




August 18, 2014

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP. June 26, 2014

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### 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 four (4) of the contract at the September 16, 2013 Board meeting, which shall be effective until October 2014. The Board shall be billed on an annual flat fee of \$175,000 for services of the firm as approved by the Board at the October 21, 2013 Board meeting.

### Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$14,865.78.

### 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 1, 2014

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

Invoice# 12268 WRM  
Our file# T00007 02276  
Billing through 06/26/2014

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

FOR PROFESSIONAL SERVICES RENDERED

05/27/2014	WRM	Telephone conference with T. Smith re summer camp insurance (.1); Receipt and review of emails (3) from L. Kling re employee complaint (.3); Receipt and review of email from A. Maxwell re public record process (.1); Receipt and review of emails (2) from B. Ingerman re union activity at Santa Fe (.2); Emails (2) to L. Kling re employee complaint (.2); Receipt and review of email from Ki. Moore re LCSB lease (.1); Receipt and review of emails (2) from B. Ingerman re Workday SOW (.2); Receipt and review of emails (2) from B. Ingerman re Workday Professional Services Agreement (.2); email to B. Ingerman re Workday Professional Services Agreement (.1); Receipt and review of email from J. Byrnes re threat assessment (.1); emails (2) to C. Summers re threat assessment (.2); Receipt and review of email from A. Maxwell re WDC public record request (.1); email to A. Maxwell re WDC public record request (.1); Receipt and review of email from V. Wright re employee complaint (.1); Telephone conference with K. Vaughn re insurance proposal (.1); Receipt and review of	9.20 hrs.
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emails (6) from A. Maxwell re J.S. public record requests (.6); emails (6) to A. Maxwell re J.S. public record requests (.6); Receipt and review of email from C. Summers re threat assessment (.1); Telephone conference with C. Summers re threat assessment, employee issue (.3); Review and analysis of Workday SOW - student recruiting (.7); email to B. Ingerman re Workday SOW - student recruiting (.1); Receipt and review of emails (4) from B. Ingerman re J.S. public record request (.4); emails (2) to B. Ingerman re J.S. public record request (.2); Telephone conference with R. Tolson re J.S. public record request (.1); Telephone conference with R. Tolson re employee action (.1); Receipt and review of email from D. Wildes re WDC public record request (.1); email to D. Wildes re WDC public record request (.1); Receipt and review of email from R. Tolson re J.S. public record request (.1); Telephone conference with R. Tolson re employee complaint (.1); Receipt and review of email from T. Smith re WDC public record request (.1); Telephone conference with J. Young re his personal campaign (.1); email to R. Frazier re phone call from J. Young (.1); Telephone conference with B. Ballard re WDC public record request (.3); Telephone conference with T. Smith re WDC public record request (.1); Preparation for interviews re employee complaint (2.7);

05/28/2014	WRM	Telephone conference with B. Ballard re WDC public record request (.1); Conference with T. Smith re WDC public record request (.3); Conference with V. Wright re employee complaint (2.5); Conference with R. Tolson re employee actions, domestic violence policy (.5); Receipt and review of email from B. Ballard re WDC public record request (.1); Receipt and review of email from R. Tolson re draft domestic violence policy (.1); Receipt and review of emails (3) from R. Frazier re	8.40 hrs.
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former student contact (.3); Receipt and review of email from R. Tolson re wage garnishment (.1); Receipt and review of email from R. Chaney re liability waiver forms (.1); Receipt and review of email from J. Byrnes re threat prevention (.1); Receipt and review of email from C. Summers re TCC/DOC MOU (.1); Receipt and review of email from T. Smith re meeting cancellation (.1); email to A. Maxwell re WDC public record request (.1); Review and analysis of TCC/DOC MOU (.2); email to C. Summers re TCC/DOC MOU (.1); Telephone conference with W. Rabon re student issue (.1); email to S. Search re student issue (.1); Receipt and review of email from A. Maxwell re WDC public record request (.1); Receipt and review of email from S. Search re student issue (.1); Conference with W. Rabon re student issue (.4); Conference with T. Smith re WDC public record request (.3); Conference with R. Tolson re employee complaint (2.4); Telephone conference with R. Tolson re J.S. public record request (.1);

05/28/2014	MK	Review and analysis of Faragher Defense in the 11th Circuit and whether or not TCC's revision to their policy would be valid (1.7); Finish review and analysis of whether TCC will need to seek state authorization for a particular state of residency if a student is not physically within that state (1.6);	3.30 hrs.
05/29/2014	WRM	Telephone conference with K. Vaughn re insurance proposal (.1); email to T. Smith re insurance proposal (.1); Receipt and review of email from R. Frazier re former student OSHA request (.1); email to R. Frazier re former student OSHA request (.1); Receipt and review of emails (3) from T. Smith re WDC public record request (.3); email to T. Smith/others re WDC public record request (.1); Receipt and review of email from B. Ballard re WDC public record request (.1); Receipt and review of emails (2) from B. Sloan re Springer license	7.70 hrs.

agreement (.2); Receipt and review of email from R. Tolson re J.S. public record request (.1); Telephone conference with S. Conner re J.S. public record request (.1); Telephone conference with R. Tolson re J.S. public record request (.1); Review and analysis of background documents re student issue (.7); Receipt and review of email from R. Tolson re employee action document (.1); email to R. Tolson re employee action document (.1); Telephone conference with E.E. (former student) re student issue (.1); email to A. Maxwell (others) re WDC public record request (.1); Telephone conference (2) with W. Rabon re student issue (.2); Review and analysis of summer camp forms (.3); email to R. Chaney re summer camp forms (.1); Review and analysis of Springer License Agreement (.6); email to B. Sloan/T. Smith re Springer Agreement (.1); email to S. Search re student issue (.1); Receipt and review of email from A. Maxwell re J.S. public record request (.1); Review document re J.S. public record request (.1); email to A. Maxwell re J.S. public record request (.1); Review and analysis of statutory authority for state college name change (.2); email to A. Moran re college name change process (.2); Review and analysis of Higher Education Act re offer of distance learning in another state (.4); Conference with T. Smith re employee complaint (1.9); Conference with R. Tolson re domestic violence policy, employee issues (.3); Conference with R. Tolson/B. Sloan re employee action (.3); Receipt and review of email R. Chaney re summer camp forms (.1); Receipt and review of email from S. Search re student issue (.1);

05/30/2014

WRM

Review accommodations provision in draft domestic violence policy (.2); email to R. Tolson re accommodation provision in domestic violence policy (.1); emails (2) to L.

