




February 21, 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. The approved contract is effective November 1, 2010 through October 31, 2011 with the option to renew on an annual basis for four (4) consecutive one (1) year terms for a total contract period of five (5) years. The Board shall be billed monthly based 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 invoice as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

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

February 2, 2011

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

Invoice# 9675 WRM
Our file# T00007 02276
Billing through 01/31/2011

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

FOR PROFESSIONAL SERVICES RENDERED

12/14/2010	WT	Prepare notice of filing executed affidavit of Lance Kerwin in Gregory Lee v. TCC;	0.20 hrs.
12/14/2010	BJL	Review and analysis of case re: employment law;	1.00 hrs.
12/15/2010	WT	Prepare affidavit to authenticate documents;	0.20 hrs.
12/15/2010	BJL	Review and analysis of case law re: employment law;	0.50 hrs.
12/15/2010	WRM	Telephone conference with C. VonGreiff re: response to S.H. EEOC charge (.1); Telephone conference with R.Tolson re: affidavits in support of response to S.H. EEOC charge (.1); Receipt and review of T. Gray re: M.U. lawsuit deposition (.1); E-mail to T. Gray re: witness location (.1); Receipt and review of e-mail from R. Tolson re: witness location (.1); Telephone conferences (2) with W. Rabon re: witness location (.2); Telephone conferences (2) with J. Eason re: affidavit in response to S.H. EEOC charge (.2); Receipt and review of e-mail from R. Tolson re: her affidavit in response to S.H. EEOC charge (.1); Telephone conference with R. Lipscomb re: M.U. lawsuit (.1); E-mail to T. Gray re: R. Lipscomb -	8.50 hrs.

witness (.1); Continued preparation of response to S.H. EEOC charge including preparation of four affidavits (7.3);

12/16/2010	WRM	Telephone conference with R. Tolson re: interim President contract (.3); Telephone conference with R. Tolson re: M.U. lawsuit, S.H. EEOC charge (.1); E-mail to T. Gray re: M.E. lawsuit basis (.1); Receipt and review of e-mail from L. Powell re: affidavit in S.H. EEOC matter (.1); Conference with R. Tolson re: M.E. public recording request (.4); Receipt and review of e-mail from T. Gray re: M.U. lawsuit deposition (.1); Continued preparation of response to S.W. EEOC charge (1.1);	2.20 hrs.
12/17/2010	WT	Prepare exhibits for EEOC response (.3); Telephone conference with J. Eason re: affidavit (.1);	0.40 hrs.
12/17/2010	WRM	Receipt and review of e-mail from R. Tolson re: addendum to President Sloan's contract (.1); Telephone conference with E. Eason re: her affidavit in response to S.H. EEOC charge (.1); Final review, preparation to S.H. EEOC charge (1.5); Attend part of M.U. deposition - M.U. lawsuit (1.9); Receipt and review of e-mail from S. Heath re: public record request in CCLA roof litigation, with attachments (.2);	3.80 hrs.
12/21/2010	WRM	Telephone conference with B. Jones re: CCLA roof litigation document request (.1); Telephone conference with S. Heath re: CCLA roof litigation document request (.1); Receipt and review of e-mail from B. Jones re: CCLA roof litigation document request (.1);	0.30 hrs.
12/22/2010	WRM	Receipt and review of e-mail from S. Ohlson re: Chartis contact information (.1); Receipt and review of e-mail from S. Heath re: record request in CCLA roof litigation (.1);	0.20 hrs.
01/03/2011	WRM	Telephone conferences (2) with R. Tolson re: M.E. public record request (.2); Receipt and review of e-mail from T. Gray re: M.U. case	1.90 hrs.

deposition (.1); Receipt and review of e-mail from R. Tolson re: M.E. public record request (.1); Telephone conferences (4) with R. Tolson re: President's contract (.6); Analysis - President's contract provisions (.2); Telephone conference with R. Tolson re: former employee's grievance (.1); Telephone conference with R. Tolson re: Plaintiff's deposition in M.U. case (.1); E-mail to T. Gray re: plaintiff's deposition in M.U. case (.1); Receipt and review of e-mails (2) from M.E. re: M.E. public record request (.2); E-mails (2) to R. Tolson re: M.E. public record request (.2);

