




January 21, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP.
December 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 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 \$14,583.33.

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

January 3, 2014

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

Invoice# 11895 WRM
Our file# T00007 02276
Billing through 12/31/2013

Tallahassee Community College (General)

P.O. Number: 2011 00001580

FOR PROFESSIONAL SERVICES RENDERED

12/02/2013	WT	Revise Florida Beverage Industry Course Agreement and send to Ki. Moore (.2);	0.20 hrs.
12/02/2013	WRM	Receipt and review of email from A. Nied re TPCA request (.1); Receipt and review of email from R. Case re Consumer Rights case (.1); Receipt and review of Notice of Dismissal With Prejudice in Consumer Rights case (.1); Receipt and review of email from J. Murdaugh re Consumer Rights case (.1); email to J. Murdaugh re Consumer Rights case (.1); Receipt and review of email from A. Maxwell re proposed public records procedure (.1); Receipt and review of email from Ki. Moore re Florida Beverage Industry Course agreement (.1); Receipt and review of email from J. Murdaugh re Westminster Oaks proposal (.1); Receipt and review of email from B. Ingerman re proposed CedarCrestOne contract (.1); Receipt and review of email from B. Ingerman re proposed public record procedure (.1); Receipt and review of executed Release in Consumer Rights case (.1); Revise Florida Beverage Industry Course Agreement (.5); Review and analysis of proposed Westminster	6.30 hrs.

Oaks agreement (.9); email to J. Murdaugh re proposed Westminster Oaks agreement (.2); Dictation and preparation of Litigation Report to J. Murdaugh (.2); Review and analysis of draft agreement with Cedar CrestOne (1.4); email to B. Ingerman re draft agreement with CedarCrestOne (.3); Receipt and review of email from S. Gardner re college attorney's meeting (.1); Receipt and review of email from G. Wells re Wakulla lease (.1); email to G. Wells re Wakulla lease (.1); Receipt and review of email from V. Tambellini re draft CedarCrestOne contract (.1); Review Collaborative Labs meeting report re activities for Capitol Center (1.2); Telephone conference with R. Tolson re SACS, background checks (.1);

12/03/2013	WRM	<p>Receipt and review of email from J. Murdaugh re proposed Westminster agreement (.1); Receipt and review of emails (2) from B. Sloan re draft dual enrollment agreement (.2); Receipt and review of email from A. Maxwell re draft public record procedure (.1); Review and analysis of draft dual enrollment agreement (.3); email to B. Sloan re draft dual enrollment agreement (.1); Review and analysis of draft public record procedure (.3); email to A. Maxwell re draft public record procedure (.2); Receipt and review of email from B. Ballard re Wakulla lease (.1); Receipt and review of email from T. Smith re Wakulla lease (.1); Analysis: Faculty background screening, SACS (.7); email to R. Tolson re faculty background screening (.1); Receipt and review of emails (2) from A. Maxwell re open records request with attachments (.3); email to A. Maxwell re open records request (.1); Receipt and review of email from S. Crosby re student contact (.1); Begin preparation of proposed Capitol Center lease (.8); Telephone conference with M. Turnbull re visiting artist (.1); Analysis: visiting artist question (.2);</p>	4.50 hrs.
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Telephone conference with A. Maxwell re open records request (.1); Analysis: request for student information (.5);

