




March 20, 2017

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, President 

**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP:  
February 17, 2017

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### 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

February 21, 2017

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

Invoice# 14348 JCK  
Our file# T00007 02276  
Billing through 02/17/2017

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

FOR PROFESSIONAL SERVICES RENDERED

01/20/2017	JCK	Receipt and review of email from F Moore-Davis re Upswing contract (.1); Receipt and review of email from M Robeck re Higher One contract (.1); Receipt and review of Higher One Contract (.8); Receipt and review of Higher One Contract amendment (.6); Email to M Robeck re Higher One contract (.3); Receipt and review of email from M Robeck re Higher One contract (.1)	2.00 hrs.
01/23/2017	JCK	Receipt and review of Order Denying Petitioner's Motion to Reopen or Supplement Records (.2); Email to counsel of record re Order (.2); Preparation of Memorandum to President Murdaugh re Civil and Administrative Litigation (.8)	1.20 hrs.
01/24/2017	JCK	Receipt and review of email from C Dwyer re insurance coverage (.1); Email to C Dwyer re insurance coverage (.6); Receipt and review of email from K Moore re New Horizon contract (.1); Receipt and review of New Horizon's MOU (.4); Revise New Horizon's MoU (1.2); Email to K Moore re MOU (.1); Receipt and review of email from B Jones re insurance coverage (.1)	2.60 hrs.

01/25/2017	JCK	Receipt and review of email from T Harmon re deadline extension for response in faculty dismissal case (.2); Receipt and review of email from C Dwyer re insurance coverage (.1); Receipt and review of email from B Jones re insurance coverage (.1); Receipt and review of email from B Jones re employee issue (.1); Review documentation re employee issue (.4); Email to B Jones re dismissal (.1); Receipt and review of email from R Tolson re FCHR claim (.1); Review documents related to FCHR issue (.6); Email to R Tolson re FCHR claim (.1); Receipt and review of email from B Jones re employee dismissal (.1); Receipt and review of email R Hathaway re invoice (.1); Email to R Hathaway re invoice (.1); Receipt and review of email from B Jones re employee dismissal (.1); Email to B Jones re employee dismissal (.1); Telephone conference with B Jones re employee dismissal (.3); Email T Harmon re filing extension (.1)	3.30 hrs.
01/26/2017	JCK	Receipt and review of email from Judge Clark re Request for Deadline Extension (.1); Email to Counsel re faculty dismissal processing (.1); Receipt and review of email from CC Law re College Counsel Group (.1); Email to D Heekin re College Counsel Group (.1); Receipt and review of email from D Heekin re College Counsel Group (.1); Receipt and review of email from Judge Clark re the deadline (.2); Receipt and review of email from B Jones re work history verification (.1); Receipt and review of work verification documents (.3); Telephone conference with B Jones re work verification documents (.3); Receipt and review of email from R Tolson re FCHR claim (.1); Email to R Tolson re FCHR claim (.1)	1.60 hrs.
01/26/2017	MK	Review and analysis of case law re verification of new hire work history and fair credit reporting act (1.3)	1.30 hrs.
01/31/2017	JCK	Receipt and review of email from H Mitchell	2.60 hrs.

		re contract revision (.2); Receipt and review of WMO Agreement revised (1.4); Revise WMO Agreement (1.0)	
02/01/2017	JCK	Continue review of WMO contract (.8); Email to H Mitchell re WMO contract (.2); Receipt and review of email from A Maxwell re public records request (.1); Review SS 119.07 Fla. Stat. (.6); Email to A Maxwell re public records request (.2); Receipt and review of email from H Mitchell re WMO contract (.1); Receipt and review of email from A Maxwell re public records request (.1)	2.10 hrs.
02/01/2017	MK	Review and analysis of case law re public records issue (.9)	0.90 hrs.
02/02/2017	JCK	Revise Fiscal Sponsorship Agreement (.8); Email to H Mitchell re Fiscal Sponsorship Agreement (.2); Receipt and review of email from H Mitchell re Fiscal Sponsorship Agreement (.1)	1.10 hrs.
02/03/2017	JCK	Receipt and review of email from B Wills re state exemption issue (.1); Receipt and review of background information re state exemption issue (.6); Review SS 1009.25 Fla. Stat. (.4); Receipt and review of email from B Wills re fee exemption issue (.1); Telephone conference with B Wills re fee exemption issue (.1); Receipt and review of email from B Jones re conference (.1); Email to B Jones re conference (.1)	1.50 hrs.
02/03/2017	MK	Review and analysis of policies from other colleges re fee exemptions (.6)	0.60 hrs.
02/06/2017	JCK	Telephone conference with B Wills re fee exemptions (.3); Receipt and review of email from G Smith re loan documents (.1); Receipt and review of First Amendment to Loan Agreement (.8); Receipt and review of proposed resolution (.6); Receipt and review of email from G Smith re revised Loan Agreement documents (.1); Receipt and review	3.30 hrs.