01/04/2011	WRM	Receipt and review of e-mail from B. Holliman re: intellectual property legal services (.1); E-mail to T. Smith re: intellectual property legal services (.1); Receipt and review of e-mail from T. Smith re: intellectual property legal services (.1); Dictation and preparation of TCC Litigation Report (.5); Receipt and review of e-mails (2) from B. Jones re: CCLA public record request (.2); E-mail to B. Jones re: CCLA public record request (.1); Telephone conference with R. Tolson re: President's contract (.2); Receipt and review of e-mail from T. Gray re: M.U. lawsuit deposition (.1); E-mail to B. Hollman re: intellectual property legal services (.1); E-mail to G. Wells re: legal services invoice (.1); Dictation and preparation of correspondence to R. Tolson re: President's contract (.5); Receipt and review of e-mail from G. Wells re: legal services invoice (.1);	2.20 hrs.
01/05/2011	BJL	Review and analysis of ADA requirements;	1.10 hrs.
01/05/2011	WRM	Review and analysis of Sampson Firm Contract (.3); E-mail to Terry Folsom re: Sampson Firm Contract (.1); Analysis - Wakulla Center Lease (1.2); Scan review of initial documents re: President Sloan's evaluation (.2); E-mail to L. Kling re:	4.70 hrs.

President Sloan's evaluation (.1); Receipt and review of e-mail from K. Moore re: President Sloan's evaluation (.1); Analysis: disabled student accommodation (.9); Telephone conference with S. Jefferson re: disabled student accommodation (.1); Dictation and preparation of correspondence to S. Jefferson re: disabled student accommodation (.3); Receipt and review of e-mail from T. Folsom re: Sampson Contract (.1); Telephone conference with R. Tolson re: President's contract, employee issue, M.E. public record request (.2); Receipt and review of e-mail from F. Brown re: M.E. public record request (.1); Telephone conference with J. Murdaugh, J. Chapin re: Wakulla lease (.1); Telephone conference with J. Schilling re: Wakulla lease (.1); Complete dictation and preparation of Litigation Report (.1); Receipt and review of e-mail from S. Jefferson re: disability accommodation (.1); Telephone conferences (3) with S. Jefferson re: disability accommodation (.3); Receipt, review and analysis of correspondence from L. Earls re: civil rights review with attachments (.2); Receipt and review of e-mail from L. Kling re: President Sloan's evaluation (.1);

01/06/2011	WRM	<p>Telephone conference with L. Kling re: President Sloan's evaluation (.1); Telephone conference with T. Stallworth re: Wakulla Center Lease (.1); Revise memo to S. Jefferson re: disabled student (.1); Continued analysis of Wakulla Center Lease (1.6); Dictation and preparation of correspondence to J. Murdaugh re: Wakulla Center Lease (.3); Telephone conference with B. Leinback re: Wakulla Center Lease (.1); E-mails (2) to B. Mallowney re: Wakulla Center Lease (.2); E-mail to S. Jefferson re: disabled student (.1); Receipt and review of e-mail from S. Jefferson re: disabled student (.1); Receipt and review of e-mail from G. Wells re: Smartermeasure</p>	4.50 hrs.
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License Agreement (.1); Review and analysis of Smartermeasure License Agreement (.4); E-mail to G. Wells re: Smartermeasure License Agreement (.1); Review documents to be produced in response to M.E. public record request (.2); Receipt and review of e-mails (2) from B. Mallowrey re: Wakulla Center Lease (.2); Receipt and review of e-mail from T. Smith re: M.J. public record request (.1); Receipt and review of e-mail from A. Maxwell re: M.J. public record request (.1); Telephone conference with T. Smith re: M.J. public record request (.2); Telephone conference with L. Kling re: M.J. public record request (.1); Receipt and review of e-mail from J. Murdaugh re: Wakulla Center Lease (.1); E-mail to R. Tolson re: M.E. public record request (.1); E-mail to M. Jordan re: M.J. public record request (.1);

