




September 19, 2016

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP: August 26, 2016

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 19, 2015 Board meeting and shall be effective through October 31, 2016. The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years. The Board shall be billed on an annual flat fee of \$195,000 for services of the firm as approved by the Board at the October 19, 2015 meeting.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$16,250.00.

Staff Resource

Barbara Wills

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

August 30, 2016

Barbara Wills
Vice President for Administrative Services and CBO
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 13958 JCK
Our file# T00007 02276
Billing through 08/26/2016

Tallahassee Community College (General)
P.O. Number: PO-004754

07/22/2016	MK	Review and analysis of case law re whether the same laws under the telephone consumer protections act apply to texting and phone calls and draft memo reflecting this (.9); Review and analysis of case law re what exemptions apply to educational institutions for consent required under the telephone consumer protection act and draft memo reflecting this (.8); Review and analysis of case law discussing what is classified as auto dialing under the telephone consumer protection act and if this is the same as robo calling and draft memo reflecting this (.8); Review and analysis of case law discussing if TCC can make calls solely based on a student giving us a number, can they text the student at the same number with opt in consent alone and draft memo reflecting this (.8);	3.30 hrs.
07/25/2016	JCK	Receipt and review of email from J Crosland re union vote (.1); Receipt and review of email from B Jones re facility usage (.2); Receipt and review of emails (2) from C Dwyer re facility usage (.2); Receipt and review of email from B Jones re facility usage (.1); Receipt and review of email from A Moran re conference call (.1); Email to A Moran re conference call (.1); Telephone conference with A Moran re union	6.40 hrs.

vote (.4); Receipt and review of memorandum re libel and slander (1.2); Email to B Wills re Talon issues (.4); Receipt and review of email to A Moran re union vote (.1); Receipt and review of emails (2) from D Heekin re union vote (.2); Receipt and review of email from J Crosland re union vote (.1); Receipt and review of email from A Moran re college communications (.1); Receipt and review of chart containing college communications (.5); Telephone conference with B Ingerman re college communications (.1); Receipt and review of email from B Ingerman re college communications (.1); Emails (2) to S Rowland re college communications (.2); Receipt and review of emails (2) from S Rowland re college communications (.2); Receipt and review of email from B Wills re Talon issues (.1); Email to R Grant re legal presentation (.1); Receipt and review of email from R Grant re legal presentation (.1); Receipt and review of email from S Rowland re college communications (.2); Email to S Rowland re college communications (.1); Receipt and review of memo re FCC rulings on text/phone messages (.5); Email to S Rowland re college communications (.4); Receipt and review of email from B Ingerman re college communications (.1); Email to B Ingerman re college communications (.1); Receipt and review of email from A Mathews re presuit's evaluation (.2); Email to L Kling re presuit's evaluation (.1);

07/25/2016	MK	Review and analysis of R Mobile's response to TCC's email re what type of consent recommended for emergency and non-emergency communications under the Telephone Consumer Protection Act (.4); Review and analysis of case law re whether TCC collecting telephone information on the initial enrollment application for admission without any language of the Telephone	1.60 hrs.
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Consumer Protections Act is sufficient to show the students consent to us calling and draft memo reflecting this (1.2);

