




September 18, 2017

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP (August 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 for legal services at the October 19, 2015 Board meeting for a period of one (1) year, with the option for annual renewals for four (4) consecutive one (1) year periods for a total contract period of five (5) years.

The Board of Trustees approved the first annual renewal of this contract, effective November 1, 2016 through October 31, 2017, at the September 18, 2016 Board meeting for an annual flat fee of \$195,000.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$16,500.

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

August 18, 2017

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

Invoice# 14700 JCK
Our file# T00007 02276
Billing through 08/17/2017

Tallahassee Community College (General)
P.O. Number: PO-006901

FOR PROFESSIONAL SERVICES RENDERED

07/12/2017	MK	Revise 1st draft of memorandum of understanding between TCC and FHP on high speed track (.7)	0.70 hrs.
07/13/2017	MK	Communicate with Program Specialist for Grants at FL DOE re grant award(.3); Review and analyze case law re when grants application period ends, can TCC request public records even though reapplication process is still ongoing in other counties and draft memo reflecting this information (.8); Review and analyze FLDOE complaint procedures in preparation for drafting complaint to FL DOE re education grants (.2); Review and analyze case law re employee issue (.8); Revise draft of complaint to Florida DOE regarding issues with grant award (.8)	2.90 hrs.
07/19/2017	JCK	Receipt and review of email from K. Moore re Contract Grant Complaint (.1); Receipt and review of email from K. Moore re Lively Use Agreement (.1); Receipt and review of email from K. Moore re service of Contract Grant Complaint (.1); Receipt and review of emails (x3) from B. Ingerman re Revised Workday Contracts (.3); Receipt and review of Amendment #1 to Workday Order Form (.4);	5.90 hrs.

Receipt and review of Change Order to Workday Contract (.3); Receipt and review of email from A. Moran re public records disclosure (.1); Preparation of email to A. Moran re public records disclosure (.1); Preparation of administrative actions and litigation involving TCC memorandum to President Murdaugh (.9); Receipt and review of emails from K. Moore with attachments re DOE Grant Application materials (1.2); Receipt and review of email from K. Moore re Grant Application (.1); Continue review and revision of RFP for Residential Construction Mitigation Program (1.2); Receipt, review, and revision of RFQ for Residential Construction Mitigation Program Individual Homeowner Component (.9); Preparation of email to A. Bradbury re suggested revisions to RFP and RFQ (.1)

07/19/2017	MK	Review and analysis of recent case law on nonemergency college notices (.9)	0.90 hrs.
07/20/2017	JCK	Receipt and review of email from A. Bradbury re Wind Mitigation RFP and RFQ (.1); Receipt and review of email from B. Ingerman with attachments re college text messages (2.3); Review portions of Telephone Consumer Protection Act (.9); Preparation of email to B. Ingerman re college text messages (.4); Telephone conference with F. Moore-Davis re faculty assignment (.4)	4.10 hrs.
07/21/2017	JCK	Receipt and review of emails (x2) from B. Ingerman re college text messages (.5); Receipt and review of email from N. Davis re HireRight Agreement (.1); Preparation of email to N. Davis re HireRight Agreement (.4); Preparation of proposed modification to HireRight Agreement (.8); Conference with J. Kilpatrick re Board issues (.5); Telephone conference with N. Davis re HireRight Agreement (.2); Preparation of email to B. Ingerman re college text messages with proposed revisions (1.2); Receipt and review	7.80 hrs.

		of emails (x2) from A. Moran re Public Records Request (.2); Receipt and review of documents responsive to Public Records Request (1.4); Review Public Records law (.7); Preparation of email to A. Moran re Public Records Request (.4); Receipt and review of email from A. Bradbury re Vista MOU (.1); Receipt and review of Vista MOU (.8); Revise Vista MOU (.3); Preparation of email to A. Bradbury re Vista MOU (.2)	
07/21/2017	MK	Review and analysis of faculty member contracts and TCC policies for scope of discipline (1.5)	1.50 hrs.
07/24/2017	JCK	Receipt and review of emails (x2) from N. Davis re HireRight Agreement (.2); Preparation of email to N. Davis re HireRight Agreement (.1); Receipt and review of emails (x2) from H. Mitchell re liability issue (.3); Receipt and review of email from F. Cook re liability issue (.1); Review Florida property law (1.4); Preparation of email to H. Mitchell re liability issue (.4); Telephone conference with T. Harmon re faculty dismissal proceeding (.4)	2.90 hrs.
07/25/2017	JCK	Receipt and review of email from B. Ingerman re Hyland Contract, Sole Source Letter, and Professional Services Proposal (.2); Receipt and review of Final Hyland Hosting Agreement Contract (.8); Receipt and review of Professional Services Proposal (.5); Receipt and review of Sole Source Letter (.1); Preparation of email to B. Ingerman re Hyland Contract (.2); Telephone conference with B. Ingerman re Hyland Contract (.2); Receipt and review of email from N. Davis re EEOC Charge (.1); Receipt and review of EEOC Charge (.1); Receipt and review of email from President Murdaugh re legal issue (.1); Receipt and review of email from B. Ingerman re Hyland Contract (.1); Telephone conference with J. Crosland re union issue (.1); Telephone conference with President Murdaugh re legal	2.90 hrs.

