




August 20, 2012

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP.
August 1, 2012

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 18, 2010 Board meeting and shall be effective through October 31, 2011. 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 approved year two (2) of the contract at the September 19, 2011 Board meeting which shall be effective until October 2012. The Board shall be billed on an annual flat fee of \$160,000 for services of the firm.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$13,333.33.

Staff Resource

Teresa Smith

Recommended Action

Authorize payment of invoice as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

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

August 1, 2012

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

Invoice# 10737 WRM
Our file# T00007 02276
Billing through 07/31/2012

Tallahassee Community College (General)
P.O. Number: 2011 00001580

FOR PROFESSIONAL SERVICES RENDERED

07/02/2012	WRM	Receipt and review of e-mails (3) from T. Smith re: FVC RI release (.3); Review and analysis of FVC RI release (.4); E-mail to T. Smith re: FVC RI release (.1); Telephone conference with J. Schilling/T. Smith re: FVC RI release/grant program incident (.3); E-mail to T. Smith/J. Schilling re: FVC RI release (.1); Receipt and review of e-mails (3) from T. Smith re: new statute protecting vulnerable people (.3); Review background information re: statute protecting vulnerable people (.3); Telephone conferences (2) from R. Tolson re: employee complaint (.2); Telephone conference with R. Tolson re: employee complaint, employee resignation (.3); Receipt and review of e-mails (2) from R. Tolson re: new statute protecting vulnerable persons (.2); Receipt and review of e-mail from J. Murdaugh re: construction contract (.1); E-mail to J. Murdaugh re: construction contract (.1); E-mail to R. Tolson re: employee complaint (.1); Telephone conference with T. Smith re: FIVC agreement, employee complaint (.2); Receipt and review of e-mail from D. Hendry with attachment re: protecting vulnerable people statute (.2); Analysis:	4.00 hrs.
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statute protecting vulnerable people (.7);
E-mail to D. Hendry re: vulnerable people
statute (.1);

07/03/2012	WRM	E-mail to C. Easley re: internship agreement (.1); E-mail to J. Schilling re: FLVC RI agreement (.1); Telephone conference with D. Wildes re: contract issue (.1); Telephone conference with F. Williams re: employee complaint (.1); Receipt and review of e-mail from R. Tolson re: employee complaint (.1); Telephone conference with R. Tolson re: employee complaint (.1); Receipt and review of e-mails (2) from R. Tolson re: pre-employment screening (.2); Telephone conference with R. Tolson re: pre-employment screening (.1); Review proposed pre-employment screening procedure (.3); Receipt and review of pre-screening prohibited offenses (.2); Receipt and review of EEOC Enforcement Guide re: pre-employment screening (.5); Receipt and review of e-mail from M. Scaringe re: contract payment (.1); Telephone conference with D. Wildes re: FPSI utility easement (.2); Receipt and review of e-mails (2) from R. Frazier re: former student complaint (.2); Telephone conferences (2) with Kim Moore re: former student complaint (.3); Dictation and preparation of correspondence to K. Moore re: former student complaint (.2); Receipt and review of e-mails (2) from S. Balog re; FAMU/Channel 22 internship with Intern Agreement (.3); E-mail to R. Frazier re: former student complaint (.1); E-mail to S. Balog re: FAMU/Channell 22 internship (.1); E-mail to M. Scaringe contract payment (.1); Receipt and review of e-mail from K. Moore re: former student complaint (.1);	3.60 hrs.
07/05/2012	WRM	Receipt and review of e-mails (2) from J. Schilling re: FIVC RI agreement (.2); E-mail to M. Scaringe re: contract payment (.1); Receipt and review of e-mail from M. Scaringe re: contract payment (.1);	0.40 hrs.

