




August 19, 2013

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP
July 31, 2013

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 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 approved year three (3) of the contract at the September 17, 2012 Board meeting which shall be effective until October 2013. The Board shall be billed on an annual flat fee of \$160,000 for services of the firm.

Funding/Financial Implications

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

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

July 31, 2013

Teresa Smith
Vice President for Administrative Services and
Chief Financial Officer
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 11551 WRM
Our file# T00007 02276
Billing through 07/25/2013

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

FOR PROFESSIONAL SERVICES RENDERED

07/01/2013	WRM	Telephone conference with S. Search re: DOE/OCR mediation (.1); Receipt and review of email from B. Lesko on IP policy (.1); Telephone conference with B. Ingerman re: ERP project (.2); Telephone conference with J. Chaires-Lacey re: DROP question (.1); e-mail to B. Lesko re IP Policy (.1); email to R. Johnston re: policy information (.1); Receipt and review of emails (2) from B. Ingerman re: ERP project (.2); Telephone conference with (2) B. Washington re: DOE/OCR mediation (.2); emails (2) to S. Heath re: Avalanche litigation (.2); Telephone conference with J. Steele re: dual employment (.1); email to J. Steele re: dual employment (.1); Analysis: ERP implementation services procurement (1.6); email to B. Ingerman re: ERP implementation services procurement (.1); Receipt and review of emails (2) from S. Search re: student placement (.2); email to S. Search re: student placement (.1); email to T. Smith re: student placement (.1); Analysis: DROP, leave accumulation (.5); Conference with J. Chaires-Lacey re: DROP questions (.5); Receipt and review of email from M. Robeck	5.10 hrs.	0.00
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re: DELL Master lease (.1); Receipt and review of email from T. Smith re: student placement (.1); Receipt and review of email from S. Heath re: Avalanche litigation (.1); emails (2) to M. Robeck re: DELL Master lease (.2);

07/02/2013	WRM	<p>Receipt and review of email from M. Robeck re: DELL Master lease (.1); email to M. Robeck re: DELL Master lease (.1); Brief review of Fl. Statutes re: DELL lease (.1); email to R. Tolson re: DROP issue (.1); Dictation and preparation of Litigation report to J. Murdaugh (.2); email to S. Search re: student placements (.1); Telephone conference with L. Powell re: DROP issue (.1); Receipt and review of email from B. Sloan re: HealthSouth Agreement (.1); Review and analysis of HealthSouth Agreement (.5); email to B. Sloan re: HealthSouth Agreement (.1); Telephone conference with J. Steele re: internal dual employment (.1); Receipt and review of email from J. Steele re: internal dual employment (.1); email to J. Steele re: internal dual employment (.2); Receipt and review of email from S. Search re: student placements (.1); Receipt and review of email from B. Babb re: off-campus organization (.1); Receipt and review of email from C. Dominguez re: off-campus organization (.1); Preparation for DOE/OCR meeting (mediation preparation) (.4); Telephone conference with L. Shelley/J. Wahlen re: Brogan work group (.2); email to J. Murdaugh re: Brogan work group (.2); Receipt and review of emails (2) from P. Burn re: Brogan work group (.2); Receipt and review of email from J. Murdaugh re: Brogan work group (.1); Conference with S. Search, others re: J.F. DOE/OCR mediation (.6); Telephone conference with J. Murdaugh re: Brogan work group (.1); Telephone conference with B. Washington re: J.F. DOE/OCR mediation (.1); emails (3) to Ki. Moore re: Brogan work group</p>	4.70 hrs.	0.00
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		(.3); Receipt and review of email from J. Chaires-Lacey re: DROP issue (.1);		
07/03/2013	WRM	Receipt and review of email from S. Crosby re: J.F. DOE/OCR mediation (.1); Receipt and review of emails (2) from S. Search re: J.F. DOE/OCR mediation (.2); Receipt and review of emails (2) from Ki. Moore re: Brogan work group (.2); Receipt and review of emails (3) from T. Smith re: HealthSouth agreement (.3); Receipt and review of email from S. Crosby re: J.F. DOE/OCR mediation documents (.1); Review documents re: J.F. DOE/OCR mediation (.2); Receipt and review of email from J. Wahlen re: Brogan work group (.1); emails (3) to Ki. Moore re: Brogan work group (.3); Telephone conference with B. Washington re: J.F. DOE/OCR mediation (.1); Analysis: public right to be heard-committees (.5); Legal analysis: J.F. DOE/OCR complaint (1.0); Receipt and review of email from A. Maxwell re: public record request (.1); email to D. Hendry re: public record request (.1); Receipt and review of emails (2) from B. Sloan re: HealthSouth agreement (.2); Receipt and review of emails (4) from T. Smith re: internship liability (.4); Receipt and review of emails (2) from S. Search re: internship liability (.2); email to S. Search re: internship liability (.1); emails (2) to T. Smith re: public right to be heard (.2); Telephone conference with J. Murdaugh re: Brogan work group (.2); Receipt and review of email from D. Bennett re: off-campus organization (.1); Receipt and review of email from T. Smith re: public right to be heard (.1); email to T. Smith re: off-campus organization (.1); Receipt and review of email from T. Smith re: off-campus organization (.1);	5.00 hrs.	0.00
07/08/2013	WRM	Receipt and review of email from S. Search re: intern placement (.1); Receipt and review of emails (2) from Ki. Moore re: Capitol Center work group (.3); emails (2) to Ki. Moore re:	5.20 hrs.	0.00