		issue (.4)	
07/26/2017	JCK	Receipt and review of email from J. Crosland re union issue (.1); Telephone conference with J. Crosland re union issue (.3); Receipt and review of faculty member contracts 2014-2015 (.6); Receipt and review of email from HR re faculty member contract (.1); Receipt and review of 2016 faculty member contract (.6); Preparation of email to R. Rapisardo re faculty member contract (.2); Review TCC policies applicable to faculty contracts (1.6)	3.50 hrs.
07/26/2017	JS	Review faculty member's personnel file for contracts with TCC (.2); Preparation of email to Rebecca Rapisardo requesting contract after the 05/04/15 (.1); Receipt and review of email from Craig Knox re faculty member's performance evaluations for the past several years and review her evaluations and provide verbal response to him (.5)	0.80 hrs.
07/27/2017	JCK	Receipt and review of email from R. Rapisardo re faculty member's contract (.2)	0.20 hrs.
07/28/2017	JCK	Receipt and review of K. Moore re amendments to DOE Complaint with attachments and Amended Complaint (.9); Receipt and review of email from K. Moore to DOE re Amended Complaint (.1); Receipt and review of email from DOE re receipt of Amended Complaint and attachments (.1)	1.10 hrs.
07/31/2017	JCK	Receipt and review of emails (x2) from B. Ingerman re contract issue (.2); Preparation of email to B. Ingerman re contract issue (.4); Telephone conference with B. Wills re board agenda item (.3); Receipt and review of email from K. Moore re contract (.2); Receipt and review of Request for Use of Facilities Contract (.7); Preparation of email to K. Moore and B. Wills re contract (.2); Receipt and review of email from N. Davis re EEOC Charge (.1); Receipt and review of EEOC Charge (.4); Preparation of email to B. Jones re EEOC Charge (.1); Review TCC Policy 05-02	6.10 hrs.

in conjunction with 05-16 (1.2); Telephone conference with President Murdaugh re board items (.4); Telephone conference with B. Wills re board items (.2); Receipt and review of email from K. Moore re contract issue (.1); Receipt and review of email from R. Frazier re Partnership Agreement (.1); Receipt and review of Proposed Partnership Agreement (.5); Preparation of email to R. Frazier re Partnership Agreement (.1); Receipt and review of email from staff re contract (.1); Receipt and review of revised contract (.8)

08/01/2017	JCK	<p>Receipt and review of email from B. Jones re EEOC claim (.1); Receipt and review of email from staff re contract reformat (.1); Receipt and review of email from staff re contract revision (1.2); Telephone conference with R. Pople re faculty dismissal record (.2); Telephone conference with George & Associates re land survey (.3); Receipt and review of emails (x2) from B. Wills re agenda item (.2); Telephone conference with B. Wills re agenda item (.2); Review board agenda item (.3); Revise board agenda item (.8); Preparation of email to B. Wills re agenda item (.3); Receipt and review of email from N. Davis re HireRight Contract (.1); Receipt and review of email from B. Jones re contract provision (.1); Preparation of email to B. Jones re contract provision (.2); Review past communications re contract provisions (.4); Receipt and review of email from K. Moore re contract provisions (.1); Receipt and review of revised contract for welding class (.3); Review corporation documents from Division of Corporations re contract issue (1.2)</p>	6.70 hrs.
08/02/2017	JCK	<p>Receipt and review of email from A. Moran re advertising issue (.2); Telephone call to A. Moran re advertising issue (.1); Receipt and review of emails (x3) from K. Moore re revised contract (.6); Preparation of email to K. Moore re issues with revised contract (.4);</p>	6.20 hrs.

