




January 20, 2015

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews December 31, 2014

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 five (5) of the contract at the October 20, 2014 Board meeting which shall be effective until October 31, 2015. The Board shall be billed on an annual flat fee of \$175,000 for services of the firm as approved by the Board at the October 21, 2013 Board meeting.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$14,583.33.

Staff Resource

Teresa Smith

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

December 31, 2014

Teresa Smith
Vice President for Administrative Services and
Chief Financial Officer
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 12696 WRM
Our file# T00007 02276
Billing through 12/31/2014

Tallahassee Community College (General)

P.O. Number: 2015 00000778

FOR PROFESSIONAL SERVICES RENDERED

12/01/2014	WRM	Receipt and review of emails (2) from B. Ingerman re iModules contract (.2); Receipt and review of email from S. Gardner re CC Law attorneys (.1); email to A. Moran re public record response procedure (.1); email to B. Ingerman re iModules contract (.1); Dictation and preparation of correspondence to B. Petersen re Wakulla incident (.4); Telephone conference with T. Smith re student/staff videotaping (.2); Telephone conference with S. Search re student/staff videotaping (.1); Analysis: public record/videotape retention (1.1); email to S. Search/T. Smith re videotape retention schedule (.1); Receipt and review of emails (3) from S. Search re videotaping (.3); Receipt and review of Tallahassee Democrat report - hiring of H. Mitchell (.1);	2.80 hrs.
12/02/2014	WRM	Telephone conference (3) with T. Smith re employee grievance (.3); Receipt and review of email from S. Search re Apalachee MOU (.1); Receipt and review of email from R. Tolson re garnishment (.1); Review and analysis of employee garnishment writ (.3);	2.30 hrs.

email to R. Tolson re garnishment writ (.1); Receipt and review of email from M. Mustian re PSAH refinancing (.1); Receipt and review of email from A. Moran re public record procedure (.1); Receipt and review of email from T.L Smith re fingerprint procedure questions (.1); Receipt and review of email from C. Summers re fingerprint procedure questions (.1); Receipt and review of email from J. Murdaugh re Wakulla incident (.1); Telephone conference with C. Summers re Wakulla incident (.1); emails (2) to C. Summers re Wakulla incident (.2); Emails (2) to J. Murdaugh re employee complaint (.2); email to M. Mustian/E. Eunice re PSAH refinancing (.1); Telephone conference with R. Tolson re PSC employees (.1); Receipt and review of email from C. Summers re Wakulla incident (.1); Receipt and review of email from J. Murdaugh re employee complaint (.1);

12/03/2014

WRM

Telephone conference with T. Smith re employee issues (.2); Receipt and review of email from R. Tolson re contract grant employees (.1); Receipt and review of email from S. Conner re garnishment (.1); Receipt and review of email from E. Eunice re PSAH refinancing (.1); Receipt and review of emails (2) from C. Summers re Wakulla incident (.2); email to C. Summers re Wakulla incident (.1); Receipt and review of email from F. Messersmith re PSAH refinancing (.1); Receipt and review of email from J. Murdaugh re PSAH refinancing (.1); Revise Wakulla incident letter to B. Petersen (.2); email to J. Murdaugh re Wakulla incident (.1); Receipt and review of email from T. Smith re level 2 background checks (.1); Review and analysis of TMH and Apalachee MOUs (.4); email to S. Search re TMH/Apalachee MOUs (.1); Receipt and review of email from S. Search re TMH/Apalachee MOUs (.1); email to S. Conner re garnishment (.1); Telephone

2.20 hrs.

conference with B. Ballard re dual employment (.1);

