




February 16, 2015

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP January 23, 2015

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 five (5) of the contract at the October 20, 2014 Board meeting which shall be effective until October 31, 2015. 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 28, 2015

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

Invoice# 12752 WRM
Our file# T00007 02276
Billing through 01/23/2015

Tallahassee Community College (General)

P.O. Number: 2015 00000778

FOR PROFESSIONAL SERVICES RENDERED

01/05/2015	WRM	Prepare litigation report for J. Murdaugh (.2); Receipt and review of email from T. Smith re HR Director position (.2); email to T. Smith re HR Director position (.1); In depth review of HR Director candidates (2.2); Receipt and review of emails (2) from T. Smith re subpoena for student records (.3); email to T. Smith re subpoena for student records (.1); Receipt and review of email from M. Balinsky re HR Director position (.1); Telephone conference with T. Smith re employee issue (.2); Receipt and review of email from R. Green re subpoena for student records (.1); Receipt and review of email from F. Baglione re Level 2 screening (.1); email to T. Smith re Level 2 screening (.1); Receipt and review of email from G. Haile re campus safety (.2); email to T. Smith, C. Summers, others re campus safety (.1); Receipt and review of email from T. Smith re campus safety (.1); Telephone conference with T. Smith re food service contract, Level 2 screening, HR and AVP positions (.3); Receipt and review of email from C. Summers re campus safety (.1);	4.50 hrs.
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01/06/2015	WRM	<p>Receipt and review of Day of Dialog documents (.2); Receipt and review of email from D. Wildes re WTXL lease (.1); Receipt and review of email from A. Moran re public record request (.1); email to A. Moran re public record request (.1); Receipt and review of email from Ki. Moore re COT documents (.1); email to Ki. Moore re COT documents (.1); Receipt and review of email from T. Smith re HR Director position (.1); Receipt and review of emails (2) from C. Summers re DHSMV MOU (.2); Telephone conference with W. Rabon re two employee issues (.1); Receipt and review of email from B. Sloan re campus safety (.1); Review DHSMV MOU (.2); email to C. Summers re DHSMV MOU (.1); Receipt and review of email from T. Smith re HR Director position (.1); Continued review of HR Director candidates (.9); Telephone conference with A. Moran re record request (.1); Receipt and review of emails (3) from F. Baglione re record request (.4); emails (2) to F. Baglione re record request (.2);</p>	3.20 hrs.
01/07/2015	JCK	<p>Receipt and review of email from T. Smith re same sex marriages and enrollment in TCC Health Plan (.1); Review decision from Judge Hinkle re Florida's state attorney recognizing heterosexual marriages is unconstitutional (.8); Email to B. Mabile re same sex marriages should be treated the same as heterosexual marriages (.2); Receipt and review of emails from T. Smith re setting up open enrollment for same sex married employees and spouse (.2);</p>	1.30 hrs.
01/07/2015	WRM	<p>Receipt and review of email from B. Ingerman re WTXL lease (.1); Receipt and review of emails (3) from T. Smith re same sex spouse benefits (.3); Receipt and review of email from P. Hurley re COT documents (.1); Receipt and review of emails (2) from D. Dawson re legal issue (.2); email to D. Dawson re legal issue (.1); emails (2) to J. Murdaugh/Ki. Moore re</p>	3.40 hrs.

COT documents (.2); emails (2) to T. Smith re same sex spouse benefits (.2); Receipt and review of email from J. Chaires-Lacey re same sex spouse benefits (.1); email to F. Baglione re Level 2 screening (.1); Review and analysis of WTXL Lease - Exhibit C - Internet (.3); email to D. Wildes re WTXL Lease - Exhibit C (.1); Review and analysis of final versions of COT documents re Brogan (.5); email to T. Keith re PSAH refinancing documents (.1); Receipt and review of email to T. Keith re PSAH refinancing documents (.1); Receipt and review of email from D. Wildes re WTXL Lease - Exhibit C (.1); Receipt and review of emails (2) from F. Baglione re Level 2 screening (.2); email to T. Smith re Level 2 screening (.1); emails (2) to F. Baglione re Level 2 screening (.2); emails (2) to A. Gaughf re Level 2 screening meeting (.2); Receipt and review of email from A. Gaughf re Level 2 screening meeting (.1);

01/08/2015	JCK	Conference with T. Smith and B. Mabile at TCC re current and upcoming legal issues at college (2.5);	2.50 hrs.
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01/08/2015	WRM	Receipt and review of emails (3) from Ki. Moore re COT documents (.3); email to Ki. Moore re COT documents (.1); email to P. Hurley re COT documents (.1); Receipt and review of email from C. Mailloux re BOT committees (.1); Receipt and review of email from G. Haile re BOT committees (.1); Receipt and review of email from B. Mallowney re BOT committees (.1); Receipt and review of email from T. Gilliam re BOT committees (.1); Receipt and review of email from D. Wilson re BOT committees (.1); Receipt and review of email from J. Murdaugh re COT documents (.1); Receipt and review of email from A. Maxwell re directory information (.1); email to A. Maxwell re directory information (.1); Receipt and review of email from D. Bennett re BOT committees	4.70 hrs.
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(.1); Conference with T. Smith re Legal Services (1.5); Conference with F. Baglione re Level 2 screening (1.4); Conference with T. Smith, C. Summers, J. Chaires-Lacey re Level 2 screening (.4);