12/04/2013	WRM	Receipt and review of email from R. Tolson re campus incident complaint (.1); Receipt and review of emails (3) from A. Maxwell re draft public record procedure (.3); Receipt and review of emails (2) from B. Ingerman re draft public record procedure (.2); Telephone conference with R. Tolson re campus incident complaint (.3); email to R. Tolson re campus incident complaint (.1); Review and analysis of revised public record procedure (.1); email to A. Maxwell re revised public record procedure (.1); Receipt and review of email from D. Wildes re Wakulla lease (.1); email to D. Wildes re Wakulla lease (.1); Receipt and review of email from R. Frazier re SP College (Gates) agreement (.1); Review and analysis of SPC (Gates) agreement (.6); email to R. Frazier re SPC (Gates) agreement (.1); Review Section 1002.225 re request for student records (.1); email to A. Maxwell re Section 1002.225 (.1); Telephone conference with R. Tolson re investigation closure (.1); Receipt and review of emails (2) from T. Smith re Wakulla lease (.2); Receipt and review of email from J. Chaires-Lacey re FMLA and ADA requests, with documents (.2); email to J. Chaires-Lacey re ADA/FMLA requests (.1); Continued review and preparation of new Capitol Center lease (.9);	3.90 hrs.
12/05/2013	WRM	Receipt and review of emails (2) from J. Chaires-Lacey re ADA, FMLA requests (.2); Receipt and review of email from M. Dickey re ADA, FMLA requests (.1); Receipt and review of email from D. Wildes re WEI archeological survey (.1); email to D. Wildes re WEI archeological survey (.1); Receipt and review of email from B. Ingerman with attachments re Study Blue (.2); Receipt and review of email from R. Tolson re ADA,	4.90 hrs.

FMLA requests (.1); Receipt and review of email from B. Ballard re Wakulla lease (.1); Review and analysis of FMLA/ADA per employee request for accommodation (1.8); email to B. Ingerman/B. Sloan re Study Blue (.1); Telephone conference with A. Maxwell re public record request (.1); Receipt and review of email from A. Maxwell re public record request (.1); Receipt and review of email from S. Search re public record request (.1); Conference with R. Tolson/M. Dickey re ADA/FMLA request (.8); Conference with T. Smith/B. Ballard re Wakulla lease (.7); Conference with T. Smith re: lease, contract, employee issues (.4);

12/06/2013	WRM	<p>Receipt and review of email from B. Ingerman re Study Blue (.1); Receipt and review of email from D. Wildes re WEI easement (.1); email to D. Wildes re WEI easement (.1); Receipt and review of emails (4) from B. Sloan re Study Blue (.4); Receipt and review of email from R. Tolson re employee rebuttal to action (.1); Receipt and review of email from R. Tolson re T. Atkinson EEOC charge dismissal (.1); Receipt and review of email from T. Smith re T. Atkinson EEOC charge dismissal (.1); Receipt and review of email from B. Muldowney re Valencia College position (.1); email to R. Tolson re Valencia College position (.1); Receipt and review of emails (2) from S. Search re Higher One contract (.2); Receipt and review of email from B. Muldowney re education law committee (.1); Receipt and review of email from G. Haile re education law committee (.1); emails (2) to B. Sloan re Study Blue (.2); Receipt and review of email from T. Smith re Wakulla lease (.1); Receipt and review of emails (2) from S. Search re student record request (.2); emails (2) to S. Search/A. Maxwell re student record request (.2); Receipt and review of email from A. Maxwell re student record</p>	6.10 hrs.
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request (.1); Receipt and review of email from J. Murdaugh re Capitol Center rent (.1); email to T. Smith/D. Wildes re Capitol Center rent (.1); Review and analysis of Higher One agreement (.5); email to S. Search re Higher One agreement (.1); Review and analysis of T. Atkinson EEOC dismissal and authority/rule citations (.3); email to J. Murdaugh re T. Atkinson EEOC dismissal (.1); Review background information for meeting re dive class (.2); Review employee PIP (.2); Telephone conference with R. Tolson re former employee complaint (.1); Receipt and review of email from J. Murdaugh re T. Atkinson EEOC charge (.1); Receipt and review of email from S. Search re T. Atkinson EEOC charge (.1); Receipt and review of email from R. Tolson re T. Atkinson EEOC Charge (.1); Receipt and review of email from T. Smith re Capitol Center rent (.1); email to T. Smith re Capitol Center rent (.1); Telephone conference with R. Tolson re employee response to personnel action (.1); Review TCC policy 12-03 use-of-alcoholic beverages (.2); email to J. Murdaugh re Capitol Center rent (.1); Receipt and review of email from J. Mooshie re Wakulla lease (.1); Receipt and review of email from R. Tolson re position descriptions (.1); Receipt and review of email from T. Smith re Follett bookstore contract amendment (.1); Conference with B. Sloan/C. Stringer re dive class (.3); Conference with B. Sloan re employee action (.2);