Receipt and review of email from B. Wills re board agenda (.4); Preparation of email to B. Wills re board agenda (.1); Receipt and review of emails (x4) from B. Jones re revised contract (.6); Preparation of emails (x2) to B. Jones re revised contract (.3); Receipt and review of email from B. Jones re revised agreement (.2); Preparation of email to staff re revised agreement (.1); Receipt and review of email from D. Herr re property description for proposed contract (.4); Receipt and review of property description (.1); Revise proposed contract (.2); Preparation of email to D. Herr re property description (.1); Receipt and review of emails (x4) from staff re revised contract (.4); Preparation of email to staff re revised contract (.1); Receipt and review of revised contract proposal (.2); Preparation of email to K. Moore re revised contract proposal (.2); Receipt and review of email from K. Moore re revised contract proposal (.2); Telephone conferences (x2) with B. Wills re Public Records issue (.7); Receipt and review of legal invoices re dismissal proceedings (.4); Preparation of email to B. Wills re legal invoices (.1)

08/03/2017	JCK	<p>Receipt and review of email from K. Moore re grant award notice (.1); Receipt and review of grant award notice (.2); Preparation of email to K. Moore re grant award notice (.1); Telephone conference with A. Moran re advertising (.1); Receipt and review of emails (x2) from staff re contract revisions (.2); Receipt and review of contract revisions (.8); Preparation of email to staff re contract revisions (.1); Telephone call to A. Moran re advertising (.1); Telephone conference with B. Wills re board agenda (.2); Preparation of email to B. Wills re board agenda (.1); Receipt and review of email from B. Wills re board agenda (.1)</p>	2.10 hrs.
08/04/2017	JCK	<p>Receipt and review of email from K. Moore re</p>	6.90 hrs.

Facility Use Contract with attachments (.3);
 Receipt and review of email from F.
 Moore-Davis re contract review (.1);
 Preparation of email to F. Moore-Davis re
 contract review (.1); Receipt and review of
 email from F. Moore-Davis re AHA Training
 Center (.1); Receipt and review of AHA
 Training Center Contract (.9); Telephone
 conference with B. Ballard re WEI issue (.6);
 Telephone conference with A. Moran re public
 records, advertising, and notification issues
 (.5); Receipt and review of email from B.
 Wills re FHP Contract (.1); Receipt and review
 of emails (x2) from K. Moore re Facility Use
 Contract (.2); Receipt and review of email
 from B. Jones re Facility Use Contract (.1);
 Draft second revision to revised contract (.8);
 Receipt and review of email from N. Davis re
 employee discipline (.1); Receipt and review
 of proposed imposition of employee discipline
 (.3); Preparation of email to N. Davis re
 employee discipline (.1); Preparation of email
 to staff re revised contract (.1); Telephone
 conference with B. Jones and B. Wills re
 contract issue (.4); Receipt and review of
 emails (x2) from B. Jones re contract issue
 (.2); Telephone conference with R. Pople re
 board agenda (.5); Receipt and review of email
 from B. Wills re contract issue (.1); Receipt
 and review of email from K. Moore re contract
 issue (.1); Telephone call to LCS attorney re
 contract issue (.1); Receipt and review of email
 from B. Jones re Facility Use Agreement (.1);
 Preparation of email to K. Moore re Facility
 Use Agreement (.1); Revise AHA Training
 Contract (.4); Preparation of email to F.
 Moore-Davis re AHA Training Contract (.2);
 Receipt and review of email from B. Jones re
 revised contract (.1); Receipt and review of B.
 Jones' revisions to revised contract (.1)

08/07/2017

JCK

Telephone conference with D. Prebel re WEI
 issue (.2); Preparation of email to B. Wills re
 lift station (.3); Receipt and review of email

4.50 hrs.

from B. Wills re revised contract (.1); Receipt and review of comments and changes to revised contract (.3); Receipt and review of email from B. Jones re revised contract and comments (.4); Receipt and review of emails (x3) from K. Moore re Lively Agreement (.3); Preparation of email to K. Moore re Lively Agreement (.1); Receipt and review of emails (x2) from B. Jones re Lively Agreement (.2); Receipt and review of email from L. Powell re Lively Agreement (.1); Preparation of email to B. Jones re Lively Agreement (.1); Receipt and review of emails (x3) from A. Moran re Public Records Request (.3); Receipt and review of Public Records Request (.3); Receipt and review of information from Clerk of Court re lawsuit (.2); Preparation of emails (x2) to A. Moran re Public Records Request (.3); Receipt and review of email from A. Moran re public records exemption; Receipt and review of new statute re exemption to public records law (.4); Preparation of email to A. Moran re exemption to public records law (.1); Telephone conference with B. Jones and K. Moore re Lively Agreement (.4); Receipt and review of email from K. Moore re insurance certificate (.1); Receipt and review of insurance certificate (.1); Telephone conference with LCS attorney re contract issues (.1)