07/06/2012	WRM	Receipt and review of e-mail from D. Wildes re: Sonitrol contract (.1); E-mail to D. Wildes re: Sonitrol contract (.1); Receipt and review of e-mails (3) from D. Wildes re: FPSI utility easement (.3); Receipt and review of e-mails (2) from T. Smith re: FPSI utility easement (.2); E-mails (2) from T. Smith, other re: FPSI utility easement (.2); Telephone conference with T. Smith re: FPSI utility easement (.1); Telephone conference with D. Wildes re: Sonitrol contract (.1); Review Sonitrol contract (.2); Telephone conference with D. Wildes re: Sonitrol contract and FPSI easement (.2); Receipt and review of e-mail from C. Easley re: intern agreements (.1); E-mail to C. Easley re: intern agreements (.1); Receipt and review of e-mail from V. Montgomery re: former employee (.1); Review and analysis of former employee web-site (.2); Telephone conference with T. Smith re: E. Eunice, others re: FPSI easement (.3); Telephone conference with T. Smith, J. Schilling re: employee issue, employee referral, Ghazvini project (.3); Telephone conference with V. Montgomery re: former employees (.1); E-mail to R. Tolson re: employee complaint (.1); E-mails (2) to B. Sloan re: employee complaint (.2); Receipt and review of e-mail from S. Search re: employee complaint (.1); E-mail to S. Search re: employee complaint (.1); Dictation and preparation of TCC/FLVC RI agreement (redraft) (.3); Receipt and review of e-mail from R. Tolson re: employee complaint (.1); Receipt and review of e-mail from B. Sloan re: employee complaint (.1); Receipt and review of e-mails (2) from D. Wildes re: FPSI utility easement (.2); Receipt and review of e-mails (2) from T. Smith re: FPSI utility easement (.2); E-mail to T. Smith re: FPSI utility easement (.1); Telephone conference with T. Smith re: FPSI utility easement (.2); Preparation for IT Assessment Meeting (1.6);	7.90 hrs.
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Analysis: proposed Pre-Employment Screening policy (1.0); E-mail to R. Tolson re: Pre-Employment Screening (.1); Analysis: FPSI utility easement (.6); Prepare for Ghazvini Construction Manager Meeting (.2);

07/09/2012	WT	Telephone conference with E. Lamb re: receipt of e-mail re: gas line easement;	0.10 hrs.
07/09/2012	WRM	Receipt and review of e-mail from D. Wildes re: FPSI utility easement (.1); E-mail to D. Wildes re: FPSI utility easement (.1); Receipt and review of e-mails (4) from T. Smith re: FPSI utility easement (.4); Receipt and review of e-mails (2) from C. Easley re: intern agreement (.2); E-mails (4) to C. Easley re: intern agreement (.2); E-mails to T. Smith re: FPSI utility easement (.6); Brief review of existing intern/extern agreements (.2); E-mails (2) to S. Balog re: Channel 22/FAMU internship agreement (.2); Dictation and preparation of memo re: unanimous consent in lieu of meeting - FPSI utility easement (.5); Receipt and review of First District Court of Appeal affirmance in Jones v. TCC (.1); Telephone conference with T. Smith re: FPSI utility easement (.1); E-mail to TCC Board members re: FPSI utility easement (.1); Review and analysis of e-mail from A. DeFoor re: FPSI utility easement (.1); Receipt and review of e-mail from K. Moore re: FPSI utility easement (.1); Receipt and review of e-mails (2) from A. DeFoor re: indemnification in Network v. TCCH/TCCF (.2); E-mail to A. DeFoor re: indemnification in Network v. TCCH/TCCF (.1); Receipt and review of e-mail from F. Messersmith re: FPSI utility easement (.1); Review draft TCC/FLVC RI agreement (.1); Conference with T. Smith, J. Schilling, IT staff re: consultant report (1.2); Receipt and review of e-mail from J. Murdaugh re: First District Court of Appeal affirmance in Jones v. TCC (.1); E-mail to R. Peffer re: IT Consultant report (.1); Receipt	7.00 hrs.