01/07/2011	WRM	<p>Receipt and review of e-mail from K. Moon re: President Sloan's evaluation (.1); E-mail to K. Moon re: President Sloan's evaluation (.1); Review Trustee's evaluation of President Sloan (.1); E-mail to K. Moore re: evaluation of President Sloan (.1); Receipt and review of e-mail from K. Moore re: President Sloan's evaluation (.1); Receipt and review of e-mail from R. Tolson re: M.E. public records request (.1); E-mails (2) to R. Tolson re: M.E. public record request (.2); E-mail to M.E. re: public record request (.1); Conference with R. Tolson re: M.E. public record request (.3); Receipt and review of e-mails (2) M.E. re: M.E. public record request (.2); E-mail to M.E. re: M.E. public records request - worksheets (.1); Telephone conference with S. Oole/F. Johnson re: Wakulla Center lease (.2); E-mail to B. Sloan re: President Sloan's evaluation (.1); Receipt and review of e-mail from B. Sloan re: President Sloan's evaluation (.1); Receipt and review of e-mail from J. Murdaugh re: Wakulla Center Lease (.1); Receipt and review</p>	3.60 hrs.
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of e-mail from R. Tolson re: sick leave statutes (.2); Telephone conference with R. Tolson re: sick leave statute, public record request, R.G. case (.1); Analysis FS Florida/Sun Sports promotional agreement (.2); Receipt and review of e-mail from G. Wells re: FFS Florida/Sun Sports agreement (.1); E-mail to G. Wells re: FS Florida/Sun Sports promotional agreement (.1); Receipt and review of e-mail from R. Tolson re: leave question (.1); Receipt and review of e-mail from K. Moon re: President Sloan's evaluation (.1); Analysis: Wakulla Center lease (.6); E-mail to J. Chapin/J. Schilling re: Wakulla Center lease (.1);

01/10/2011	WRM	<p>Review and analysis of TCC Career Center/Symplicity Agreement (.5); E-mails (2) to S. Jefferson re: TCC/Career Center's Symplicity Agreement (.2); Receipt and review of e-mail from B. Sloan re: EMT clinical expenses (.1); Review EMT clinical program agreement and attachments (.2); E-mail to B. Sloan re: EMT clinical expenses (.1); Receipt and review of e-mail from M.E. re: M.E. public record request (.1); E-mail to R. Tolson re: M.E. public records request (.1); Telephone conference with R. Tolson re: M.E. public record request (.1); E-mails (3) to M.E. re: M.E. public record request (.3); E-mail to Board members re: President Sloan's evaluation (.1); Receipt and review of e-mail from R. Tolson re: M.E. public records request (.1); Receipt and review of e-mails (2) from J. Chapin re: Wakulla Center lease (.2); E-mail to J. Chapin re: Wakulla Center lease (.1); Receipt and review of e-mails (2) from J. Schilling re: Wakulla Center lease (.2); E-mails (2) to J. Schilling re: Wakulla Center lease (.2); Receipt and review of e-mail from R. Tolson re: H.T. public records request (.1); Telephone conference with R. Tolson re: H.T. public record request (.1); Telephone</p>	5.00 hrs.
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conference with W. Rabon re: his testimony in M.B. criminal case (.1); Receipt and review of e-mail from A. DeFoor re: President Sloan's evaluation (.1); Review SREF provisions re: Wakulla Center lease (.3); Receipt and review of e-mail from T. Smith re: subpoenas in M.B. criminal case (.1); E-mail to T. Smith re: subpoenas in M.B. criminal case (.1); E-mail to L. Kling re: President Sloan's evaluation (.1); Review and analysis of early version Wakulla Center lease, documents (.7); Receipt and review of e-mails (2) from F. Messersmith re: President Sloan's evaluation (.2); E-mails (2) to F. Messersmith re: President Sloan's evaluation (.2); Receipt and review of e-mails (3) from S. Jefferson re: Symplicity contract (.3);