2.90 hrs.

Kling re employee complaint investigation (.2); email to V.W. re employee complaint investigation (.1); Receipt and review of email from L. Kling re employee complaint investigation (.1); Receipt and review of email from R. Tolson re draft domestic violence policy (.1); emails (2) to J. Chaires-Lacey re employee complaint investigation (.2); Receipt and review of email from J. Chaires-Lacey re employee complaint investigation (.1); Receipt and review of emails (2) from B. Sloan with attachments re out of state online courses (.6); email to B. Sloan re out of state online courses (.1); email to M. Kelly re distance learning (.1); Receipt and review of email from V.W. re employee complaint investigation (.1); Telephone conference with E.E. (student) re issue, readmission (.2); email to S. Search re student issue (.1); Telephone conference (2) with J. Schilling re employee complaint investigation (.4); Telephone conference with W. Rabon re student issues (.2);

05/30/2014	MK	Reviewed emails sent from TCC discussing UWF's distance learning policy and found that these policies were in sync with the law;	0.70 hrs.
06/02/2014	WRM	Receipt and review of emails (2) from B. Sloan re personnel issue (.2); email to B. Sloan re personnel issue (.1); Receipt and review of email from B. Ingerman re distance learning (.1); Receipt and review of email from B. Sloan re course enrollment requirement (.1); Receipt and review of email from B. Sloan re distance learning (.1); Receipt and review of emails (2) from B. Sloan re employee action (.3); emails (3) to B. Sloan re employee action (.3); Receipt and review of email from K. Stewart re course enrollment requirement (.1); Receipt and review of email from R. Frazier re former student information request (.1); email to R. Frazier re former student information request (.1); Receipt and review of email from S. Search re student issue (.1); Receipt and	7.80 hrs.

review of research re distance learning requirements (.2); Receipt and review of email from B. Ingerman re J.S. public record request (.1); Receipt and review of email from A. Moran re institution name change requirements (.1); Receipt and review of emails (2) from D. Wildes re gift deed (.2); Telephone conference with D. Wildes re gift deed (.1); Receipt and review of emails (2) from R. Tolson re employee action (.2); Review and analysis of two draft documents re employee action (.4); Review and analysis of Quincy deed of gift, authorities (.4); email to D. Wildes re gift deed (.1); Receipt and review of email from R. Tolson re grievance procedure revision (.2); Review and analysis of revised grievance policy (.3); email to R. Tolson re revised grievance policy (.1); email to K. Stewart/B. Sloan re course requirement (.1); Review and analysis of basis for course requirement (.3); Receipt and review of emails (2) from A. Maxwell re J.S. public record requests (.1); email to T. Smith re WDC public record request (.1); Telephone conference (2) with T. Smith re WDC public record request (.2); Review and analysis of records to be produced in response to WDC public record request (1.7); email to T. Smith re WDC public record request - exemption (.1); Analysis: employee complaint (1.2);

06/03/2014	WRM	<p>Receipt and review of email from S. Search re student issue (.1); Receipt and review of email from R. Frazier re former student information request (.1); Receipt and review of email from R. Tolson re employee position reclassification (.2); Telephone conference with R. Tolson re employee position reclassification (.1); email to T. Smith re employee issue (.1); Telephone conference with R. Tolson re revision to grievance policy (.1); Receipt and review of email from T. Smith re employee issue (.1); Review former students' correspondence for</p>	5.80 hrs.
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response (.1); Telephone conference (2) with S. Search re students' issues (.3); Receipt and review of emails (2) re student issue (.2); Review background documents re student issue (.3); Complete analysis of employee complaint (2.0); Receipt and review of email from B. Sloan re distance learning (.1); Conference with B. Sloan/R. Tolson re employee action (.8); Conference with J. Murdaugh re employee complaint (.8); Receipt and review of email from B. Lesko re distance learning meeting (.1); email to B. Lesko re distance learning meeting (.1); Receipt and review of email from D. Croley re Quincy property with appraisal (.2);

06/03/2014	MK	Reviewed previous research and analysis on distance learning (.2); Interconference council with W. Mabile re individuals who harass agencies and colleges with many complaints (.3);	0.50 hrs.
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06/04/2014	WRM	Receipt and review of email from B. Lesko re distance learning meeting (.1); email to B. Lesko re distance learning meeting (.1); Receipt and review of email from A. Maxwell re WDC public record request (.1); emails (5) to A. Maxwell re WDC public record request (.5); Receipt and review of emails (3) from A. Maxwell re J.S. public record request (.3); Receipt and review of email from R. Tolson re J.S. public record request (.1); Telephone conference with R. Tolson re employee complaint (.1); email to R. Tolson re employee complaint (.1); Receipt and review of email from A. Maxwell re D.P. subpoena (.1); emails (2) to D. Wildes re D.P. subpoena (.2); emails (2) to A. Maxwell re D.P. subpoena (.2); Telephone conference with T. Smith re public record request, Quincy property (.2); Receipt and review of emails (2) from A. Maxwell re J.R./C.R. subpoena (.2); email to A. Maxwell re J.R./C.R. subpoena (.1); Receipt and review of email from K. Stewart re course	5.90 hrs.
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requirement (.1); email to K. Stewart re course requirement (.1); Receipt and review of email from S. Conner re J.S. public record request (.1); Receipt and review of email from D. Wildes re D.P. subpoena (.1); Review documents for response to D.P. subpoena (.1); Review documents for response to J.R. subpoena (.2); email to A. Moran re distance learning authorization (.1); Telephone conference with J. Schilling re employee question (.1); Receipt and review of email from A. Moran re distance learning authorization (.1); Analysis: distance learning authorization (1.8); Receipt and review of email from D. Wildes re Capitol Center (.1); Review Capitol Center lease process plan (.2); Telephone conference with D. Wildes re Capitol Center lease process (.2); Telephone conference with A. Maxwell re responding to subpoenas (.1); Telephone conference with R. Tolson re employee issues (.1);