and review of e-mail from R. Peffer re: IT consultant report (.1); Telephone conference with L. Powell re: subpoena for records for work-study student (.1); Receipt and review of subpoena for records for work-study student (.1); Receipt and review of e-mail from L. Powell re: subpoena for work-study student records (.1); E-mail to L. Powell re: subpoena for work-study records (.1); Receipt and review of e-mails (2) from R. Tolson re: witness in Underwood v. TCC (.2); E-mails (2) to R. Tolson re: witness in Underwood v. TCC (.2); Receipt and review of e-mail from E. Lamb re: FPSI utility easement (.1); E-mail to T. Smith re: FPSI utility easement vote (.1); Telephone conference with R. Tolson re: employee complaint, incident (.2); Receipt and review of e-mail from R. Tolson re: employee complaint (.1); Receipt and review of e-mails (3) re: supervisor/employee issues (.4); Telephone conference with R. Tolson re: supervisor/employee issue (.1); Telephone conference with R. Tolson/J. Chaires-Lacy re: supervisor/employee issue (.2);

07/10/2012	WRM	Conference with M. Scaringe/S. Ghazvini re: Ghazvini construction payment (.8); Receipt and review of e-mail from K. Moon re: FPSI utility easement (.1); E-mail to T. Smith re: FPSI utility easement (.1); E-mail to L. Kling re: FPSI utility easement (.1); Receipt and review of e-mail from L. Kling re: FPSI utility easement (.1); Receipt and review of e-mail from J. Byrnes re: campus security program (.1); E-mail to D. Hendry re: campus security program (.1); Telephone conference with D. Callen re: FPSI utility easement (.1); E-mail to D. Callen re: FPSI utility easement (.1); Telephone conference with L. Kling re: FPSI utility easement (.1); E-mails (2) to A. Bryant re: depositions in Underwood v. TCC (.2); Receipt and review of e-mails (2) from A. Bryant re: depositions in Underwood v. TCC	4.10 hrs.
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(.2); Review and analysis of documents received from M. Scaringe re: Ghazvini Construction payment (.3); Telephone conferences (2) with B. Hunter re: Ghazvini construction payment (.4); Analysis: Ghazvini Construction payment question (.5); E-mail to R. Tolson re: contract payment contact information (.1); Receipt and review of e-mail from R. Tolson re: pre-employment screening (.1); E-mail to R. Tolson re: pre-employment screening (.1); Telephone conference with D. Callaway re: FPSI utility easement (.1); E-mail to D. Callaway re: FPSI utility easement (.1); E-mail to J. Murdaugh, others re: FPSI utility easement (.1); Receipt and review of e-mail from E. Eunice re: FPSI utility easement (.1); E-mail to L. Kling re: approval of FPSI utility easement (.1);

07/11/2012	WRM	<p>Receipt and review of e-mails (3) from D. Wildes re: FSU PC lease (.3); Receipt and review of e-mail from D. Callaway re: FPSI utility easement (.1); Receipt and review of e-mail from L. Kling re: FPSI utility easement (.1); E-mail to Board of Trustees re: FPSI utility easement (.1); Review revisions to FSU PC lease (.1); E-mail to D. Wildes re: revisions to FSU PC lease (.1); E-mail to T. Smith re: IT consultant report (.1); Receipt and review of e-mail from T. Smith re: IT consultant report (.1); Receipt and review of e-mail from T. Smith re: FSU PC lease (.1); Receipt and review of e-mail from A. DeFoor re: FPSI utility easement (.1); Conference with L. Kling re: FPSI utility easement (.1); Conference with G. Wells re: IT consultant report (.1); Conference with J. Schilling re: proposed donation, Avalanche lawsuit (.2); Conference with R. Tolson re: employee compensation, employee complaints, pending claims (.3); Telephone conference with R. Tolson re: employee grievance (.1); Receipt and review of e-mail (with attachment) from R. Tolson re:</p>	3.80 hrs.
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employee grievance (.2); E-mail to R. Tolson re: employee grievance (.1); Receipt and review of e-mail from R. Tolson re: employee complaint (.1); E-mail to S. Heath re: Avalanche Litigation (.1); Telephone conference with T. Stallworth re: construction payment question (.4); E-mail to T. Smith re: construction payment question (.1); E-mail to B. Sloan, others re: employee complaint (.1); Receipt and review of e-mail from T. Smith re: construction payment question (.1); Telephone conference with D. Wildes re: FPSI utility easement (.1); Receipt and review of e-mails (2) from R. Tolson re: employee complaint (.2); E-mails (2) to R. Tolson re: employee complaint (.2); Telephone conference with B. Hunter re: construction payment (.1);