07/26/2016	JCK	<p>Receipt and review of email from A Gaughf re Master's leasing agent (.1); Receipt and review of Master's leasing & rental agreement (1.2); Email to A Gaughf re Master's leasing agent (.1); Receipt, review and analysis of email from S Roakes re college communication (.1); Receipt and review of email from P Manning re college communication (.1); Review Master's leasing and rental agreement (.8); Conference with A Moran, J Crosland and D Heekin re union vote (1.2); Review and analysis of email from B Knight re subpoena duces tecum for deposition (.1); Receipt and review of subpoena duces tecum for deposition (.2); Email to B Knight re subpoena for deposition (.1); Email to A Gaughf re revised Master's lease (.1); Receipt and review of emails (2) from A Moran re Faculty Advisement issue (.5);</p>	4.60 hrs.
07/26/2016	MK	<p>Review and analysis of TCC's sublease with CareerSource to see whether any concerns stick out in preparation for making revisions B Wills wants us to make (1.1); Review and analysis of TCC's sublease with Centennial Bank to see whether any concerns stick out in preparation for making revisions B Wills wants us to make (1.7); Draft revisions B Wills wanted us to make to TCC's sublease with Centennial Bank (1.2); Draft revisions B Wills wanted us to make to TCC's sublease with CareerSource (2.3); Communicate with TCC re additional questions we have before finalizing TCC's subleases with CareerSource and Centennial Bank (.3);</p>	6.60 hrs.
07/27/2016	JCK	<p>Telephone conference with C Walsh re former student records production (.4); Receipt and review of email from B Knight re deposition (.1); Email to B Knight re deposition (.1);</p>	6.30 hrs.

Receipt and review of email from B Ingerman re college communications (.1); Email to B Ingerman re college communications (.1); Receipt, review and analysis of email from B Jones re Follett contract (.1); Review Follett contract (.4); Email to B Jones re Follett contract (.4); Review commercial sublease with CareerSource (1.8); Email to B Wills re CareerSource sublease (.1); Receipt and review of email from C Dwyer re Wakulla Christian School lease (.1); Review Wakulla Christian School lease (1.7); Telephone conference with B Ballard re Oyster Aquaculture Program (.9);

07/27/2016	MK	Make additional changes to 2nd draft of TCC's sublease with Centennial Bank (.5); Make additional changes to 2nd draft of TCC's sublease with CareerSource (1.1); Review and analysis of case law and college policies re whether TCC can force students in a program to sell oysters to one source only and draft memo reflecting this information (1.5);	3.10 hrs.
07/28/2016	JCK	Attend conference at TCC re WEI and Oyster Aquaculture program (2.4); Receipt and review of email from C Dwyer re TCC and Wakulla Christian School lease (.1); Review Wakulla Christian School lease (1.2); Email to C Dwyer re lease (.1); Receipt and review of email from B Wills re CareerSource lease (.1); Receipt and review of email from C Dwyer re Wakulla Christian School lease (.1); Review Wakulla Christian School lease (.4); Email to C Dwyer re lease (.1); Receipt and review of email from C Dwyer re lease (.1); Receipt and review of emails (2) from B Jones re lease (.2);	4.80 hrs.
07/28/2016	MK	Review and analysis of case law and TCC regulations re whether a company can donate 2% of gross annual income to TCC in perpetuity in answering B Ballard's inquiry on this issue and draft memo reflecting this (.8); Review and analysis of case law and TCC	5.90 hrs.

regulations discussing whether a company can provide TCC with the gift of a permanent boat slip at a dock in answering B Ballard's inquiry on this issue and draft memo reflecting this (.5); Review and analysis of case law and TCC regulations re whether a company can donate a marina, adjacent fish camp and nearby warehouse to TCC and then TCC leasing it back to the company for \$1 in answering B Ballard's inquiry on this issue and draft memo reflecting this (1.1); Review and analysis of case law and TCC regulations discussing whether TCC can put their logo on another company's property signs in answering B Ballard's inquiry on this issue and draft memo reflecting this (.6); Review and analysis of case law and TCC regulations re whether TCC can agree to help company with grants and receive an administration fee for every grant TCC gets for the company in answering B Ballard's inquiry on this issue and draft memo reflecting this (.8); Review and analysis of case law and TCC regulations re can a company get an insurance policy protecting not only the company but also TCC as an additional insured in answering B Ballard's inquiry on this issue and draft memo reflecting this (.5); Review and analysis of case law and TCC regulations re may a company enter an agreement with TCC which commits TCC to obtain grants for the company in the future in answering B Ballard's inquiry on this issue and draft memo reflecting this (.7); Review and analysis of case law and TCC regulations discussing what liability or conflict of interests may arise fro B Ballard as a member of TCC's executive team when TCC enters an agreement with a company he is also involved with in answering B Ballard's inquiry on this issue and draft memo reflecting this (.9);