06/04/2014	MK	Began reviewing and analyzing Florida causes of action for excessive or harassing complaints by individuals against a college (.7);	0.70 hrs.
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06/05/2014	WRM	Receipt and review of emails (3) from J. Chaires-Lacey re WD employee (.3); Receipt and review of email from R. Tolson re WD employee (.1); Receipt and review of email from S. Search re student issue (.1); Receipt and review of email from K. Stewart re course requirement (.1); Receipt and review of emails (2) from T. Folsom re student issue (.2); email to T. Folsom re student issue (.1); Receipt and review of email from A. Maxwell re D.P. public record request (.1); Receipt and review of emails (3) from A. Maxwell re J.S. public record request (.3); Receipt and review of email from A. Maxwell re subpoenas for student records (.1); Receipt and review of emails (2) from A. Maxwell re WDC public record request (.1); email to A. Maxwell re WDC public record request (.1); Conferences	8.20 hrs.
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(4) with R. Tolson, J. Chaires-Lacey, W. Rabon, S. Search, R. Frazier and K. Finch re several employee matters (4.5); Telephone conference with J. Chaires-Lacey re employee action (.1); email to R. Tolson, others re WD DOC employee (.2); email to A. Moran/R. Tolson re response to employee subpoenas (.1); Telephone conference with J. Bannon re employee suit v. Gadsden County (.1); email to T. Smith/D. Wildes re employee suit v. Gadsden County (.1); Review Brogan/Capitol Center lease documents (.4); email to D. Wildes re Capitol Center sub-lease approval (.1); Receipt and review of email from J. Murdaugh re WD/DOC employee (.1); Telephone conference with S. Search re employee complaint (.1); Receipt and review of email from T. Smith re Capitol Center sublease approval (.1); email to T. Smith re Capitol Center sublease approval (.1); Receipt and review of email from E. Eunice re WD/DOC employee (.1); Receipt and review of email from S. Search re employee complaint (.1); Begin preparation: Final report employee complaint (.4);

06/06/2014	WRM	Telephone conference with T. Smith re Capitol Center lease (.1); Receipt and review of emails (3) from R. Frazier re TCC WD/DOC employee (.3); Conference with R. Tolson re ADA complaint (.2); Conference with B. Sloan, others re distance learning (.8); Conference with S. Search re employee complaint, ADA complaint (.2); Conduct interviews (10) re employee complaint (6.0); Attend STAT meeting (.7); Conference with S. Search re employee complaint (.5);	8.80 hrs.
06/06/2014	MK	Continue review and analysis of ways to enjoin harrassment by individuals who harass agencies and colleges with complaints (1.0);	1.00 hrs.
06/07/2014	WRM	Receipt and review of emails (3) from R. Frazier re TCC/WD DOC employee (.3);	1.30 hrs.

Review incident report re TC/WD DOC employee (.1); Receipt and review of email from D. Wildes re OPS employee (.1); Receipt and review of email from A. Summers re TCC/WD DOC employee (.1); Receipt and review of email from S. Conner re C.R. subpoenaed records (.1); Review records re C.R. subpoena (.5); Receipt and review of email from S. Search re distance learning tuition (.1);

06/09/2014	WRM	Telephone conference (2) with T. Smith re Capitol Center lease (.3); Receipt and review of emails (2) from T. Smith re Capitol Center lease (.2); Receipt and review of email from Ki. Moore re Capitol Center lease (.1); email to T. Smith re Consortium Risk Management Conference (.1); Receipt and review of email from T. Smith re Consortium Risk Management Conference (.1); Conference with R. Tolson re employee complaints (.3); Continue employee interviews re employee complaint (7.6); Conference with S. Search re employee complaint (.4);	9.10 hrs.
06/09/2014	MK	Complete review and analysis of ways to enjoin complaints of pro se litigants who file frivolous pleadings with agencies and colleges (2.3);	2.30 hrs.
06/10/2014	JH	Draft correspondence to J. Y. regarding receipt of his voicemail and notification that requested documentation was previously provided (.3);	0.30 hrs.
06/10/2014	WRM	Email to A. Moran re J.S. public record request (.1); email to T. Smith re WDC public record request (.1); Receipt and review of emails (2) from T. Smith re WDC public record request (.2); email to A. Moran/T. Smith re WDC public record request (.1); Telephone conference with R. Tolson re J.S. record request, Nealy EEOC (.1); Receipt and review of email from J. Chaires-Lacey re employee complaint (.1); Continue preparation	10.20 hrs.

of report on employee complaint (.6); Telephone conference (2) with D. Wildes re Centennial lease (.2); Review records re employee complaint (.8); Conference with Ki. Moore, others re TCC/WD DOC employee (1.0); Attend conference re campus incident (1.5); Conference with R. Tolson/S. Search re employee complaint (1.2); Receipt and review of email from A. Moran re response to subpoenas (.1); email to A. Moran re response to subpoenas (.1); Receipt and review of emails (2) from R. Frazier re former student (.2); email to R. Frazier re former student (.1); Review D. Wildes' records responsive to WDC record request (.5); emails (2) to A. Moran re response to WDC record request (.2); Receipt and review of emails (2) from Ki. Moore re Capitol Center lease (.2); Receipt and review of emails (3) from B. Spiers re distance learning (.3); email to B. Spiers re distance learning (.1); Telephone conference with T. Smith re Capitol Center lease, employee complaint (.1); Receipt and review of email from J. Chaires-Lacey re TCC/WD DOC employee (.1); email to J. Chaires-Lacey re TCC/WD DOC employee (.1); Receipt and review of email from S. Search re variable tuition (.1); Receipt and review of email from J. Steele re J.S. public record request (.1); email to R. Tolson re J.S. public record request (.1); Receipt and review of email from B. Sloan re variable tuition (.1); Receipt and review of email from S. Conner re M.N. EEOC complaint (.1); email to R. Tolson re M.N. EEOC complaint (.1); Receipt and review of emails (2) from Ki. Moore re nonprofit institute (.2); Receipt and review of email from T. Smith re nonprofit institute (.1); Dictation and preparation of Litigation report to J. Murdaugh (.2); Receipt and review of email from C. Summers re TCCPD/FSU PD agreement (.1); Review TCCPD/FSU PD agreement (.2); email to S. Conner re

