




January 11, 2016

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP: December 4, 2015

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.

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 & ANDREWS, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

December 7, 2015

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

Invoice# 13471 JCK
Our file# T00007 02276
Billing through 12/04/2015

Tallahassee Community College (General)
P.O. Number: PO-003086
ACKA Tax ID#: 59-3621660

FOR PROFESSIONAL SERVICES RENDERED

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| 10/27/2015 | JCK | Receipt and review of email from B. Wills re public records custodian (.1); Review case law on designated "records custodian" (1.4); Email to B. Wills re "records custodian" (.6); Receipt and review of email from A. Maxwell re Records Management Access Policy (.1); Review and analysis of Records Management Access Policy (.4); Receipt and review of email from A. Moran re Lamar lease (.1); Email to A. Moran re Lamar lease (.2); Receipt and review of email from A. Moran re Lamar lease (.1); | 3.00 hrs. |
| 10/29/2015 | JCK | Receipt and review of email from B. Ingerman re TerminalFour contracts (.1); Review and analysis of TerminalFour software license agreement (1.2); Review and analysis of TerminalFour system support and hosting agreement (.8); Revise TerminalFour software license agreement (.8); Email to B. Ingerman re TerminalFour Agreements (.1); Receipt and review of email from A. Mathews re employee dismissal (.1); Review and analysis of proposed dismissal letter and supporting documentation (.8); Email to A. Mathews re employee dismissal (.1); Receipt and review of | 5.20 hrs. |

email from W. Walton re oyster spat purchases (.1); Telephone conference with A. Mathews re employee dismissal (.3); Receipt and review of email from A. Mathews re employee dismissal (.2); Receipt and review of email from A. Gaughf re Cambridge Traffic Support Subcontract (.1); Review and analysis of Review and analysis of Cambridge Systematics, Inc Traffic Records Support Contract (.4); Email to A. Gaughf re Cambridge Systematics Inc Traffic Records Support Contract (.1);

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| 10/30/2015 | JCK | Receipt and review of email from A. Mathews re employee dismissal (.1); Receipt and review of email from B. Ingerman re web hosting contract (.1); Receipt and review of email from B. Jones re TCC Ethics Code (.1); Review and analysis of Ethics Policies (.8); Receipt and review of email from B. Wills re Lamar Advertising lease (.1); Review and analysis of Lamar Advertising Release (.8); Email to A. Moran re modification of lease (.2); | 2.10 hrs. |
| 11/02/2015 | BAA | Telephone conference with R. Tolson re Title IX issues, public record request (.4); | 0.40 hrs. |
| 11/02/2015 | JCK | Receipt and review of email from A. Gaughf re three DOT agreements for review (.1); Review and analysis of "Click It or Ticket" Agreement A (.4); Review and analysis of "Click It or Ticket" Agreement B (.4); Review and analysis of DUI New Year's and Labor Day Media Agreement (.3); Email to A. Gaughf re contract reviews (.2); Receipt and review of email from A. Maxwell re two third party litigation subpoenas (.1); Review and analysis of two subpoenas for TCC employee employment records (.3); Email to A. Maxwell re subpoena and response (.2); Receipt and review of email from D. Wildes re Recycling MOU (.1); Review and analysis of MOU with Recycle Without Borders, Inc. (.8); Revise MOU with Recycle Without Borders, Inc. (.5); | 5.00 hrs. |

Email to D. Wildes re Recycling MOU (.1);
 Receipt and review of email string from R.
 Tolson (.2); Telephone conference with R.
 Tolson re public records request (.2); Receipt
 and review of email from A. Maxwell re
 subpoenaed records (.1); Receipt and review of
 email from D. Wildes re recycling contract
 (.1); Prepare current Litigation Report for J.
 Murdaugh (.9);

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| 11/03/2015 | JCK | <p>Receipt and review of email from R. Frazier re J. Young letter (.1); Review and analysis of J. Young letter (.1); Receipt and review of email from R. Frazier re J. Young letter to Mr. Leonard (.1); Review and analysis of J. Young letter to Mr. Leonard (.1); Telephone conference with R. Frazier re J. Young letters (.4); Receipt and review of email from S. Search re MOU with Capital Regional Medical Center (.1); Review and analysis of MOU between TCC and Capital Regional Medical Center (.6); Email to S. Search re MOU with Capital Regional Medical Center (.1); Receipt and review of email from A. Mathews re EEOC claim from D. Schaum (.1); Review and analysis of EEOC charge of discrimination from D. Schaum (.2); Receipt and review of email from S. Search re CRMC MOU (.1); Telephone conference with R. Tolson re Title IX issues (.3); Email to R. Frazier re public records request (.1); Email to R. Frazier re second public records request (.1);</p> | 2.50 hrs. |
| 11/03/2015 | MK | <p>Review and analysis of analyzed numerous college policies throughout Florida and the country and statutory language to see whether our firm or anyone at our firm has a conflict of interest if called to be a Title IX coordinator and drafted a memo reflecting this information (1.0); Review and analysis of numerous college policies throughout Florida and the country and statutory language to see what addition considerations should be looked to in hiring a Title IX coordinator and drafted a</p> | 1.80 hrs. |

memo reflecting this information (.8);