01/11/2011	WRM	<p>Receipt and review of e-mails (2) from L. Kling re: President Sloan's evaluation (.2); Conference with R. Tolson/J. Schilling re: sick leave question (.9); Conference with J. Schilling re: Wakulla Center lease (.5); Telephone conference with D. Callan re: President Sloan's evaluation (.1); Receipt and review of e-mail from M.E. re: M.E. public record request (.1); E-mail to R. Tolson re: M.E. public record request (.1); E-mail to J. Chapin re: Wakulla Center lease (.1); Telephone conference with S. Oole re: Wakulla Center lease (.4); E-mail to J. Schilling re: Wakulla Center lease (.1); E-mail to L. Kling re: President Sloan's evaluation (.1); Analysis: sick leave payout at termination of employment (.8); Dictation and preparation of memo to R. Tolson re: sick leave payout at termination of employment (.3); Telephone conference with R. Tolson re: M.E. public record request and hostile environment investigation (.4); Receipt and review of e-mail from J. Schilling re: Wakulla Center lease (.1); Receipt and review of e-mail from S. Oole re: Wakulla Center lease (.1);</p>	4.30 hrs.
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01/12/2011	WRM	Revise memo to R. Tolson re: sick leave payout at termination of employment (.1); Receipt, review and analysis of correspondence from S. Oole re: Wakulla Center lease (.2); Analysis - contents of S. Oole letter re: Wakulla Center lease (.3); E-mail to S. Oole re: Wakulla Center lease (.1); E-mail to F. Messersmith re: President Sloan's evaluation (.1); E-mail to E. Lamb re: President Sloan's evaluation (.1); Telephone conference with M.E. public record request, withdrawal from consideration (.1); Review and analysis of Crowne Plaza/FPSI/TCC contract (.2); Review and analysis of e-mail from G. Wells re: Crowne Plaza/FPSI contract (.1); E-mail to G. Wells re: Crown Plaza/FPSI/TCC contract (.1); Receipt and review of e-mails (2) from L. Kling re: President Sloan's evaluation (.2); E-mail to L. Kling re: President Sloan's evaluation (.1); Receipt and review of e-mail from S. Oole re: Wakulla Center lease (.1);	1.80 hrs.
01/13/2011	WT	Prepare Presidential evaluation form;	0.30 hrs.
01/13/2011	WRM	Prepare (compile) Trustees' composite evaluation of President Sloan (1.0); Dictation and preparation of correspondence to A. DeFoor/D. Callan re: Dr. Sloan's evaluation (.2); E-mail to L. Kling re: President Sloan's evaluation (.1); E-mail to A. DeFoor/D. Callan re: Dr. Sloan's evaluation (.1); Receipt and review of e-mail from E. Lamb re: President Sloan's evaluation (.1); Analysis of Wakulla Center lease report by S. Oole (.6); Dictation and preparation of memo to J. Murdaugh/J. Chapin re: Wakulla Center lease (.4); Receipt and review of e-mail from T. Folsom re: Sampson Firm agreement (.1); Receipt and review of e-mails (2) from C. Early re: A.D.I. On-Line Course (.2); Receipt and review of e-mail from D. Callan re: President Sloan's evaluation (.1); Review and analysis of A.D.I. Online Course Agreement (.8); Review and	4.60 hrs.

analysis of Leon County Clerk's office Agreement for Traffic ticket information - for Traffic School (.3); E-mail to C. Easley re: A.D.I. Online Course Agreements (.1); E-mail to C. Easley re: Traffic Information Agreement - Leon County (.1); E-mail to T. Folsom re: Sampson Firm Agreement (.2); Review and analysis of Sampson Firm Agreement (.2);