12/09/2013	WT	Revise Introduction to Professional Diving Instructor Agreement (.2); Preparation of correspondence to C. Stringer re revisions to agreement (.1);	0.30 hrs.
12/09/2013	WRM	Receipt and review of emails (7) from A. Maxwell re public record request (.7); Receipt and review of emails (3) from R. Green re public record request (.3); Receipt and review of emails (6) from T. Smith re Wakulla lease	7.50 hrs.

(.6); Receipt and review of email from T. Smith re Capitol Center rent (.1); Receipt and review of emails (2) from L. Wang re public record request (.2); Receipt and review of email from J. Murdaugh re Capitol Center rent (.1); Receipt and review of email from B. Ballard re Wakulla lease (.1); Receipt and review of emails (2) from D. Wildes re Wakulla lease (.2); Receipt and review of email from B. Sloan re amendment to Follett contract (.1); Receipt and review of email from P. Manning re Wakulla lease (.1); email to J. Mooshie re Wakulla lease (.1); email to D. Wildes re Wakulla lease (.1); Review Capitol Center lease documents (.3); email to J. Murdaugh re Capitol Center lease documents (.1); email to L. Wang re public record request (.1); Review and analysis of amendments to Follett contract (.4); email to T. Smith, others re Follett contract (.1); Telephone conference with R. Tolson re student complaint and employee issue (.1); Receipt and review of emails (2) from R. Frazier re former student complaint (.2); emails (2) to R. Frazier re former student complaint (.2); Revise dive course contract and instructor agreement (.4); Receipt and review of email from R. Tolson re student complaint (.1); Review and analysis of employee rebuttal to disciplinary action (.3); email to B. Sloan/R. Tolson re disciplinary action rebuttal (.1); Receipt and review of email from M. Wingate re public record request (.1); Receipt and review of email from R. Tolson re exempt employee compensatory time, with attachments (.2); email to R. Tolson re exempt employee compensatory time (.1); Receipt and review of email from S. Schroeder re FERPA and reverse graduation (.1); Receipt and review of emails (2) from T. Smith re Voltage Cafe agreement (.2); Receipt and review of emails (2) from D. Frost re Voltage Cafe agreement (.2); Receipt and review of email from G. Wells re Advanced Business

Systems contract (.1); Receipt and review of email from B. Sloan re employee disciplinary action (.1); email to D. Frost re revision to Voltage Cafe lease (.1); Review and analysis of proposed revision to Voltage Cafe lease (.2); Review and analysis of Advanced Business Systems contract (.1); email to G. Wells re Advanced Business Systems contract (.1); Review and analysis of former student most recent complaints to DOE and DOL (.3); Continued preparation of new Capitol Center lease (.5);