07/12/2012	WRM	Receipt and review of e-mail from R. Tolson re: employee complaint;	0.10 hrs.
07/13/2012	WRM	Conference with R. Tolson/F.W. re: employee complaint (1.4); Conference with R. Tolson re: employee grievance (.3); Telephone conferences (2) with B. Dickson re: subpoena for records (.2); Receipt and review of e-mails (4) from M. Turner re: Underwood v. TCC (.4); E-mail to R. Frazier/C. Easley re: subpoena for records (.1); Receipt and review of e-mail from C. Easley re: record subpoena (.1); E-mail to A. Nied re: record subpoena (.1); E-mail to R. Tolson re: record subpoena (.1); E-mail to J. Murdaugh re: indemnification proposal (.1); Receipt and review of e-mail from J. Murdaugh re: indemnification proposal (.1);	2.90 hrs.
07/14/2012	WRM	Receipt and review of e-mail from M. Turner re: Underwood v. TCC (.1); Receipt and review of e-mail from C. Thornburn re: RDA license agreement (.1); Receipt and review of e-mails (2) from A. Nied re: employee question (.2); E-mail to A. Nied re: employee question (.1); Receipt and review of e-mail	0.70 hrs.

from R. Frazier re: employee question (.1);
E-mail to B. Sloan/S. Search re: employee
complaint (.1);

07/15/2012	WRM	Receipt and review of e-mail from B. Sloan re: employee complaint (.1); E-mail to B. Sloan re: employee complaint (.1);	0.20 hrs.
07/16/2012	WT	Revise stipulation for dismissal and order (.2); Preparation of correspondence to S. Fisher re: stipulation for dismissal of TCC Housing (.1); (Network);	0.30 hrs.
07/16/2012	WRM	Receipt and review of e-mail from B. Sloan re: employee complaint (.1); Receipt and review of e-mail from S. Search re: employee complaint (.1); Telephone conference with R. Frazier re: Youthbuild Project (.1); Receipt and review of e-mail from M. Turnbull re: indemnification proposed (.1); E-mail to C. Thornburn re: ROA license agreement (.1); E-mail to R. Tolson re: employee inquiry (.1); Review list of employee for identity proposal (.1); Receipt and review of e-mail from B. Sloan re: teaching after retirement (.1); E-mail to R. Tolson re: teaching after retirement (.1); Receipt and review of e-mail from C. Thorbeau re: RDA License Agreement (.1);	1.00 hrs.
07/17/2012	WRM	Review and analysis of RDA license agreement (.4); E-mail to C. Thornburn re: RDA license agreement (.1); Receipt and review of e-mails (3) from R. Tolson re: teaching after retirement (.3); Telephone conferences (3) with R. Tolson re: teaching after retirement (.2); Receipt and review of e-mail from R. Tolson re: employee identification (.1); E-mail to R. Tolson re: employee indemnification (.1); E-mail to B. Dickson re: employee indemnification (.1); Review revisions to FSU PC lease (.2); Receipt and review of e-mail from D. Wildes re: FSU PC lease (.1); E-mail to D. Wildes re: FSU PC lease (.1); Receipt and review of	1.80 hrs.

e-mail from B. Dickson re: employee identification (.1);

