2016 through October 31, 2017 at the September 19, 2016 Board 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 & LONGFELLOW, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

May 19, 2017

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

Invoice# 14524 JCK
Our file# T00007 02276
Billing through 05/18/2017

Tallahassee Community College (General)
P.O. Number: PO-005527

FOR PROFESSIONAL SERVICES RENDERED

04/24/2017	JCK	Telephone conference with R Pople re faculty dismissal case (.1); Telephone conference with A Moran re public records request (.4); Telephone conference with R Tolson re student Complaint (.4); Receipt and review of email to L Kling re J Young letter (.1); Receipt and review of of J Young letter (.2); Receipt and review of email from R Frazier re J Young letter (.1); Email to R Frazier re J Young letter (.1); Receipt and review of email from N Davis re employee Complaint (.1); Receipt and review of proposed employee letter (.4); Email to N Davis re employee letter (.1); Receipt and review of email from L Kling re President's evaluation (.1); Receipt and review of emails (x2) from A Moran re public records request (.4); Email to A Moran re public records request (.1); Receipt and review of email from L Kling re J Young letter (.1); Receipt and review of J Young letter (.2); Email to R Frazier re J Young letter (.2); Receipt and review of email from A Bradberry re contract revision (.1); Receipt and review of C&G contract (1.4); Revise C&G Contract (.5); Email to R Tolson re OCR issue (.1)	5.20 hrs.
04/25/2017	JCK	Receipt and review of email from R Frazier re	6.60 hrs.

public inquiry (.1); Receipt and review of court reporter invoice for faculty dismissal hearing (.1); Receipt and review of email from N Davis with attached materials re employee issue (.9); Receipt and review of email from R Tolson re OCR complaint letter (.1); Receipt and review of OCR complaint letter (.9); Prepare list of documents received to respond to OCR letter (.5); Receipt and review of email from A Bradbury re C&G contract (.1); Telephone conference with R Tolson re OCR complaint (.4); Receipt and review of email from A Moran re Sales Tax issue (.1); Email to A Moran re Sales Tax issue (.4); Telephone conference with N Davis re employee issues (.6); Receipt and review of email from A Moran re public records request (.2); Receipt and review of email from A Bradbury re public records request (.2); Receipt and review of email from B Wills re high speed track (.1); Receipt and review of OCR complaint materials (.7); Review TCC EO policies (.4); Email to R Tolson re EO policies (.1); Receipt and review of email from A Bradbury re FSTS Project agreement (.1); Review and analysis of Leacock Design contract (.4); Revise Leacock Design contract (.2); Email to A Bradbury re Leacock Design contract (.1)

04/25/2017	MK	Review and analysis of case law re sales tax issue prepare memo to Craig Knox (.8)	0.80 hrs.
04/26/2017	JCK	Receipt and review of email from B Wills re construction contract (.2); Email to B Wills re construction contract (.1); Telephone conference with R Tolson re OCR Complaint (.4); Receipt and review of OCR materials (1.8); Telephone conference with S Rowland re student code statement (.2); Receipt and review of email from S Rowland re student code statement (.1); Receipt and review of proposed student code statement (.8); Email to S Rowland re code statement (.1); Receipt and review of email from S Rowland re code	6.20 hrs.

		statement (.1); Receipt and review of email from B Wills re summer camps and camp program attachments with Release (.8); Reivew/edit summer camp information forms (1.6)	
04/26/2017	MK	Review and analysis of dress code policy (.2)	0.20 hrs.
04/27/2017	JCK	Conference with B Wills, R Tolson and B Jones re student and employee issues (2.4); Receipt and review of email from R Hathaway re legal invoices (.1); Receipt and review of email from A Moran re public records request fees (.1); Receipt and review of agreed public record request fee schedule (.5); Telephone conference with A Moran re faculty dismissal hearing (.1); Revise cyber camp agreement and releases (3.2); Email to B Wills re cyber camp forms (.4)	6.80 hrs.
04/28/2017	JCK	Receipt and review of email from A Moran re faculty dismissal timelines (.1); Email to A Moran re faculty dismissal timelines (.2); Receipt and review of email from faculty dismissal issues with attachment (.8); Receipt and review of email from R Hathaway re Lumen Learning contract (.1); Receipt and review of Lumen Learning subscription and Master Services Agreement (.7); Email to A Moran re faculty dismissal issue (.1); Revise Lumen Learning subscription and Master Services Agreement (.5); Receipt and review of email from M Robeck re State Reporting contract (.1); Receipt and review of State Reporting contract SOW (.6); Email to M Robeck re State Reporting contract SOW (.1); Receipt and review of email from B Wills re Lumen Learning subscription and Master Services Agreement (.1)	3.40 hrs.
05/01/2017	JCK	Receipt and review of email from N. Davis re employee issue (.1); Receipt and review of employee letter (.2); Preparation of email to N. Davis re employee issue (.1); Receipt and review of email from R. Frazier re J. Young letter (.1); Receipt and review of J. Young	5.80 hrs.

