




March 28, 2011

**MEMORANDUM**

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, President 

**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Andrews. LLP.

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**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 plus expenses of \$1,491.89 for a total of \$14,825.22.

**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

March 2, 2011

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

Invoice# 9749 WRM  
Our file# T00007 02276  
Billing through 02/28/2011

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

FOR PROFESSIONAL SERVICES RENDERED

02/02/2011	WRM	Receipt and review of e-mails (2) from T. Smith re: fiscal agent insurance (.2); Receipt and review of e-mail from T. Smith re: fiscal agent agreements (.1); Receipt and review of e-mails (2) from G. Wells re: fiscal agent insurance meeting (.2); E-mail to G. Wells re: fiscal agreement insurance meeting (.1); Receipt and review of e-mail from T. Steen re: stormwater fees (.1); Receipt and review of e-mails (2) from S. Jefferson re: sympathy agreement (.2); Receipt and review of e-mail from C. Fagler re: fiscal agent insurance (.1); Receipt and review of e-mail from C. Easley re: Anger Management Course agreement (.1); Receipt and review of e-mail from T. Stallworth - Construction Tax Exempt Certificate (.1); Telephone conference with R. Tolson re: FLSA questions (.1);	1.30 hrs.
02/04/2011	WRM	Receipt and review of e-mail from S. Jefferson re: sympathy agreement (.1); Receipt and review of e-mail from R. Tolson re: ADA request (.1); Receipt and review of e-mail from G. Wells re: legal services invoice (.1); Receipt and review of e-mails (2) from R.	0.70 hrs.

Tolson re: FMLA lease request (.2); Receipt and review of e-mails (2) from G. Wells re: Application Services agreement (.2);

02/07/2011	BJL	Review and analysis of case law and statutory language of FLSA for dual employment question;	1.20 hrs.
02/07/2011	WRM	Receipt and review of e-mails (2) from S. Jefferson re: Symplicity contract (.2); E-mail to S. Jefferson re: Symplicity contract (.1); Receipt and review of e-mail from G. Wells re: Crossfire Application Service Agreement (.1); E-mail to T. Smith re: risk management meeting (.1); Review and analysis of construction purchase statute and amended rule and applicability to Ghazvini project (.5); E-mail to T. Stallworth re: construction statute change and rule amendment, application to Ghazvini project (.1); E-mail to T. Gray re: M.U. and H.E. case status (.1); E-mail to S. Heath re: CCLA roof litigation (.1); Receipt and review of e-mail from T. Smith re: risk management meeting (.1); Dictation and preparation of TCC Litigation Report to J. Murdaugh (.3); Receipt and review of e-mails (2) from R. Tolson re: FMLA request and ADA accommodation (.2); Telephone conference with R. Buchanan re: Network Security litigation (.1); Review and analysis of Application Services Agreement (.4); E-mail to G. Wells re: Application Services Agreement (.1); Telephone conference with B. Jones re: governance of CCLA (.2);	2.70 hrs.
02/08/2011	WRM	Analysis re: FLSA, dual employment (.6); Telephone conference with R. Tolson re: FLSA - dual employment, employee issues, recent hiring (.4); Receipt and review of e-mail from L. Kling re: President Sloan's evaluation (.1); E-mail to L. Kling re: President Sloan's evaluation (.1); Dictation and preparation of memo to R. Tolson re: FLSA - dual employment (.4); Receipt and review of e-mail	1.80 hrs.

from D. Callen re: President Sloan's evaluation (.1); Receipt and review of e-mail from A. DeFoor re: President Sloan's evaluation (.1);

