



May 15, 2017

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP: April 25, 2017

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. 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

April 25, 2017

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

Invoice# 14471 JCK
Our file# T00007 02276
Billing through 04/20/2017

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

FOR PROFESSIONAL SERVICES RENDERED

03/24/2017	MK	Review and analysis of case law re College Trustees issue (1.5); Review and analysis of case law and TCC policies re continuity of College organizations (1.3)	2.80 hrs.
03/27/2017	JCK	Receipt and review of email from J Murdaugh re Board of Trustee issue (.2); Review law and DOE regulation (1.8); Telephone conference with L Kling re Board of Trustee issue (.2); Receipt and review of email from S Rowland re employee issue (.4); Receipt and review of email from B Jones re employee issue with attachments (.4); Telephone conference with J Young (.1); Receipt and review of email from DOE OCR re complaint investigation (.2); Review DOE OCR file (.8); Telephone conference to DOE OCR re complaint investigation (.1); Receipt, review and analysis of correspondence from P Wether re DOE OCR Complaint (.1); Receipt, review and analysis of DOE OCR Complaint (.6); Receipt and review of email from S Rowland re employee issue (.1); Email to B Jones re	5.40 hrs.

employee issue (.4)

03/28/2017	JCK	Receipt and review of email from B Jones re Employee issue (.1); Review TCC policies (.5); Email to B Jones re employee issue (.2); Telephone conference with B Ballard re WEI issue (.4); Email to B Wills re lift station (.2); Receipt and review of email from B Jones re employee issue (.1); Receipt, review and analysis of email from S Cole re refinancing (.4)	1.90 hrs.
03/29/2017	JCK	Prepare correspondence to Board of Trustees re Faculty Dismissal Order and Record (1.4); Begin assembling index of Record of Hearing for Faculty member (2.4); Receipt and review of emails (x2) from L Kling re public inquiry (.2); Email to L Kling re public inquiry (.1); Email to R Frazier re public inquiry (.1); Receipt and review of public inquiry (.2)	4.40 hrs.
03/30/2017	JCK	Receipt and review of email from B Jones re employee issue (.1); Receipt and review of email from M Robeck re IT issue (.4); Receipt and review of supporting documents re IT issue (.3); Review law re Financial Aid (1.8); Email to M Robeck re IT issue (.4); Receipt and review of email from R Frazier re public inquiry (.1); Preparation of correspondence to J Young re public inquiry (.8); Telephone conference with Judge Clark re faculty dismissal (.2); Receipt and review of email from R Hathaway re outside legal services (.1)	4.20 hrs.
03/30/2017	MK	Review and analysis of TCC Financial Aid forms re FERPA issue information (.4); Review and analysis of case law FERPA issue(1.0)	1.40 hrs.

03/31/2017	JCK	Receipt and review of email from M Robeck re Plaintiff issue (.1); Telephone conference with J Young re information request (.1); Email to L Kling re information request (.1); Receipt and review of email from L Kling re information request (.1); Review documents requested by J Young (.4); Preparation of correspondence to J Young re document request (.4); Assist in production of records from Faculty Member Dismissal (2.6); Receipt and review of email from A Moran re public records request (.1)	3.90 hrs.
04/03/2017	JCK	Review of voicemail message from J Young re his letters to college (.1); Receipt and review of emails from EE Eunice re conference at FPSI (.4); Receipt and review of email from R Moore re conference at FPSI (.2); Receipt and review of email from C Dwyer re boat waiver (.1); Receipt and review of proposed boat waiver (.3); Receipt and review of email from B Jones re boat waiver (.1); Email to B Jones re boat waiver (.1); Telephone conference with Judge N Clark re Final Order (.2); Conference with N Clark re Final Order (.7); Receipt and review of Final Order (.4)	2.60 hrs.
04/04/2017	JCK	Receipt and review of emails (x2) from C Dwyer re waiver (.2); Telephone conference with A Moran re use of campus facilitator (.4); Review law re boating release (1.8); Telephone conference with J Young re transcript request (.4); Email to R Frazier re transcript request (.1); Receipt and review of emails (x3) from B Knight re transcript request (.3); Emails (x2) to Brenda Knight re transcript request (.2); Receipt and review of email from J Steele re transcript request (.1); Receipt and review of email from A Moran re public	5.50 hrs.

