




February 20, 2017

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, President 

**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP:  
December 30, 2016

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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 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 (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. The Board approved the first annual renewal of this contract effective November 1, 2016 through October 31, 2017 at the September 19, 2016 Board 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 & LONGFELLOW, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

December 30, 2016

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

Invoice# 14238 JCK  
Our file# T00007 02276  
Billing through 12/30/2016

Tallahassee Community College (General)  
P.O. Number: PO-005527

FOR PROFESSIONAL SERVICES RENDERED

11/29/2016	MK	Preparation of memo outlining drone laws for meeting to discuss potential (.8)	0.80 hrs.
11/30/2016	JCK	Receipt and review of emails (x2) from A Mathews re employee concerns (.2); Receipt and review of email from A Mathews re employee concerns with attachments (.4); Receipt and review of email from S Mathews re objections to TCC Motion to Supplement (.1); Email to Judge Clark re TCC's Motion to Supplement (.1); Telephone conference with A Moran re public records request (.8); Receipt and review of email from R Hathaway re lease agreement (.1); Email A Mathews re employee concerns (.1); Receipt and review of email from R Tolson re Title IX issues with proposed responses (.3); Email to R Tolson re proposed Title IX responses (.1); Receipt and review of email from C Dwyer re meeting for drone class (.2); Receipt and review of email from R Hall re meeting for drone class (.1); Receipt and review of email from S Mathews' office re Reply to Motion to Supplement (.1); Receipt and review of faculty member's Reply to Motion to Supplement (.5); Email to Judge Clark re Reply to Motion to Supplement (.1);	5.40 hrs.

Email to S Mathews' office re Reply to Motion to Supplement (.1); Receipt and review of research re drone class request (1.4); Receipt and review of email from A Mathews re employee issue with supporting documentation (.4); Email to B Wills re Bookstore contract (.1); Email to A Mathews re employee issue with supporting documentation (.2)

12/01/2016	JCK	Telephone conference with A Moran re public records request (.4); Attend conference at TCC with B Ballard, C Dwyer, R Hall, B Wills and B Jones (1.8); Attend conference with B Jones and B Wills re contracts (1.1); Receipt and review of emails (x2) from A Moran re public records request (.2); Email to A Moran re public records request (.3); Receipt and review of email from A Mathews re employee absence issue (.1); Email to A Mathews re employee absence issue (.1); Receipt and review of emails (x2) from R Hall re drone class (.2); Receipt and review of email from C Dwyer re drone class (.1); Receipt and review of email from A Issac re witness subpoenas (.1); Receipt and review of Witness Subpoenas (.2); Email to A Issac re witness subpoenas (.2)	4.80 hrs.
12/02/2016	JCK	Receipt and review of email from B Jones re service contract (.1); Receipt and review of email from A Issac re trial subpoena (.1); Receipt and review of email from A Mathews re employee issue (.1); Preparation of email to A Mathews re employee issue (.1)	0.40 hrs.
12/02/2016	MK	Review and analysis of case law re public records and educational records under FERPA (.5)	0.50 hrs.
12/05/2016	JCK	Receipt and review of email from A Mathews re employee issue (.1); Telephone conference with Judge Clark re Faculty Dismissal Hearing (.2); Receipt and review of email from A Moran re public records request (.2); Email to A Moran re public records request (.7);	1.60 hrs.

		Receipt and review of email from A Moran re public records request and college closure (.1); Email to A Moran re public records request and college closure (.1); Email to A Moran re public records (.1); Receipt and review of email from A Moran re public records (.1)	
12/06/2016	JCK	Telephone conference with B Ballard re WEI (.7); Telephone conference with R Tolson re employee issue (.1); Receipt and review of emails (x2) from A Moran re public records request (.4); Emails (x2) to A Moran re public records request (.3)	1.50 hrs.
12/06/2016	MK	Review and analysis of case law re since Title IX investigations and public records (.7)	0.70 hrs.
12/07/2016	JCK	Receipt and review of email from A Moran re public records request (.1); Receipt and review of public records request (.4); Email to A Moran re public records request (.2); Receipt and review of email from A Mathews re trial subpoena (.1); Receipt and review of trial subpoenas (.2); Email to A Moran re public records request (.1); Email to A Mathews re trial subpoena (.2); Prepare Notice of Hearing on Petitioner's Motion to Supplement Records in faculty dismissal hearing (.2); Receipt and review of email from A Moran re contract provision (.1); Receipt and review of email from A Moran re public records request (.1); Receipt, review and analysis of correspondence from R Sniffen re faculty dismissal (.1); Receipt and review of statement from R Sniffen (.4); Email to R Hathaway re Sniffen statement (.1); Receipt and review of email from A Moran re public records request (.1); Email to A Moran re public records request (.1) Email to B Wills re 21st Century Grant, Gadsden county (.1); Review confidentiality forum (.8); Email to A Moran re confidentiality forum (.1); Telephone conference with T Harman re December 13th hearing (.3); Receipt and review of email from	4.50 hrs.