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| 11/06/2015 | JCK | Receipt and review of email string from A. Moran re additional public records request (.3); Email to A. Moran re request is not a legal public records request (.1); Receipt and review of email from B. Jones re TCC FDOT Grant employee contract (.1); Review and analysis of Contract of Employment for Personnel of Community Colleges Grants and Special Projects (.6); Review state and federal law re final paychecks (1.6); Email to B. Jones re Employment Contract for Personnel of Community Colleges Grants and Special Projects (.5); Receipt and review of email from A. Moran re additional public records request (.1); | 3.30 hrs. |
| 11/06/2015 | MK | Reviewed case law, federal statutes and similar college policies discussing whether TCC's rationale and formula for calculating adjunct hours is sufficient (1.2); | 1.20 hrs. |
| 11/09/2015 | JCK | Receipt and review of email from A. Gaughf re Renaissance Orlando Hotel Group contract (.1); Review and analysis of Renaissance Group Sales Agreement (.9); Email to A. Gaughf re Group Sales Agreement (.1); | 1.10 hrs. |
| 11/10/2015 | JCK | Receipt, review and analysis of emails from R. Frazier re telephone calls with J. Young with attachments (.4); | 0.40 hrs. |
| 11/11/2015 | JCK | Receipt and review of email from A. Moran re subpoena for records (.1); Review and analysis of subpoena for employee's records (.1); Receipt and review of email from A. Moran re subpoenaed records (.1); Receipt and review of email from C. Stringer re ACA reporting (.1); Review and analysis of ACA Guidelines (.8); Review and analysis of TCC's ACA Guidelines (.4); | 1.60 hrs. |
| 11/13/2015 | JCK | Receipt and review of email from A. Gaughf re Embassy Suites Sales Agreement (.1); | 5.60 hrs. |

Review and analysis of and revise Embassy Suites Group Room Only Sales Agreement 2015 (.9); Email to A. Gaughf re Embassy Suites Sales Agreement (.2); Receipt and review of email from A. Gaughf re City of Tallahassee General Revenue Agreement (.1); Review and analysis of City of Tallahassee General Revenue Agreement (1.3); Receipt and review of email from Ki. Moore re Business Incubator Program Handbook Nov 2015 (.2); Review and analysis of Achieving the Dream Business Incubator Program Handbook for Spring 2016 (1.0); Email to Ki. Moore re review of Business Incubator Program Handbook (.1); Receipt and review of email from Ki. Moore re Business Incubator Program (.1); Review and analysis of TCC Board Agenda (.9); Receipt and review of email from R. Frazier re J. Young letters (.1); Review and analysis of letters from J. Young (.4); Email to R. Frazier re J. Young (.2);

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| 11/16/2015 | JCK | Receipt and review of email from M. Roebuck re TCC and IAM Cloud Agreement (.2); Review and analysis of TCC and IAM Cloud Agreement (1.0); Email to M. Roebuck re TCC and IAM Cloud Agreement (.3); Attend Board Meeting (3.3); Receipt and review of email from B. Wills re Lamar contract modification (.1); Email to B. Wills re Lamar contract modification (.2); | 5.10 hrs. |
| 11/16/2015 | MK | Review and analysis of Florida case law and statutes re whether a speaker at a conference can request potential attendees at conference he is speaking at that is a public event (.7); | 0.70 hrs. |
| 11/17/2015 | JCK | Receipt and review of email from Ki. Moore re public records request (.2); Review and analysis of memo from M. Kelly re public records request (.1); Email to Ki. Moore re public records request (.1); Receipt and review of email from Ki. Moore re TCC Capitol Center Billing and attached emails (.3); | 2.80 hrs. |

Review and analysis of contract with TCC and Keller Williams (.6); Telephone conference with Ki. Moore re TCC Capitol Center lease (.2); Email to Ki. Moore re TCC Capitol Center lease (.1); Receipt and review of email from B. Wills re subpoenaed records (.1); Preparation of email to B. Wills re subpoenaed records (.1); Receipt and review of email from B. Wills re subpoenaed records (.1); Receipt and review of email from W. Rabon re Indemnity Provision (.1); Review and analysis of Interlocal Agreement (.4); Revise Interlocal Agreement (.2); Email to W. Rabon re Interlocal Agreement (.2);