12/10/2013	WRM	<p>Receipt and review of emails (3) from R. Frazier re former student complaint (.3); emails (2) to R. Frazier re former student complaint (.2); Receipt and review of email from B. Sloan re employee discipline response (.1); email to B. Sloan re employee discipline response (.1); Receipt and review of emails (3) from D. Frost re Voltage Cafe lease (.3); Receipt and review of emails (2) from D. Wildes re Development agreement (.2); Telephone conference with D. Frost re Voltage Cafe lease (.1); Review D. Wildes memo re COT Development agreement (.1); email to D. Wildes re COT Development agreement (.1); Review revision to Voltage Cafe Lease Addendum (.1); email to D. Frost re Voltage Cafe Lease Addendum (.1); email to C. Reilly re rent of Capitol Center (.1); Receipt and review of email from T. Smith re COT Development Agreement (.1); Telephone conference with C. Reilly re rent of Capitol Center (.1); Telephone conference with R. Tolson re employee discipline action response (.1); email to T. Smith re building rental (.1); email to D. Wildes re Wakulla lease (.1); Telephone conference with T. Smith re building rent, bookstore agreement, Voltage Cafe lease (.2); Receipt and review of email from B. Ingerman re Follett contract (.1); Receipt and review of emails (3) from J. Steele</p>	4.20 hrs.
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re employee work visa (.3); emails (2) to J. Steele re employee work visa (.2); Telephone conference with B. Ballard re Wakulla lease buy-out (.2); Receipt and review of emails (2) from D. Wildes re Wakulla lease buy-out (.2); Receipt and review of email from B. Ballard re Wakulla lease buy-out (.1); email to D. Wildes re Wakulla lease buy-out (.1); Receipt and review of email from T. Smith re Wakulla lease buy-out (.1); Receipt and review of email from J. Moore re Wakulla lease buy-out (.1); email to J. Moore re Wakulla lease buy-out (.1); Receipt and review of emails (2) from J. Neely re Wakulla lease buy-out (.2);

12/11/2013	WT	Preparation of correspondence to T. Smith and D. Wildes re buy-out agreement between TCC and WDC (.1); Revise buy-out agreement between TCC and WDC (.2); Receipt, review and analysis of correspondence from C. Stringer re modification to Contract for Services with WDC (.1); Revise Contract for Services with WDC (.1); Preparation of correspondence to C. Stringer re revised Contract for Services with WDC (.1);	0.60 hrs.
12/11/2013	WRM	Receipt and review of emails (7) from D. Wildes re Wakulla lease buy-out (.7); Receipt and review of email from R. Tolson re employee counseling (.1); email to R. Tolson re employee counseling (.1); Receipt and review of email from D. Wildes re COT Development Agreement (.1); Receipt and review of email from C. Reilly re rent of Capitol Center (.1); emails (4) to D. Wildes re Wakulla lease buy-out (.4); Receipt and review of email from S. Schroeder re First DCA Opinion re guns on campus (.1); Receipt and review of email from G. Haile re First DCA Opinion re guns on campus (.1); email to J. Murdaugh, others re First DCA Opinion re guns on campus (.1); Receipt and review of email from D. Wildes re COT noise ordinance (.1); Receipt and review of email from G.	7.80 hrs.

Wells re Tampa Rays agreement (.1); Receipt and review of email from J. Murdaugh re COT noise ordinance (.1); Receipt and review of email from B. Bierbaum re First DCA Opinion re guns on campus (.1); Dictation and preparation of Wakulla lease buy-out agreement (2.5); email to T. Smith, D. Wildes re Wakulla lease buy-out agreement (.1); email to T. Smith/D. Wildes re Tribridge sublease (.1); Receipt and review of email from C. Stringer re dive instructor agreement (.1); email to C. Stringer re dive instructor agreement (.1); Receipt and review of emails (4) from T. Smith re Wakulla lease buy-out (.4); Receipt and review of email from G. Wells re Technology Solutions agreement (.1); email to T. Smith, others re Tribridge sublease (.1); Review and analysis of Tampa Bay Rays agreement (.3); email to G. Wells re Tampa Bay Rays agreement (.1); Receipt and review of email from T. Smith re Tribridge sublease (.1); Review and analysis of Technology Solutions agreement (.3); email to G. Wells re Technology Solutions agreement (.1); Receipt and review of email from J. Murdaugh re COT Development Agreement (.1); email to J. Murdaugh re COT Development Agreement (.1); Receipt and review of email from T. Gilliam re "reverse graduation" (.1); Receipt and review of email from T. Smith re COT Development Agreement (.1); Dictation and preparation of Capitol Center short-term rent agreement (.6); Telephone conference with B. Ballard re Wakulla Lease Buy-Out (.1); Receipt and review of correspondence from B. Ballard re Tribridge sublease (.1);

12/12/2013

WT

Telephone call from G. Wells re revision to signature blocks of TCC buy-out agreement with landlord (.1); Revise buy out agreement per G. Wells' instruction (.1); Preparation of correspondence to G. Wells re revisions completed (.1);

0.30 hrs.