02/09/2011	WRM	Receipt and review of e-mail from T. Gray re: depositions of plaintiffs in H.E. and M.U. cases (.1); Receipt and review of e-mail from G. Wells re: Amendment to St. Pete Times Forum Sponsorship Agreement (.1); Receipt and review of Amendment to St. Pete Times Forum Sponsorship Agreement (.2); Receipt and review of e-mail from J. Schilling re: Dade Paper Credit Application (.1); Review Dade Paper Credit Application (.2); E-mail to J. Schilling re: Dade Paper Credit Application (.1); Receipt and review of e-mail from T. Gray re: H.E. case, insurance question (.1); Receipt and review of e-mail from R. Tolson re: on-campus sales solicitation (.1);	1.00 hrs.
02/10/2011	WRM	Review TCC solicitation policies (.1); Receipt and review of e-mail from R. Tolson re: proposed solicitation activity (.1); Telephone conferences (2) with R. Tolson re: employee solicitation proposals (.3); Review and analysis of summary of deposition testimony of plaintiffs in M.U. and H.E. cases (.9); E-mail to T. Gray re: testimony in M.U. and H.E. cases (.1); Receipt and review of e-mails (3) from S. Rowland re: subpoena (.3); Telephone conferences (2) with S. Rowland re: subpoena for records (.2); Telephone conference with R. Tolson re: grant issue (.1); Review subpoena for student financial records (.1); E-mail to T. Smith re: subpoena for student financial records (.1); Receipt and review of e-mail from T. Smith re: subpoena for student financial records (.1); Receipt and review of e-mails (2) from B. Lesko re: MSMT Costume Rental Agreement (.2); Review MSMT Costume Rental Agreement (.2); E-mail to B. Lesko re: MSMT Costume Rental Agreement (.1); Telephone conference with T. Gray re: status of M.H. and H.E. cases (.5);	3.40 hrs.

02/11/2011	WRM	Receipt and review of D. Ware invoice for immigration legal services (.1); Telephone conference with R. Tolson re: Civil Rights review, grant hiring issue, employee solicitation (.4); Receipt and review of e-mail from P. Locascio re: student ombudsman (.1); E-mails (2) to B. Sloan re: student ombudsman (.2); Telephone conference with P. Hurley re: TCC/COT EMS training agreement (.1); Receipt and review of e-mail from B. Sloan re: student ombudsman (.1); Receipt and review of e-mail from E. Davis re: G.L. FCHR complaint (.1); E-mail to R. Tolson re: G.L. FCHR complaint (.1); Receipt and review of e-mail from T. Gray re: H.E. case analysis (.1); Review report and defense plan in H.E. case (.3); Review and analysis of DOE civil rights complaint re: onsite review checklist (1.2); Review certain CFR provision cited in DOE civil rights checklist (.4); Receipt and review of e-mail from S. Gardner re: student ombudsman (.1); Receipt and review of risk management and insurance guidelines (.6); Review summary of community college stormwater fee case (.1); Review and analysis of ASI Agreement, e-mail to C. Easley re: same (.3);	4.30 hrs.
02/14/2011	WRM	Telephone conference with P. Hurley re: COT/TCC EMT clinical training agreement (.2); Telephone conference with R. Tolson re: employee discipline, DOE civil rights review, G.L. FCHR investigation (.3); E-mail to E. Davis re: G.L. FCHR investigation (.1); Review proposed discipline action - contract employee (.3); Receipt and review of e-mail from R. Buchanan re: Network Security case, with attachments (.2); E-mail to R. Tolson re: G.L. FCHR investigation (.1);	1.20 hrs.
02/15/2011	WRM	Receipt and review of notice of dismissal of co-defendant in Network Security case (.1); Analysis - status and plan for resolution of	2.00 hrs.

Network Security case (.6); E-mail to R. Johnston, M. Turnbull re: Network Security case resolution plan (.1); Receipt and review of e-mails (2) from M. Turnbull re: Network Security case resolution plan (.2); E-mail to M. Turnbull re: Network Security case resolution plan (.1); Receipt and review of e-mail from E. Davis re: FCHR request for information (.1); E-mail to R. Tolson re: FCHR request for information (.1); Receipt and review of e-mail from R. Johnston re: Network Security case resolution plan (.1); E-mail to B. Sloan re: TCC/COT EMT training proposal (.1); Receipt and review of e-mail from B. Sloan re: TCC/COT EMT training (.1); Receipt and review of e-mail from S. Heath re: Pro-Steel/CCLA Litigation (.1); Receipt and review of e-mails (2) from D. Bell re: National Security case plan (.2); E-mail to D. Bell re: National Security case plan (.1);

02/16/2011	WRM	Receipt and review of e-mail from R. Tolson re: G.L. FCHR complaint inquiry (.1); E-mail to R. Tolson re: G.L. FCHR complaint inquiry (.1); Telephone conference with R. Tolson re: G.L. FCHR complaint inquiry (.2);	0.40 hrs.
02/17/2011	WRM	Receipt and review of e-mail from G. Wells re: C&G contract (.1); Telephone conference with G. Wells re: C&G contract (.1); E-mail to G. Wells re: C&G contract (.1); Receipt and review of e-mails from T. Smith re: C&G contract (.1); Receipt and review of e-mail from G. Wells re: TCC/CCLA meeting (.1); E-mail to G. Wells re: TCC/CCLA meeting (.1); Receipt and review of e-mails (2) from R. Johnston re: KCCI event (.2); Review KCCI event (.2); Receipt and review of e-mail from T. Smith re: TCC/CCLA meeting (.1); E-mail to R. Johnston re: KCCI event (.1); Receipt and review of signed Order dismissing Portofino from Network Security case (.1); Receipt and review of e-mail from R. Tolson re: response to FCHR's supplemental questions	2.80 hrs.