Capitol Center work group (.2); Receipt and review of email from B. Babb re: off-campus group (.1); Receipt and review of email from T. Smith re: intern placement (.1); Receipt and review of email from Ki. Moore re: Capitol Center event rent (.1); continued analysis: DROP issue (.3); Analysis: use of alcohol-college events (.2); Conference with R. Tolson re: DROP issue, HR matters (.6); Conference with Ki. Moore re: Capitol Center work group (.5); Telephone conference (2) with B. Washington re: J.F. DOE/OCR mediation (.2); Receipt and review of email from C. Stringer re: Lumen Agreement (.1); Telephone conference with S. Search re: J.F. DOE/OCR mediation (.1); Analysis and revision-indemnity language in Lumen agreement (.7); email to C. Stringer re: Lumen Agreement (.1); Receipt and review of email from R. Tolson re: DROP issue (.1); Telephone conference with R. Tolson re: employment relationship (.1); Analysis and preparation for J.F. DOE/OCR mediation (1.3);

07/09/2013	WRM	Receipt and review of email from T. Smith re: executive contract (.1); Receipt and review of email from C. Dominguez re: equity and civil rights compliance (.1); Telephone conference with T. Smith re: public right to be heard, college committees, tuition (.6); continued preparation/analysis - J.F. OCR mediation (3.3); Receipt and review of email from D. Wildes re: Quincy property (.1); email to D. Wildes re: Quincy property (.1); Receipt and review of email from R. Tolson (with Order) re: employee pay garnishment (.2); Receipt and review of email from T. Smith re: public comment policy (.1); Telephone conference with R. Tolson re: garnishment order (.1);	4.70 hrs.	0.00
07/10/2013	WRM	Receipt and review of email from J. Byrnes re Aggression Management Program (.1); Receipt and review of emails (3) from D.	6.80 hrs.	0.00

Wildes re Quincy property (.3); Receipt and review of emails (2) from S. Search re J.F. OCR mediation (.2); email to S. Search re J.F. OCR mediation (.1); Receipt and review of email from R. Frazier re former student complaint with record request (.2); email to D. Hendry re Aggression Management Program (.1); emails (3) to D. Hendry re former student complaint (.3); email to R. Frazier re former student complaint (.1); Receipt and review of emails (3) from D. Hendry re former student complaint (.3); Review and analysis of draft of Public Right to be Heard Policy (.4); email to T. Smith re Public Right to be Heard policy (.1); Receipt and review of email from G. Wells re McHugh Agreement (.1); Review and analysis of McHugh Agreement (.2); email to G. Wells re McHugh Agreement (.1); continued analysis and preparation for J.F. OCR mediation (3.5); Receipt and review of email from T. Smith re Public Right to be Heard policy (.1); Telephone conference with B. Washington re J.F. OCR mediation (.1); email to S. Search re J.F. OCR mediation (.1); review revised draft of Public Right to be Heard Policy (.4);

