




April 26, 2011

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, 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:

The Board of Trustees approved the contract at the October 18, 2010 Board meeting and shall be effective through October 31, 2011. 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 \$160,000 for services of the firm.

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 \$13,333.33.

Staff Resource:

Teresa Smith

Recommended Action:

Authorize payment of invoices as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

P.O. BOX 12800
TALLAHASSEE, FL 32317
TAX ID #59-3621660

April 1, 2011

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

Invoice# 9818 WRM
Our file# T00007 02276
Billing through 03/31/2011

Tallahassee Community College (General)
P.O. Number: 2011 00001580

FOR PROFESSIONAL SERVICES RENDERED

03/01/2011	WRM	Review and analysis of Paul's Service Agreement (.2); E-mail to G. Wells re: Paul's Service Agreement (.1); Revise draft C&G contract (.3); E-mail to T. Smith re: C&G contract (.1); Receipt and review of e-mails (3) from T. Smith re: C&G contract (.3); Telephone conference with T. Stallworth re: stormwater fees (.1); Review stormwater fee information (.1); E-mail to T. Stallworth re: stormwater fees (.1); Telephone conference with R. Tolson re: C&G contract (.1); Analysis: potential local business preference policy (1.4); Dictation and preparation of correspondence to T. Smith re: local business policy (.5); Review TCC/Tombras contracts - DUI/Click IT/Ticket (.3); E-mails (2) to G. Wells re: Tombras contracts (.2); Review S.E. policy motorcycle Rodeo Agreement (.1); E-mail to G. Wells re: Police Motorcycle Rodeo Agreement (.1); Receipt and review of e-mails (2) from T. Stallworth re: stormwater fees (.2); Receipt and review of e-mails (5) from R. Tolson re: C&G contract (.5); E-mail to R. Tolson re: C&G contract (.1); Review student incident reports (.3); Receipt and review of e-mails (2) from V. Lawrence re:	8.40 hrs.
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C&G contract (.2); E-mail to student judicial affairs re: student incident (.1); Conference with T. Smith, R. Madaus, others re: TCC/CCLA Relationship (2.0); Conference with R. Tolson, J. Schilling re: C&G contract (1.0);

03/02/2011	BJL	Review and analysis of case law re: public works contracts;	0.90 hrs.
03/02/2011	WRM	E-mails (3) to E. Davis re: G.L. FCHR complaint (.3); Telephone conferences with R. Tolson re: designated record keeper (.2); Review draft local business purchasing preference memo (.1); Receipt and review of e-mails (2) from D. Heekin re: Bryant, Miller and Olive invoice (.2); E-mail to D. Heekin re: Bryant, Miller & Olive invoice (.1); Receipt and review of e-mails (2) from E. Davis re: G.L. FCHR complaint (.2); E-mail to V. Montgomery/R. Tolson re: FCHR G.L. investigation (.1); Revise C&G contract per TCC input (1.9); Receipt and review of e-mails (5) from V. Montgomery re: G.L. FCHR complaint (.5); Analysis: TCC obligation to pay COT stormwater fee (.8); E-mails (3) to V. Montgomery re: G.L. FCHR complaint (.3); Telephone conferences (3) with E. Erickson re: T.J. student incidents (.6); Telephone conference with D. Waddell re: T.J. student incident (.2); Telephone conference with W. Patterson re: T.J. student incident (.3); E-mail to T. Stallworth re: stormwater fees (.1); Telephone conference with V. Montgomery re: G.L. FCHR complaint (.2); Telephone conference with R. Johnson re: National security case (.1); Receipt and review of e-mail from T. Stallworth re: stormwater fees (.1); Review media report re: Key West Community College stormwater fee case (.2); Review additional documents re: G.L. FCHR matter (.6); Analysis rule F.A.C./FCHR G.L. FCHR matter (.5); Receipt and review of e-mail from R. Tolson re: A.D.A. accommodation request	7.90 hrs.