07/29/2016	JCK	Receipt and review of email from A Gaughf re Airborne Athletics contract (.1); Receipt and	9.70 hrs.
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review of Airborne Athletics contract (.4); Email to A Gaughf re Airborne Athletics contract (.2); Receipt and review of emails (2) from B Wills re Wakulla Christian lease (.2); Email to B Wills re Wakulla Christian lease (.2); Receipt and review of email from D Frost re Wakulla Christian lease (.1); Review Wakulla Christian lease (.4); Email to D Frost re Wakulla Christian lease (.1); Receipt and review of emails (2) from C Dwyer re Wakulla Christian lease (.2); Receipt and review of email from D Frost re Wakulla Christian lease (.1); Receipt and review of emails (2) from B Koster re TCC Energy Financing documents (.2); Receipt and review of email from B Wills re TCC Energy Financing documents (.1); Receipt and review of email from G Smith re TCC Energy Financing documents (.1); Receipt and review of TCC W9 form (.1); Telephone conference with B Koster re legal name for TCC (.2); Receipt and review of email from G Smith re TCC Energy performance contract (.2); Receipt and review of email from B Wills re TCC Energy performance contract (.1); Receipt and review of email from J Brandt re TCC Energy Financing documents (.1); Receipt and review of G Smith re TCC Energy Financing documents (.1); Receipt and review of proposed resolution re TCC Energy Financing documents (.9); Revise proposed resolution re TCC Energy Financing documents (.4); Email to G Smith re TCC Energy Financing documents (.2); Receipt and review of email from B Wills re Wakulla Christian lease (.1); Receipt and review of email from B Wills re TCC Financing documents (.1); Receipt and review of email from G Smith re TCC Energy Financing documents (.1); Receipt and review of email from D Frost re Wakulla Christian contract (.1); Email to D Frost re Wakulla Christian contract (.1); Receipt and review of emails (3) from G Smith re TCC Energy

Financing documents (.3); Email to G Smith re TCC Energy Financing documents (.1); Receipt and review of final proposed resolution for TCC Energy Financing documents (.4); Emails (3) to G Smith re Resolution for TCC Energy Financing documents (.3); Receipt and review of email from B Wills re Resolution from TCC Energy Financing documents (.1); Receipt and review of email from B Jones re Wakulla Christian contract (.1); Receipt and review of emails (2) from D Frost re Wakulla Christian contract (.2); Review Wakulla Christian lease (.4); Email to B Wills re Wakulla Christian lease (.1); Email to B Jones re Wakulla Christian lease (.1); Email to B Jones re Resolution for TCC Energy Financing documents (.1); Receipt and review of TCC Energy Financing documents (1.4); Telephone conference with B Koster re TCC legal name (.1); Conference call re Union law with D Heekin, J Crosland, S Bales and F Moore-Davis (.8); Receipt and review of email from B Jones re Wakulla Christian School lease (.1);

07/29/2016	MK	Review and analysis of case law and college policies re whether TCC is prohibited from competing with private commercial interests with regards to the aquaculture class at WEI (1.3); Review and analysis of case law and college policies discussing whether it would be more beneficial for TCC to do an output/requirements contract with regards to the students selling oysters to the Co-Op (.9);	2.20 hrs.
07/30/2016	MK	Review and analysis of TCC policy to see if they have anything on employees agreeing to be monitored in the workplace (.6); Review and analysis of case law re what the expectation of privacy of employees in the workplace are and draft memo reflecting this information (1.6); Review and analysis of case law re whether the business extension exception under the Florida Wiretap Act	5.00 hrs.