of revised pages to Loan Agreement (.4);  
 Receipt, review and analysis of emails (x4)  
 from C Dwyer re sponsored events procedures  
 (.6); Email to C Dwyer re sponsored events  
 procedures (.4)

02/07/2017	JCK	Receipt and review of email from B Jones re sponsored events (.1); Receipt and review of email from C Dwyer re sponsored events (.1); Receipt and review of email from A Bradbury re Barge contract (.1); Receipt and review of Barge contract (.9)	1.20 hrs.
02/07/2017	MK	Review and analysis of case law re indemnification issue (1.4); Review and revise Memorandum of Understanding between TCC and Tallahassee Parks & Recreation to include indemnity provisions (.7)	2.10 hrs.
02/08/2017	MK	Review and finalize contract with LEO instructors (.6)	0.60 hrs.
02/09/2017	JCK	Receipt and review of email from Sniffen Law Firm re invoice (.1); Receipt and review of Sniffen Law Firm invoice (.1); Email to B Wills re Sniffen invoice (.1); Receipt and review of email from A Bradbury re barge contract (.1); Receipt and review of email from M Hackathorn re claims reporting (.2); Email to B Jones re claims reporting (.2); Receipt and review of email from A Moran re gym waiver (.1); Receipt and review of proposed waiver (.4); Revise waiver (.8); Emails (x2) to A Moran re gym waiver (.2); Receipt and review of email from B Jones re gym waiver (.1); Receipt and review of emails (x2) from A Moran gym waiver (.2); Final revision of Memorandum of Understanding for Commercial Truck Driving Course (.6); Email to R Frazier re revised MOU (.2); Receipt and review of email from B Wills re TCC SOW - Default Agreement (.1); Receipt and review of TCC SOW - Default Agreement (.7); Email to B Wills re Master Services Agreement (.2);	6.20 hrs.

		Review Master Services Agreement (1.3); Receipt and review of email from C Dwyer re drone class (.2); Telephone conference with R Pople re Board Meeting (.2); Telephone conference with B Wills re TCC-WEI sit (.1)	
02/09/2017	MK	Review case law and recent guidelines on drones (1.0)	1.80 hrs.
02/10/2017	JCK	Receipt and review of emails (x5) from C Dwyer re drone class (.5); Emails (x2) to C Dwyer re drone class (.2); Receipt and review of emails (.2) from R Hall re drone class (.2); Receipt and review of email from B Jones re Claim's given Notice (.1); Receipt and review of email from A Moran re gym waiver (.1); Receipt and review of email from C Dwyer re OLLI waiver (.1); Receipt and review of OLLI waiver (.4); Revise OLLI waiver (.8); Review and analysis of SOW with OLLI (.4); Revise SOW with OLLI (.7); Telephone conference with B Wills re contract issues (.3); Review and analysis of email from B Wills re complete settlement agreement (.1); Receipt and review of proposed settlement agreement (.4); Preparation of email to B Wills re proposed settlement agreement (.2); Receipt and review of email from H Mitchell re Tallahassee Science Festival (.1); Revise Tallahassee Science Festival (.6); Email to H Mitchell re Tallahassee Science Festival (.2)	5.40 hrs.
02/10/2017	MK	Review & revise construction agreement with FWC to include language re TCC as the final authority, when construction will be completed, amount of insurance required and building specifications (1.4)	1.40 hrs.
02/13/2017	JCK	Receipt and review of emails (x2) from A Moran re faculty dismissal hearing (.2); Email to A Moran re faculty dismissal hearing (.1); Telephone conference with R Tolson re equality issue (.3); Emails (x2) to A Moran re legal issue (.2); Receipt and review of email	2.40 hrs.

from A Moran re legal issue (.1); Receipt and review of email from B Wills re settlement agreement (.2); Revise settlement agreement (.6); Email to C Dwyer re OLLI Program (.2); Receipt and review of email from C Dwyer re OLLI Program (.1); Telephone conference with A Moran re legal issue (.4)