with letter (.2); Receipt and review of e-mail from B. Lesko re: Blackboard License agreement (.1);

03/03/2011	WRM	Receipt and review of e-mails (2) from P. Manning re: requested audit letter with attached auditor general correspondence (.3); E-mail to P. Manning re: audit letter (.1); Dictation and preparation of Audit Response Letter to Auditor General (.7); Receipt and review of e-mail from R. Tolson re: disability accommodation request (.1); E-mail to R. Tolson re: disability accommodation request (.1); Receipt and review of e-mail from R. Tolson re: M.U. whistleblower case (.1); E-mail to W. DeVane re: stormwater fees (.1); Revise C&G draft contract per input from R. Tolson (.1); E-mail to T. Smith re: C&G contract change (.1); Analysis: proposed CCLA resolution of support (.8); Dictation and preparation of draft Resolution/Agreement, TCC council of Presidents (.5); Review student success Summit material (.1); Review and analysis of Blackboard Agreement statement of Work (.4); E-mail to B. Lesko re: Blackboard Agreement Statement of Work (.1); Receipt and review of e-mail from B. Lesko re: Blackboard Agreement statement of Work (.1); E-mail to E. Eunice re: U.S. DOE Campus safety handbook (.1); E-mail to E. Davis re: G.L. FCHR complaint (.1); Receipt and review of e-mail from E. Eunice re: U.S. DOE Campus safety handbook (.1); Receipt and review of e-mail from E. Davis re: G.L. FCHR Complaint (.1); E-mail to V. Montgomery re: G.L. FCHR Complaint (.1); Receipt and review of e-mails (2) from R. Tolson re: C&G contract (.2); E-mail to R. Tolson re: C&G contract (.1); Telephone conference with R. Tolson re: disability accommodation (.1); Review B.M.O. invoice for legal services (.1); Receipt and review of e-mail from S. Jefferson re: Fabulous Coach	7.60 hrs.
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Lines agreement (.1); E-mail to J. Murdaugh re: Board of Trustees quorum (.1); Receipt and review of Fabulous Coach Lines Agreement - Orlando Trip (.3); E-mail to S. Jefferson re: Fabulous Coach Lines Agreement (.1); Receipt and review of e-mail from J. Murdaugh re: Board of Trustees Quorum (.1); Receipt and review of e-mails (2) from T. Smith re: local preference purchasing (.2); E-mail to T. Smith re: local preference purchasing (.1); Receipt and review of e-mails (2) from T. Gray re: M.U. whistleblower case (.2); Dictation and preparation of draft proposed local business preference policy (1.1); Dictation and preparation of Monthly Litigation Report (.6);