applies to TCC employees when calls not intercepted by another device besides a phone and drafted memo reflecting this (1.5); Review and analysis of case law discussing what ways an employer who is lawfully monitoring employees can be found to be using discriminatory practices and draft memo reflecting this information (1.3);

08/04/2016	MK	<p>Review and analysis of case law re whether other colleges/universities have reciprocity or accept background checks from other agencies and draft memo outlining findings (1.3); Telephone conference with K Barrett at the Division of Florida colleges about whether other colleges/universities have reciprocity or accept background checks from other agencies (.6); Review and analysis of case law on if it is ok to make it the responsibility of HR to coordinate background screening and receive results in response to B Wills questions on this issue (.6); Review and analysis of case law re how to deal with current employees who did not have background checks in response to B Wills questions on this issue (.6); Review and analysis of case law re whether we should include an appeal process for Level 1 background checks in TCC's policy in response to B Wills questions on this issue (.8); Review and analysis of D Hoskins' public records request in preparation for answering A Moran's questions on what we should disclose (.2); Review and analysis of case law discussing D Hoskins' request to see if it is extensive enough to entitle us of a reasonable service charge plus the cost of duplication in preparation for answering A Moran's questions on what we should disclose and draft a response (.8);</p>	4.90 hrs.
08/05/2016	MK	<p>Communicate with A Moran re what documents to provide to D Hoskins public records request and why there are not any exemptions (.3);</p>	0.30 hrs.

08/08/2016 JCK Receipt and review of email from L Kling re Board books (.1); Receipt and review of email from A Matthews' request for back pay (.2); Receipt and review of right to back pay regular on call duties (.4); Review Statue of Limitations law re back pay (.3); Email to A Matthews re back pay issue (.2); Receipt and review of email from C Dwyer re Wakulla Christian School will not use WEI for class (.2); Receipt and review of emails (2) from R Grant re First Amendment issues (.2); Receipt and review of email from B Knight re conversation with J Young (.1); Receipt and review of recording of call (.1); Receipt and review of memo from J Blackburn re call (.1); Email to B Knight re call (.1); Receipt and review of emails (2) from S Rowland re J Young call (.2); Receipt and review of emails (2) from R Frazier re J Young call (.3); Email to R Frazier re J Young call (.1); Email to B Knight re J Young call (.1); Receipt and review of email from A Matthews re back pay issue (.1); Email to A Matthews re back pay issue (.1); Receipt and review of email from J Adams re Union coverage (.1); Receipt and review of Union Coverage excerpts (.4); Receipt and review of email from A Matthews re back pay issue (.1); Preparation of proposed Release of back pay claim (.8); Email to A Matthews re back pay claim (.1); Receipt and review of email from B Wills re background screening from others (.3); Receipt and review of memo of law re background screening (.8); Email to B Wills re background screening reciprocity (.4); Receipt and review of email from B Wills re draft employee background checks (.3); Receipt and review of draft employee background check (.7); Email to D Heekin and J Crosland re draft background screening policy (.2); Telephone conference with D Heekin re background check policy (.3); Email to B Wills re background check

policy (.3);