12/12/2013 WRM Receipt and review of emails (4) from D. Wildes re Wakulla lease buy-out (.4); Receipt and review of emails (4) from T. Smith re Wakulla lease buy-out (.4); Receipt and review of emails (4) from D. Wildes re COT Development Agreement (.4); Receipt and review of emails (2) from T. Smith re COT Development Agreement (.2); Receipt and review of emails (2) from J. Murdaugh re COT Development Agreement (.2); Receipt and review of email from R. Frazier re internships (.1); Receipt and review of email from D. Wildes re construction contract (.1); Receipt and review of emails (2) from R. Frazier re former student complaint (.2); Receipt and review of email from G. Upton re TCC Safety Plan (.1); email to T. Smith re Wakulla lease buy-out (.1); Review provision in construction contract (.1); email to R. Frazier re internships (.1); Receipt and review of former student complaint, recent letters (.1); Receipt and review of email from J. Neeley re Wakulla Lease buy-out (.1); Receipt and review of email from P. Manning re Wakulla lease buy-out (.1); Revise draft Capitol Center rent agreement (.2); email to J. Murdaugh re draft Capitol Center rent agreement (.1); Receipt and review of email from J. Murdaugh re Capitol Center rent (.1); emails (2) to T. Smith re Capitol Center rent (.2); email to C. Reilly re Capitol Center rent (.1); Receipt and review of email from C. Reilly re Capitol Center rent (.1); Receipt and review of emails (3) from C. Goodman re internships (.3); emails (2) to C. Goodman re internships (.2); Telephone conference with T. Smith re Capitol Center rent (.3); email to Ki. Moore re Capitol Center rent (.1); email to J. Murdaugh re Capitol Center rent (.1); email to T. Smith re intern in service (.1); Review and analysis of Court Decision - Firearms on Campus (1.2); email to J. Murdaugh, others re Fla. Carry v. UNF case (.3); Receipt and review of email from S.

Gardner re education law committee (.1);
Telephone conference with W. Rabon re new
decision - Firearms on campus, former student
complaint (.2);