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| 11/18/2015 | JCK | <p>Receipt and review of email from B. Wills re Gilly's contract (.1); Review and analysis of Gilly's contract (1.2); Revise Gilly's contract (.6); Email to B. Wills re Gilly's contract (.2); Receipt and review of email from W. Rabon re modified agreements for Elvis and Tracs (.1); Review and analysis of modified Elvis and Tracs Agreements (.5); Revise modified Elvis and Tracs Agreements (.4); Email to W. Rabon re Elvis and Tracs Agreements (.1); Receipt and review of email from H. Mitchell re copyright material (.1); Review law on "Fair Use" of copyright material (1.8); Email to H. Mitchell re copyright material (.4); Receipt and review of email from R. Tolson re animals on campus (.1); Review and analysis of proposed Administrative Procedure 11-05AP (.4); Review ADA and Florida Statute 413.080 for compliance with proposed AP 11-05AP (1.6); Revise proposed AP 11-05AP re service agreements (.4); Email to R. Tolson re service agreements (.1); Receipt and review of email from B. Wills re Gilly's contract (.1); Review Title IX Coordinator requirements under federal law (.9); Email to R. Tolson re Title IX Coordinator duties (.4);</p> | 9.50 hrs. |
| 11/19/2015 | JCK | <p>Receipt and review of email from J. Murdaugh re Florida College Legal Conference (.1);</p> | 9.10 hrs. |

Email to J. Murdaugh re Florida College Legal Conference (.1); Receipt and review of email from M. Roebuck re IAM Cloud contract (.1); Receipt and review of email from R. Tolson re Title IX Coordinator (.1); Email to R. Tolson re Title IX Coordinator (.1); Receipt and review of email from R. Tolson re animals on campus policy (.1); Receipt and review of email from F. Moore-Davis re Library eContract Agreement (.1); Review and analysis of Library eContract Agreement (1.2); Email to F. Moore-Davis re Library eContract Agreement (.1) with revisions (.4); Receipt and review of email from R. Tolson re Title IX investigator (.1); Review Title IX requirements for investigators (.8); Email to R. Tolson re Title IX investigator (.3); Receipt and review of email from W. Rabon re objected to revisions to Interlocal Agreement (.1); Review case law and statutes on indemnification for state agencies (1.4); Email to W. Rabon re legal basis for suggested revisions to Interlocal Agreement (.4); Receipt and review of email from L. Kling re changing date for Board meeting (.1); Email to L. Kling re changing date for Board meeting (.1); Receipt and review of email from B. Wills re modification of Billboard contract with Lamar (.1); Preparation of proposed contract provisions (1.4); Email to B. Wills re proposed contract provisions (.1); Receipt and review of email from L. Kling re Board meeting change (.1); Receipt and review of email from C. Stringer re ACA compliance for adjunct faculty (.4); Review ACA and recent regulations (.8); Email to C. Stringer re ACA compliance (.4); Receipt and review of email from B. Wills re proposed contract provision to billboard lease (.1);

11/20/2015

JCK

Receipt and review of email from A. Moran re discretionary provision for TCC in billboard contract (.1); Receipt and review of email from

2.40 hrs.

D. Frost re Gilly requested modifications to Vending Services Contract (.1); Review and analysis of proposed modified Gilly's Vending Services Contract (.9); Email to D. Frost re review of proposed modified Vending Services Contract (.1); Receipt and review of email from D. Frost re revisions to Vending Services Contract (.1); Email to D. Frost re revisions to Vending Services Contract (.2); Receipt and review of email from A. Moran re modification of Lamar Sign Location Lease (.1); Email to A. Moran re modification of Lamar Sign Location Lease (.1); Attend conference call with A. Moran and B. Wills re TCC Billboard Contracts (.7);

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| 11/23/2015 | JCK | <p>Receipt and review of email from H. Mitchell re fundraiser (.1); Receipt and review of email from R. Frazier re J. Young letters (.1); Review and analysis of letters from J. Young to Mr. Leonard (.2); Email to R. Frazier re J. Young letters (.1); Review and analysis of modified Purchase & Sale of Easement and Assignment of Billboard Lease Agreement (1.2); Revise Landmark Agreement (.4); Receipt and review of email from S. Search re Recruiting Agency Agreement (.1); Review and analysis of Recruiting Agency Agreement (.5); Revise Recruiting Agency Agreement (.6);</p> | 3.30 hrs. |
| 11/24/2015 | JCK | <p>Receipt and review of email from R. Frazier re records request (.1); Receipt and review of email from B. Jones re use of TCC lift (.2); Email to B. Jones re use of TCC lift (.7); Receipt and review of email from B. Ingerman re maintenance of public records (.2); Review law re record retention for text messages (1.4); Email to B. Ingerman re maintenance of public records (.4); Email to S. Search re International Recruiting Agreement (.1); Email to A. Moran re Landmark Agreement and modifications with activities precluded (.4); Receipt and review of email from S. Search re</p> | 3.70 hrs. |