A Moran public records request (.2); Email to A Moran re public records request (.1); Receipt and review of email from B Wills re 21st Century Grant (.1); Receipt and review of email from S Rowland re 21st Century Grant (.1); Receipt and review of email from A Bradbury re 21st Century Grant (.1); Receipt and review of email from K Moore re 21st Century Grant (.1)

12/07/2016	MK	Review bookstore agreement with Follett before drafting proposed amendment to it (.8); Draft amendment to bookstore agreement between TCC and Follett to add provisions related to Flagler College (1.6); Review and analysis of other college's confidentiality agreements prior to drafting confidentiality agreement for third parties to redact TCC's public records requests to determine appropriate language (1.2); Draft confidentiality agreement for third parties to redact TCC's public records requests (1.3)	4.90 hrs.
12/08/2016	JCK	Telephone conference with R Tolson re Title IX issue (.4); Telephone conference with A Moran re public records request (.2); Telephone conference with A Moran re employee issue (.1); Receipt and review of email from A Moran re public records request (.2); Review SS 44.102 Fla. Stat. (.4); Emails (x4) to A Moran re public records request (.5); Review and analysis of emails (x3) from A Moran re public records request (.3); Telephone conference with A Mathews and D Herr re employee issue (.5); Telephone conference with A Mathews re employee FMLA issue (.3); Receipt and review of email from R Frazier re contract review (.1); Receipt and review of proposed contract (1.2); Email to R Frazier re contract (.1)	4.30 hrs.
12/08/2016	MK	Review and analysis of public records issue (.7)	0.70 hrs.

12/13/2016	JCK	Attend Case Management Conference and Hearing on Motion to Supplement for Faculty Dismissal Hearing (1.6); Telephone conference with R Tolson re grievance procedure (.1); Receipt and review of email from A Bradbury re contract review (.1); Review Click It or Ticket contract (.4); Email to A Bradbury re contract review (.1); Receipt and review of email from S Mathew re objection to Motion to Supplement with supporting case law (.8); Receipt and review of email from F Moore-Davis re contract revisions (.2); Receipt and review of contract for review with revisions (.8); Receipt and review of email from A Mathews re employee issues (.1); Receipt and review of documentation re employee issues (.5); Email to A Mathews re employee dismissal (.1); Email to C Dwyer re lease extension (.2); Receipt and review of Lease Agreement (.8); Email to C Dwyer re Lease Agreement (.1); Review and analysis of email from A Moran re public records request (.1); Receipt and review of email from B Jones re lease payout (.1); Receipt and review of email from C Dwyer re furniture (.1); Receipt and review of email from C Dwyer re Lease Agreement (.1); Email to F Moore-Davis re contract revisions (.2)	6.50 hrs.
12/13/2016	MK	Review and analysis of case law re student directory information (.7)	0.70 hrs.
12/14/2016	JCK	Receipt and review of email from A Mathews re employee issues (.1); Receipt and review of email from C Dwyer re lease agreement (.1); Receipt and review of emails from A Maxwell re public records requests (.2); Review FERPA (.4); Email to A Maxwell re public records request (.2); Telephone conference with R Tolson re TCC Grievance policy (.4); Receipt and review of email from C Dwyer re lease agreement (.1); Receipt and review of email from A Moran re Senate bill (.1); Receipt and review of Senate bill (.7)	2.30 hrs.


12/15/2016	JCK	Preparation of email to A Moran re Senate Bill on IT security (.1); Receipt and review of email from R Frazier re contract review (.1); Receipt and review of email from A Mathews re FCHR claim dismissal (.1); Receipt and review of FCHR claim dismissal (.1)	0.10 hrs.	
12/15/2016	MK	Review and analysis of specific statutes re educational records (.5); Review and analysis of correspondence and documents pertaining to employee issue (1.1); Review and analysis of correspondence and documents pertaining to employee issue (1.3)	2.90 hrs.	
12/16/2016	JCK	Revise College Partner contract agreement (.6); Email to R Frasier re College Partner contract agreement (.2); Receipt and review of email from E Jones re public records request (.1); Receipt and review of email from A Moran re public records request (.1); Email to E Jones re public records request (.3)	1.30 hrs.	
12/20/2016	MK	Review timeline for when a Claimant must file a disability discrimination claim with the FCRA and if no cause is found how much time he has to file suit (.7); Review timeline for when a Claimant must file a race discrimination claim with the FCRA and if no cause is found how much time he has to file suit (.6)	1.30 hrs.	
12/21/2016	JCK	Preparation of monthly memorandum to President Murdaugh of current administrative actions and litigation involving TCC (1.2)	1.20 hrs.	
12/27/2016	JCK	Revise/edit Amendment to Bookstore contract (1.1)	1.10 hrs.	
12/27/2016	MK	Revise amendment to contract (.5)	0.50 hrs.	
12/28/2016	JCK	Review/edit Amendment to Follett contract (1.7); Prepare email to B Wills re contract amendment (.1)	1.80 hrs.	
12/30/2016	JCK	Portion of Monthly Fee		\$12,008.00
12/30/2016	MK	Portion of Monthly Fee		\$4,242.00
Fees for this matter				\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	36.80 hrs	\$12,008.00
Kelly, Michael	Attorney	13.00 hrs	\$4,242.00
Fees		49.80 hrs	<hr/> \$16,250.00
Disbursements			\$0.00
TOTAL CHARGES FOR THIS BILL			<hr/> \$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 & Longfellow, LLP and the BOARD.*

 \_\_\_\_\_, *Firm Contract Administrator*