		employee complaint, Nealy EEOC charge (.1); Receipt and review of email from D. Frost re Subway contract (.1); emails (3) to J. Chaires-Lacey re employee complaint (.3); Receipt and review of emails (2) from A. Moran re J.S. public record request (.2);	
06/10/2014	MK	Continue review and analysis of case law re ways to prevent a person from complaining to agencies and submitting requests for documents that he already has (2.8);	2.80 hrs.
06/11/2014	WRM	Telephone conference with J. Murdaugh re 6-10-14 incident (.2); Telephone conference with A. Maxwell re responses to subpoenas and record requests (.2); Telephone conference with T. Smith re campus security (.1); Telephone conference with R. Tolson re TCC/WD DOC employee (.2); Attend FCSRMC meeting (Day One) (8.0); Travel to Gainesville for FCSRMC meeting (2.0);	10.70 hrs.
06/11/2014	MK	Complete review and analysis of case law re sanctions being imposed against an individual for filing frivolous and/or unsuccessful actions against TCC (2.4);	2.40 hrs.
06/12/2014	WRM	Attend Day 2 Risk Management Consortium meeting (6.3); Telephone conference with R. Tolson re employee complaint (.1); Return Travel - Gainesville to Tallahassee (2.1);	8.50 hrs.
06/13/2014	WRM	Dictation and preparation of report (continued) re employee complaint (.9); Receipt and review of emails (2) from T. Smith re Croley property (.2); Receipt and review of emails (2) from V. Wright re employee complaint (.2); Receipt and review of emails (3) from R. Tolson re employee complaint (.3); Receipt and review of email from R. Tolson re public records meeting (.1); Receipt and review of email from T. Smith re TCC/DOC agreement (.1); Receipt and review of emails (3) from R. Tolson re TCC/DOC employee (.3); Receipt	7.00 hrs.

and review of email from A. Maxwell re C.R./R.R. record request (.1); Receipt and review of email from M. Robeck re variable tuition/distance learning (.1); Receipt and review of email from C. Dominguez re Westlaw (.1); Receipt and review of email from B. Sloan re variable tuition/distance learning (.1); Receipt and review of email from T. Folsom re Quincy House Lease MOU (.1); Receipt and review of emails (2) from B. Spiers re US DOE contact (.2); email to B. Spiers re USDOE contact (.1); Receipt and review of email from B. Mullowney re college article (.1); Receipt and review of email from T. Folsom re student appeal denial (.1); Receipt and review of email from D. Wildes re Massive lease (.1); Receipt and review of email from G. Haile re college article (.1); Receipt and review of email from D. Wildes re EDA grant (.1); email to D. Wildes re EDA grant (.1); Receipt and review of emails (3) from S. Search re anonymous complaint (.3); email to S. Search re anonymous complaint (.1); Telephone conference with B. Spiers re US DOE contact (.1); Receipt and review of email from C. Summers re campus safety (.1); Receipt and review of email from D. Fronczak re EDA grant (.1); Receipt and review of email from C. Summers re TCC/DOC agreement (.1); Receipt and review of email from R. Tolson re J.S. public record request (.1); Telephone conference with D. Bartnicki/B. Spiers re gainful employment, registering with states - distance learning (.5); Telephone conference with B. Spiers re anonymous complaint (.2); Telephone conference (2) with R. Tolson re TCC/DOC employee (.2); email to S. Search/R. Tolson re anonymous complaint (.1); Receipt and review of email from A. Moran re J.S. record request (.1); Receipt and review of email from J. Steele re J.S. record requests (.1); Receipt and review of email from J. Baker re EDA grant (.1);

Telephone conference with A. Maxwell re J.S. record request (.2); Begin review/preparation of report re anonymous complaint (.9); email to R. Tolson re report on employee complaint (.1); Receipt and review of email from A. Maxwell re J.S. record request (.1);

06/16/2014	WRM	Receipt and review of emails (4) from A. Maxwell re J.S. record request (.4); Receipt and review of emails (2) from A. Maxwell re RFP record request (.2); Receipt and review of emails (3) from Ki. Moore re Capitol Center - LCSB lease (.3); Receipt and review of emails (2) from S. Conner re record request invoices (.2); Receipt and review of email from R. Tolson re employee complaints (.1); Receipt and review of email from A. Maxwell re record request response training (.1); Receipt and review of email from C. Summers re TCC/DOC agreement (.1); Receipt and review of emails (2) from A. Maxwell re record request - directory list (.2); Receipt and review of emails (2) from R. Frazier re student contact (.2); email to R. Frazier re student contact (.1); Receipt and review of email from R. Chaney re TCC/TOC contract (.1); Telephone conference with T. Smith re ongoing projects/issues (.1); emails (3) to T. Smith re ongoing projects/issues (.3); Review agenda for 6-16-14 Board meeting (.6); Telephone conference with R. Tolson re employee issue (.1); Receipt and review of emails (3) from T. Smith re Lamar sign (.3); emails to C. Summers, others re employee issues (.1); Receipt and review of email from C. Summers re employee issues (.1); Receipt and review of emails (2) from A. Moran re Lamar sign (.2); Receipt and review of emails (2) from B. Bierbaum re employee issue (.2); email to B. Bierbaum re employee issue (.1); Receipt and review of emails (3) from D. Wildes re EDA contract (.3); Receipt and review of email from B. Sloan re employee issue (.1); Receipt and	11.40 hrs.
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review of email from T. Smith re EDA contract (.1); Continued review and preparation of report re anonymous complaint (2.8); Conference with A. Moran, R. Tolson re record request response procedure (1.0); Attend Board Business meeting and workshop (2.5); Various meeting with TCC staff re current issues (.5);