letter (.2); Preparation of email to R. Frazier re J. Young letter (.1); Telephone conference with R. Tolson re OCR Complaint (.3); Receipt and review of file materials for OCR Complaint (1.6); Preparation of TCC's draft response to OCR Complaint (2.9); Receipt and review of email from B. Wills re Lumen Learning Contract (.1); Receipt and review of email from R. Hathaway re Lumen Learning Contract (.1)

05/02/2017 JCK 4.10 hrs.

Receipt and review of email from N. Davis re employee correspondence with attached notice (.6); Telephone conference with N. Davis re employee grievance (.5); Receipt and review of email from R. Hathaway re Department of Juvenile Justice Contract (.1); Receipt and review of TCC and Department of Juvenile Justice Contract (.9); Preparation of email R. Hathaway re DJJ Contract (.2); Receipt and review of email from R. Hathaway re DJJ Contract (.1); Receipt and review of from B. Wills re TCC summer camp registration forms (.1); Receipt and review of summer camp registration forms (.6); Preparation of email to B. Wills re summer camp registration forms (.4); Receipt and review of email from R. Hathaway re DJJ Contract (.1); Preparation of email to R. Hathaway re DJJ Contract (.1); Receipt and review of email Sniffen & Spellman re legal invoices (.1); Receipt and review of legal invoices for faculty dismissal cases (.2); Preparation of email to B. Wills re legal invoices (.1)

05/03/2017 JCK 3.10 hrs.

Receipt and review of email from A. Bradbury re Sixth Amendment to Woodcrest Lease (.1); Receipt and review of Sixth Amendment to CRE Woodcrest, LLC Lease (.4); Receipt and review of email from B. Jones re Woodcrest Lease (.2); Receipt and review of email from A. Bradbury re Woodcrest Lease (.1); Receipt and review of Assignment and Assumption of Commercial Lease Agreement (.4); Receipt

and review of original Woodcrest, LLC Lease Agreement and five subsequent Amendments to Lease (1.4); Preparation of email to B. Jones and A. Bradbury re Woodcrest Lease Agreement (.4); Receipt and review of email from B. Jones re revision to Woodcrest Lease (.1)

05/04/2017	JCK	<p>Receipt and review of emails (x2) from K. Moore re IET enrollment item (.2); Receipt and review of proposed BOT agenda item (.4); Telephone conference with A. Moran re various public records requests (.8); Receipt and review of email from A. Bradbury re Woodcrest Lease (.1); Receipt and review of email from A. Bradbury re six contracts (.1); Receipt and review of Florida Fish and Wildlife Conservation Agreement (.5); Preparation of email to A. Bradbury re FWC Agreement (.1); Receipt and review of MOU with Florida Department of Financial Services (.4); Preparation of email to A. Bradbury re DFS MOU (.1); Receipt and review of DBPR MOU (.3); Preparation of email to A. Bradbury re DBPR MOU (.1); Receipt and review of Attorney General MOU (.3); Preparation of email to A. Bradbury re Attorney General MOU (.1); Receipt and review of Department of Agriculture MOU (.3); Preparation of email to A. Bradbury re Department of Agriculture MOU (.1); Receipt and review of email from L. Kling re public record request (.1); Receipt and review of public record request (.3); Preparation of emails (x2) to L. Kling re public record request (.2); Preparation of email to A. Moran re public record request (.4); Review law re public records exemptions (.8); Conference with M. Kelly re PS (.4); Preparation of email to K. Moore re IET enrollment item (.4)</p>	6.50 hrs.
05/04/2017	MK	<p>Review and analysis of case law re employee criminal background checks (.8); Review and analysis of study abroad agreement (.8);</p>	6.10 hrs.