02/13/2017	MK	Review emails from TCC and Wakulla County discussing lift station (.3); Draft first Bill of Sale for lift station (.8)	1.10 hrs.
02/14/2017	JCK	Telephone conference with A Moran re recent legal issues (.6); Review and analysis of email from A Moran re recent legal issues (.1); Receipt and review of email from R Tolson re Title IX issues (.1); Email to R Tolson re Title IX issue (.2); Revise complete Settlement Release (.9); Email to B Will re revised complete Settlement Release (.2); Receipt and review of email from B Wills re revised Complete Settlement Release (.1); Receipt and review of email from B Jones re EEOC claim (.1); Receipt and review of EEOC materials from employee claim (.4); Receipt and review of emails (x2) from B Wills re DMS Contract (.2)	2.90 hrs.
02/15/2017	JCK	Review ED Financial Contract (.8); Email to B Wills re ED Financial Contract (.2); Receipt and review of email from S Mathews re prior Order (.1); Receipt and review of email from S Mathews re correspondence to T Harmon (.1); Receipt and review of correspondence between S Mathews and T Harmon (.1); Receipt and review of email from S Mathews' office re Hearing exhibits (.1); Review and analysis of of index of third supplemental documentary evidence for faculty member (.8); Receipt and review of email from S Rowland re FERPA issue (.1); Review FERPA issue (2.6); Review privacy law issue (1.2); Email to S Rowland re FERPA issue (.1); Email to B Ingerman re IT information (.1); Receipt and review of email	8.50 hrs.

		from T Harmon re hearing exhibits (.1); Review and analysis of email from A Bradbury re DOC contract (.1); Receipt and review of DOC Agreement (1.6); Telephone conference with B Jones re personnel issue (.4)	
02/15/2017	MK	Review and analysis of case law re FERPA (1.1); Review and analysis of case law re Florida Law and data protection (1.5)	2.60 hrs.
02/16/2017	JCK	Receipt and review of emails (x2) from B Ingerman re IT issue (.2); Email to B Ingerman re IT issue (.1); Receipt and review of emails (x2) from S Rowland re IT issue (.2); Telephone conference with A Moran re signage allowance (.4); Review law and Chapter 501 (.9); Preparation of opinion letter to S Rowland re IT issue (.8); Email to S Rowland re IT issue (.2); Receipt and review of email from T Harmon re hearing witnesses (.1); Receipt and review of B Jones re IT issues (.1); Receipt and review of email from T Harmon re Notice of Counsel (.1); Receipt and review of Notice of Counsel (.1); Receipt, review and analysis of correspondence from S Mathews re witnesses at final hearing (.1); Receipt and review of email from T Harmon re witnesses at final hearing (.1); Receipt and review of email from S Rowland re IT issue (.1); Receipt and review of email from B Ingerman re It issue (.1); Receipt and review of email from T Harmon re proposed Order (.1); Receipt and review of TCC's proposed Order in faculty dismissal case (.9); Receipt and review of email from S Mathew's office re proposed Order (.1); Receipt and review of proposed Order for faculty member in dismissal case (.8)	5.50 hrs.
02/16/2017	MK	Review and analysis of case law and county ordinances re signage guidelines (2.6)	2.60 hrs.
02/17/2017	JCK	Review Leon County Sign Ordinance (1.2); Receipt and review of emails (x3) from B	5.80 hrs.



Ingerman re Workday contract (.3);  
 Receipt/review and revision of Workday  
 Premium Customer Support Agreement (.9);  
 Emails (x2) to B Ingerman re Workday  
 contract (.2); Receipt and review of email from  
 A Moran re public records request (.1);  
 Receipt and review of public records request  
 (.4); Email to A Moran re public records  
 request (.1); Review City of Tallahassee Sign  
 Ordinance (1.0); Email to A Moran re local  
 sign ordinance review (1.2); Receipt, review  
 and analysis of email from S Mathews' office  
 re Motion in Limine (.1); Receipt and review  
 of Motion in Limine for Faculty Dismissal  
 Hearing (.3)

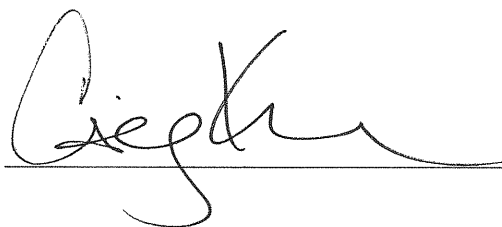
02/17/2017	MK	Review and analysis of case law re signage and compensation plan (1.4); Review and analysis of Florida Building Code re signage (.8); Review and analysis of college's sign policies (1.3)	3.50 hrs.
02/21/2017	JCK	Portion of Monthly Fee	\$12,381.00
02/21/2017	MK	Portion of Monthly Fee	\$3,869.00
		Fees for this matter	\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	53.40 hrs	\$12,381.00
Kelly, Michael	Attorney	15.00 hrs	\$3,869.00
Fees		77.70 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.*

 \_\_\_\_\_, *Firm Contract Administrator*