06/17/2014	WRM	<p>Review and analysis of Massive Academy Lease (.5); email to D. Wildes, others re Massive Academy Lease (.1); Review and analysis of TCC PD/ FSU PD agreement (.2); emails (2) to C. Summers re TCC PD/FSU PD agreement (.3); Telephone conference (2) with A. Maxwell re J.S. record requests (.2); Receipt and review of email from T. Smith re Woodham Building (.1); Receipt and review of emails (4) from C. Summers re TCC PD/FSU PD agreement (.4); Receipt and review of emails (2) from T. Smith re unemployment claims (.2); email to T. Smith re unemployment claims (.1); Receipt and review of email from C. Summers re unemployment claims (.1); Receipt and review of email from R. Tolson re record request response process (.1); Review and analysis of TCC/TOC agreement (.3); email to R. Chaney re TCC/TOC agreement (.1); Review and analysis of PREA language in TCC/DOC agreement (.2); email to C. Summers re PREA language (.1); Receipt and review of email from A. Gaughf re _____ (.1); Receipt and review of PREA language in TCC/DOC agreement (.1); Receipt and review of email from R. Tolson re record request - Risk Assessment survey (.1); Review and analysis of LCSB lease assignment and outdated documents (1.8); email to Ki. Moore re LCSB lease assignment (.2); Conference with T. Smith (phone), R. Tolson, C. Summers re unemployment claims (.7); Conference with R. Tolson, C. Summers re employee issues,</p>	10.70 hrs.
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student incident (.5); Conference with C. Summers re STAT procedures (.3); Receipt and review of email from B. Bierbaum re employee incident (.1); Receipt and review of email from A. Maxwell re response to C.R./R.R. record request (.1); Receipt and review of emails (2) from B. Spiers re call center contract (.2); Receipt and review of emails (5) from A. Maxwell re J.S. record request (.5); Receipt and review of email from T. Gilliam re research account (.1); Receipt and review of email from J. Steele re J.S. record request (.1); Receipt and review of email s(2) from T. Smith re call center contract (.2); Receipt and review of email from B. Hinson re call center contract (.1); Receipt and review of email from J. Murdaugh re appeal of complaint decision (.1); Receipt and review of emails (2) from Ki. Moore re Massive Academy lease (.2); email to Ki. Moore re Massive Academy lease (.1); Receipt and review of email from R. Tolson re J.S. record requests (.1); Receipt and review of emails (2) from B. Ingerman re J.S. record requests (.2); Review employee response to complaint determination (.3); Telephone conference with Scott Law Firm (Michelle) re J.S. record requests (.1); Complete report on anonymous complaint (.6); email to S. Search, R. Tolson re report on anonymous complaint (.1); email to R. Tolson re employee complaint and EEOC charge (.1); Telephone conference with R. Tolson re several employee claims, issues (.3); Receipt and review of emails (2) from S. Search re anonymous complaint report (.2); email to R. Tolson re response to complaint (.1);

06/17/2014	MK	Review and analysis re age discrimination under FCRA (2.2);	2.20 hrs.
06/18/2014	WRM	Receipt and review of email from R. Chaney re TCC/TOC contract (.1); Receipt and review of emails (2) from A. Maxwell re J.S. record	8.80 hrs.

requests (.2); email to A. Maxwell re J.S. record requests (.2); Receipt and review of email from Ki. Moore re Massive Academy lease (.1); email to Ki. Moore re Massive Academy lease (.1); Receipt and review of email from R. Tolson re M. Nealy EEOC charge (.1); Receipt and review of email from R. Tolson re employee L.V. complaint (.1); email to R. Tolson re employee L.V. complaint (.1); Receipt and review of email from B. Ingerman re MedAffinity agreement (.1); Receipt and review of email from B. Ingerman re SOW for RAVE/Alertus (.1); Review and analysis of employee L.V. complaint and attachments (.9); Telephone conference with R. Tolson re L.V. complaint, Nealy EEOC, unemployment (.1); Telephone conference with R. Tolson re L.V. complaint (.1); Receipt and review of email from B. Babb re cloud services (.1); Preparation for employee L.V. interview (.3); Telephone conference with R. Tolson re M. Nealy EEOC charge (.1); Complete review of lease assignment and sublease option document, LCSB/TCC (.8); email to Ki. Moore re LCSB lease assignment and option to sublease (.2); Receipt and review of email from Ki. Moore re nonprofit institute (.1); Receipt and review of email from Ki. Moore re LCSB lease assignment and sublease option (.1); Review and analysis of nonprofit institute, Chapter 617, Fl. Stat. (.6); email to Ki. Moore re nonprofit institute, Chapter 617, Fl. Stat. (.2); Review and analysis of RAVE SOW (.2); email to B. Ingerman re RAVE SOW (.1); Review and analysis of MedAffinity agreement (.6); email to B. Ingerman re MedAffinity agreement (.1); email to S. Witherspoon re TCC/DOC agreement - PREA provision (.2); Receipt and review of emails (2) from Ki. Moore re nonprofit institute (.2); Receipt and review of email from C. Summers re TCC/DOC agreement (.1); Conference with J.

Chaires-Lacey, L.D. re L.D. complaint (1.7);  
Conference with R. Tolson re several  
employee issues (.8);

06/18/2014 MK Review and analysis of 11th Circuit law re 3.10 hrs.  
disparate treatment in disciplinary contexts of  
EEOC claims (1.5); Review and analysis of  
11th Circuit law re temporal link between  
protected expression and adverse action (1.6);