Review and analysis of case law re release of liability for study abroad program (.7); Review and analysis of Board proposal (.7); Review and analysis of case law and other similar college policies applicable to add enrollment of TCC adult education PSAV programs and prepare memo (2.3); Review and analysis of case law and other similar college policies re high school diploma requirement for the PSAV program (.8)

05/05/2017	JCK	<p>Receipt and review of emails (x2) from A. Moran re Public Records Request (.2); Telephone conference with A. Moran re Public Records Request (.4); Preparation of email to A. Moran re Public Records Request (.2); Receipt and review of email from R. Rapisardo re harassing telephone calls (.3); Receipt and review of emails (x2) from F. Moore-Davis re student issue (.2); Preparation of email to F. Moore-Davis re student issue (.1); Receipt and review of student forms for study abroad (.8); Preparation of emails (x2) to F. Moore-Davis re Study Abroad Program issue (.2); Receipt and review of email from F. Moore-Davis re Study Abroad Program issue (.1); Telephone conference with F. Moore-Davis re Study Abroad Program issue (.1); Receipt and review of emails (x2) from K. Moore re IET Project (.2); Preparation of emails (x2) to K. Moore re IET Project (.6)</p>	3.40 hrs.
05/08/2017	JCK	<p>Receipt and review of emails from R. Rapisardo re Public Records Requests (.2); Receipt and review of email from M. Robeck re CASHNet Agreement (.1); Receipt and review of Amendment #4 to CASHNet Master Services Agreement (.5); Receipt and review of CASHNet Master Services Agreement (.7); Preparation of email to M. Robeck re CASHNet Agreement (.1); Receipt and review of emails (x2) from A. Bradbury re SAFAL Partners Agreement (.2); Receipt and review of SAFAL Partners Fixed Price Agreement</p>	5.90 hrs.

		(.4); Telephone conference with N. Davis re employee issue (.4); Receipt and review of email from B. Jones re Banking Services Agreement (.1); Receipt and review of Banking Services Agreement (.8); Receipt and review of RFP for Banking Services Agreement (1.2); Preparation of email to B. Jones re Banking Services Agreement (.2); Conference with M. Kelly re Banking Services Agreement (.6); Telephone conferences (x2) with B. Jones re Banking Services Agreement (.4)	
05/08/2017	MK	Review and analysis of case law re contracts for RFP and contract renewal limitations (1.8)	1.80 hrs.
05/09/2017	JCK	Preparation of opinion re Banking Services Agreement issue to B. Jones (.6); Receipt and review of BOT Agenda (1.6); Receipt and review of emails (x5) from A. Moran re Public Records Request (1.0); Preparation of emails (x4) to A. Moran re Public Records Request (.4); Telephone conference with B. Jones re Banking Services Agreement (.4); Telephone conference with B. Jones re Public Records Request (.1); Receipt and review of email and materials from H. Mitchell re Proposed Foundation Project (.9); Preparation of email to H. Mitchell re conference call on Proposed Foundation Project (.2)	5.20 hrs.
05/10/2017	JCK	Receipt and review of emails (x4) from H. Mitchell re Foundation issue (.4); Receipt and review of Senate Bill 374 re Amendments to College Direct Support Organizations statute (.8); Preparation of email to H. Mitchell re Senate Bill 374 (.1); Receipt and review of email from H. Mitchell re Senate Bill 374 (.1); Attend conference call re TCC Foundation issue (.8); Telephone conference with R. Pople re BOT meeting (.3); Receipt and review of TCC's proposed salary schedule (1.4); Preparation of emails (x2) to B. Jones re collective bargaining status (.2); Receipt and review of email from B. Jones re collective	5.70 hrs.

		bargaining status (.1); Preparation of email to S. Balog re collective bargaining status (.1); Telephone conference with S. Balog re collective bargaining status (.4); Receipt and review of emails (x2) from B. Jones re athletic department issue (.2); Preparation of email to B. Jones re athletic department issue (.1); Receipt and review of additional materials re athletic department issue (.7)	
05/10/2017	MK	Review and analysis of TCC foundation proposal (.9); Attend conference with H Mitchell and other board members discussing issue (.8).	1.70 hrs.
05/11/2017	JCK	Receipt and review of email from R. Hathaway re faculty dismissal hearing invoice (.1); Telephone conference with N. Davis re employee issue and demotion policy (.4); Conference with R. Pople re BOT meeting (1.7); Telephone conference with J. Crosland re union issue (.4); Telephone conference with President Murdaugh re BOT meeting (.2); Receipt and review of email from S. Matthew re faculty dismissal (.1); Receipt and review of faculty member's Proposed Findings of Fact (.8); Receipt and review of email from R. Sniffen's office re faculty dismissal (.1); Receipt and review of TCC's Proposed Recommended Order in faculty dismissal hearing (1.0); Preparation of email to parties in faculty dismissal hearing (.1); Preparation of email to Judge Clark re pleadings filed in faculty dismissal case (.1)	5.00 hrs.
05/12/2017	JCK	Receipt and review of email from B. Wills re UWF Affiliation Agreement (.1); Receipt and review of UWF Affiliation Agreement (1.3); Preparation of email to B. Wills re UWF Affiliation Agreement (.2); Receipt and review of email from Judge Clark re faculty dismissal pleadings (.1); Receipt and review of email from N. Davis re President evaluation (.1); Receipt and review of President's 2016-2017 evaluation forms (.4); Receipt and review of	4.10 hrs.