01/09/2015	JCK	Receipt and review of emails re Kent Street property in Quincy and Quiet Title action (.3); Receipt and review of emails re bid schedule for WEI (.3); Receipt and review of emails re BOT committees (.2);	0.80 hrs.
01/09/2015	WRM	Receipt and review of emails (3) from D. Wildes re WEI bid schedules (.3); Receipt and review of emails (2) from D. Wildes re WTXL Lease (.2); email to F. Baglione re Level 2 screening (.1); Receipt and review of email from Ki. Moore re WTXL Lease (.1); Receipt and review of email from B. Hunter re WEI bid schedule (.1); Receipt and review of emails (2) from B. Hinson re WEI bid schedule (.2); Receipt and review of email from P. Locascio re BOT committees (.1); Receipt and review of email from T. Smith re WEI bid schedule (.1); Receipt and review of email from M. Koehler re BOT committees (.1); Receipt and review of email from M. Miller re BOT committees (.1); Receipt and review of email from B. Babb re BOT committees (.1); Receipt and review of email from S. Gardner re BOT committees (.1); Receipt and review of email from A. Maxwell re directory information (.1); Receipt and review of email from K. Fernandes re BOT committees (.1); Receipt and review of email from D. Wildes re Quincy property (.1); Receipt and review of email from J. Murdaugh re COT documents (.1); Receipt and review of email from B. Leinback re BOT committees (.1); Receipt and review of email from P. Hurley re COT documents (.1); email to J. Murdaugh/Ki. Moore re COT documents (.1);	2.30 hrs.
01/13/2015	JCK	Steele v TCC/ Receipt, review and analysis of Complaint (.6); Receipt, review and analysis of	1.40 hrs.

correspondence from Plaintiff's counsel re service of Complaint (.1); Preparation of correspondence to T. Smith re Complaint and acceptance of service (.2); Receipt and review of email from T. Smith re service of Complaint (.1); Preparation of email to T. Smith re service of Complaint (.1); Receipt and review of correspondence from Plaintiff's counsel re service of Complaint through proper channels (.1); Preparation of correspondence to L. Wagner re service of Summons and Complaint (.2);

01/13/2015	WRM	<p>Receipt and review of email from F. Baglione re Level 2 screening (.1); Receipt and review of email from R. Frazier re response to J. Young (.1); email to R. Frazier re response to J. Young (.1); Receipt and review of email from R. Green re directory information (.1); Receipt and review of email from A. Moran re directory information (.1); Receipt and review of emails (2) from B. Ingerman re Cisco purchase (.2); Receipt and review of emails (2) from A. Gaughf re Abenity agreement (.2); Receipt and review of email from T. Smith re Cisco purchase (.1); Receipt and review of email from Ki. Moore re COT documents (.1); email to P. Hurley re COT documents (.1); Receipt and review of email from D. Wildes re WTXL lease (.1); Receipt and review of email from T. Smith re employee action (.1); email to T. Smith re employee action (.1); Receipt and review of email from D. Wildes re WEI ITB (.1); Receipt and review of email from B. Hinson re WEI ITB (.1); Receipt and review of email from Ki. Moore re WTXL Lease (.1); Receipt and review of emails (2) from D. Wildes re WEI bid schedule (.2); Receipt and review of email from T. Smith re WEI bid schedule (.1); Receipt and review of email from C. Summers re employee action (.1); Review Cisco order agreement (.2); Review and analysis of Abenity program agreement</p>	3.70 hrs.
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(.3); email to A. Gaughf re Abenity program agreement (.1); Review and analysis of recent case law re public record request/response (.2); email to A. Moran re public record request response (.1); Review Board Agenda for 1-20-15 business meeting (.5); Receipt and review of email from C. Summers re RAD program (.1);