06/19/2014 WRM Receipt and review of email from T. Smith re 14.50 hrs.  
TCC/LCSB lease amendment (.1); email to Ki.  
Moore/T. Smith re TCC/LCSB lease document  
- PECO reimbursement (.1); Telephone  
conference (3) with D. Wildes re EDA project  
(.3); Receipt and review of email from A. Nied  
re MedAffinity agreement (.1); email to A.  
Nied re MedAffinity agreement (.1); Review  
research re V.W. complaint (.1); Receipt and  
review of emails (3) from D. Wildes re EDA  
agreement (.3); Receipt and review of research  
re M. Nealy EEOC charge (.1); Receipt and  
review of emails (2) from Ki. Moore re  
TCC/LCSB lease amendment (.2); Receipt and  
review of email from S. Conner re A.C. EEOC  
charge (.1); Receipt and review of emails (2)  
from R. Tolson re unemployment issue (.2);  
email to R. Tolson re unemployment issue (.1);  
Receipt and review of email D. Wildes re  
TCC/ARPC contract (.1); Receipt and review  
of emails (2) from R. Frazier re former student  
contact (.2); email to R. Frazier re former  
student contact (.1); Receipt and review of  
email from T. Smith re TCC/ARPC contract  
(.1); emails (2) to D. Wildes re TCC/ARPC  
contract (.2); Review and analysis of  
TCC/ARPC contract (.5); Receipt and review  
of email from C. Summers re unemployment  
issue (.1); Telephone conference (2) with A.  
Moran - re incorrect public information (.5);  
Telephone conference with J. Murdaugh re  
LCSB lease (.2); Telephone conference with  
R. Tolson re employee questions (.1); Receipt  
and review of emails (2) from Ki. Moore re

LCSB lease (.2); email to Ki. Moore re LCSB lease and nonprofit institute solicitation (.1); Review and analysis of Fl. Statutes, Chapter 496 re charitable solicitation by nonprofit institute (1.5); Review (skim only) EDA project award (.3); Receipt and review of email from A. Moran re incorrect public information (.1); Receipt and review of email from C. Summers re unemployment issue - prior event (.1); email to C. Summers re TCC/DOC contract PREA provision (.1); Receipt and review of email from C. Summers re TCC/DOC contract PREA provision (.1); Review and analysis of A. Cunningham EEOC charge (.4); email to R. Tolson re A. Cunningham EEOC charge (.1); Telephone conference with Erin (Scott) law firm re J. Steele (.1); email to R. Tolson re M. Nealy EEOC charge (.1); Receipt and review of email from T. Smith re J. Steele request to risk management consortium (.1); Receipt and review of email from T. Smith re M. Nealy lawsuit (.1); Begin review, preparation of response to M. Nealy EEOC charge (.9); First review, Nealy v. TCC suit (.3); email to T. Smith re Nealy v. TCC (.1); Receipt and review of emails (2) from B. Ingerman re MedAffinity trade secrets (.2); email to B. Ingerman re MedAffinity trade secrets (.1); Receipt and review of email from B. Ingerman re MedAffinity questions (.1); Conference with D. Wildes, others re EDA project (2.0); Conference with T. Smith (phone), R. Tolson/C. Summers re unemployment questions (.8);

06/20/2014	WRM	Email to B. Ingerman re MedAffinity Agreement (.1); Review and analysis of email from S. Witherspoon re DOC agreement, PREA provision (.1); Receipt and review of emails (2) from B. Ingerman re MedAffinity agreement (.2); Receipt and review of email from D. Preble re EDA project (.1); Receipt	9.90 hrs.
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and review of email from A. Moran re incorrect public information (.1); Receipt and review of email from T. Smith re unemployment questions (.1); Receipt and review of email from D. Wildes re EDA project (.1); Receipt and review of emails (12) from J. Chaires-Lacey re L.V. employee complaint (.5); Telephone conference with R. Tolson re personnel issues (.1); Receipt and review of email from R. Tolson re personnel issues (.1); Dictation and preparation of Reply to Response (Report to J. Murdaugh) re V.W. complaint (1.7); Receipt and review of emails (4) from B. Hinson re RICOH agreement (.4); Telephone conference with T. Smith, R. Tolson re personnel issues (1.0); Receipt and review of email from A. Maxwell re record response procedure (.1); Receipt and review of emails (2) from D. Frost re Subway contract (.2); emails (2) to A. Moran/A. Maxwell re record response procedure, J. Steele letter (.2); Receipt and review of email from T. Smith re unemployment question (.1); Receipt and review of email from R. Tolson re reply to V.W. response (.1); Telephone conference with Ki. Moore re nonprofit institute (.2); email to Ki. Moore re nonprofit institute (.2); Receipt and review of email from A. Maxwell re J.S. record requests (.1); Receipt and review of emails (2) from A. Moran re record request procedures staff training (.2); email to A. Moran re record request procedure training (.1); Telephone conference with A. Moran re Lamar sign, public record training (.4); Telephone conference with R. Tolson re reply to V.W. response (.3); Review and analysis of Subway lease (1.5); email to D. Frost re Subway lease (.1); Review and analysis of Quincy House lease MOU (.5); email to T. Folsom re Quincy House MOU (.1); Receipt and review of email from A. Moran re J. Steele law firm public record request (.1); email to J. Chaires-Lacey re L.D. complaint (.1); Review

and analysis of Agreements, order forms, RFP 2000-01, and correspondence re RICOH (.5); emails (2) to B. Hinson re RICOH (.2);

06/23/2014	WRM	<p>Conference with T. Smith, others re unemployment (.6); Conference with R. Tolson re employee complaints, review HR files (2.3); Dictation and preparation of affidavit for R. Tolson re M. Nealy EEOC (.5); Receipt and review of emails (2) from T. Smith re Grad Images service request (.2); Receipt and review of emails (3) from Ki. Moore re INIE solicitation (.3); email to Ki. Moore re INIE solicitation (.1); Receipt and review of emails (3) from S. Search re Grad Images (.3); Receipt and review of email from T. Folsom re Grad Images (.1); Receipt and review of email from D. Wildes re Massive Academy lease (.1); Receipt and review of email from L. Wagner re J.S. record request (.1); Receipt and review of email from B. Ingerman re security release (.1); Receipt and review of email from B. Boone re INIE banking (.1); Receipt and review of email from R. Nicklaus re INIE banking (.1); Receipt and review of emails (2) from B. Ballister re EDA grant (.2); Receipt and review of email from T. Smith re Croley property (.1); Receipt and review of email from D. Preble re EDA grant (.1); Receipt and review of email from D. Wildes re EDA grant (.1); Receipt and review of emails (2) from P. Davis re INIE banking (.2); Receipt and review of email from T. Smith re Centennial sublease (.1); Receipt and review of email from B. Ballard re Centennial sublease (.1); Review and analysis of Grad Images Agreement (.3); email to S. Search/T. Smith re Grad Images agreement (.1); Receipt and review of email from D. Wildes re Centennial sublease (.1); Receipt and review of email from D. Fronzak re EDA grant (.1); emails (3) to S. Search re graduation activities (.3); Receipt and review of email from B.</p>	8.70 hrs.
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Ballard re Centennial sublease Letter of Intent (.1); Review and analysis of documents re RICOH contract (.4); Conference with T. Smith/D. Wildes re property and leases issues (.7); Conference with R. Tolson re requested employee action, employee complaint (.5); Receipt and review of emails (2) from S. Search re graduation activities (.2); Telephone conference with R. Tolson re various employee questions/issues (.1);

