




February 20, 2017

MEMORANDUM

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

January 23, 2017

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

Invoice# 14287 JCK
Our file# T00007 02276
Billing through 01/19/2017

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

FOR PROFESSIONAL SERVICES RENDERED

01/03/2017	JCK	Receipt and review of email from R Tolson re Equity claim (.1); Receipt and review of Equity decision letter (.1); Email to R Tolson re Equity claim (.1); Receipt and review of email from B Wills re Bookstore contract (.1); Receipt and review of email from A Bradbury re CSA (.1); Receipt, review and analysis of correspondence related to CSA (.2); Receipt and review of CSA (.4); Receipt and review of contract amendment with Big Bend Community Based Care, Inc (.4); Email to A Bradbury re contract revision (.1); Email to A Bradbury re contract amendment review (.1); Receipt and review of email from B Wills re employee issue (.1); Receipt and review of documents pertaining to employee issue (.5); Attend conference with B Wills, B Jones and A Mathews re employee issue (.4); Receipt and review of email re employee issue (.4)	3.10 hrs.
01/03/2017	MK	Review and analysis of case law re surveillance and cameras (1.4)	1.40 hrs.
01/04/2017	JCK	Receipt and review of email from R Tolson re employee issue (.3); Receipt and review of email from F Moore-Davis re MIT Production contract (.1); Receipt and review of email from	2.00 hrs.

R Frazier re stored property (.2); Telephone conference with R Frazier re stored property (.1); Telephone conference with K Moore re contract issue (.2); Receipt and review of email from A Maxwell re public records request (.1); Email to A Maxwell re public record request (.2); Review MTI contract (.6); Email to F Moore-Davis re MTI contract (.2)

01/05/2017	JCK	<p>Receipt and review of email from R Tolson re employee issue with enclosure (.3); Telephone conference with R Tolson re employee issue (.4); Receipt and review of email from R Tolson re employee issue with additional enclosures (.9); Telephone conference with R Frazier re property disposal (.3); Receipt and review of email from C Dwyer re WEI (.1); Receipt and review of email from R Frazier re property disposal (.1); Receipt and review of email from A Moran re Fair Comment issue (.1); Email to A Moran re Fair Comment issue (.1); Receipt and review of email from A Maxwell re public records request (.1); Preparation of email to A Maxwell re public records request (.1); Receipt and review of email from Sniffen Law Firm re legal invoice (.1); Review legal invoice (.4); Email to B Wills re legal invoice (.1); Receipt and review of email from Bing Energy re fuel cells (.1); Receipt and review of email from K Williams re fuel cells (.1); Receipt and review of contract documents from K Williams and emails (.4); Telephone conference with K Williams re contract language (.3)</p>	4.00 hrs.
01/05/2017	MK	<p>Review and analysis of bankruptcy docket for Bing Energy determine the trustee and other information (.5); Review and analysis of case law re whether an issue may arise in removing an asset subject to bankrupt estate (1.1); Review and analysis of revisions to contract between TCC and Career Source Capital Region by B Wills to determine whether new language was valid and made additional</p>	3.80 hrs.

revisions (.9); Review and analysis of changes made by B Wills to contract with Flagler College, Follett and TCC (.4); Review and analysis of case law to determine the most effective way to construct a structure with another state entity (.4)

01/06/2017	JCK	Telephone conference with A Moran re communication issue (.5)	0.50 hrs.
01/09/2017	JCK	Receipt and review of email from R Tolson re Title IX issue (.1); Email to R Tolson re Title IX issue (.1); Telephone conference with R Tolson re Title IX issue (.4); Telephone conference with B Wills re contract (.1); Receipt and review of email from B Wills re sublease issue (.1); Review sublease agreement (.9); Email to B Wills re sublease agreement (.4); Receipt and review of email from B Wills re Follett agreed amendment (.1); Receipt and review of revised Follett agreed amendment (.4); Email to B Wills re Follett agreed amendment (.2); Receipt and review of email from B Wills re FWC Building (.2); Email to B Wills re FWC building (.4); Receipt and review of email from K Moore re draft agreement (.1); Receipt and review of draft agreement re New Horizons (.7); Email to K Moore re draft agreement (.4); Email to F Moore-Davis re contract (.1); Telephone conference with F Moore-Davis re contract (.3)	5.00 hrs.
01/10/2017	MK	Conference with A Moran re public records requests whether having electronic database of information constitutes a public record and whether having lists of classroom attendance can be given as one list (.6); Review and analysis of case law re public record requests and reformatting a document (2.2); Review and analysis of case law re surveillance and privacy rights (1.2); Review and analysis of case law re an internal investigation is subject to public records law and/or redaction (1.3)	5.30 hrs.