08/09/2016	JCK	<p>Receipt and review of email from B Wills re background screening (.1); Telephone conference with B Wills re background screening (.1); Receipt and review of email from G Smith re Seimen's project (.1); Receipt and review of email from C Summers re MOU Wakulla EMS (.1); Receipt and review of email from A Moran re union signage (.1); Receipt and review of email from J Crosland re union signage (.1); Receipt and review of email from M Robeck re SOW office hours (.1); Receipt and review of SOW for office hours (.6); Email to M Robeck re SOW office hours (.1); Review law re cost of background screening (.6); Email to B Wills re background screening (.3);</p>	2.30 hrs.
08/10/2016	JCK	<p>Telephone conference with R Pople re meeting (.1); Receipt and review of email from B Wills re background screening (.1); Email to B Wills re background screening (.1); Telephone conference with F Moore Davis re accreditation issue (.2); Receipt and review of email from A Matthews re employee discipline (.1); Receipt and review of documents from employee discipline (.8); Email to A Matthews re employee discipline (.2); Receipt and review of email from A Gaughf re Miami Dolphin Corporate Sponsorship Agreement (.1); Receipt and review of Miami Dolphin Corporate Sponsorship Agreement (.7); Revise Miami Dolphin Corporate Sponsorship Agreement (.3); Email to A Gaughf re Miami Dolphin Sponsorship Agreement (.1); Receipt and review of email from C Dwyer re All Rec Solutions Contract (.1); Review All Rec Solutions Contract (.8); Email to C Dwyer re All Rec Solutions Contract (.4); Receipt and review of email from F Moore Davis re accreditation issue (.1); Receipt and review of proposed disciple letters (.5); Email to J Crosland re accreditation issue (.3); Telephone</p>	6.50 hrs.

conference with J Crosland re accreditation issue and collective bargaining issue (.2); Review SS 447.605 Fla. Stat. (.3); Email to F Moore Davis re accreditation (.1); Telephone conferences (2) with F Moore Davis re accreditation (.5); Email to F Moore Davis re procedures for employee termination (.4);

08/10/2016	MK	Review and analysis of F Moore-Davis' email to see grounds for disciplining employees who did not gain accreditation before analyzing issue (.4); Review and analysis of case law and TCC policies to determine whether TCC can fire faculty who did not gain accreditation and draft response to F Moore-Davis' email (1.5);	1.90 hrs.
08/11/2016	JCK	Receipt and review of email from C Dwyer re All Rec Solutions Contract (.1); Receipt and review of Board Agenda Book for Aug 15, 2016 (1.8); Receipt and review of emails (2) from B Koster re TCC Energy Financing documents (.2); Receipt and review of email from B Wills re TCC Energy Financing documents (.1); Receipt and review of email from M Craddock re TCC Energy Financing documents (.1); Receipt and review of email from G Smith re TCC Energy Financing documents (.1); Receipt and review of email from R Tolson re Title IX Investigation (.1); Email to R Tolson re Title IX Investigation (.1); Review of Title IX Investigation Report (.4); Receipt and review of proposed Title IX determination (.2); Receipt and review of email from G Smith re closing documents for Energy Contract (.1); Receipt and review of closing documents (1.2); Receipt and review of email from B Koster re closing documents (.1); Receipt and review of email from G Smith re Master Equipment Lease Agreement (.1); Receipt and review of Master Equipment Lease/Purchase Agreement (.8); Attend conference with R Pople (1.5); Receipt and review of email from S Rowland with Student Services contract (.1); Receipt and review of	10.30 hrs.

Utility payment Kiosk contract (.3); Review of Utility Payment Kiosk contract (.1); Email to S Rowland re Utility Payment Kiosk contract (.1); Attend conference call re closing documents for TCC-Energy Financing agreement (.4); Receipt and review of email from G Smith re Siemens Performance Contracting agreement (.1); Receipt and review of Siemens's Performance Contracting agreement (.8); Receipt and review of email from A Mathews re employee dismissals (.1); Receipt and review of dismissal documents (.3); Receipt and review of dismissal letters (.4); Review of TCC Policy 05-16 (.3); Email to A Mathews re employee dismissal (.3);