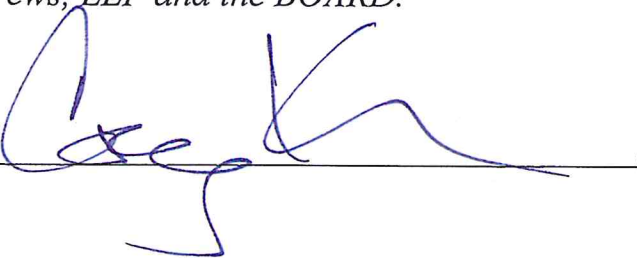
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| | | International Recruiting Agreement (.1); Receipt and review of email from B. Wills re Lift Indemnity Agreement (.1); | |
| 11/25/2015 | JCK | Receipt and review of email from Ki. Moore re Legislature lobbying requirements (.2); Review lobby registration law (.7); Email to Ki. Moore re lobbying registration (.1); Telephone conference with Ki. Moore re lobbying registration (.3); Receipt and review of email from Ki. Moore re lobbying registration (.1); Email to R. Frazier re explanation to former student of his college record (.1); Receipt and review of email from R. Frazier re explanation of former student's college record (.1); | 1.60 hrs. |
| 11/30/2015 | JCK | Receipt and review of email from C. Dwyer re Drone Class Release (.1); Receipt and review of email from C. Dwyer re Drone Class Release (.1); Receipt and review of email from B. Johnson re Drone Class Release (.1); Receipt and review of email from R. Green re J. Young letters (.2); Review and analysis of J. Young letters (.2); Email to R. Green re J. Young letters (.2); Receipt and review of email from Ki. Moore re TCC Entrepreneurship Initiative (.1); Review and analysis of MOU for Domi and TCC (.4); Revise MOU for Domi and TCC (.3); Email to Ki. Moore re MOU for Domi and TCC (.1); | 1.80 hrs. |
| 12/01/2015 | JCK | Receipt and review of email from B. Wills re student information (.1); Review FERPA and TCC policy 10-18 (.8); Email to B. Wills re student information (.2); Receipt and review of email from R. Green re transcript record of former student (.1); Receipt and review of email from Ki. Moore re MOU with Domi (.1); Receipt and review of email from F. Moore-Davis re TCCEbrary Contract (.1); Review and analysis of TCCEbrary Contract (.9); Email to F. Moore-Davis re TCCEbrary Contract (.1); Telephone conference with Ki. | 2.70 hrs. |

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| | | Moore re lobbying requirements (.3); | |
| 12/02/2015 | JCK | Receipt and review of email from B. Ingerman re text messages as public records (.1); Review case law re text messages and scope of public records (1.4); Email to B. Ingerman re text messages and public records (.2); Conference call with B. Ballard, C. Dwyer and B. Johnson re Drone liability (.5); Review and analysis of contract for services between TCC and Unmanned Systems Center LLC (.7); Receipt and review of email from C. Dwyer re Unmanned Systems Center LLC contract (.1); Preparation of proposed Amendment to TCC and Unmanned Systems Center LLC contract (.4); Email to B. Jones and B. Wills re proposed Amendment to TCC and Unmanned Systems Contract (.1); | 3.50 hrs. |
| 12/03/2015 | JCK | Receipt and review of email from B. Jones re TCC and GUSC contract (.1); Review and proposed revision to contract (.5); Email to B. Jones re TCC and GUSC contract (.1); Receipt and review of email from A. Moran re student email addresses and third parties (.1); Review and analysis of memo re FERPA and student email addresses (.4); Email to A. Moran re FERPA and student email addresses (.2); Email to A. Moran re student privacy rights (.2); Receipt and review of email from A. Moran re student privacy rights (.1); | 1.70 hrs. |
| 12/04/2015 | JCK | Receipt and review of email from B. Wills re Follett agreement (.1); Email to B. Wills re Follett agreement (.4); | 0.50 hrs. |
| 12/04/2015 | JCK | Portion of Monthly Fee; | 15,275.00 |
| 12/04/2015 | BAA | Portion of Monthly Fee; | 325.00 |
| 12/04/2015 | MK | Portion of Monthly Fee; | 650.00 |
| | | Fees for this matter | \$16,250.00 |

BILLING SUMMARY

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|-----------------------------|----------|-----------|-------------------|
| Knox, J. Craig | Partner | 77.50 hrs | \$15,275.00 |
| Andrews, Ben A. | Partner | 0.40 hrs | \$325.00 |
| Kelly, Michael | Attorney | 3.70 hrs | \$650.00 |
| Fees | | 81.60 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 & Andrews, LLP and the BOARD.


_____, *Firm Contract Administrator*