12/13/2013	WRM	Emails (2) to B. Ballard re Wakulla lease buy-out (.2); email to T. Smith re Wakulla lease buy-out (.1); Receipt and review of emails (2) to S. Search re CampusLink contract (.2); Receipt and review of emails (3) from R. Frazier re USDOL report on former student complaint (.3); Receipt and review of emails (2) from B. Ingerman re CedarCrestOne SOW (.2); Receipt and review of email from T. Smith re dive class agreement (.1); email to T. Smith re dive class agreement (.1); Receipt and review of emails (2) from C. Stringer re dive class agreement (.2); email to R. Frazier re former student complaint (.1); email to S. Search/T. Smith re CampusLink contract (.1); Review revised provision in CampusLink contract (.1); Telephone conference with B. Ballard re Wakulla lease buy-out (.1); Telephone conference with J. Mooshie re Wakulla lease buy-out (.1); email to T. Smith/B. Ballard re Wakulla lease buy-out (.1); Receipt and review of email from S. Search re revised TCC policies (.1); Receipt and review of email from B. Ballard re revision to Wakulla lease buy-out (.1); Review dive course issue list (.1); email to C. Stringer re dive course agreement (.2); Review provision #15 on dive course agreement (.1); email to C. Stringer re dive course agreement provision #15 (.1); Review CedarCrestOne SOW (.8); email to B. Ingerman re CedarCrestOne SOW (.1); Receipt and review of email from B. Mallowney re FERPA and "reverse graduation" (.1); Telephone conference with T. Smith re Wakulla lease buy-out, dive course agreement, intern insurance (.3); email to T. Smith/B. Ballard re Wakulla lease buy-out changes (.1); Review	4.20 hrs.
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		proposed changes to Wakulla lease buy-out (.1);	
12/16/2013	WT	Revise Lease buy-out agreement between landlord and TCC (.1); Preparation of correspondence to B. Ballard and T. Smith re revisions to agreement between landlord and TCC (.1); Receipt, review and analysis of correspondence from T. Smith re further revision to agreement (.1); Revise re-sent agreement to T. Smith (.1);	0.40 hrs.
12/16/2013	WRM	Telephone conference (2) with B. Ballard re Wakulla lease buy-out (.2); Review and analysis of three - 08-11, 10-22, and 10-17 proposed/revised policies, cited rules and statutes (.9); emails (2) to S. Search re three reviewed policies (.2); Conference with R. Frazier, L. Pon, C. Goodman re internships (.6); Receipt and review of emails (2) from S. Search re revised policies (.2); Receipt and review of email from J. Murdaugh re Hurst Collection (.1); Review Hurst Collection agreement (.1); Telephone conference with President's office re Hurst Collection, building use (.2); Review and analysis of DOC/Unlimited Path sub-contract (1.2); email to R. Frazier re DOC/Unlimited Path sub-contract (.2); Receipt and review of emails (2) from C. Stringer re dive class agreements (.2); email to T. Smith re Wakulla lease buy-out (.1); Receipt and review of email from A. Maxwell re new public record request (.1); Receipt and review of email from R. Green re new public record request (.1); email to A. Maxwell, others re new public record request (.1); Receipt and review of emails (2) from C. Stringer re dive class forms (.2); Receipt and review of emails (2) from T. Smith re Wakulla lease buy-out (.2); Receipt and review of email from T. Smith re CedarCrestOne SOW (.1); Receipt and review of email from B. Ingerman from Cedar CrestOne SOW (.1); Receipt and review of email from R. Frazier re Unlimited	8.00 hrs.

Path contract (.1); Receipt and review of emails (2) from C. Reilly re Capitol Center rent (.2); Receipt and review of email from B. Ballard re Wakulla lease buy-out (.1); Review revisions to Wakulla lease buy-out (.1); email to T. Smith/B. Ballard re Wakulla lease buy-out (.1); email to C. Stringer re dive class (.1); Review and analysis of dive class forms (.3); email to C. Stringer re dive class forms (.1); Review 12-16-13 revision to Wakulla lease buy-out agreement (.1); Review FDLE Physical Fitness Assessment Form - to be revised to use with dive class (.2); email to C. Stringer re FDLE physical fitness form (.1); Telephone conference with R. Johnston re Hurst Collection (.1); Receipt and review of email from R. Tolson re ADA accommodations (.2); Telephone conference with R. Tolson re ADA accommodations (.1); Analysis: Gifts to TCC (.7); email to J. Murdaugh re gifts to TCC (.1); Receipt and review of email to J. Murdaugh re gifts to TCC (.1); Telephone conference with R. Tolson re grant employee (.1);

12/17/2013	WRM	<p>Receipt and review of email with attachments from R. Tolson re grant employee (.2); email to R. Tolson re grant employee (.1); Receipt and review of email from R. Frazier re DOC sub-contract (.1); Receipt and review of emails (4) from Ki. Moore re activity insurance (.4); emails (2) to Ki. Moore re activity insurance (.2); Receipt and review of email from J. Murdaugh re art collection (.1); Receipt and review of email from T. Smith re Wakulla lease buy-out (.1); Receipt and review of email from T. Smith re activity insurance (.1); Telephone conference with B. Ballard re dive course (.2); email to B. Ballard re dive course (.1); Receipt and review of email from G. Wells re Follett contract (.1); email to G. Wells re Follett contract (.1); email to R. Johnston re donated items (.1); Analysis: Ownership,</p>	6.20 hrs.
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control of donated items (2.0); Analysis: Internships and FLSA (2.0); Receipt and review of email from R. Johnston re donated items (.1); Telephone conference with G. Stanton re dive course (.1);