08/12/2016	JCK	<p>Receipt and review of email from F Moore-Davis re employee dismissals (.1); Receipt and review of revised dismissal documents (.4); Email to F Moore-Davis re dismissal letters (.2); Receipt and review of email from B Koster re closing documents (.2); Email to B Wills re TCC Energy Financing Documents (.); Receipt and review of emails (2) from B Wills re TCC Energy Financial Agreement (.2); Email to B Wills re TCC Energy Financial Agreement (.1); Receipt and review of email from A Moran re board meeting (.1); Email to B Koster re TCC Energy Financial Agreement (.2); Receipt and review of emails (2) from B Wills re tax exempt form (.2); Receipt and review of TCC's tax exempt form (.1);</p>	1.90 hrs.
08/15/2016	JCK	<p>Receipt and review of email from R Frazier re CFP contract (.1); Receipt and review of CFP Board Registered Program Renewal Application (.8); Email to R Frazier CFP renewal application (.1); Revise CFP Board Registered Program Renewal Application (.4); Receipt and review of email from B Jones re All Rec Solutions contract (.1); Receipt and review of email from C Dwyer re All Rec Solutions contract (.1); Receipt and review of</p>	7.40 hrs.

email from E Magee re TCC Insurance (.1);
 Receipt and review of email from B Wills re
 TCC Insurance (.1); Receipt and review of
 Certificates of Insurance (.1); Receipt and
 review of email from G Smith re revised
 Authorization Schedule (.1); Attend Board
 Meeting and Workshop (5.4);

08/16/2016	JCK	<p>Preparation of opinion letter to Banc of America for Energy Financing (.2); Email from C Dwyer re All Rec Solutions contract (.1); Receipt and review of All Rec Solutions revised contract (.7); Review All Rec Solutions contract (.4); Email to C Dwyer re All Rec Solutions contract (.2); Email to R Frazier re CFP contract (.4); Receipt and review of emails (2) from B Koster re TCC Insurance (.2); Receipt and review of email from E Magee re "Fuse" closing documents (.1); Receipt and review of "final" closing documents (.9); Receipt and review of email from B Wills re "final" closing documents (.1); Email to B Wills re "final" closing documents (.1); Receipt and review of emails (3) from G Smith re "final" closing documents (.3); Receipt and review of email from B Jones re "final" closing documents (.1); Receipt and review of email from G Culin re "final" closing documents (.1); Receipt and review of modified financing documents (.6); Receipt and review of email from E Magee re financing documents (.1); Receipt and review of email from G Smith re financing documents (.1); Receipt and review of emails (2) from S Rowland re student emergency procedure (.7); Receipt and review of proposed student emergency procedure (.4); Email to S Rowland re student emergency procedure (.1);</p>	5.50 hrs.
08/16/2016	MK	<p>Review and analysis of emergency procedure for student with epilepsy to see whether it opens TCC up to liability (.6); Review and analysis of case law and similar college policies on emergency procedures for seizures</p>	1.50 hrs.

to see if J Chorpening's emergency procedure opens TCC up to liability (.9);

08/17/2016	JCK	Receipt and review of email from B Jones re All Rec Solutions contract (.1); Receipt and review of emails (2) from B Wills re student emergency procedures (.2); Receipt and review of email from S Rowland re student emergency procedures (.1); Preparation of Litigation and Administrative Actions involving TCC to President Murdaugh (.9); Email to B Wills re student emergency procedures (.6);	1.90 hrs.
08/17/2016	MK	Review and analysis of case law to see if an instructor and/or students at TCC would be subjected to Good Samaritan Law and if they were, when does it kick in and what duty do they have to a student having a seizure (1.1); Review and analysis of case law and similar college policies to see whether a release of liability would be valid for an instructor's negligence at TCC for a student who has a seizure and the condition worsens (1.3); Draft release of liability re accommodating students with seizures (1.2);	3.60 hrs.
08/18/2016	JCK	Receipt and review of email from A Gaughf re WSTC contract (.1); Receipt and review of WSTC contract (.7); Email to A Gaughf re WSTC contract (.1); Receipt and review of email from F Moore-Davis re Oxford University Press license (.1); Receipt and review of Oxford University Press license (1.2); Prepare proposed revision to Oxford University Press license (.4); Email to F Moore-Davis re Oxford University Press license (.2); Receipt and review of email from E Magee re closing documents (.1); Receipt and review of final revisions to Energy Financing closing documents (1.0); Receipt and review of email from C Summers re student emergency procedures (.1); Email to C Summers re student emergency procedures (.1); Receipt and review of email from Brad	6.30 hrs.