03/04/2011	WRM	<p>Receipt and review of e-mails (2) from R. Tolson re: employee complaint (.3); E-mails (2) to R. Tolson re: employee complaint (.2); Receipt and review of e-mail from T. Folsom re: Fabulous Coach Lines - Orlando contract (.1); E-mail to T. Folsom re: Fabulous Coach Lines - Orlando contract (.1); Receipt and review of e-mail from E. Davis re: G. lee FCHR complaint (.1); E-mails (2) to V. Montgomery, R. Tolson re: G. Lee FCHR complaint (.2); Revise TCC Litigation Report (.1); Revise TCC audit response letter (.2); Telephone conferences (2) with R. Tolson re: employee complaint (.3); Telephone conference with V. Montgomery re: G.L. FCHR matter (.3); E-mail to T. Smith re: CCLA Resolution (.1); Receipt and review of e-mail from T. Smith re: CCLA Resolution (.1); Telephone conference with W. Devane re: stormwater fees (.1); Receipt and review of e-mail from L. Conley re: stormwater fees (.1); E-mail to L. Conley re: stormwater fees (.1); Receipt and review of order in Florida Keys Community College v.City of Key West re: stormwater fees (.3); Receipt and review of e-mail from V. Montgomery with several attachments, re: G. L. FCHR matter (.3);</p>	3.00 hrs.
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03/07/2011	WT	Review Pinellas County 99007479CI docket sheet re: prevailing party in stormwater fee case (.2); Telephone conference with Pinellas County re: plaintiff's attorney in case (.2); Telephone conferences with Bruce Harper re: copy of judgment (2 calls) (.2);	0.60 hrs.
03/07/2011	WRM	E-mails (7) to V. Montgomery re: G.L. FCHR complaint (.7); Receipt and review of e-mails (7) from V. Montgomery re: G.L. FCHR complaint (.7); E-mails (5) to E. Davis re: G.L. FCHR complaint (.6); Analysis: stormwater fees case law (1.6); Analysis: supplemental information in G.L. FCHR matter (.4); Receipt and review of e-mail from E. Davis re: G.L. FCHR matter (.1);	4.10 hrs.
03/08/2011	WRM	Receipt and review of e-mail from J. Holdnak re: TCC/CCLA agreement (.1); Review portions of Risk Management manual - Florida Community College Risk Management consortium (.3); Attend FCHR interviews of CCLA employees in G.L. matter, Conference with M. Montgomery - follow-up (5.0); Receipt and review of e-mails (2) from T. Greene re: Marlins contract (.2); Review and analysis of TCC/DOT Florida Marlins sponsorship Agreement (.5); E-mail to T. Greene re: TCC/DOT Florida Marlins agreement (.1); E-mail to R. Tolson re: interviews in G.L. FCHR matter (.1);	6.30 hrs.
03/14/2011	WRM	Receipt and review of e-mails (2) from T. Greene re: Capital City Challenge agreement (.2); Receipt and review of e-mails (2) from T. Greene re: Preusser Research Group agreement (.2); Review and analysis of e-mail from T. Gray re: M.U. case - plaintiff's medical history (.1); Receipt and review of e-mail from R. Tolson re: employee complaint (.1); Receipt and review of e-mail from T. Stallworth re: Ghazvini utility easement (.1); Review Ghazvini utility easement (.1); Review Preusser Research Group agreement (.2);	3.10 hrs.

E-mail to T. Greene re: Preusser Research Group agreement (.1); Receipt and review of Capital City Challenge agreement (.1); E-mail to T. Greene re: Capital City Challenge agreement (.1); Receipt and review of e-mail from R. Tolson re: G.L. FCHR matter (.1); E-mail to T. Stallworth re: stormwater fees (.1); Receipt and review of e-mails (2) from R. Johnston re: FAF coordinator job description (.2); Receipt and review of e-mail from T. Smith re: FAF coordinator job description (.1); Review BBCBC/TCC Foundation FAF agreement (.3); E-mail to R. Johnston re: BBCBC/TCC FAF agreement (.1); Telephone conference with R. Tolson re: employee incident, employee complaint, student complaint, request for accommodation (.4); Telephone conference with R. Tolson re: former employee incident (.1); Review office file - former employee - V.W. 2005-06 (.4);

03/15/2011	WRM	Conference with S. Jefferson, S. Rowland, R. Tolson re: accommodation requests (1.5); Receipt and review of e-mail from J. Chapin re: Wakulla Center lease (.1); E-mail to J. Chapin re: Wakulla Center lease (.1); E-mail to S. Oole re: Wakulla Center lease (.1);	1.80 hrs.
03/16/2011	WRM	Conference with R. Tolson, J. Eason re: employee complaints (1.5); Conference with R. Tolson re: other employee issues, concerns (1.0); Receipt and review of e-mail from T. Smith re: CCLA Resolution (.1); Telephone conference with S. Oole re: Wakulla Center lease (.1); E-mails (4) to J. Chapin re: Wakulla Center lease (.4); Receipt and review of e-mails (2) from S. Oole re: Wakulla Center lease (.2); E-mails (2) to S. Oole re: Wakulla Center lease (.2);	3.50 hrs.
03/17/2011	BJL	Review and analysis of case law re: reasonable accommodations (.8); Review and analysis of case law re: ADA and multiple sclerosis (1.0);	1.80 hrs.