records request (.2); Telephone conference with A Moran re public records request (.4); Prepare boat release (1.2); Email to B Jones re boat release (.1); Receipt and review of email from B Jones re boat release (.1)

04/05/2017	JCK	Receipt and review of emails (x2) from President Murdaugh re Order in Faculty Dismissal hearing (.2); Email to President Murdaugh re Order in Faculty Dismissal hearing (.2); Review law re notice and board agenda items (.9); Telephone conference with J Young re letters to College (.2); Receipt and review of email from C Dwyer re Boat Release (.1); Review Boat Release (.1); Receipt, review and analysis of law re issue for board meeting consideration (.8); Email to President Murdaugh and C Pople re board meeting issue (.4); Receipt and review of email from B Jones re boat release (.1); Receipt and review of email from President Murdaugh re Board of Trustees issue (.1)	3.10 hrs.
04/06/2017	MK	Revise bill of sale for the force main and lift station to include additional information we have received (.3); Review and analysis of property where force main and lift station are to determine who owns property on county appraisers site in preparation for revising bill of sale for the force main and lift station (.2); Communicate with Debby Prebble to see how we should describe the force main and lift station in the bill of sale (.2)	0.70 hrs.
04/07/2017	JCK	Receipt and review of emails (x2) from C Dwyer re boat release (.2); Receipt and review of email from Sniffen & Spellman re legal invoices (.1); Receipt and review of two legal invoices for two faculty member dismissal cases (.4); Email to B Wills re legal invoices	5.70 hrs.

(.1); Receipt and review of email from B Knight re subpoena for records from TCC (.1); Receipt and review of subpoena for records with attachments (.4); Receipt and review of email from TCC to student re subpoena for records (.1); Email to B Knight re subpoena production (.1); Receipt and review of emails (x2) from A Moran re campus film proposal (.2); Receipt and review of campus film proposal (.3); Email to A Moran re campus film proposal (.1); Receipt and review of location releases (.5); Email to A Moran re proposed location release (.2); Receipt and review of email from A Moran re subpoena for records (.1); Receipt, review and analysis of correspondence from re subpoena (.1); Receipt and review of subpoena (.1); Telephone conference with A Moran re subpoena (.1); Receipt and review of email from B Wills re film proposal (.1); Receipt and analysis of email from C Dwyer re boat release (.1); Review and analysis of email from B Knight re subpoena production (.1); Receipt and review of email from L Kling re board meeting (.1); Telephone conference with OCR re student complaint (.1); Telephone conference with R Pople re Board Meeting (.2); Receipt and review of email from R Pople re Board Meeting (.1); Email to L Kling re Board Meeting (.2); Review property with lift station at Property Appraiser's website (.9); Email to B Wills re lift station (.4); Email to A Moran re compliance with subpoena (.2)

04/07/2017	JCK	Receipt and review of email from L Kling re Board meeting (.1); Emails (x2) to L Kling re Board meeting (.2); Receipt, review and analysis of J Young transcript (.2); Preparation of correspondence to J Young re transcript (.2); Telephone conference with R Tolson re equity issues (.4); Telephone conference with B Wills re Board Agreement (.2); Review and	5.60 hrs.
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analysis of email from R Hathaway re Board meeting (.1); Receipt and review of Board Agenda Hearing (.3); Review Board Agenda Hearing (.4); Receipt and review of emails (x2) from S Rowland re employee issue (.2); Receipt and review of documents policy to employee issue (.4); Email to S Rowland and B Jones (.1); Telephone conference with A Moran re public records request (.3); Receipt and review of email from A Moran re public records request (.2); Email to B Jones re employee issue (.1); Receipt and review of email from R Hathaway re Attorney fee invoices (.1); Email to R Hathaway re attorney fee invoices (.1); Email to S Rowland re employee issue (.1); Revise Bill of Sale for Lift Station (.7); Email to B Wills re Lift Station (.1); Receipt and review of emails (x2) from A Moran re public records request (.3); Email to A Moran re public records request (.1); Receipt and review of emails (x2) from A Moran re Law Enforcement request for information (.2); Receipt and review of executed Release of Information (.3); Email to A Moran re Release of Information (.1); Receipt and review of email from B Wills re Lift Station (.1)