Koster re transfer of funds for Energy Financing contract (.1); Receipt and review of email from T Popollies re funds transfer (.1); Receipt and review of email from G Smith re funds transfer (.1); Review emergency student release with waiver (.4); Receipt and review of email from J Baur re revised student emergency plan (.1); Receipt and review of revised student emergency plan (.4); Email to B Wills re Release and waiver of liability for student energy plan (.2); Receipt and review of email from B Wills re Liability Release for student emergency plan (.1); Receipt and review of email from C Summers re liability release for student emergency plan (.1); Receipt and review of email from A Moran re Answer sheets (.1); Review public records law (.3); Emails (2) to A Moran re Answer sheets (.2)

08/19/2016	JCK	<p>Receipt and review of emails (3) from A Moran re Answer sheets (.3); Receipt and review of email from J Bauer re student emergency procedure (.1); Email to A Moran re Answer sheets (.1); Receipt and review of email from A Moran re union issue (.1); Receipt and review of email from J Crossland re Collective Bargaining (.1); Receipt and review of email from A Moran re former employee reference request (.1); Receipt and review of request for information on former employee (.3); Receipt and review of former employee's waiver of confidentiality (.2); Email to A Moran re former employee information (.1); Receipt and review of email to A Moran re union issues with attachments (.8); Receipt and review of final information sheets for Board of Trustees (.3);</p>	2.50 hrs.
08/19/2016	MK	<p>Review and analysis of case law and attorney general opinions discussing whether a bubble/scantron sheet is subject to disclosure under a public records request (.7);</p>	0.70 hrs.

08/22/2016	JCK	<p>Receipt and review of emails from S Rowland re College use of social security numbers (.2); Review and analysis of statutory law re education institution's use of student social security numbers (1.4); Email to S Rowland re use of social security numbers (.8); Receipt and review of emails (2) from D Heekin re union vote order from PERC (.2); Receipt and review of email from A Moran re union vote order from PERC (.1); Receipt and review of email from A Matthews re faculty dismissal hearing request (.6); Email to L Kling re faculty dismissal hearing request (.1); Receipt and review of email to A Matthews re faculty dismissal hearing request with attachments (.5); Telephone conference with S Rowland re TCC use of social security numbers (.3); Telephone conference with A Matthews re potential hearing examiner (.3); Research potential hearing examiner (1.4); Email to A Matthews hearing examiner (.2); Receipt and review of email from L Kling re board decision (.1); Receipt and review of TCC Policy 5-16 (.4); Email to L Kling re Board decision (.4); Email to L Kling re Board decision re Policy 5-16 (.7); Receipt and review of email from President Murdaugh re hearing examiner (.1); Email to President Murdaugh re hearing examiner (.1); Receipt and review of email from L Kling re special Board of Trustees meeting (.1); Email to L Kling re special Board of Trustees meeting (.1); Receipt and review of email from President Murdaugh re hearing examiner (.1);</p>	8.20 hrs.
08/22/2016	MK	<p>Review and analysis of case law re whether TCC's application for students requires social security numbers and how this affects students who received financial aid (1.1);</p>	1.10 hrs.
08/23/2016	JCK	<p>Receipt and review of email from M Robeck re Workday Training Statement of Work (.1); Receipt and review of Workday Training Statement of Work (.6); Email to M Robeck re</p>	3.40 hrs.