07/18/2012	WRM	Receipt and review of e-mail from M. Welch re: FSU PC lease (.1); Receipt and review of e-mail from M. Turner re: Underwood v. TCC (.1); E-mail to M. Turner re: Underwood v. TCC (.1); Receipt and review of e-mails (2) from R. Tolson re: teaching after retirement (.2); Receipt and review of e-mail from J. Byrnes re: campus safety (.1); Receipt and review of e-mail from T. Smith re: August Board topics (.1); Telephone conferences (2) with R. Frazier re: Youthbuild project (.3); E-mails (2) to B. Sloan re: teaching after retirement (.2); Receipt and review of e-mails (4) from B. Sloan re: teaching after retirement (.4); Telephone conferences (2) with R. Tolson re: teaching after retirement (.2); Preparation for construction payment meeting (.3); Dictation and preparation of Board item, background, resolution re: indemnification (.9); Receipt and review of e-mails (2) from M. Turnbull re: indemnification item (.2); E-mails (2) to M. Turnbull re: indemnification item (.2); Receipt and review of e-mail from R. Frazier re: Youthbuild project (.1); Receipt and review of e-mails (2) from R. Tolson re: employee complaint (.2); E-mail to R. Tolson re: employee complaint (.1); Conference with T. Smith/D. Wildes re: construction payment (.6); Conference with T. Smith re: Board agenda item, employee matters (1.0);	5.40 hrs.
07/19/2012	WRM	Telephone conferences (2) with T. Smith re: Aug. Board agenda item (.4); Receipt and review of e-mail from Kim Moore re: Youthbuild project (.1); Receipt and review of e-mail from D. Standish re: C. Jones matter (.1); E-mail to D. Standish re: C. Jones matter (.1); Receipt and review of e-mail from M. Turnbull re: Network security case (.1); E-mail to M. Turnbull re: Network security case (.1); Conference with S. Search/R. Tolson re:	2.00 hrs.

employee complaint (.8); Conference with R. Tolson re: employee issues (.3);

07/20/2012	WT	Revise TCCH/TCCF indemnification documents (Board item);	0.30 hrs.
07/20/2012	WRM	E-mail to R. Tolson re: employee complaint (.1); Dictation and preparation of correspondence to J. Murdaugh re: construction project payment (.4); Revise August Board agenda item (.5);	1.00 hrs.
07/21/2012	WRM	Continued revision of August Board agenda item;	0.20 hrs.
07/23/2012	WT	Revise TCCH/TCCF indemnification documents (Board item);	0.20 hrs.
07/23/2012	WRM	Receipt, review and analysis of correspondence from S. Fisher re: Network Security case (.1); E-mail to T. Smith re: August Board agenda item (.1); Telephone conference with B. Nyland re: Youthbuild Project (.1); Telephone conferences (2) with R. Frazier re: Youthbuild Project (.2); E-mail to R. Frazier re: Youthbuild Project (.1); Receipt and review of e-mail from R. Tolson re: employee grievance (.1); E-mail to R. Tolson re: employee grievance (.1); Telephone conference with R. Bush/A. Bryant re: depositions and mediation in Underwood v. TCC (.5); Receipt and review of e-mail from A. Bryant re: FERPA opinion (.1); E-mail to A. Bryant re: FERPA opinion (.1); Review and analysis of court opinion - Rhea v. Santa Fe College (.4); E-mail to B. Sloan, others re: Rhea case (.1); Receipt and review of e-mail from B. Sloan re: Rhea case (.1);	2.10 hrs.
07/24/2012	WT	Telephone conference with G. Wells re: TCCF/TCCH indemnification issue (.1); Preparation of correspondence to G. Wells re: TCCF/TCCH indemnification issue (.1);	0.20 hrs.
07/24/2012	BJL	Attend deposition of Renee Tolson (1.0);	7.00 hrs.

Attend deposition of Jeb Blackburn (1.0);
 Attend deposition of Sharon Jefferson (1.0);
 Attend deposition of Shawn Couch (1.0);
 Attend deposition of Mark Druash (1.0);
 Attend deposition of Rod Lipscomb (1.0);
 Attend deposition of Michelle McCartney
 (1.0); (Underwood v. TCC);