04/10/2017	JCK	Receipt and review of emails (x2) from S Rowland re employee issue (.3); Receipt and review of email from B Jones re employee issue (.1); Receipt and review of email from H Davis re employee issue (.1); Telephone conference with A Moran re public records request (.4); Receipt and review of email from R Rapisaredo re EEOC claim (.2); Receipt and review of email from C Dwyer re MOU (.1); Receipt and review of MOU with Girl Scouts (.4); Receipt and review of email from B Jones re MOU (.1); Receipt and review of email from C Dwyer re MOU (.1); Revise MOU (.8); Email to C Dwyer re MOU (.1); Receipt and	8.00 hrs.
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review of email from A Moran re public records request (.1); Receipt and review of attachments with public records request (.9); Email to A Moran re public records request (.2); Receipt and review of email from A Moran re public records request (.1); Receipt and review of email from C Dwyer re MOU (.1); Telephone conference with S Webster re potential claims (.4); Email to B Wills re potential claims (.3); Receipt, review and analysis of email from A Bradburry re contract breach (.9); Receipt and review of documents pertaining to contract breach (.9); Conference call w B Ballard and C Dwyer re Oyster Aquaculture class (.8); Telephone conference with B Jones re employee issue (.2); Receipt and review of email from C Dwyer re Oyster class (.1); Receipt and review of Oyster class attachment (.2); Receipt and review of email from A Bradbury re WMI contract modification (.1); Receipt and review of WMI contract (.4); Receipt and review of proposed WMI contract modification (.2); Email to A Bradbury re WMI contract modification (.2)

04/11/2017	JCK	<p>Review and analysis of email from B Jones re potential claim (.1); Receipt and review of email from B Jones re Girl Scouts MOU (.1); Receipt and review of email from R Raspirado re EEOC claim (.1); Receipt and review of EEOC Dismissal and Notice of Rights (.1); Receipt and review of email from C Dwyer re Girl Scouts MOU (.1); Email to A Bradbury re RCMP issue (.4); Receipt and review of email from C Dwyer re Girl Scout MOU (.1); Receipt and review of email from C Dwyer re WEI issue (.1); Receipt and review of WEI equipment considerations (.2); Emails (x2) to A Bradbury re contracting issue (.3); Receipt and review of email from A Bradbury re contracting issue (.1); Telephone conference with A Bradbury re contracting issue (.2);</p>	4.70 hrs.
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Receipt and review of email from B Jones re contracting issue (.1); Email to B Jones re contracting issue (.1); Conference with B Ballard and C Dwyer re WEI issue (1.0); Review and analysis of email from C Dwyer re Oyster Aquaculture Program (.4); Review Windstorm contract and proposal (1.2)

04/11/2017	MK	Review and analysis of TCC policy and case law re bid protests issue (1.6)	1.60 hrs.
04/12/2017	JCK	Telephone conference with D Calloway re Board Agenda(.2); Preparation of background status for Board Agenda items (1.2); Receipt and review of Board of Trustee Agenda (1.6); Receipt and review of email from M Hackathorn re new claim (.1); Telephone conference with E Lamb re Board Agenda (.2); Preparation of email to M Hackathorn re new claim (.2); Receipt and review of email from C Dwyer re Aquaculture leases (.4); Telephone conference with K Vaughn re Board Agenda (.2); Receipt and review of Aquaculture Lease Applications (.3); Telephone conference with K Moore re Board Agenda (.2); Receipt and review of email from C Dwyer re Aquaculture lease (.4); Receipt and review of email from L Kling re outside correspondence (.1); Preparation of email to L Kling re outside correspondence (.1); Receipt and review of outside correspondence re Complaint (.4)	5.60 hrs.
04/12/2017	MK	Draft proposed final order for faculty dismissal ruling (1.6)	2.40 hrs.
04/13/2017	JCK	Telephone conference with B Jones re background screening (.2); Revise proposed determinations (1.2); Receipt and review of email from M Hackathorn re potential claim	4.90 hrs.