08/08/2017

JCK

Receipt and review of email with attachments from K. Moore re Lively Agreement (.3); Preparation of emails (x3) to K. Moore re Lively Agreement (.5); Receipt and review of emails (x3) from K. Moore re Lively Agreement (.3); Review Florida Statutes (.4); Receipt and review of emails (x2) from S. Rowland re student appeal (.2); Telephone conferences (x2) with S. Rowland re student appeal (.5); Preparation of email to S. Rowland re student appeal (.1); Conference with R. Tolson re student appeal (.4); Receipt and review of emails (x4) from A. Moran re Public Records Request (.6); Preparation of emails

6.20 hrs.

(x2) to A. Moran re Public Records Request (.4); Receipt and review of email from S. Rowland re FERPA Acknowledgement (.1); Receipt and review of proposed FERPA Acknowledgement (.3); Receipt and review of email from B. Wills re lift station (.1); Review FERPA law (.8); Revise proposed FERPA Acknowledgement (.4); Receipt and review of email from J. Brown with attachments re total score summaries, individual reviewer score summary, and comprehensive score forms with comments for grant evaluation (.7); Receipt and review of email from K. Moore re DOE information (.1)

08/09/2017	JCK	<p>Receipt and review of email from R. Frazier re DOC SOW (.1); Receipt and review of proposed DOC SOW (1.6); Telephone conference with B. Wills re BOT issue (.1); Receipt and review of email from A. Bradbury re DOC SOW (.1); Receipt and review of email from B. Jones with additional revisions to revised contract (.2); Preparation of email to S. Rowland re FERPA Acknowledgement (.1); Receipt and review of email from S. Rowland re FERPA Acknowledgement (.1); Receipt and review of email from B. Ingerman re proposed contract terms (.2); Receipt and review of proposed contract terms (.4); Receipt and review of email from A. Moran re proposed email signature (.2); Preparation of email to A. Moran re proposed email signature (.1); Receipt and review of email from A. Moran re Public Records Request with attachments (.2); Receipt and review of email from A. Moran re notice of claim (.1); Receipt and review of notice of claim (.2); Receipt and review of email from B. Jones re notice of claim (.1); Preparation of email to B. Ingerman re proposed contract terms (.2); Preparation of email to B. Jones re notice of claim (.1)</p>	4.10 hrs.
08/10/2017	JCK	<p>Receipt and review of email from B. Ingerman re contract coverage (.1); Preparation of email</p>	4.00 hrs.

to B. Ingerman re contract coverage (.2);
 Receipt and review of email from F.
 Moore-Davis re MTI Contract (.2); Receipt
 and review of prior MTI Contract with
 proposed changes (.9); Preparation of email to
 F. Moore-Davis re MTI Contract (.1); Receipt
 and review of email from B. Ingerman re
 contract provision (.1); Preparation of
 proposed contract provision (.7); Preparation
 of email to B. Ingerman re proposed contract
 provision (.1); Receipt and review of email
 from B. Jones re credit application (.1);
 Receipt and review of credit application (.2);
 Preparation of email to B. Jones re credit
 application (.2); Receipt and review of email
 from B. Ingerman re proposed contract
 provision (.1); Preparation of proposed
 contract addendum for MTI Contract (.8);
 Preparation of email to F. Moore-Davis re MTI
 Addendum to Contract (.1); Receipt and
 review of email from F. Moore-Davis re MTI
 Contract (.1)

08/11/2017	JCK	<p>Receipt and review of email from S. Rowland with complete file attachments re student issue (.1); Receipt and review of TCC-student communications (1.2); conduct documentation (1.); student appeal documentation (.8); Telephone conference with S. Rowland re student appeal (.1)</p>	3.20 hrs.
08/14/2017	JCK	<p>Receipt and review of email from A. Moran re status of threatened lawsuit (.1); Preparation of email to A. Moran re status of threatened lawsuit (.2); Receipt and review of email from A. Moran re BOT meeting issues (.1); Preparation of email to A. Moran re BOT meeting issues (.1); Telephone conference with D. Callaway re BOT issues (.2); Telephone conference with E. Lamb re BOT issues (.2); Receipt and review of email from A. Moran re BOT issues (.1); Telephone conference with B. Jones re employee issue (.2); Receipt and review of email from B. Jones re final contract</p>	1.30 hrs.

