



February 15, 2010

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP.

Item Description:

Request for approval to pay the Board's attorney.

Overview:

On a monthly basis, the Board's attorney submits an invoice for services provided.

Salient Facts:

The College's attorney is hired by the Board under the authority of Section 1001.64(25), Florida Statutes, and for this reason invoices are brought for approval.

Past Actions:

Attorney fees and expenses charged in fiscal year 2009-2010, through 01/27/2010 total \$82,266.10.

Future Actions:

Monthly Invoices will be presented as they are submitted by the attorney.

Funding/Financial Matters:

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$7,950.00.

Staff Resource:

Teresa Smith

Recommended Action:

Authorize payment of invoices as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

P.O. BOX 12800
TALLAHASSEE, FL 32309
TAX ID #59-3621660

February 1, 2010

Jerry Schilling
Assistant Vice President for Administrative Services
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 8912 WRM
Our file# T00007 02276
Billing through 01/27/2010

Tallahassee Community College (General)

FOR PROFESSIONAL SERVICES RENDERED

01/04/2010	WRM	Review and analysis of statutes cited in TCC/COT Mutual Aid Agreement (.2); E-mail to T. Smith re: TCC/COT Mutual Aid Agreement (.1); Telephone conference with R. Tolson re: employee issues (.2); Receipt and review of e-mail R. Lipscomb re: Costa Rica Contract (.1); E-mail to R. Lipscomb re: Costa Rica Contract (.1); Receipt and review of e-mails (2) from T. Smith re: City of Tallahassee Mutual Aid agreement (.2); Review and analysis of TCC/COT Mutual Aid Agreement (.5);	1.40 hrs.	210.00
01/05/2010	WRM	Telephone conference with J. Murdaugh re: trial subpoena - records custodian (.1); Telephone conference with D. Hassebrock re: records custodian trial subpoena (.1); Telephone conference with R. Tolson re: employee issues, trial subpoena for records custodian (.2); Conference with T. Smith/J. Schilling re: execution of agreement, contract issues (.2); Conference with R. Tolson re: trial subpoena, review of former employee records (.4);	1.00 hrs.	150.00
01/06/2010	WRM	Telephone conference with J. Murdaugh re: prior employee, deposition in case, background (.3); Telephone conference with	3.90 hrs.	585.00

R. Tolson re: trial subpoena for record custodian, employee unauthorized absence (.2); Prepare for today's meeting re: Costa Rica Contract (.2); Receipt and review of e-mail from J. Schilling re: Proeducation Services Agreement (.1); Review and analysis of Proeducation Services Agreement (.5); Telephone conferences with B. Spiers re: Proeducation Services Agreement (2 calls) (.2); Receipt and review of e-mails (2) from S. Mathew re: employee evaluation (.2); Review employee evaluation received from S. Mathew (.1); E-mail to S. Mathew re: employee evaluation (.1); Telephone conference with T. Smith re: employee performance, other issues (.3); Receipt and review of e-mail from R. Tolson re: new EEOC/FCHR claim (.1); Conference with (2 conferences) S. Jefferson, R. Lipscomb, J. Schilling re: Costa Rica Contract, T. Smith, R. Tolson several employee issues (1.6);

01/07/2010	WT	Telephone conference with K. Oshiro at EEOC re: receipt of document request, timeline for compliance;	0.30 hrs.	15.00
01/07/2010	WRM	E-mail to R. Tolson re: extension of time to respond to new EEOC complaint (.1); Receipt and review of e-mail from G. Wells re: proposed program at PSTI (.1); Receipt and review of e-mail from B. Mallowney re: College Attorneys meeting College Legal Issues Meeting (.1); Receipt and review of draft TCC/DOC Re-entry Center proposed with attachments (.2); E-mail to J. Schilling re: ProEducation Services Agreement (.1); Receipt and review of No Cause Determination in M.T. FCHR Complaint (.2); Dictation and preparation of correspondence to R. Tolson re: No Cause Determination in M.T. FCHR Complaint (.2); Receipt and review of new EEOC claim (.2); Telephone conference with R. Tolson re: new EEOC claim (.1); E-mail to S. Mathew re: employee evaluation	2.60 hrs.	390.00