(.2); Receipt and review of emails (x3) from A Moran re employee issue (.3); Email to A Moran re employee issue (.1); Email to H Mitchell re legislative issue (.1); Receipt and review of email from H Mitchell re legislative issue (.1); Receipt and review of email from C Dwyer re Aquaculture contracts and correspondence (.4); Review contracts and correspondence (.4); Email to C Dwyer re student contracts (.1); Conference with R Pople re Board Agenda (1.3); Telephone conference with B Jones re outside complaint (.2); Telephone conference with J Kilpatrick re Board Agenda (.2); Telephone conference with B Jones re outside Complaint (.1)

04/13/2017	MK	Review and analysis of case law re level 2 screening report requirements (1.2)	1.20 hrs.
04/17/2017	JCK	Preparation for TCC Board Meeting (1.8); Receipt and review of email from A Moran re FERPA issue (.2); Receipt and review of email from S Rowland re FERPA issue (.1); Receipt and review of email from F Moore-Davis re FERPA issue (.1); Attend Board of Trustees Meeting at WEI (5.2); Receipt and review of email from R Frazier re outside letter (.1); Receipt and review of outside letter (.1); Email to R Frazier re outside letter (.1); Preparation of correspondence to J Young re Complaint (.4)	8.10 hrs.
04/17/2017	MK	Review and analysis of case law re disclosure of FERPA directory information selectively and prepare memorandum to JCK (1.3)	1.30 hrs.
04/18/2017	JCK	Receipt and review of email from President Murdaugh re MOU for review (.1); Review proposed MOU re Monroe Educational	5.10 hrs.

Foundation (.9); Email to President Murdaugh re proposed MOU (.1); Serve Final Order re Dismissal of D Francis-Clark (.1); Receipt and review of emails (x2) from B Jones re grievance (.5); Emails (x2) to B Jones re grievance (.2); Receipt and review of emails (x2) A Moran re public record request (.3); Emails (x2) to A Moran re public record request (.5); Receipt and review of proposed grievance (.6); Receipt and review of email from President Murdaugh re MOU (.1); Conference with B Jones and N Davis re employee issue (.8); Receipt and review of emails (x2) from A Moran re public record request (.5); Email to A Moran re public record request (.2); Receipt and review of email from A Moran re records subpoena (.1); Email to A Moran re records subpoena (.1)

04/18/2017	MK	Review and analysis of case law public record requests draft memo reflecting this information (1.2)	1.20 hrs.
04/19/2017	JCK	Receipt and review of email from A Moran re faculty dismissal (.2); Receipt, review and analysis of email from L Kling re presuit evaluation (.1); Receipt and review of email from A Bradberry re contracts for review (.1); Receipt and review of Fixed Price Agreement for Development for FSU (.4); Receipt and review of Fixed Price Agreement for the National Association of Charter School Authorizers (.5); Emails (x2)l to A Bradberry re contracts for review (.3); Receipt and review of email from A Bradberry re contracts for review (.1); Receipt and review of email from N Davis re employee issue (.1); Receipt and review of materials re employee issue (.4); Email to N Davis re employee issues (.1); Receipt and review of email from N Davis re employee issues (.1); Receipt and review of	2.60 hrs.

email from B Jones re employee issues (.1);
 Receipt and review of email from B Jones re
 contract review (.1)

04/20/2017	JCK	Receipt and review of email from A Moran re public records request (.1); Receipt and review of materials re prior public records request (.6); Receipt and review of email from A Moran re public records request (.2); Receipt and review of email from A Moran re Press Release (.1); Receipt and review of proposed Press Release (.4); Telephone conference with A Moran re Press Release and public records issues (.8); Receipt and review of emails (x2) from N Davis re employee issues (.2); Email to N Davis re employee issues (.1); Conference with N Davis re employee issues (.8); Receipt and review of email from A Moran re documents re Press Release (.2)	3.50 hrs.
04/24/2017	JCK	Portion of Monthly Fee	\$14,148.00
04/24/2017	MK	Portion of Monthly Fee	\$2,102.00
		Fees for this matter	\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	84.80 hrs	\$14,148.00
Kelly, Michael	Attorney	12.60 hrs	\$2,102.00
Fees		97.40 hrs	\$16,250.00
Disbursements			\$0.00
TOTAL CHARGES FOR THIS BILL			\$16,250.00