12/04/2014	WRM	<p>Telephone conference with R. Tolson re employee benefits, Level 2 background checks (.2); Receipt and review of EEOC Notice of Dismissal re S. Young (.1); Receipt and review of email from F. Messersmith re PSAH refinancing (.1); Receipt and review of email from J. Murdaugh re PSAH refinancing (.1); Receipt and review of email from E. Eunice re PSAH refinancing (.1); Receipt and review of email from J. Murdaugh re Wakulla incident (.1); Receipt and review of emails (2) from T. Smith re Hive Social (.2); Receipt and review of email from B. Ingerman re TurnItIn contract (.1); Telephone conference (2) with R. Tolson re garnishment (.2); Receipt and review of email from T. Smith re revisions to SREF (.1); Receipt and review of email from S. Conner re garnishment (.1); Telephone conference with B. Ingerman re Hive Social (.2); Telephone conference with T. Smith re Hive Social (.3); Receipt and review of email from R. Tolson re Level 2 screening (.1); email to R. Tolson re Level 2 screening (.1); Receipt and review of emails (2) from D. Wildes re agency incorporation (.2); emails (2) to D. Wildes re agency incorporation (.2); Analysis: TCC Board as statutory corporation (.3); Dictation and preparation of Litigation Report (.2);</p>	3.00 hrs.
12/04/2014	MK	<p>Review and analysis of public records law to determine the extent blogs and other types of social media are classified as public records under Florida Sunshine Law (.9); Review and analysis of public records law related to what procedures need to be followed to retain social media public records (1.3); Review and analysis of other social media websites harassment policies to help decide whether or not a public entity can be liable for comments made on its page as a forum (.8);</p>	3.00 hrs.

12/05/2014	WRM	Telephone conference with S. Conner re employee benefits (.1); Receipt and review of email from S. Sentinel re campus safety (.1); email to C. Summers re campus safety (.1); Receipt and review of emails (2) from T. Smith re background check announcement (.2); Receipt and review of email from S. Conner re garnishment (.1); Telephone conference with T. Smith re employee workshop, contract employees (.4); Receipt and review of email from T. Smith re employee training (with attachments) (.2); email to C. Chan re Level 2 background checks (.1); Revise Litigation Report (.1); Telephone conference with R. Tolson re employee benefits contract employees (.2); Email to S. Conner/R. Tolson re garnishment (.1); Review and analysis - information - government sponsored social media - Hive Social (.3);	2.00 hrs.
12/05/2014	MK	Review and analysis of the Affordable Care Act statutes and regulations to determine what would be considered a "large employer" under the act (.4); Review and analysis of the definition and exemptions that a "variable hour" employee has under the Affordable Care Act (.8); Review and analysis of the definition and exemptions that a "seasonal" employee has under the Affordable Care Act (.7); Review and analysis of the definition and exemptions that a "new short term employee" has under the Affordable Care Act (.7);	2.60 hrs.
12/08/2014	WRM	Telephone conference with T. Smith re employee complaint, hiring, employee training (.3); Receipt and review of email from T. Smith re employee complaint (.1); Receipt and review of email from R. Tolson re Level 2 checks (.1); email to R. Tolson re Level 2 checks (.1); Telephone conference with C. Summers re hiring, J. Young (.2); Analysis: short-term employees and ADA (.5); email to R. Tolson re short-term employees and ADA	6.20 hrs.

(.1); email to T. Smith re Grainger workshop (.1); Review and analysis of Grainger workshop documents (.3); email to T. Smith re Level 2 checks (.1); Receipt and review of email from T. Smith re Level 2 checks (.1); Review and analysis of Collegiate High School Agreement (Wakulla) and related documents (.6); email to C. Stringer re Collegiate High School Agreement (.1); email to B. Ingerman, A. Moran, T. Smith re HiveSocial (.3); email to J. Murdaugh re Level 2 background checks (.1); Receipt and review of email from B. Ingerman re HiveSocial (.1); Review and analysis of proposed TCC/DOT employee contract (.4); email to T. Smith/R. Tolson re TCC/DOT contract (.1); Receipt and review of email from J. Murdaugh re Level 2 background checks (.1); Receipt and review of email from B. Leinback re apprenticeships (.1); email to Ki. Moore/R. Frazier re apprenticeships (.1); Receipt and review of email from S. Neiss re Level 2 checks (.1); Receipt and review of emails (2) from T. Smith re grant contract employees with attachments (.4); Receipt and review of emails (2) from R. Tolson re grant contract employees (.2); Receipt and review of email from B. Mallowney re Level 2 checks (.1); Receipt and review of email from T. Gilliam re Level 2 checks (.1); Receipt and review of email from M. Miller re Level 2 checks (.1); Receipt and review of email from E. Eunice re PSAH refinancing (.1); Receipt and review of email from C. Stringer re Collegiate High School Agreement (.1); Receipt and review of emails (3) from C. Summers re J. Young (.2); emails (2) to C. Summers re J. Young (.2); Receipt and review of email from M. Mustian re PSAH refinancing (.1); Receipt and review of email from T. Smith re Grainger training with attachments (.2); Receipt and review of email from Ki. Moore re NBT MOU (.1); Receipt and review of email from Ki. Moore re PO