07/11/2013	WRM	<p>Receipt and review of email to G. Wells re NACSA Agreement (.1); Receipt and review of email from R. Tolson re student class registration (.1); Receipt and review of email from S. Search re J.F. OCR mediation (.1); Receipt and review of email from Ki. Moore re Brogan rental (.2); email to Ki. Moore re Brogan rental (.1); Review and analysis of NACSA Agreement (.2); email to G. Wells re NACSA Agreement (.1); Review and analysis of Garnishment Order (.2); Telephone conference with R. Tolson re garnishment order (.1); Review and analysis of statutes re course auditing (.2); Review and analysis of revised policy-public comment (.4); email to T. Smith re revised policy-public comment</p>	6.70 hrs.	0.00
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		(.1); Receipt and review of email from G. Wells re Radio Disney agreement (.1); Review and analysis of Radio Disney agreement (.2); email to G. Wells re Radio Disney agreement (.1); Telephone conference with B. Washington re J.F. OCR mediation (.1); Analysis: TCC committees-application of Sunshine Law (1.2); email to S. Search re J.F. OCR mediation (.1); Attend J.F. OCR mediation (3.0);		
07/12/2013	WRM	Telephone conference with B. Washington re J.F. OCR mediation (.1); Receipt and review of email from D. Ware re immigration statement (.1); Receipt and review of email from T. Smith re Candid Career Agreement (.1); Receipt and review of email from Ki. Moore re Brogan rental (.1); Receipt and review of emails (3) from S. Search re J.F. OCR mediation (.3); Receipt and review of email from W. Patterson re J.F. OCR mediation (.1); Review and analysis of Candid Career Agreement (.4); email to T. Smith re Candid Career Agreement (.1); Receipt and review of email from B. Ballard re Wakulla sub-lease (.1); Receipt and review of email from D. Wildes re Wakulla sub-lease (.1); email to T. Smith re Wakulla sub-lease (.1); begin review of revised Wakulla sub-lease (.4); Receipt and review of email from T. Smith re Wakulla sub-lease (.1); Analysis: Committee meetings and Sunshine Law (.7); Conference with D. Hendry, W. Rabon re former student issue (.6);	3.40 hrs.	0.00
07/15/2013	WRM	Receipt and review of email from G. Wells re Portwood Contract (.1); Review and analysis of Portwood Contract (.2); email to G. Wells re Portwood Contract (.1); Receipt and review of email from T. Smith re grant contract with attachments (.2); emails (2) to S. Search re J.F. DOE/OCR mediation (.2); Receipt and review of emails (2) from S. Search re J.F. DOE/OCR mediation (.2); complete review of revised	2.90 hrs.	0.00

Wakulla sub-lease (.4); Receipt and review of email from T. Smith re Wakulla sub-lease (.1); Continued analysis - Sunshine Law and committee meetings (.5); Telephone conference with T. Smith re Wakulla sub-lease (.1); Telephone conference with T. Smith re grant acquisition contract (.5); Receipt and review of email from D. Wildes re Wakulla sub-lease (.1); Telephone conference with B. Ballard re Wakulla sub-lease (.2);