03/17/2011	WRM	Receipt and review of e-mails (2) from R. Tolson re: audit - sick leave payout (.2); Analysis - sick leave accumulation payout (.7); Telephone conference with R. Tolson re: leave accumulation payout (.1); Telephone conference with R. Tolson re: sick leave payout and social security number collection (.3); Receipt and review of e-mail from T. Stallworth re: American Sportsman lease (.1); E-mail to T. Stallworth re: American Sportsman lease (.1); Receipt and review of e-mail from R. Tolson re: collection of social security numbers (.1); Analysis: collection/notification social security numbers (.5); Telephone conferences (2) with P. Hurley re: TCC/COT EMT training (.2); Telephone conference with R. Tolson re: collection of social security numbers (.2); Analysis social security number collection (.3); Receipt and review of e-mail from R. Tolson re: air quality complaint (.1); E-mail to R. Tolson re: air quality complaint (.1); Conference with R. Tolson re: various HR issues (.4); E-mail to R. Tolson re: social security number collection (.1); E-mail to B. Hollimon re: "Tech at Nite" (.3); Legal analysis - employee A.D.A. accommodation (.3); E-mail to S. Jefferson, R. Tolson, S. Rowland re: A.D.A. Accommodation (.1); Receipt and review of e-mail from T. Smith re: C&G contract (.1);	4.30 hrs.
03/18/2011	WRM	Receipt and review of e-mail from D. Ware re: immigration rules change-higher extension/non-profit employees (.1); Telephone conference with J. Schilling re: Bookstore RFP/contract, record request (.1); Telephone conferences (2) with R. Tolson re: non-renewal of contract, notice (.2); Receipt and review of e-mail from B. Holliman re: Tech at Night, right to use (.1); E-mails (2) to B. Holliman re: Tech at Night, right to use (.2); E-mail to J. Chapin re: Tech at Night, right to use (.1); Receipt and review of e-mail from J.	3.80 hrs.

Chapin re: Tech at Night, right to use (.1);
 Analysis: sick leave accumulation pay-out
 (2.2); E-mail to R. Tolson re: sick leave
 accumulation (.1); Receipt and review of
 e-mail from S. Oole re: Wakulla Center lease
 (.1); Receipt and review of e-mails (2) from R.
 Johnston re: FAF Coordinator agreement (.2);
 Receipt and review of e-mail from S. Jefferson
 re: FAF Coordinator agreement (.1); Brief
 review of revisions to FAF Coordinator
 agreement (.1); E-mail to R. Johnston re: FAF
 Coordinator agreement (.1);

03/22/2011	WRM	<p>Receipt and review of e-mail from R. Johnston re: FAF Coordinator job description (.1); Receipt and review of e-mail from T. Smith re: potential Blackboard contract (.1); Receipt and review of e-mails (3) from R. Tolson re: Veteran's preference (.3); Receipt and review of e-mail from B. Hollimon re: Tech at Night (.1); Receipt and review of e-mail from S. Rowland re: A.D.A. accommodation request (.1); Review statutory provision re: Veterans preference (.1); Review e-mail from State, Division of Benefits re: Veteran's preference (.1); Review proposed draft ADA accommodations letter (.1); E-mail to S. Rowland re: ADA accommodation letter (.1); Review and analysis of Blackboard Connect Services Agreement (.7);</p>	1.80 hrs.
03/23/2011	WRM	<p>Telephone conferences with (5) from R. Tolson re: accumulated sick leave (.6); Telephone conference with R. Tolson re: employee incident, accommodation report (.2); Review Blackboard contract privacy statement (.2); Review sick leave terminal pay statutes, policies (.2); Receipt and review of e-mail from R. Tolson re: accumulated sick leave (.1); Receipt and review of e-mails (4) from T. Stallworth re: use of FPSI grounds (.4); Review FPSI land use agreement (.2); E-mails (3) to T. Stallworth re: FPSI land use agreement (.3); Receipt and review of e-mail</p>	4.00 hrs.