MOU (.1); Receipt and review of email from C. Summer re employee evaluation (.1);

12/09/2014	WRM	<p>Receipt and review of email from R. Frazier re apprenticeship (.1); email to B. Lienback re apprenticeship (.1); email to R. Frazier re apprenticeship (.1); Receipt and review of email from C. Stringer re Collegiate High School Agreement (.1); Receipt and review of emails (2) from P. Hurley re Capitol Center (.2); emails (2) to J. Murdaugh/Ki. Moore re Capitol Center (.2); Receipt and review of email from R. Tolson re adjunct hours calculation (.1); Review adjunct hours calculation procedure/policy (.2); Telephone conference with R. Tolson re adjunct hours calculation procedure/policy (.1); email to B. Ingerman re HiveSocial (.1); Receipt and review of email from J. Murdaugh re Capitol Center (.1); email to P. Hurley re Capitol Center (.1); Receipt and review of email from S. Search re Apalachee MOU (.1); email to S. Search re Apalachee MOU (.1); Receipt and review of email from Ki. Moore re Capitol Center (.1); Receipt and review of email from B. Leinback re apprenticeship (.1); Review and analysis of NBOT MOU (.4); Email to Ki. Moore re NBOT MOU (.1); Review and analysis of GCPO/Garner MOU (.3); email to Ki. Moore re NBOT MOU (.1); Receipt and review of email from T. Smith re contract grant employees (.1); email to T. Smith re contract grant employees (.1); Receipt and review of email from E. Jones re information request (.1); emails (2) to T. Smith re information request (.2); emails (2) to E. Jones re information request (.2); Receipt and review of email from T. Smith re information request (.1); Telephone conference with T. Smith re information request (.1); Review employee incident form (.1); Receipt and review of email with attachments re Gadsden Center exemption (.2); email to T. Smith re Gadsden</p>	4.10 hrs.
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Center exemption (.1);

12/10/2014	WRM	Telephone conference with R. Tolson re time limited employees (.1); Telephone conference with D. Wildes re Quincy property purchase (.1); Receipt and review of email from C. Summers re J. Young (.1); email to C. Summers re J. Young (.1); Receipt and review of email from D. Wildes re Quincy property purchase (.1); email to D. Wildes re Quincy property purchase (.1); Receipt and review of email from Ki. Moore re Capitol Center (.1); email to P. Hurley re Capitol Center (.1); Receipt and review of email from J. Murdaugh re Level 2 background checks (.1); Receipt and review of email from R. Tolson re Level 2 background checks (.1); Receipt and review of email from R. Frazier re employee witness subpoena (.1); email to R. Frazier re employee witness subpoena (.1); Review lengthy emails - F. Baglione re Level 2 background checks (.2); Telephone conference with S. Conner re Level 2 background checks (.1); Receipt and review of email from R. Frazier re J. Young (.1); Receipt and review of email from B. Sloan re employee action (.1); email to R. Tolson re Level 2 background checks (.1); Receipt and review of email from C. Mailloux re student fees (.1); Telephone conference with R. Tolson re Level 2 checks, employee action (.1); Telephone conference with R. Tolson re employee action (.1);	2.10 hrs.
12/11/2014	WRM	Conference with B. Sloan, R. Tolson, J. Chaires-Lacey re employee action (.7); Conference with R. Tolson, J. Chaires-Lacey re Level 2 checks (.5); Receipt and review of emails (2) from R. Tolson re employee action (.2); Receipt and review of emails (2) from B. Sloan re employee action (.2); Receipt and review of email from J. Chaires-Lacey re grant contract employees (.1); email to J. Chaires-Lacey re grant contract employees (.1); Receipt and review of email from K.	1.90 hrs.