(.2); Receipt and review of e-mail from S. Mathew re: employee evaluation (.1); Receipt and review of e-mail from R. Tolson re: request for employee hearing testimony (.1); Telephone conferences with R. Tolson re: request for hearing testimony (.3); E-mail to T. Smith re: Costa Rica Agreement (.1); Telephone conferences with D. Hassebrook re: record custodian trial appearance (2 calls) (.2); Telephone conferences with J. Murdaugh re: trial appearance (2 calls) (.2); Telephone conference with R. Tolson re: trial appearance (.1);

01/08/2010	WRM	Telephone conference with R. Tolson re: records custodian subpoena (.1); E-mails (2) to R. Edgar re: records custodian subpoena (.3); Receipt and review of e-mail from R. Tolson re: MetLife and Reliance indemnity agreements (.1); E-mail to R. Tolson re: MetLife/Reliance indemnity agreements (.1); Receipt and review of e-mail from R. Tolson re: M.N. EEOC claim (.1); Telephone conference with R. Edgar re: records custodian, material witness for trial (.1); Telephone conferences with J. Murdaugh re: trial subpoena (2 calls) (.2); Telephone conference with R. Tolson re: trial appearance (.1); Receipt and review of e-mail from B. Jernigan re: M.T. FCHR claim (.1); Telephone conference with R. Tolson re: employee issues (.2);	1.40 hrs.	210.00
01/12/2010	BJL	Research Jessica Lundsford Act re: charter school at TCC;	1.30 hrs.	195.00
01/12/2010	WRM	Receipt and review of e-mail from B. Law re: child care center (.1); Telephone conference with Heather (for B. Law) re: child care center (.1); Telephone conferences with B. Law re: child care center (.2); E-mail to R. Tolson re: M.N. EEOC response (.1); E-mails (2) to T. Stallworth re: child care center (.2); Analysis - dropout prevention program, campus building	2.90 hrs.	435.00

(.4); Receipt and review of e-mails (2) from T. Smith re: letter of engagement, recruitment of IT Vice-President (.2); Review and analysis of proposed letter of employment for recruitment of IT Vice-President (.4); E-mail to T. Smith re: Letter of Engagement (.1); Receipt and review of e-mail from L. Powell re: revision of personnel action policy (.1); Review and analysis of proposed review to personnel action policy (.2); Telephone conference with R. Tolson re: proposed review to personnel action policy (.1); Telephone conference with R. Tolson re: revisions to personnel policies and M.N. EEOC claim (.2); Telephone conference with S. Jefferson re: speaker contract/public records (.1); Telephone conferences with T. Stallworth re: child care center (2 calls) (.2); Telephone conference with J. Murdaugh re: his testimony in criminal matter, employee issue (.2);

01/13/2010	BJL	Prepare memo re: the impact of the Jessica Lundsford Act on TCC's operation charter school campus;	1.10 hrs.	165.00
01/13/2010	WRM	Receipt and review of e-mail from T. Stallworth re: day care center (.1); E-mail to T. Stallworth re: day care center (.1); Receipt and review of e-mail from S. Jefferson re: two student affairs contracts (.1); Telephone conferences with R. Tolson re: employee issues (2 calls) (.4); Receipt and review of CTI Group Adventures Contract (.2); E-mail to T. Folsom re: CTI Gray Adventures Contract (.1);	1.00 hrs.	150.00
01/14/2010	WRM	Receipt and review of e-mail to T. Folsom re: CTI Group Adventures Contract (.1); Analysis - use of Eagles Nest building for Charter School (.6); E-mail to B. Law re: use of Eagles Nest building for Charter School (.2); Receipt and review of e-mail from B. Mallowney re: College System Attorneys Meeting (.1); Receipt and review of memo from S. Couch re: CTI Group Adventures Contract (.1);	5.40 hrs.	810.00

E-mail to T. Folsom re: CTI Group Adventures Contract (.1); Conference with R. Tolson re: various human resources issues (1.8); Review and analysis of M.N. personnel file in EEOC claim (.7); Receipt and review of e-mail from B. Law re: use of Eagles Nest building for Charter School (.1); Receipt and review of e-mail from L. Kling re: Board agendas (.1); Receipt and review of e-mails (2) from R. Tolson re: M.N. EEOC matter (.2); E-mails (2) to R. Tolson re: M.N. EEOC matter (.2); Telephone conference with R. Tolson re: D.O.L. break regulations (.1); Receipt and review of e-mail from R. Tolson re: employee issues meeting (.1); Review January 19, 2010 Board Agenda (.7); Analysis of employee break question (.2);