		revisions (.1)	
08/15/2017	JCK	<p>Receipt and review of emails (x4) from S. Rowland re student issue (.4); Telephone conference with S. Rowland re student issue (.6); Preparation of two proposed appeal decisions (1.2); Preparation of emails (x2) to S. Rowland re student issue (.2); Receipt and review of emails (x2) from B. Wills re Training Agreement (.2); Receipt and review of Training Agreement (.4); Preparation of email to B. Wills re Training Agreement (.1); Telephone conference with K. Vaughn re BOT meeting (.4); Telephone conference with F. Messersmith re BOT meeting (.3); Telephone conference with R. Pople re BOT meeting (.4); Receipt and review of email from R. Frazier re CareerSource MOU (.1); Receipt and review of CareerSource MOU (.5); Telephone conference with R. Frazier re MOU (.1); Receipt and review of emails (x2) from D. Herr re TCC FHP Track (.2); Receipt and review of TCC FHP Track Agreement (.8); Receipt and review of email from B. Wills re comments on FHP Track Agreement (.1); Receipt and review of B. Wills' proposed changes (.4); Receipt and review of email from D. Herr re additional FHP Track Agreement (.1); Receipt and review of additional revisions to FHP Track Agreement (.4); Preparation of email to B. Wills and D. Herr re FHP Track Agreement (.2); Revise second version of FHP Track Agreement (.4); Preparation of email to B. Wills and D. Herr re revisions to second version of FHP Track Agreement (.2)</p>	7.70 hrs.
08/16/2017	JCK	<p>Preparation of email to R. Frazier re third party online training (.1); Receipt and review of email from B. Wills re Driving Range Contract (.1); Receipt and review of emails (x2) from H. Mitchell re Hold Harmless Agreement (.2); Preparation of email to H. Mitchell re Hold Harmless Agreement (.1); Preparation of Hold Harmless Agreement Template (.8);</p>	6.20 hrs.

Preparation of email to H. Mitchell re Hold Harmless Agreement Template (.1); Receipt and review of email from B. Ingerman re revised contract (.1); Receipt and review of revised JustFOIA Contract (.8); Receipt and review of email from A. Moran re JustFOIA Contract; Preparation of email to B. Ingerman re potential issues with JustFOIA Contract (.2); Receipt and review of email from B. Ingerman re JustFOIA Contract (.1); Revise JustFOIA Contract (.7); Preparation of email to B. Ingerman re revisions to JustFOIA Contract (.3); Receipt and review of email from A. Moran re advertising guidelines (.4); Preparation of email to A. Moran re advertising guidelines (.1); Receipt and review of email from R. Tolson re student complaint (.1); Preparation of email to R. Tolson re student complaint (.1); Receipt and review of email from R. Frazier re Gold Coast Agreement (.1); Receipt and review of Gold Coast Agreement (.6); Preparation of email to R. Frazier re Gold Coast Agreement (.2); Receipt and review of email from A. Moran re BOT issue (.1); Preparation of email to A. Moran re BOT issue (.3); Telephone conference with A. Moran re BOT issue (.5)

08/17/2017	JCK	Telephone conference with R. Tolson re student issue (.4); Receipt and review of email and attachments from N. Davis re employee issue (.3); Preparation of email to Trustee Kilpatrick re board agenda (.2); Receipt and review of email from Trustee Kilpatrick re board agenda (.1); Preparation of email to N. Davis re employee issue (.1); Preparation of summary for board agenda item (1.2); Receipt and review of BOT agenda (1.4)	3.70 hrs.
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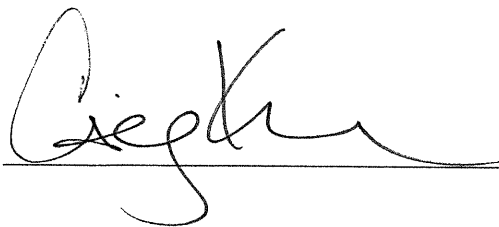
08/17/2017	JCK	Portion of Monthly Fee	\$15,189.00
08/17/2017	MK	Portion of Monthly Fee	\$936.00
08/17/2017	JS	Portion of Monthly Fee	\$125.00

Fees for this matter	\$16,250.00
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BILLING SUMMARY

Knox, J. Craig	Partner	97.30	hrs	\$15,189.00
Kelly, Michael	Attorney	6.00	hrs	\$936.00
Suplee, Judy	Paralegal	0.80	hrs	\$125.00
Fees		104.10	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 & Longfellow, LLP and the BOARD.

A handwritten signature in black ink, appearing to read 'Ciegh', written over a horizontal line.

, Firm Contract Administrator