06/23/2014	MK	Reviewed and analyzed 11th Circuit law for elements necessary to prove job reference retaliation (1.1);	1.10 hrs.
06/24/2014	WRM	Receipt and review of research re M. Nealy retaliation EEOC charge (.2); Receipt and review of emails (3) from T. Folsom re graduation questions (.3); emails (2) to T. Folsom re graduation questions (.2); Receipt and review of email from T. Smith re Croley property (.1); Receipt and review of emails (2) from B. Sloan re distance learning fee (.2); Receipt and review of email from T. Smith re Centennial sublease (.1); Receipt and review of email from B. Hunter re EDA project (.1); Receipt and review of email from C. Summers re TCC PD investigation role (.1); email to C. Summers re TCC PD investigation role (.1); Review email correspondence re distance learning fee (.2); email to B. Sloan re distance learning fee (.1); Telephone conference with B. Lesko re potential employee action (.1); Receipt and review of email from S. Conner re employee complaint interview (.1); email to S. Conner re employee complaint interview (.1); Telephone conference (4) with B. Ballard re Centennial sublease (.5); email to B. Sloan re potential employee action (.1); email to T. Folsom re employee complaint (.1); emails (3) to M. Dickey re A. Cunningham EEOC charge (.3); Telephone conference (2) with B. Ingerman re HIPAA question (.4); Receipt and review of emails (3) from B. Sloan with	11.50 hrs.

attachments re potential employee action (.4);  
 Receipt and review of emails (2) from B.  
 Ingerman re HIPAA question (.2); Receipt and  
 review of email from W. Rabon re J. Young  
 (.1); email to B. Ballard re Centennial sublease  
 (.1); Receipt and review of emails (2) from R.  
 Frazier re J. Young (.2); email to R. Frazier re  
 J. Young (.1); Receipt and review of emails (2)  
 from M. Dickey re A. Cunningham EEOC  
 charge (.2); Telephone conference with R.  
 Tolson re J. Steele record request, reply to  
 V.W. appeal (.2); Review reply to V.W. appeal  
 (.1); Review and analysis of HIPAA statute,  
 Rules re covered transaction (2.9); Receipt and  
 review of emails (2) from B. Sloan re A.  
 Cunningham EEOC charge (.2); Receipt and  
 review of emails (2) from R. Tolson re V.W.  
 appeal reply (.2); email to B. Sloan re A.  
 Cunningham EEOC charge (.1); email to R.  
 Frazier re J. Young (.1); Telephone conference  
 with J. Young re former student inquiry (.3);  
 email to W. Rabon re J. Young (.1); Receipt  
 and review of email from S. Conner re A.  
 Cunningham EEOC charge (.1); email to S.  
 Conner re A. Cunningham EEOC charge (.1);  
 Receipt and review of email from R. Tolson re  
 unemployment claims (.1); email to R. Folsom  
 re unemployment claims (.1); Telephone  
 conference with W. Rabon re J. Young;  
 campus incident (.2); Research re M. Nealy  
 EEOC charge and employee action (.8);  
 Receipt and review of email from T. Smith re  
 unemployment claims (.1); Preparation for  
 interview re employee complaint (1.0);

06/24/2014	MK	Reviewed and analyzed Florida law on defenses for breach of contract, negligent misrepresentation and fraudulent misrepresentation (.8);	0.80 hrs.
06/25/2014	WRM	Email to S. Search, others re employee complaint (.1); Receipt and review of emails (3) from S. Search re employee complaint (.3); Receipt and review of emails (5) from T.	9.30 hrs.



Folsom re employee complaint (.5); emails (3) to T. Folsom re employee complaint (.3); Receipt and review of email from S. Autry re employee complaint (.1); Receipt and review of email from Ki. Moore re 2015 Leadercast Agreement (.1); Receipt and review of emails (2) from B. Jensen re employee question (.2); Receipt and review of email from T. Smith re Quincy property (.1); Telephone conference (2) with T. Smith re Quincy property (.3); Review and analysis of 2015 Leadercast Agreement (.6); Conference with S. Autry re employee complaint (1.9); Conference with S. Conner re public record requests (.3); Receipt and review of email from A. Gaughf re M. Nealy lawsuit (.1); email to A. Gaughf re M. Nealy lawsuit (.1); Receipt and review of emails (3) from T. Smith re Quincy property (.3); email to T. Smith re Quincy property (.1); email to B. Jensen re employee question (.1); email to Ki. Moore re 2015 Leadercast Agreement (.1); Receipt and review of email from R. Tolson re J. Steele record requests (.1); Telephone conference (2) with R. Frazier re J. Young (.1); email to R. Tolson re J. Steele record requests (.1); Review and analysis of RICOH documents (.4); emails (3) to B. Hinson re RICOH documents (.3); Receipt and review of email from S. Conner re A. Cunningham EEOC charge (.1); email to S. Conner re A. Cunningham EEOC charge (.1); Receipt and review of email from V. Wright re EDA meeting (.1); Prepare for public record training (.6); Receipt and review of emails (2) from B. Hinson re RICOH agreements (.2); Conference with L. Kling re Quincy property (.1); Begin preparation of response to M. Nealy EEOC charge (.4); Conference with B. Sloan, C. Turner re employee issues (1.0); Receipt and review of email from T. Smith re RICOH agreements (.1);