01/15/2010	WT	Telephone conference with EEOC re: Right to Sue letter in G.C. matter;	0.30 hrs.	15.00
01/15/2010	WRM	Analysis - statutory regulation for employee breaks (.7); E-mail to R. Tolson re: statutory regulation of employee breaks (.1); Conference with (2) R. Tolson re: grant position adjustment, employee complaint (.9); Conference with J. Chapin, R. Tolson, C. Earley re: M.N. EEOC complaint response (.5); Receipt and review of e-mail from R. Tolson re: statutory regulations of employee breaks (.1); Analysis - certain agenda items in 1/19/10 Board Agenda (.3); Receipt and review of e-mail from L. Powell re: M.W. EEOC claim (.1); Receipt and review of e-mail from J. Schilling re: collections contract (.1); Receipt and review of M.W. EEOC complaint (.2); E-mail to R. Tolson re: M.W. EEOC complaint (.1); Conference with J. Murdaugh, R. Tolson, J. Eason re: employee issues (1.8);	4.90 hrs.	735.00
01/19/2010	WRM	E-mail to T. Gray re: status of H.E. and M.U. whistleblower cases (.1); E-mail to R. Tolson re: G.C. EEOC/FCHR matter (.1); Review and analysis of portions of Williams & Fudge	5.20 hrs.	780.00

contract with e-mails (.2); E-mail to J. Schilling re: Williams & Fudge contract (.1); E-mails (2) to R. Tolson re: response to M.W. FCHR charge (.1); Review and analysis of file materials for preparation of response to M.W. FCHR charge (1.2); Telephone conference with R. Tolson re: M.W. FCHR charge, documents (.1); Receipt and review of e-mails (2) re: response to M.W. FCHR charge (.2); Review and analysis of TCC files re: M.W. FCHR charge (1.7); Attend TCC Board Meeting (1.4);

01/20/2010	WRM	<p>E-mails (3) to R. Tolson re: response to M.W. FCHR charge (.4); Receipt and review of e-mail L. Powell re: G.C. FCHR charge (.1); Receipt and review of e-mail from R. Tolson re: G.C. FCHR charge (.1); Receipt and review of e-mails (2) from R. Tolson re: M.W. FCHR charge response (.2); E-mail to R. Tolson re: G.C. FCHR/EEOC letter (.1); Review documents related to G.C. FCHR charge (.2); Dictation and preparation of correspondence to EEOC re: G.C. right to sue letter (.2); Receipt and review of e-mail to R. Tolson re; M.N. FCHR charge (.1); Receipt and review of J. Chapin memo re: M.N. FCHR charge (.1); E-mail to R. Tolson re: M.N. FCHR claim response (.2); Receipt and review of e-mail from B. Jones re: CCLA open source (.1); E-mail to B. Holliman re: CCLA open source (.1); E-mail to B. Jones re: CCLA open source (.1); Telephone conference with L. Kling re: response to M.W. FCHR charge (.1); Begin preparation of response to M.W. FCHR charge (.6);</p>	2.70 hrs.	405.00
01/21/2010	WRM	<p>Receipt and review of e-mail from T. Gray re: status of whistleblower cases (.1); E-mail to T. Gray re: status of whistleblower cases (.1); E-mail to R. Tolson re: whistleblower cases status (.1); Begin preparation of response to M.N. EEOC change (.4); E-mail to R. Tolson re: response to M.N. EEOC change (.1);</p>	1.50 hrs.	225.00