Workday Training Statement of Work (.1);
 Receipt and review of email from L Kling re
 special Board of Trustees meeting (.1);
 Telephone conference with N Clark re hearing
 examiner (.1); Receipt and review of email
 from President Murdaugh re hearing examiner
 (.1); Email to A Matthews re hearing examiner
 (.1); Receipt and review of amended notice of
 appeal (.1); Telephone conference with N
 Clark re potential service as hearing examiner
 (.2); Email to N Clark re potential service as
 hearing examiner (.2); Email to President
 Murdaugh re N Clark's willingness to serve as
 hearing examiner (.1); Receipt and review of
 email from A Moran re Collective Bargaining
 (.2); Receipt and review of email from M
 Hackathorn re FLDEM/FEMA Insurance
 Commitment Acknowledgement (.9);
 Telephone conference with L Kling re special
 Board of Trustees meeting (.1); Email to L
 Kling re special Board of Trustees meeting
 (.1);

08/24/2016	JCK	<p>Receipt and review of email from A Gaughf re Executive Team Assistants (.1); Receipt and review of email from Judge N Clark re service as a hearing examiner (.1); Receipt and review of email from L Kling re location of termination hearing (.1); Review of Policy 5-16 (.3); Email to L Kling re locatin of termination hearing (.1); Telephone conference with R Sniffen re representative at termination hearing (.4); Email to L Kling re written note to Board of requests for hearings (.1); Email to A Moran re "Phishing" warning (.1); Receipt and review of email from B Ingraham re "Phishing" warning (.1); Email to L Kling re assistance for President Murdaugh (.1); Receipt and review of email from C Dwyer re Oyster Class Contract (.1); Review Oyster Class Contract (.6); Receipt and review of addendum to Oyster Class Contract (.4); Receipt and review of email to B Jones re</p>	2.70 hrs.
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Oyster Class Contract (.1);

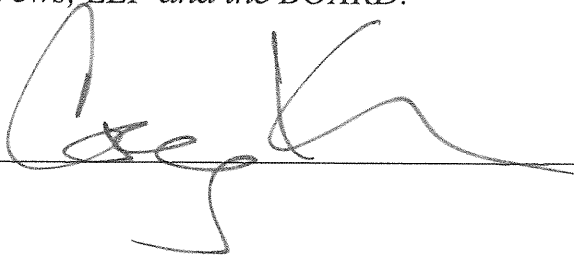
08/25/2016	JCK	Receipt and review of email form R Sniffen re representation of President (.1); Review Oyster Aquaculture contract (.6); Receipt and review of email from B Jones re Oyster Aquaculture class (.1); Receipt and review of email from A Moran re union issues with attachments (.5); Receipt and review of email from A Matthews re grievance procedure (.1); Receipt and review of grievance supporting documentation (.9);	2.30 hrs.
08/26/2016	JCK	Receipt and review of email from President Murdaugh re Faculty Dismissal hearing process (.1); Review hearing process (.4); Email to President Murdaugh re hearing process (.4); Telephone conference with A Matthews re workplace violence threats (.3); Telephone conference with A Matthews re employee discipline (.1); Receipt and review of email from R Sniffen re hearing (.1); Email to R Sniffen re hearing (.1); Receipt and review of emails (2) from R Tolson re bloodborne pathogens with attachments (.2); Receipt and review of email from A Gaughf re Arresting Communications Agreement (.1); Receipt and review of Arresting Communcationss Agreement (.4); Preparation of correspondence to A Gaughf re legal review of Arresting Communcations Agreement (.1);	2.30 hrs.
08/26/2016	JCK	Portion of Monthly Fee;	\$11,570.00
08/26/2016	MK	Portion of Monthly Fee;	\$4,680.00
		Fees for this matter	\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	103.00 hrs	\$11,570.00
Kelly, Michael	Attorney	41.70 hrs	\$4,680.00
Fees		144.70 hrs	\$16,250.00
Disbursements			\$0.00

TOTAL CHARGES FOR THIS BILL \$16,250.00

I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Andrews, LLP and the BOARD.

A handwritten signature in black ink, appearing to be 'C. K.', written over a horizontal line.

, Firm Contract Administrator