01/11/2017	JCK	Receipt and review of email from R Tolson re records subject to public hearing law (.1); Email to R Tolson re records subject to public hearing law (.2); Receipt and review of email from A Moran re public records request (.1); Telephone conference with A Moran public records request (.4); Receipt and review of email from A Moran re public records request (.2); Receipt and review of email from K Moore re New Horizon contract (.1); Conference call re MTI contract (.4); Receipt and review of email from R Tolson re ADA issue (.2); Telephone conference with R Tolson re ADA issue (.3); Receipt and review of email from B Wills re construction contract (.1); Email to B Wills re Construction contract (.1)	2.20 hrs.
01/11/2017	MK	Review and analysis of case law re New York long arm statute to determine whether entering a contract with a Florida entity can force that entity to go to New York for a suit (1.6); Review and analysis of case law re appropriate restrictions on indemnity provisions when contracting with an out of state entity (.8); Review and analysis of other colleges' agreements with Music Theater International (1.1)	3.50 hrs.
01/12/2017	JCK	Receipt and review of Board of Trustees Agenda (1.3); Conference with Chairman Pople (1.7); Receipt and review of legal memorandum re contractual indemnity (.6); Receipt and review of email from R Tolson re ADA Investigative report (.1) Receipt and review of proposed final report (.8); Email to R Tolson re final report (.1); Receipt and review of email from A Moran re public record request (.3); Email to A Moran re public record request (.4); Email to F Moore-Davis re MTI contract (.8)	6.10 hrs.
01/13/2017	JCK	Receipt and review of emails (x2) from R	2.80 hrs.

Tolson re employee discipline (.2); Receipt and review of documents related to employee discipline (.9); Telephone conference with R Tolson re employee discipline (.3); Receipt and review of email from B Jones re lease agreement (.1); Receipt and review of Lease Agreement (.7); Email to B Jones re Lease Agreement (.1); Receipt and review of email from F Moore-Davis re MTI Contract (.1); Conference call with F Moore-Davis re MTI Contract (.4)

01/17/2017	JCK	Receipt and review of email from B Jones re faculty with attachments (.4); Review TCC AP 11-05 and ADA law (1.2); Email to B Jones re service animals (.4); Attend conference re employee issues with B Jones, R Tolson & S Rowland (2.0); Attend Board of Trustee Meeting (2.0); Receipt and review of email from B Ingerman re contract (.1); Review change order for workday contract (.4); Email to B Ingerman re contract (.1)	6.60 hrs.
01/17/2017	MK	Review TCC policy and case law re restrictions of a service dog (1.2); Initial draft of construction agreement and pertinent exhibits (3.9)	5.10 hrs.
01/18/2017	JCK	Receipt and review of email from B Ingerman re contract change Order (.1); Receipt and review of email from R Tolson re employee issue (.2); Telephone conference with R Tolson re employee issue (.4); Receipt and review of email from K Moore re contract review (.1); Receipt and review of Agreement with Florida Retail Federation (.8); Revise Agreement (1.8); Email to K Moore re contract revision (.1); Email to B Wills re FWC Contract (.2); Receipt and review of email from F Moore-Davis re contract (.1); Receipt and review of Upswing contract (.8); Revise contract (.6); Email to F Moore-Davis re contract (.1); Receipt and review of email from N Clark re Order on Petitioner's Motion to	6.70 hrs.

Reopen Hearing (.1); Email to N Clark re hearing transcript (.1); Receipt and review of email from B Wills re Workday Change Order (.1); Receipt and review of email from B Wills re Osher Lifelong Learning Institute (.1); Receipt and review of emails (x4) from C Dwyer re Osher Lifelong Learning Institute (.4); Receipt and review of email from B Jones re Osher Lifelong Learning Institute (.1); Email to C Dwyer re Osher Lifelong Learning Institute (.1); Email to B Wills re Osher Lifelong Learning Institute (.3); Receipt and review of email from A Moran re Collective Bargaining Session (.1)

01/18/2017	MK	Preparation of information and items needed for construction agreement (.4)	0.40 hrs.	5,246.00
01/19/2017	JCK	Receipt and review of emails (x2) from R Tolson re employee issue (.2); Receipt and review of employee grievance decision (.4); Email to R Tolson re employee issue (.1); Receipt and review of email from K Moore re FRF agreement (.1); Receipt and review of email from B Wills re FRF agreement (.1); Continued revision of Upswing contract (.8); Email to F Moore-Davis re Upswing contract (.1); Email to K Moore re Upswing contract (.1)	1.90 hrs.	11,004.00
01/19/2017	JCK	Portion of Monthly Fee		\$11,004.00
01/19/2017	MK	Portion of Monthly Fee		\$5,246.00
		Fees for this matter		\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	40.90 hrs	\$11,004.00
Kelly, Michael	Attorney	19.50 hrs	\$5,246.00

Barbara Wills

Invoice# 14287

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Fees

60.40 hrs

\$16,250.00

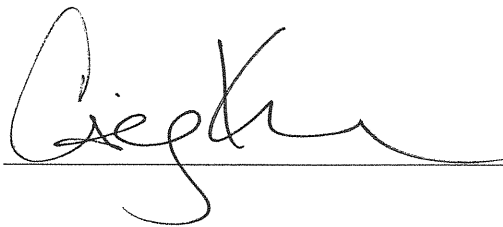
Disbursements

\$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.

A handwritten signature in cursive script, appearing to read "Ciegh", written over a horizontal line.

, Firm Contract Administrator