07/16/2013	WRM	<p>Receipt and review of email from R. Tolson re internal dual employment (.1); Receipt and review of email from R. Tolson re personnel question (.1); Telephone conference with R. Tolson re internal dual employment, class attendance (.2); Receipt and review of email M. Healy re safety staffing (.1); email to D. Hendry re safety staffing (.1); Review internal dual employment language (.1); email to R. Tolson re dual employment language (.1); Telephone conference with D. Wildes re Wakulla sub-lease (.2); Telephone conference with R. Tolson re social security number request (.1); Analysis: course tuition waiver (1.5); emails (2) to R. Tolson re course tuition waiver (.2); Receipt and review of emails (2) from E. Stephens re social security number request (.2); Analysis: provision of social security number to child support enforcement agency (1.0); email to E. Stephens re provision of social security number (.1); Receipt and review of emails (2) B. Sloan re distance learning class fees (.2); Receipt and review of email from R. Tolson re course tuition waiver (.1); Receipt and review of email from S. Schroeder re dismissal of PHCC public record law suit (.1); Analysis, preparation of revisions to professional services agreement (.9); Dictation and preparation of correspondence to T. Smith re revisions to professional services agreement (.3); Analysis: Fees statute/rule re: distance learning course fees (2.4); email to B.</p>	8.50 hrs.	0.00
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		Sloan/T. Smith re distance learning course fees (.2); Receipt and review of email from G. Wells re professional services agreement (.1); Receipt and review of email from T. Smith re professional services agreement (.1);		
07/17/2013	WRM	<p>Receipt and review of email from B. Washington re J.F. DOE/OCR agreement (.1); Receipt and review of email from R. Tolson re employee complaint, with attached complaint (.2); Telephone conference (2) with R. Tolson re employee complaint (.2); Receipt, review and analysis of correspondence from R. Johnston re TCCF audit (.1); Receipt and review of email from D. Wildes re Wakulla sub-lease (.1); Receipt and review of emails (7) from B. Ingerman re Tambellini Contract (.7); Receipt and review of email from B. Ingerman re Workday agreement (.1); Review and analysis of draft of J.F. DOE/OCR agreement (.2); email to S. Search re J.F. DOE/OCR agreement (.1); Review 7-16-13 revision to Wakulla sub-lease (.2); email to D. Wildes re 7-16-13 revision to Wakulla sub-lease (.1); Review and analysis of Tambellini Contract and subsequent revision (.5); emails (4) to B. Ingerman re Tambellini contract (.4); Receipt and review of emails (2) from G. Hailes re outside counsel guidelines (.2); Receipt and review of email from J. Shuler re ACKA blanket order (.1); Receipt and review of email from B. Babb re outside counsel guidelines (.1); Telephone conference with G. Hailes re Workday agreement (.1); Review and analysis of Workday Order Form-Subscription and Strategic Design Partner Agreement (.8); email to B. Ingerman re Workday Agreement (.2); Dictation and preparation of TCCF Audit Response letter (.4); Receipt and review of email from J. Miller re outside counsel guidelines (.1); Receipt and review of email from J. Kirk re TCCF audit (.1); email to R. Tolson re</p>	6.80 hrs.	0.00

employee complaint (.1); Receipt and review of email from C. Dominguez re outside counsel guidelines (.1); email to G. Hailes re outside counsel guidelines (.1); email to R. Tolson re personnel question (.1); Receipt and review of email from S. Search re J.F. DOE/OCR agreement (.1); Receipt and review of email from Ki. Moore re grant writer agreement (.1); Receipt and review of email from T. Smith re Tambellini contract (.1); Receipt and review of email from S. Gardner re outside counsel guidelines (.1); email to B. Washington re J.F. DOE/OCR agreement (.1); Review and analysis of revised KDS grant writer agreement (.1); email to Ki. Moore re KDS grant writer agreement (.1); emails (2) to G. Hailes re Workday agreement (.2); Receipt and review of email to G. Hailes re Workday agreement (.1); Telephone conference with G. Hailes re Workday agreement (.2); Telephone conference with B. Ingerman re Workday agreement (.1);