from T. Stallworth re: abandoned equipment on Wakulla property (.1); Receipt and review of FCHR Determination - no cause - in G.L. matter (.4); Telephone conference with T. Smith re: land use, Blackboard contract, employees (.3); E-mail to R. Tolson/V. Montgomery re: FCHR G.L. determination (.1); Telephone conference with T. Stallworth re: Wakulla property abandoned property (.2); Telephone conference with R. Tolson re: Veteran's preference (.3); Analysis (continued) sick leave accumulation benefit (.3); Telephone conference with R. Tolson re: M.U. case - medical records (.1);

03/24/2011	WRM	Receipt and review of e-mail from R. Tolson re: FPSI student complaint (.1); Telephone conferences (5) with R. Tolson re: FPSI student complaint (.7); Preparation for interview of FPSI student re: complaint (.3); Telephone conferences (3) with E. Eunice re: FPSI student complaint, student-bus accident (.4); Receipt and review of e-mails (2) from E. Eunice re: FPSI student complaint (.2); E-mail to T. Smith re: Blackboard Comment Agreement (.1); Telephone conference with D. Waddell re: FPSI student complaint (.2); E-mail to D. Waddell re: FPSI student complaint (.1); Preparation for interview of complaint - FPSI student complaint (.3); Conduct interview with FPSI student, others (3.0);	5.40 hrs.
03/25/2011	WRM	Conference with E. Eunice, B. Bierbaum, D. Waddell, interview with FPSI recruits re: student complaint (7.5); Telephone conferences (2) with E. Eunice re: FPSI student complaint (.3); E-mail to J. Murdaugh others re: FPSI student complaint (.1); Receipt and review of e-mail from J. Murdaugh re: FPSI student complaint (.1);	8.00 hrs.
03/27/2011	WRM	Review Board of Trustees Agenda for 3/28/11 (.5); Review notes, prepare report re: FPSI	3.60 hrs.

student complaint of
discrimination/harassment (3.1);

03/28/2011	WRM	<p>Receipt and review of e-mail from FPSI student re: complaint investigation (.2); E-mail to J. Murdaugh re: FPSI student complaint (.1); Receipt and review of e-mail from R. Tolson re: A.D.A. accommodation request (.1); Receipt and review of e-mails (2) from R. Tolson re: employee complaint (.2); Revise FPSI investigation report (.4); Attend Board Workshop and Board Meeting (2.5);</p>	3.50 hrs.
03/29/2011	WRM	<p>Receipt and review of e-mails (2) from D. Waddell re: FPSI student complaint (.2); Receipt and review of e-mail from J. Murdaugh re: former FPSI student complaint (.1); E-mail to J. Murdaugh re: former FPSI student complaint (.1); E-mails (2) to M.I. re: former FPSI student complaint (.2); Telephone conference with R. Tolson re: several employee issues, employer discipline, request for accommodation (.3); E-mail to J. Eason re: employee complaint/discipline (.1); Telephone conferences (3) with E. Eunice re: former FPSI student complaint (.3); Telephone conferences (2) from R. Tolson re: former FPSI student complaint (.4); Receipt and review of e-mail from R. Tolson re: request for accommodation (.1); Prepare addendum to memo re: FPSI student complaint based on e-mail from M.I. (.2); Receipt and review of e-mail from J. Eason re: employee complaint, discipline (.1); Preparation of investigation plan re: former FPSI student complaint (1.1); Receipt and review of e-mail from L. Davis re: accommodation request (.1); Telephone conferences (2) with D. Waddell re: former FPSI student complaint (.2); Receipt and review of e-mail from T. Smith re: stormwater fees (.1); E-mail to T. Smith re: stormwater fees (.1); Conference with E. Eunice re: former FPSI student complaint (.7); Conference with D. Waddell re: former FPSI student complaint</p>	6.00 hrs.