in G.L. matter (.1); Telephone conference with T. Stallworth re: Brogan lease agreement (.2); E-mail to E. Davis re: FCHR supplemental inquires in G.L. matter (.2); Telephone conference with R. Tolson re: G.L. FCHR matter (.1); Conference with T. Smith, others re: Contracts and Grants (.6); Receipt and review of e-mail from E. Davis re: additional questions in G. Lee FCHR matter (.1); E-mail to R. Tolson re: additional questions in G. Lee FCHR matter (.1); Telephone conference with R. Tolson re: additional questions - G. L. matter (.1);

02/18/2011	WRM	Review TCC Board Meeting Agenda for February 21, 2011;	0.40 hrs.
02/21/2011	WRM	Receipt and review of e-mail from M. Turner re: discovery in M.U. case (.1); Review appropriate TCC policies for interview with civil rights interviewees (.6); Receipt, review and analysis of correspondence from J. Murdaugh re: Student Success Summit (.1); Conference with DOE Civil Rights investigation (.3); Attend TCC Board Workshop and Business Meeting (2.2); Receipt and review of e-mail from V. Montgomery re: G.L. FCHR matter (.1);	3.40 hrs.
02/22/2011	WRM	Receipt and review of e-mails (5) from T. Smith re: local purchasing preference (.5); Receipt and review of e-mails (2) from U. Montgomery re: response to G.L. FCHR complaint (.2); Receipt and review of e-mail from B. Hinson re: local purchasing preference (.1); Review and analysis of documents from CCLA re: G.L. matter (.4); E-mail to E. Davis re: supplemental response in G.L. matter (.1); E-mail to V. Montgomery re: supplemental response in G.L. matter (.1); E-mail to T. Smith re: local purchasing preference (.1); Receipt and review of e-mail from R. Tolson re: House Bill 43 (.1); Review House Bill 43 - no severance pay for public officials (.1);	7.70 hrs.

Telephone conferences (2) with R. Tolson re: House Bill 43 (.3); Analysis - local preference purchasing (2.8); Telephone conference with R. Tolson re: HDA accommodation report (.2); Receipt and review of e-mail from R. Tolson re: ADA accommodation report (.1); Dictation and preparation of report/analysis to T. Smith re: local preference purchasing (.9); E-mail to R. Tolson re: requested ADA accommodation (.1); Analysis - Board of Trustees Quorum (.9); Telephone conference with R. Tolson re: student/employee incident (.3); Dictation and preparation of correspondence to J. Murdaugh re: Board of Trustees Quorum (.4);

02/23/2011	WRM	<p>Receipt and review of e-mails (2) from T. Smith re: local preference in purchasing (.2); Telephone conferences (2) with J. Murdaugh re: local preference contracting (.2); Telephone conferences (2) with Stallworth/B. Hunter re: Electric Infrastructure Upgrade projects (.3); Receipt and review of e-mails (3) from T. Stallworth re: addendum to ITB-Electric Infrastructure project (.3); E-mail to T. Stallworth re: addendum to ITB-Electric Infrastructure project (.1); Receipt and review of e-mails (2) from B. Hinson re: addendum to ITB-Electric Infrastructure project (.2); E-mail to B. Hinson re: addendum to ITB-Electric Infrastructure project (.1); Receipt and review of e-mail from B. Hunter re: addendum to ITB Electric Infrastructure Project (.1);</p>	1.50 hrs.
02/24/2011	WRM	<p>E-mail to S. Oole re: invoice for legal services (.1); Receipt and review of e-mail from S. Oole re: invoice for legal services (.1); Review office file - Brogan Lease for lease term (.4); E-mail to T. Stallworth re: Brogan Lease term (.1); E-mail to S. Heath re: CCLA roof Litigation (.1);</p>	0.80 hrs.
02/25/2011	BJL	<p>Review and analysis of case law re: procedures for public works's contracts;</p>	0.20 hrs.