07/23/2013	WRM	<p>Conference with B. Sloan/G. Euridge re draft IP policy (.4); Conference with R. Tolson re employee issues (.2); Receipt and review of email from T. Smith re KDS agreement (.1); Receipt and review of emails (2) from V. Lawrence re KDS agreement (.2); Receipt and review of email from R. Frazier re former student complaint (.1); email to D. Hendry re former student complaint (.1); Receipt and review of email from C. Dominguez re CCLaw positions (.1); Receipt and review of email from T. Gilliam re CCLaw positions (.1); Receipt and review of email from R. Tolson re S.Y. EEOC claim (.1); Receipt and review of emails (3) from T. Gilliam re outside group-ADF (.3); Receipt and review of emails (2) from R. Tolson re employee issue with email chain (.3); email to B. Ingerman re employee issue (.1); Receipt and review of email from B. Babb re outside group-ADF</p>	6.90 hrs.	0.00
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(.1); Receipt and review of email from G. Hailes re outside counsel guidelines (.1); Receipt and review of emails (2) from G. Wells re Radio Disney contract (.2); emails (2) to G. Wells re Radio Disney contract (.2); Receipt and review of email from B. Washington re J.F. DOE/OCR resolution (.1); email to S. Search re J.F. DOE/OCR resolution (.1); Telephone conference with B. Ingerman re employee issue, Workday contract (.2); Receipt and review of emails (2) from B. Ingerman re Workday contract (.2); Receipt and review of emails (2) from D. Wildes re Wakulla sub-lease (.2); Receipt and review of emails (3) from D. Wildes re Quincy projects with Quincy Agenda (.3); Receipt and review of email from D. Wildes re Quincy/Gadsden County Joint Economic Development Resolution (.1); Receipt and review of email from J. Mooshie re Wakulla sub-lease (.1); Receipt and review of emails (3) from M. Waters re Wakulla sub-lease (.3); Receipt and review of email from R. Tolson re Foreign National TCC adjunct Faculty (.1); email to R. Tolson re Foreign National TCC adjunct Faculty (.1); email to R. Tolson re employee issue (.1); Receipt and review of emails (5) from R. Tolson re employee complaint (.5); Receipt and review of email from S. Schroeder re Foundation policies (.1); Receipt and review of emails (5) from V. Tambellini re Workday contract (.5); Receipt and review of emails (2) from B. Ingerman re Workday contract (.2); Receipt and review of email from S. Balog re T. Romer agreement (.1); Receipt and review of email from S. Search re J.F. DOE/OCR resolution (.1); Receipt and review of email from M. Robeck re Carousel agreement (.1); Receipt and review of email from V. Lawrence re Portwood agreement (.1); Receipt and review of email from G. Wells re Portwood agreement (.1); Telephone conference with R. Tolson re position notice (.2); Review and

analysis of Portwood agreement (as revised) (.1); email to G. Wells re Portwood agreement (.1); Review and analysis of Revised Radio Disney agreement (.1);

07/24/2013	WRM	<p>Review Complaint attachment re employee complaint (.7); Conference with complainant (no show-15 minute wait) (.3); Conference with V. Roberts re Foreign adjunct Faculty (.2); Telephone conference (2) with B. Ingerman re Workday contract (.2); Receipt and review of email from V. Tambellini re Workday contract (.1); Receipt and review of email from B. Ingerman re Workday contract (.1); Receipt and review of emails (2) from T. Smith re Tambellini contract (.1); Receipt and review of email from B. Ingerman re employee issue (.1); emails (3) to R. Tolson re employee complaint (.3); email to R. Tolson re Foreign adjunct Faculty (.1); email to H. Parra re S.Y. EEOC charge (.1); Telephone conference with H. Parra re S.Y. EEOC charge (.1); email to R. Tolson re S.Y. EEOC charge (.1); email to T. Smith re Tambellini contract (.1); Receipt and review of email to T. Smith re Tambellini contract (.1); Receipt and review of emails (4) from R. Tolson re employee complaint (.4); Telephone conference with R. Johnston re employee complaint (.1); email to R. Johnston re employee complaint (.1); Receipt and review of email from S. Heath re Avalanche litigation settlement (.1); Receipt and review of email from R. Johnston re employee complaint (.1); Receipt and review of email from D. Wildes re Wakulla sub-lease (.1); Receipt and review of email from B. Ingerman re Tambellini contract revision (.1); email to B. Ingerman re Tambellini contract revision (.1); email to B. Ingerman, others re Workday agreement appropriation language (.1); email to V. Tambellini, others re Workday MSA (.1); email to V. Tambellini, others re Workday MSA (.1); Receipt and review of email from</p>	10.40 hrs.	0.00
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B. Sloan re proposed IP policy (.1); email to V. Tambellini, others re Workday Training agreement (.1); Receipt and review of email from A. Maxwell re public record request for student information (.1); email to V. Tambellini, others re Workday Order Form (.1); email to V. Tambellini, others re Workday Training Order Form (.1); Review and analysis of Workday agreement documents, comments by other reviewers, Florida statutes (4.5); email to A. Maxwell re public record request (.1); Telephone conference with D. Wildes re Wakulla sub-lease (.1); review application of Chapter 120 (.2); email to B. Sloan re 120 and IP policy (.1); Brief review of Gadsden County Joint Economic Development Resolution (.4); Receipt and review of email from D. Hendry re former student issue (.1); Brief review of Carousel agreement (.3);