(.2); Receipt and review of e-mail from M.I. re: former FPSI student complaint (.1); E-mails (2) to S. Oole re: Wakulla Center lease (.2); Receipt and review of e-mail from S. Oole re: Wakulla Center lease (.1); Prepare for tomorrow's meeting with J. Chapin re: Wakulla Center lease (.3); E-mail to E. Eunice re: investigation of former FPSI student complaint (.2); Receipt and review of e-mail from E. Eunice re: investigation of former FPSI student complaint (.2); E-mails (2) to D. Waddell re: report on current FPSI student complaint (.2); Receipt and review of e-mail from D. Waddell re: former FPSI student complaint (.1);

03/30/2011	WT	Preparation of correspondence to M. I. re: Wilkins investigation;	0.20 hrs.
03/30/2011	WRM	Conference with (Individual) B. Bierbaum, C. Jones, S. Coddington, J. Curry, P. Pitts, re: former FPSI student complaint (4.0); Conference with J. Chapin, S. Oole re: Wakulla Center lease (.7); Telephone conferences (4) with R. Tolson re: former FPSI student complaint (.5); Telephone conference with G. Wells re: Follett Bookstore Contract (.1); Receipt and review of e-mails (4) from R. Frazier re: ACHA questions (.4); E-mails (2) to R. Frazier re: ACHA questions (.3); Receipt and review of e-mail from M.I. re: former FPSI student complaint (.1); Receipt and review of e-mail from G. Wells re: Follett Bookstore contract (.1); Receipt and review of e-mail from C. Easley re: CAMS training contract (.1); Receipt and review of e-mail from R. Tolson re: Family Tuition waiver (.1); Receipt and review of e-mail from T. Smith re: Follett Bookstore contract (.1);	6.50 hrs.
03/31/2011	WRM	E-mails (2) to E. Eunice re: former FPSI student complaint (.2); E-mails (2) to J. Murdaugh re: former FPSI student complaint (.2); Receipt and review of e-mail from G.	7.30 hrs.

Wells re: Follett Bookstore contract (.1);
 Receipt and review of e-mail from J.
 Murdaugh re: former FPSI student complaint
 (.1); Review FPSI records re: former FPSI
 student complaint (.4); Analysis - allegation of
 on-line test taking fraud (.2); Conference with
 R. Frazier re: allegation of on-line test fraud
 (.9); Conference with J. Murdaugh re: former
 FPSI student complaint (.5); Conference with
 T. Stallworth re: Wakulla Center lease (.2);
 Review records re: former FPSI student
 complaint (.8); Conference with R. Tolson and
 M.I. re: former FPSI student complaint (1.9);
 Receipt and review of e-mail from E. Eunice
 re: former FPSI student complaint (.1); Receipt
 and review of e-mails (2) from B. Bierbaum
 re: former FPSI student complaint (.2); Review
 and analysis of Edison State College - CAMP
 Affiliation Agreement (.4); Brief scan of
 Bookstore RFP (.3); Receipt and review of
 e-mail from C. Easley re: Edison St. Coll.
 CAMP Agreement (.1); E-mail to G. Wells re:
 Follett response to Bookstore RFP (.1);
 Receipt and review of e-mail from R. Tolson
 re: employee issues (.1); E-mail to R. Tolson
 re: employee issues (.1); Telephone conference
 with R. Tolson re: employee issues (.2);
 Receipt and review of e-mail from J. Chapin
 re: Wakulla Center Lease (.1); E-mail to S.
 Oole re: Wakulla Center Lease (.1);

Fees for this matter

\$13,333.33

BILLING SUMMARY

Longfellow, B. Joe	Associate	2.70 hrs
Mabile, William R	Attorney	99.90 hrs
Taylor, Winifred	Paralegal	0.80 hrs

March Flat Fee Billing

 \$13,333.33

Jerry Schilling

Invoice# 9818

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Disbursements

\$0.00
\$13,333.33

TOTAL CHARGES FOR THIS BILL