Allen re grant contract employees (.1);

12/12/2014	WRM	<p>Receipt and review of email from Ki. Moore re WTXL lease (.1); Receipt and review of email from J. Chaires-Lacey re employee resignation (.1); Receipt and review of email from D. Wildes re WTXL lease (.1); Receipt and review of email from B. Sloan re employment offer (.1); Receipt and review of email from V. Wright re DOT contract (.1); Receipt and review of email from D. Bennett re early retirement incentive (.1); Receipt and review of emails (2) from R. Tolson re time limited positions (.2); email to R. Tolson re time limited positions (.1); Receipt and review of emails (3) from R. Tolson re record request - Level 2 checks (.3); email to R. Tolson re record request - Level 2 checks (.1); Receipt and review of email from S. Search re foreign language question (.1); email to S. Search re foreign language question (.1); Receipt and review of email from S. Search re St. Maarten Agreement (.1); Receipt and review of emails (4) from B. Sloan re Level 2 background checks (.4); Receipt and review of email from R. Frazier re J. Young (.1); email to R. Frazier re J. Young (.1); Receipt and review of emails (2) from T. Smith re record request - Level 2 checks (.2); emails (2) to T. Smith re Level 2 checks (.2); Receipt and review of email from Ki. Moore re Comcast Agreement (.1); email to Ki. Moore re Comcast Agreement (.1); email to P. Hurley re Capitol Center COT documents (.1); emails (2) to B. Sloan re Level 2 background checks (.2); Receipt and review of email from J. Adams re public record request - Level 2 (.1); email J. Adams re public record request - Level 2 background checks (.1); Receipt and review of email from S. Search re time limited contracts (.1);</p>	3.40 hrs.
12/15/2014	WRM	<p>Receipt and review of email from D. Frost re CarMax contract (.1); email to R. Tolson re garnishment (.1); Review and analysis of</p>	3.90 hrs.

CarMax contract (.4); email to D. Frost re CarMax contract (.1); Review and analysis of PAEC MOU (.2); email to Ki. Moore re PAEC MOU (.1); Receipt and review of email from T. Smith re CarMax contract (.1); email to S. Search re immigration questions (.1); Review and analysis of proposal to use Canvas as new LMS (.3); emails (2) to B. Ingerman re Canvas LMS (.2); Receipt and review of email from T. Smith re immigration questions (.1); Review and analysis of revisions to WTXL lease (.2); email to D. Wildes re WTXL lease revisions (.1); Receipt and review of email from T. Smith re Canvas LMS (.1); Receipt and review of emails (2) from B. Ingerman re Canvas LMS (.2); Receipt and review of email from R. Tolson re time limited contracts (.1); Receipt and review of emails (2) from S. Search re immigration question (.2); Receipt and review of email from S. Search re time limited contracts (.1); Receipt and review of email from D. Wildes re WTXL lease (.1); Receipt and review of email from Ki. Moore re PAEC MOU (.1); Email to S. Search re St. Maarten's Agreement (.1); email to Ki. Moore re PAEC MOU (.1); Receipt and review of email from S. Search re St. Maartens Agreement (.1); Telephone conference with T. Smith re Level 2 check (.2); Telephone conference with Ki. Moore re Comcast Agreement (.2); Receipt and review of email from E. Eunice re PSAH resolution (.1); Receipt and review of email from T. Smith re HR position (.1);

12/16/2014	WRM	Receipt and review of email from B. Ingerman re Canvas LMS (.1); Receipt and review of emails (2) from B. Ingerman re WTXL lease (.2); Receipt and review of email from T. Smith re Canvas LMS (.1); Receipt and review of email from Ki. Moore re Capitol Center leases (.1); Receipt and review of email from K. Allen re DOT contract employees (.1); Conference with T. Smith, S. Conner re	2.60 hrs.
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answer to garnishment order (.3); Receipt and review of email from P. Hurley re Capitol Center documents (.1); email to Ki. Moore re Capitol Center documents (.1); Receipt and review of email from Ki. Moore re WTXL lease (.1); Dictation and preparation of Answer to Continuing Writ of Garnishment (.5); Review applicant list - HR Director position, other documents (.3); email to T. Smith re HR Director applicants (.1); Review court filing verifications re Answer to Writ of Garnishment (.2); Receipt and review of email from B. Sloan re potential employee action, with summary (.2); email to B. Sloan re potential employee action (.1);