01/14/2015	WRM	<p>Receipt and review of email from P. Hurley re COT documents (.1); Receipt and review of emails (2) from T. Smith re Abenity Program (.2); Receipt and review of email from S. Schroeder re biomedical waste permits (.1); Receipt and review of emails (3) from D. Wildes re WEI bid schedule (.3); Receipt and review of emails (2) from B. Ingerman re non-credit applicants (.2); Receipt and review of email from T. Smith re non-credit applicants (.1); Receipt and review of email from D. Bennett re exit exams (.1); Receipt and review of email from Ki. Moore re non-credit applicants (.1); Receipt and review of emails (2) from T. Smith re RAD training (.2); Receipt and review of email from T. Smith re WEI bid schedule (.1); email to B. Sloan re biomedical waste (.1); Review RAD training documents (.3); emails (2) to T. Smith/C. Summers re RAD training (.2); Review and analysis of 118.071(b) re collection of social security numbers (.2); email to TCC Vice Presidents re collection of social security numbers (.1); Analysis: Abenity Program (.6); Receipt and review of email from C. Summers re employee action (.1); Receipt and review of email from J. Chaires-Lacey re employee action (.1); email to C. Summers, others re employee action (.1); Continued analysis of HR Director applications (.5);</p>	3.80 hrs.
01/15/2015	WRM	<p>Receipt and review of email from T. Smith re employee action (.1); Receipt and review of emails (2) from C. Summers re employee action (.2); email to C. Summers re employee</p>	1.30 hrs.

action (.1); Receipt and review of court filings (2) re employee salary garnishment (.2); Receipt and review of email from E. Eunice re no FPSI biomedical waste (.1); Continued review and analysis of HR Director applications (.6);

01/16/2015	JCK	Steele v. TCC/ Receipt, review and analysis of Memorandum of Law from law clerk re FCRA minimum requirements for stating a claim for relief;	1.20 hrs.
01/16/2015	WRM	Conference with T. Smith, others re HR Director position (1.2); Conference with A. Moran re directory information, Abenity and Go Next Agreements (.8); Receipt and review of email from G. Lupton re biomedical waste (.1); Receipt and review of email from S. Schroeder re biomedical waste (.1); Receipt and review of email from T. Smith re Go Next agreement (.1); Review and analysis of FERPA directory information guidelines (.2); email to A. Moran re FERPA directory information - electronic addresses (.1); Receipt and review of email from A. Moran re FERPA directory information (.1); Telephone conference with B. Ingerman re proposed contract (.2);	2.90 hrs.
01/20/2015	JCK	Receipt, review and analysis of Board Agenda (1.8); Attend Board Meeting (2.2);	4.00 hrs.
01/20/2015	WRM	Analysis of Florida statutes re Trade secret, financial information exemption from public record disclosure (1.6); email to B. Ingerman re public record exemption for trade secret (.2); Review and analysis of Go Next Tour Agreement (.4); email to A. Moran/T. Smith re Go Next Tour Agreement (.1); Receipt and review of email from T. Smith re Go Next Agreement (.1); Receipt and review of email from A. Moran re Go Next Agreement (.1); Telephone conference (2) with O. McKinney-Williams re COT/LCSB	5.10 hrs.

agreements (.2); Telephone conference (2) with Ki. Moore re COT/LCSB agreements (.2); Attend Board Business Meeting and Workshop (2.2);

01/21/2015	WRM	Receipt and review of emails (8) from T. Smith re HR Director interviews (.8); Receipt and review of emails (2) from B. Sloan re Army Reserve MOU (.2); Receipt and review of email from S. Search re Army Reserve MOU (.1); Receipt and review of emails (2) from M. Finkelstein re Army Reserve MOU (.2); Receipt and review of emails (2) from Ki. Moore re Downtown Tallahassee New Years (.2); Receipt and review of email from Ki. Moore re Day of Dialog (.1); Receipt and review of email from L. Wang re Army Reserve MOU (.1); Receipt and review of emails (2) from C. Summers re guns on campus (.2); Receipt and review of email from B. Ingerman re trade secret exemption (.1); Review and analysis of Army Reserve MOU (.3); email to B. Sloan, others re Army Reserve MOU (.1); email to Ki. Moore re alcohol liability (.1); email to C. Summers, others re guns on campus (.1); email to B. Ingerman re trade secret protection (.1); Review and analysis of Chapter 119 - social security number confidentiality (.2);	2.90 hrs.
01/22/2015	JCK	Review and analysis of email from B. Mabile re trade secret status for Workday information (.2);	0.20 hrs.
01/22/2015	WRM	Receipt and review of email from T. Smith re HR Director position interviews (.1); Receipt and review of email from B. Ingerman re Trade Secret provision (.1); Receipt and review of emails (3) from A. Moran re Abenity Agreement (.3); Review and analysis of Abenity/Valencia agreement (.4); emails (2) to A. Moran/T. Smith re Abenity Agreement (.2);	1.10 hrs.
01/23/2015	WRM	Portion of Monthly Fee;	11,666.66

Teresa Smith

Invoice# 12752

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01/23/2015 JCK Portion of Monthly Fee;

Fees for this matter 2,916.67
\$14,583.33

BILLING SUMMARY

Knox, J. Craig Partner 11.40 hrs \$2,916.67

Mabile, William R Attorney 38.90 hrs \$11,666.66

Fees 50.30 hrs \$14,583.33

Disbursements \$0.00

TOTAL CHARGES FOR THIS BILL \$14,583.33