07/24/2012	WRM	Receipt and review of e-mails (2) from R. Frazier re: Youthbuild project (.2); Receipt and review of e-mail from S. Jefferson re: FERPA court opinion (.1); Receipt and review of e-mail from T. Smith re: Bb Training agreement (.1); Review and analysis of Bb training agreement (.2); E-mail to T. Smith re: Bb training agreement (.1); Telephone conference with R. Tolson re: Underwood v. TCC depositions (.1); Telephone conference with R. Tolson re: subpoena for records (.1); Receipt and review of e-mail from L. Powell re: subpoena for records (.1); E-mail to B. Dickson re: subpoena for records (.1); Receipt and review of e-mail from B. Dickson re: subpoena for records (.1); E-mail to R. Tolson re: subpoena for records (.1);	1.30 hrs.
07/25/2012	WRM	Receipt and review of First District Court of Appeal Mandate in Jones v. TCC;	0.10 hrs.
07/26/2012	WRM	Receipt and review of e-mails (2) from R. Frazier re: Youthbuild project (.2); E-mail to R. Frazier re: Youthbuild project (.1); Receipt and review of e-mail from R. Tolson re: employee background screening (.1); E-mail to R. Tolson re: employee background screening (.1); Receipt and review of e-mail from M. Turner with deposition report in Underwood v. TCC (.2);	0.70 hrs.
07/27/2012	WRM	Receipt and review of e-mail from R. Frazier re: YouthBuild project (.1); Receipt and review of e-mail from J. Schilling re: YouthBuild project (.1); Receipt and review of e-mail from B. Sloan re: faculty hire interview	0.30 hrs.

(.1);

07/28/2012	WRM	Review Government in Sunshine - A.G. guidelines (.1); E-mail to B. Sloan - Sunshine Law meeting requirements (.1);	0.20 hrs.
07/29/2012	WRM	E-mail to Kim Moore/R. Frazier re: former student complaint (.1); Dictation and preparation of Litigation report for J. Murdaugh (.3); E-mail to S. Heath re: Avalanche/TCC/CCLA litigation (.1); Receipt and review of e-mail from B. Sloan re: faculty recruit committees (.1); Receipt and review of e-mail from R. Frazier re: former student complaint (.1); Receipt and review of e-mails (2) from Kim Moore re: former student complaint (.2);	0.90 hrs.
07/30/2012	WRM	Receipt and review of e-mails (2) from D. Wildes re: Centennial Bank lease (.2); E-mails (2) to D. Wildes re: Centennial Bank lease (.2); Review Centennial Bank draft leases (.2);	0.60 hrs.
07/31/2012	BJL	Review and analysis of new laws applicable to TCC on October 1, 2012;	0.40 hrs.
07/31/2012	WRM	Receipt and review of e-mail from S. Heath re: Avalanche/TCC/CCLA litigation (.1); Receipt and review of e-mail from J. Schilling re: Centennial lease (.1); Receipt and review of e-mail from D. Wildes re: Centennial lease (.1); Receipt and review of order of dismissal - TCCH in Network Security case (.1); E-mail to J. Murdaugh others re: TCCH lawsuit dismissal (.1); Receipt and review of e-mail from A. DeFoor re: TCCH lawsuit dismissal (.1); E-mails (2) to T. Smith re: Board agenda item (.2); Receipt and review of e-mails (3) from M. Turnbull re: dismissal of TCCH (.3); E-mails (2) to M. Turnbull re: TCCH dismissal (.2); Receipt and review of e-mail from D. Hendry re: protecting vulnerable persons (.1); Receipt and review of e-mail from R. Johnston	2.40 hrs.

re: TCCH dismissal (.1); Receipt and review of e-mails (2) from R. Tolson re: three proposed policies, with policy drafts (.5); Telephone conference with R. Tolson re: proposed policy (.2); Receipt and review of e-mail from T. Smith re: Avalanche lease (.1); E-mail to T. Smith re: Avalanche lease (.1);

July Fees for this matter \$13,333.33

BILLING SUMMARY

Longfellow, B. Joe Associate 7.40 hrs

Mabile, William R Attorney 54.70 hrs

Taylor, Winifred Paralegal 1.10 hrs

Fees 63.20 hrs

\$13,333.33

Disbursements

\$0.00

TOTAL CHARGES FOR THIS BILL

\$13,333.33