12/17/2014	WRM	<p>Receipt and review of mails (5) from D. Wildes re site certification form (.5); Receipt and review of emails (3) from Ki. Moore re Brogan documents (.3); Receipt and review of email from Ki. Moore re Capitol Center lease and WTXL (.1); Receipt and review of emails (2) from Ki. Moore re Comcast agreement (.2); Telephone conference with Ki. Moore re Brogan documents (.1); email to P. Hurley re Brogan documents (.1); Receipt and review of email from B. Ingerman re WTXL lease (.1); Receipt and review of email from B. Ingerman re Comcast agreement (.1); emails (2) to D. Wildes re site certificate form (.2); Receipt and review of email from B. Ingerman re laptop encryption (.2); Receipt and review of email from J. Fowler re Comcast agreement (.1); Receipt and review of email from C. Turner re employee action (.1); Receipt and review of emails (4) from B. Sloan re employee action (.4); Telephone conference with A. Moran re public record request - Level 2 screening (.2); Receipt and review of email from T. Smith re laptop encryption (.1); email to T. Smith/B. Ingerman re laptop encryption (.1); emails (2) to B. Sloan re employee action (.2); Receipt and review of email from A. Moran re invoices</p>	3.20 hrs.
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		for record response payment (.1);	
12/18/2014	WRM	Receipt and review of emails (2) from B. Sloan re employee action (.2); Email to B. Sloan re employee action (.1); Review and analysis of applications for HR Director position (2.8); Email to T. Smith re applicants for HR Director position (.1);	3.20 hrs.
12/19/2014	WRM	Receipt and review of email from W. Rabon re RAD program (.1); Receipt and review of email from J. Chaires-Lacey re employee retirement (.1); Receipt and review of email from B. Sloan re employee retirement (.1); Review and analysis of RAD Program forms (.3); Email to T. Smith re RAD Program (.1); email to W. Rabon re RAD program (.1);	0.80 hrs.
12/22/2014	WRM	Receipt and review of email from P. Hurley re Brogan documents (.1); Receipt and review of emails (2) from T. Smith re RAD training (.2); Receipt and review of email from D. Wildes re WTXL lease (.1); email to J. Murdaugh/Ki. Moore re Brogan documents (.1);	0.50 hrs.
12/23/2014	WRM	Receipt and review of email from J. Murdaugh re Brogan documents (.1); Receipt and review of emails (10) from R. Frazier re J. Young (1.0); email to P. Hurley re Brogan documents (.1); email to R. Frazier re J. Young (.2);	1.40 hrs.
12/29/2014	WRM	Receipt and review of email from Ki. Moore re Brogan documents (.1); Receipt and review of email from R. Frazier re J. Young (.1); Receipt and review of email from B. Petersen re Wakulla incident (.1); Receipt and review of emails (2) from J. Murdaugh re Wakulla incident (.2); email to C. Summers re Wakulla incident (.1); email to J. Murdaugh re Wakulla incident (.2); Receipt and review of email from C. Summers re Wakulla incident (.1);	0.90 hrs.
12/30/2014	WRM	Receipt and review of email from Ki. Moore re WTXL lease (.1); Review article - ADA/personality testing (.2);	0.30 hrs.

Teresa Smith

Invoice# 12696

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12/31/2014 WRM Receipt and review of email from A. Moran re 0.40 hrs.
Wakulla incident (.1); Review and analysis of
new public record case - Orange County v.
Hewlings (.3);

12/31/2014 WRM Monthly Fee; 14,583.33
Fees for this matter \$14,583.33

BILLING SUMMARY

Mabile, William R Attorney 47.20 hrs \$14,583.33

Kelly, Michael Law Clerk 5.60 hrs

Fees 52.80 hrs \$14,583.33

Disbursements \$0.00

TOTAL CHARGES FOR THIS BILL \$14,583.33