07/25/2013	WRM	Receipt and review of emails (3) from B. Ingerman re Tambellini contract (.3); Receipt and review of email from B. Ingerman re Workday MSA/SLA (.1); Receipt and review of email from V. Reichel re Avalanche litigation (.1); Telephone conference (2) with A. Maxwell re public record request (.2); Receipt and review of emails (3) from B. Ingerman re Workday Design Partner (.3); Receipt and review of emails (2) from B. Washington re J.F. DOE/OCR claim resolution (.2); brief review of J.F. DOE/OCR agreement (.2); email to S. Scarch re J.F. DOE/OCR agreement (.1); email to B. Ingerman re Workday MSA/SLA (.1); Analysis: Tambellini contract (.6); email to B. Ingerman, others re Tambellini contract (.1); Receipt and review of email from V. Tambellini re Workday Design Partner Agreement (.1); email to V. Tambellini, others re Workday Design Partner Agreement (.1); Analysis: TCC 22 Production contract (.3); email to S. Balog re TCC 22	6.60 hrs.	0.00
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Production Contract (.1); brief review of Carousel agreement delivery provision (.2); email to M. Robeck re Carousel agreement (.1); Receipt and review of email from T. Smith re Tambellini contract (.1); Analysis: Avalanche Mediation Agreement (.4); Receipt and review of emails (2) from B. Ingerman re revised Workday documents (.2); email to S. Heath re Avalanche Mediation Agreement (.1); email to T. Smith re Avalanche Mediation Agreement (.1); Receipt and review of email from T. Smith re Avalanche Mediation Agreement (.1); Analysis: B. Ingerman revisions to Workday documents (.6); email to B. Ingerman, others re revisions to Workday documents (.2); Receipt and review of email from S. search re J.F. DOE/OCR agreement (.1); Receipt and review of email from R. Tolson re ADA accommodation request (.1); Telephone conference (2) with S. Search re J.F. DOE/OCR agreement (.2); email to B. Washington re J.F. DOE/OCR agreement (.2); Review revisions (proposed) to Workday Student System Order Form (.2); email to B. Ingerman, others re Workday Student System (.1); Telephone conference with B. Ingerman re Workday-Board Agenda item (.1); Receipt and review of email from J. Byrnes re threat assessment (.1); email to D. Hendry re threat assessment (.1); Receipt and review of email from B. Ingerman re approved Tambellini contract (.1); Review and analysis of Workday Board Agenda item (.1); email to B. Ingerman re Board Workday Agenda item (.1);

07/25/2013	WRM	Monthly Fee;	0.00 hrs.	13,333.33
			Fees for this matter	\$13,333.33

Teresa Smith

Invoice# 11551

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BILLING SUMMARY

Mabile, William R	Attorney	83.70 hrs	0.00 /hr	\$13,333.33
Fees		83.70 hrs		<hr/> \$13,333.33
Disbursements				<hr/> \$0.00
TOTAL CHARGES FOR THIS BILL				\$13,333.33