Date	Initials	Description	Hours	Amount
		Preparation of response to M.W. FCHR change (.7);		
01/22/2010	WT	Revise affidavit for use in response to M.W. FCHR charge;	0.20 hrs.	10.00
01/22/2010	WRM	Receipt and review of e-mail from B. Holliman re: CCLA open source (.1); Receipt and review of e-mail from R. Tolson re: response to M.N. FCHR charge (.1); Receipt and review of e-mail from R. Tolson re: EEOC and FCHR claim (.1); Telephone conference with R. Tolson re: EEOC and FCHR claims, employee performance and complaint (.3); Dictation and preparation of draft response to M.W. FCHR change (1.6); Conference with R. Tolson re: M.N. EEOC and M.W. FCHR changes, review related documents, other issues (.9); Receipt and review of e-mail from R. Tolson re: statement in support of responses to M.W. FCHR change (.1); Receipt and review of e-mail from R. Tolson re: list of promotions in support of response to M.N. EEOC change (.1); Review and analysis of S.S. statement in support of M.W. change response (.1); Review and analysis of list of promotions for M.N. change response (.1); E-mail to R. Tolson re: H.W. statement in support of response to M.N. EEOC change (.1); Prepare draft response to M.N. EEOC charge (1.1); E-mail to R. Tolson re: promotion list, M.N. EEOC charge (.1); Receipt and review of e-mail from C. Brewer re: September 2009 Housing Board minutes (.1); Receipt and review of 2009 Housing Board minutes (.1);	5.00 hrs.	750.00
01/25/2010	WT	Revise affidavit; Preparation of correspondence to R. Tolson re: response to complaint and affidavit (.3); Revise response to Charge of Discrimination (.1); Preparation of correspondence to R. Tolson re: response (.1);	0.50 hrs.	25.00

Date	Initials	Description	Hours	Amount
01/25/2010	WRM	Receipt and review of e-mail from T. Smith re: Higher One Services Agreement (.1); Receipt and review of e-mails (2) from B. Sloan re: TalEval Agreement (.2); Continued preparation of response to M.W. FCHR charge (1.3); Receipt and review of e-mail from T. Sperry re: TCC Housing Foundation September 2009 minutes (.1); Telephone conferences with R. Tolson re: M.W. FCHR response and M.N. EEOC response (.2); Continued Preparation of response to M.N. EEOC charge (1.5); E-mails (2) to R. Tolson re: response to M.N. EEOC charge (.2); Brief interview of TalEval Software Agreement (.2); E-mails (2) to B. Sloan re: TalEval Software Agreement (.3); Review and analysis of Higher One Services Agreement (1.4); Review statutory provisions re: Higher One Services Agreement (.2); E-mail to T. Smith re: Higher One Services Agreement (.1);	5.80 hrs.	870.00
01/26/2010	WRM	Receipt and review of e-mails (5) from R. Tolson re: response to M.N. EEOC charge (.5); E-mails (3) to R. Tolson re: response to M.N. EEOC charge (.3); Prepare affidavits in support of response to M.N. EEOC charge (1.5); Telephone conference with R. Tolson re: M.N. and M.W. EEOC/FCHR charges (.1); Continue preparation of response to M.N. EEOC charge (1.2);	3.60 hrs.	540.00
01/27/2010	WT	Prepare exhibits and response to request for documents/information re: M.N. EEOC charge, send package to EEOC investigator;	1.10 hrs.	55.00
01/27/2010	WRM	Receipt and review of e-mail from R. Tolson re: affidavit in support of response to M.W. FCHR charge (.1); Receipt and review of e-mail from R. Tolson re: affidavit in support of response to M.W. FCHR charge (.1); Review revised promotion/upgrade list for response to M.N.EEOC charge (.1); Review draft statement for use with response to M.W. FCHR charge (.1); Final preparation of	1.50 hrs.	225.00

response to M.N. EEOC charge (.8); E-mail to R. Tolson re: completion and filing of response to M.N. EEOC charge (.1); Receipt and review of e-mail from R. Tolson re: response to M.N. EEOC charge (.1); Receipt and review of e-mail from C. Dominguez re: employee suspension (.1);

Fees for this matter \$7,950.00

BILLING SUMMARY

Longfellow, B. Joe	Associate	2.40 hrs	150.00 /hr	\$360.00
Mabile, William R	Attorney	49.80 hrs	150.00 /hr	\$7,470.00
Twilley, Winifred	Paralegal	2.40 hrs	50.00 /hr	\$120.00
Fees		54.60 hrs		<hr/> \$7,950.00

Disbursements				<hr/> \$0.00
TOTAL CHARGES FOR THIS BILL				\$7,950.00

Fees Billed Fiscal Year to Date	82,266.10
Expenses Billed Fiscal Year to Date	5,027.91
Fees Received Fiscal Year to Date	91,457.00
Expenses Received Fiscal Year to Date	5,341.56