		email from A. Bradbury re DJJ Staffing Agreement (.1); Receipt and review of DJJ Staffing Agreement (1.4); Preparation of email to A. Bradbury re DJJ Staffing Agreement (.4)	
05/15/2017	JCK	Receipt and review of emails (x2) from A. Moran re Public Records Request (.2); Review public record with redaction (.1); Preparation of email to A. Moran re Public Records Request (.1); Receipt and review of email from H. Mitchell re Foundation issue (.2); Attend President's evaluation (1.0); Attend BOT Meeting and executive session (4.5)	6.10 hrs.
05/16/2017	JCK	Receipt and review of email from H. Mitchell re Foundation issue (.1); Receipt and review of email from C. Richardson re Foundation issue (.1); Receipt and review of email from R. Tolson re Complaint investigation (.2); Receipt and review of Complaint investigation material (1.3); Receipt and review of email from R. Hathaway re Lumen Contract (.1); Receipt and review of Lumen Contract with changes (.2); Receipt and review of email from B. Wills re FPSI Contract issue (.1); Receipt and review of email from R. Hathaway re legal invoices (.1); Preparation of Current Administrative Actions and Litigation involving TCC to President Murdaugh (1.2); Telephone conference with B. Jones re Dual Enrollment Program (.3); Receipt and review of correspondence from A. Moran re Public Records Request (.2); Receipt and review of N. Davis re employee issue (.1); Telephone call to N. Davis re employee issue (.1); Telephone conference with N. Davis re employee issue (.3); Receipt and review of email from R. Tolson re employee investigation (.1); Receipt and review of Investigation Report Form and related emails (.7); Receipt and review of email from R. Tolson re employee issue (.1); Telephone call to R. Tolson re employee issue (.1); Receipt and review of emails (x3) from A. Moran re Public Records Request (.3); Receipt and	7.60 hrs.

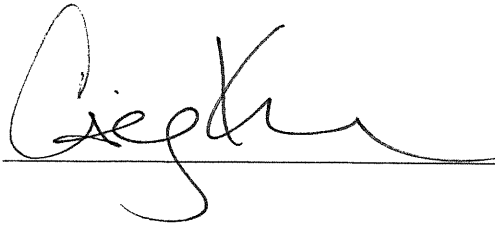
review of Public Records Request (.2);
 Preparation of emails (x2) to A. Moran re
 Public Records Request (.2); Preparation of
 email to B. Wills re Contracts (.2); Telephone
 conference with A. Moran re Public Records
 Request (.3); Receipt and review of email from
 F. Moore-Davis re Reverse Transfer MOU
 (.1); Receipt and review of Reverse Transfer
 Memorandum of Understanding (.7); Revise
 Reverse Transfer MOU (.2); Preparation of
 email to F. Moore-Davis re Reverse Transfer
 MOU (.1)

05/17/2017	JCK	Receipt and review of email from F. Moore-Davis re Reverse Transfer Agreement (.1); Receipt and review of email from A. Moran re Public Records Request (.1); Receipt and review of materails applicable to Public Records Request (.4); Preparation of email to A. Moran re Public Records Request (.1).; Telephone conference with B. Ballard re WEI issue (.8); Review list of outstanding contracts to be finalized (.9); Review ethics code re potential conflict of interest for College employee (1.6)	4.00 hrs.	
05/18/2017	JCK	Receipt and review of email from B. Wills re FPSI issue (.1); Receipt and review of email from B. Wills re Lift Station Agreement (.1); Preparation of email to B. Wills re FPSI issue (.1); Receipt and review of email from B. Wills re Bookstore Contract Amendment (.1); Review Bookstore Contract Amendment (.7); Preparation of email to B. Wills re Bookstore Contract Amendment (.4)	1.50 hrs.	
05/18/2017	JCK	Portion of Monthly Fee		\$14,637.00
05/18/2017	MK	Portion of Monthly Fee		\$ 1,613.00
		Fees for this matter		\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	96.20 hrs	\$14,637.00
Kelly, Michael	Attorney	10.60 hrs	\$1,613.00
Fees		106.80 hrs	<hr/> \$16,250.00
Disbursements			\$0.00
TOTAL CHARGES FOR THIS BILL			<hr/> \$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*