06/25/2014

MK

Review and analysis of Florida law re ethics

2.20 hrs.

question (2.2);

06/26/2014	WRM	Receipt and review of emails (2) from B. Hinson re RICOH agreements (.2); email to B. Hinson re RICOH agreements (.1); Receipt and review of emails (2) from A. Moran re J. Steele record request (.2); Receipt and review of emails (2) from B. Ingerman re HIPAA (.2); Receipt and review of email from R. Green re Credential Solutions Agreement (.1); Conference with A. Moran, others re public record processes (1.5); Conference with C. Summers, W. Rabon re Title IX questions (1.0); Receipt and review of email from C. Summers re FDLE sex offender registry (.1); Receipt and review of email from S. Conner re J. Steele record request (.1); Receipt and review of emails (2) from C. Summers re Title IX - response to complaint (.2); Receipt and review of emails (4) from J. Chaires-Lacey re employee complaint (.3); email to J. Chaires-Lacey re employee complaint (.1); Review and analysis (continued) of RICOH documents (.4); Review draft letter to J. Young re requests (.2); Review and analysis of Credentials Solutions Agreement (.4); email to R. Green re Credentials Solutions Agreement (.1); Analysis: HIPAA application to TCC Dental Clinic (.7); Dictation and preparation of correspondence to B. Ingerman re HIPAA application (.3); email to B. Ingerman re HIPAA application (.1); Conference with B. Hinson re RICOH agreement (.5); Telephone conference with J. Murdaugh re Quincy property, employee complaints (.2);	7.00 hrs.
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06/26/2014	WRM	Monthly Fee;	14,583.33
		Fees for this matter	\$14,583.33

DISBURSEMENTS

06/11/2014	WRM	Out-of-Town Travel to Gainesville for Florida College Risk Management Consortium Meeting - TCC 6/11/14 - 6/12/14 - WRM for Hotel - Mileage	282.45
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Disbursements for this matter	\$282.45
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Teresa Smith

Invoice# 12268

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BILLING SUMMARY

Mabile, William R	Attorney	203.30 hrs	\$14,583.33
Hunter, Jessica	Paralegal	0.30 hrs	
Kelly, Michael	Law Clerk	23.10 hrs	
Fees		226.70 hrs	<hr/> \$14,583.33

Disbursements

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\$282.45  
\$14,865.78

TOTAL CHARGES FOR THIS BILL

**TALLAHASSEE COMMUNITY COLLEGE  
TRAVEL REIMBURSEMENT REQUEST FORM**  
(Submit to Business Office in Duplicate)

Date: 6-27-14 Budget/Account Number: \_\_\_\_\_ Travel Number: \_\_\_\_\_

Name: William Mzborke - Andrews Crash Team Employee ID: Vendor

*Knox + Andrews*


Travel performed from point of origin and destination:  
*Travel to Andrews Ft. Rötter Risk Mgmt Conf.*

Date:	Enter Origin / Destination of Travel:	Time of Departure/Return:
6-11-14	Tallahassee / Gainesville	6:00 <u>(am)</u> /pm
6-12-14	Gainesville / Tallahassee	5:00 am/ <u>(pm)</u>
		am/pm
		am/pm
		am/pm

**REIMBURSABLE EXPENSES:**

Expense		Amount	Remarks
Per diem	Quarters @ \$20.00	\$ -	
Official Mileage	<u>288</u> @ \$0.445/mi	<u>\$128.16</u>	
Vicinity Mileage	@ \$0.445/mi	\$ -	
Rental car	_____ days @ \$27.75/day	\$ -	
Carrier/Airline cost		\$ -	
Meals (less any included with paid registration)		\$ -	
Lodging/Room cost		<u>\$154.29</u>	
Toll(s)		\$ -	
Registration (must attach conference agendas)		\$ -	
Other Costs (parking, taxi, etc. - Specify)		\$ -	
Estimated Total Cost		\$ -	
Less Non-Reimbursable Items on Purchasing Card		\$ -	
<b>Total Reimbursement For Travel</b>		<u><b>\$282.45</b></u>	

I hereby certify that this travel claim is true and correct in every material matter that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that the same conforms in every respect with the requirements of the policies adopted by the Board of Trustees.

Signature: 

Budget Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

If reimbursement is more than 10% of the original request, approval must be obtained from the appropriate Vice President or President if necessary.

Vice President/President Approval: \_\_\_\_\_ Date: \_\_\_\_\_



HILTON UNIVERSITY OF FLORIDA CONFERENCE CENTER GAINESVILLE  
 1714 SW 34th Street | Gainesville, Florida | 32607  
 T: 352 371 3600 | F: 352 371 0306  
 W: hilton.com

NAME AND ADDRESS:  
 MABILE, WILLIAM  
 1558-1 VILLAGE SQUARE BLVD  
 TALLAHASSEE FL 32309  
 UNITED STATES OF AMERICA

Room: 613/D2  
 Arrival Date: 6/11/2014 12:19:00 PM  
 Departure Date: 6/12/2014  
 Adult/Child: 1/0  
 Room Rate: 139.00  
 Rate Plan: FCS614  
 HH #: 809659305 BLUE  
 AL:  
 Car:

Confirmation Number: 3137559197

6/11/2014 Page: 1

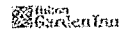
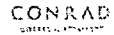


DATE	REFERENCE	DESCRIPTION	AMOUNT
6/11/2014	2914397	GUEST ROOM	\$139.00
6/11/2014	2914397	STATE TAX	\$8.34
6/11/2014	2914397	LODGING TAX	\$6.95
		WILL BE SETTLED TO MC 6245	\$154.29
		EFFECTIVE BALANCE OF	\$0.00



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ACCOUNT NO. DATE OF CHARGE FOLIO NO./CHECK NO.  
 579512 A

CARD MEMBER NAME AUTHORIZATION INITIAL

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT PURCHASES & SERVICES

TAXES

TIPS & MISC.

CARD MEMBER'S SIGNATURE TOTAL AMOUNT 0.00

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND. PAYMENT DUE UPON RECEIPT