12/18/2013	WRM	Receipt and review of emails (4) from Ki. Moore re activity insurance coverage (.4); emails (2) to Ki. Moore re activity insurance coverage (.2); Receipt and review of email from T. Smith re Follett contract (.1); emails (3) to T. Smith re activity insurance coverage (.3); Receipt and review of email from T. Smith re activity insurance coverage (.1); Analysis (continued): internships and FLSA (1.6); Dictation and preparation of correspondence to R. Frazier, others re internships and FLSA (1.4); Analysis (continued): art collection agreement (.4); email to J. Murdaugh re art collection agreement (.1); Continued review of recent decision re firearms on campus (.4);	5.00 hrs.
12/19/2013	WRM	Receipt and review of email from Ki. Moore re activity insurance (.1); Receipt and review of email from R. Frazier re DOC subcontract (.1); Receipt and review of email from R. Frazier re former student complaint (.1); Receipt and review of email from J. Murdaugh re art collection (.1); email to T. Smith re activity insurance (.1); email to R. Frazier re former student complaint (.1); email to R. Frazier re DOC subcontract (.1); email to Ki. Moore re activity insurance (.1);	0.80 hrs.
12/20/2013	WRM	Telephone conference with T. Smith re activity insurance (.2); Receipt and review of email from T. Smith re activity insurance (.1); Receipt and review of email from Ki. Moore re activity insurance (.1); Receipt and review of emails (2) from R. Frazier re former student complaint (.2); Receipt and review of emails (4) from R. Frazier re DOC subcontract (.4); Receipt and review of emails (2) from S.	1.80 hrs.

Randolph re DOC subcontract (.2); Review draft response to DOL re former student complaint (.2); email to R. Frazier re former student complaint response (.1); Review revisions to DOC subcontract (.2); email to T. Smith re activity insurance (.1);

12/23/2013	WRM	Receipt and review of email from S. Schroeder re continuing contract rule (.1); Receipt and review of email from T. Smith re Follett contract (.1); Review proposed amendments to Follett contract with others' comments (.2);	0.40 hrs.	
12/29/2013	WRM	Receipt and review of email from W. Rabon re former student complaint (.1); Receipt and review of documents re former student complaint (.1); email to W. Rabon re former student complaint (.1); Receipt and review of emails (2) from Ki. Moore re activity insurance (.2); Receipt and review of email from Ki. Moore re BIA course (.1); Receipt and review of email from J. Murdaugh (with attachments re activity insurance (.2); email to J. Murdaugh re activity insurance (.1); email to Ki. Moore re activity insurance (.1);	1.00 hrs.	
12/30/2013	WRM	Receipt and review of email from J. Murdaugh re premises rental (.1); Receipt and review of email from Ki. Moore re premises rental (.1); Receipt and review of email from B. Ingerman re CedarCrestOne contract (.1);	0.30 hrs.	
12/31/2013	WRM	Monthly Fee;		14,583.33
			Fees for this matter	\$14,583.33

Teresa Smith

Invoice# 11895

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BILLING SUMMARY

Mabile, William R	Attorney	79.30 hrs	\$14,583.33
Taylor, Winifred	Paralegal	1.80 hrs	
Fees		81.10 hrs	<hr/> \$14,583.33

Disbursements

TOTAL CHARGES FOR THIS BILL

\$14,583.33

Billed to Date Fees	\$746,836.54
Expenses	\$11,480.78
Received to Date Fees	\$717,669.88
Expenses	\$11,248.29