01/14/2011	WRM	<p>Receipt and review of e-mail from S. Jefferson re: disability support clarification (.1); E-mail to S. Jefferson re: disability support clarification (.1); Receipt and review of D. Ware invoices for immigration legal services (.1); Telephone conference with R. Tolson re: employee(s) incidents, resignation (.4); Receipt and review of e-mail from B. Sloan re: EMS agreement with City (.1); Review TCC Board Agenda for January 18, 2011 (.3); Telephone conference with L. Kling re: President Sloan's evaluation (.1); Telephone conference with G. Shuffler re: EMT training program (.1); Receipt and review of e-mail from L. Kling re: President Sloan's evaluation (.1);</p>	1.40 hrs.
01/17/2011	WRM	<p>Receipt and review of e-mail from A. DeFoor re: President Sloan's evaluation (.1); Receipt and review of e-mail from J. Murdaugh re: President Sloan's evaluation (.1);</p>	0.20 hrs.
01/18/2011	WRM	<p>E-mail to R. Tolson re: M.E. public record request (.1); Receipt and review of e-mail from R. Tolson re: M.E. policy record request (.1); Receipt and review of e-mail from L. Kling re: President Sloan's evaluation (.1); Receipt and review of e-mail from F. Brown re: M.E. public records request (.1); Receipt and review of e-mails (2) from J. Chaires-Lang re: M.E. public record request (.2); E-mail to J. Chaires-Lang re: M.E. public record request (.1); E-mail to M.E. re: M.E. public record request (.1); Conference with T. Smith re: several matters (.3); Attend evaluation of</p>	4.00 hrs.

President B. Sloan (.8); Attend Board Workshop (1.1); Attend Board Business Meeting (.9); Receipt and review of e-mail from M.E. re: M.E. public record request (.1);

01/20/2011	WRM	Receipt and review of e-mail from T. Smith re: termination of faculty member at PSC (.1); Receipt and review of e-mail from D. Waddell re: Sampson firm agreement (.1);	0.20 hrs.
01/21/2011	WRM	E-mail to T. Smith re: Ware & Associates legal services invoice (.1); Review revisions to Sampson Firm agreement (.1); E-mail to D. Waddell re: Sampson Firm agreement agreement (.1); Receipt and review of e-mail from D. Waddell re: Sampson Firm agreement (.1); Telephone conference with R. Buchanan re: Network Security case (.2); E-mail to R. Johnston/M. Turnball re: Network Security case (.1); Receipt and review of R. Johnston re: Network Security case (.1); Telephone conference with G. Shuffler re: TCC/City EMS training (.1); Receipt and review of e-mail from T. Smith re: Network Security case (.1); Receipt and review of e-mail from M. Turnball re: Network Security case (.1); Receipt and review of e-mail from T. Smith re: Ware Legal Services invoice (.4); Telephone conference with R. Tolson re: employee incident counseling (.1);	1.60 hrs.
01/24/2011	WRM	Telephone conference with R. Tolson re: CCLA employee issue;	0.20 hrs.
01/25/2011	WRM	Analysis of alcohol at campus events (.5); E-mails (2) to J. Murdaugh re: use of alcohol on campus (.2); Telephone conference with B. Sloan re: TCC/COT Paramedic/EMT training (.1); Telephone conference with L. Shelley re: TCC/COT Paramedic/EMT training (.2); E-mail to L. Shelly re: TCC/COT Paramedic/EMT training (.1); Receipt and review of e-mails (2) from J. Murdaugh re: alcohol at campus events (.2); E-mail to J.	1.40 hrs.

Murdaugh re: alcohol at campus events (.1);

01/26/2011	WRM	Receipt and review of e-mail from R. Tolson re: income withholding (.1); Review employee income withholding documents (.2); Telephone conference with R. Tolson re: employee income withholding, other HR issues (.3); Telephone conference with L. Shelby re: TCC/COT EMT Trn. (.2); E-mail to B. Sloan re: TCC/COT EMT Trn. (.1); Receipt and review of e-mail form R. Tolson re: position applications (.1); Telephone conference with R. Tolson re: position applications (.1);	1.10 hrs.
01/27/2011	WRM	Receipt and review of e-mail from B. Sloan re: TCC/COT EMT training (.1); Telephone conference with R. Tolson re: RTTT applications, dual employment (.4); Receipt and review of e-mail from R. Tolson with attachments re: dual employment (.2);	0.70 hrs.

January Flat Fee Billing \$13,333.33

BILLING SUMMARY

Longfellow, B. Joe	Associate	2.60 hrs
Mabile, William R	Attorney	55.40 hrs
Taylor, Winifred	Paralegal	1.10 hrs

January Flat Fee	\$13,333.33
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Disbursements	\$0.00
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TOTAL CHARGES FOR THIS BILL	\$13,333.33
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