02/25/2011 WRM Receipt and review of e-mail from S. Heath re: 7.20 hrs.  
CCLA roof case (.1); E-mail to S. Heath re:  
CCLA roof case (.1); Receipt and review of  
e-mail from T. Stallworth re: Brogan lease  
term (.1); Receipt and review of e-mail from T.  
Smith re: New Construction Direct Purchase  
tax exempt certification (.1); E-mail to T. Smith  
re: New Construction Direct Purchase Tax  
exemption (.1); Review and analysis of tax  
exemption Certificate of Entitlement -  
construction documents (.3); Telephone  
conference with T. Stallworth re: Ghazvini  
Center water meter, tax exemption (.2);  
Receipt and review of e-mail from R. Tolson  
re: air/carpet quality testing with attachments  
(.2); Telephone conference with R. Tolson re:  
air quality report results (.1); Receipt and  
review of e-mail from E. Davis re: G.L. FCHR  
complaint (.1); Receipt and review of e-mail  
from T. Stallworth re: Ghazvini Center water  
meter (.1); Review COT/TMH/TCC  
Agreement for reservation of utility  
maintenance area (.2); Telephone conference  
with T. Stallworth re: Agreement for  
Reservation of utility maintenance area (.1);  
E-mail to T. Smith/T. Stallworth re:  
reservation of utility maintenance area (.1);  
E-mail to V. Montgomery re: G.L. FCHR  
complaint (.1); E-mail to R. Tolson re: G.L.  
FCHR complaint (.1); Receipt and review of  
e-mail from V. Montgomery re: G.L. FCHR  
complaint (.1); Telephone conferences (2) with  
R. Tolson re: G.L. FCHR complaint (.2);  
Receipt and review of e-mail from R. Tolson  
re: G.L. FCHR complaint (.1); Review G.L.  
FCHR file in preparation for meeting with V.  
Montgomery/R. Tolson (.1); Receipt and  
review of e-mail from T. Stallworth re: tax  
exemption certificate (.1); Analysis -  
grant/other agency contract limitation of  
liability (3.5); Dictation and preparation of  
grant/agency contract to limit liability (.9);  
Receipt and review of e-mail from T. Smith re:

tax exemption certificate (.1);

02/28/2011	WRM	Receipt and review of invoice for legal services - re: contract (.1); Conference with R. Tolson re: civil rights review results (.2); Conference with R. Tolson, V. Montgomery, others re: G.L. FCHR claim (.9); Conference with T. Smith re: local vendor preference (.2); Receipt and review of e-mails (2) from T. Stallworth re: COT utility maintenance area - Ghazvini (.2); Receipt and review of e-mail from L. Hudson re: COT utility maintenance area-Ghazvini (.1); Receipt and review of e-mail from G. Wells re: Paul's Service Agreement (.1); Receipt and review of e-mail from G. Wells re: Police Motorcycle Rodeo contract (.1); Receipt and review of e-mails (2) from T. Smith re: C&G contract (.2); Receipt and review of e-mail from R. Tolson re: C&G contract (.1); Receipt and review of e-mail from V. Lawrence re: C&G contract (.1); Receipt and review of e-mail from G. Wells re: Tombras contract (Click It of Ticket) (.1); Receipt and review of e-mail from G. Wells re: Tombras contract (DUI) (.1); Receipt and review of e-mail from TCC Judicial Affairs student re: T.J. issues (.1); Receipt and review of e-mail from S. Heath re: CCLA Roof litigation (.1); E-mail to S. Heath re: CCLA Roof litigation (.1);	2.80 hrs.
		Fees for this matter	\$13,333.33

DISBURSEMENTS

02/09/2011	Registration Fee for Community College Legal Issues Working Conference - W. Mabile - 2/1/11	545.00
02/09/2011	Travel to College Legal Issues Conference in Orlando - 1/30-2/1/11 -	304.38
02/09/2011	Lodging at Conference in Orlando - 1/30-2/1/11 – W. Mabile	410.02
	Disbursements for this matter	\$1,259.40

BILLING SUMMARY

Jerry Schilling

Invoice# 9749

Page 10

Longfellow, B. Joe Associate

1.40 hrs

Mabile, William R Attorney

45.40 hrs

February Flat Fee Billing

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\$13,333.33

Disbursements

\$1,259.40

TOTAL CHARGES FOR THIS BILL

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\$14,592.73