




November 20, 2017

MEMORANDUM

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

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 for legal services at the October 19, 2015 Board meeting for a period of one (1) year, with the option for annual renewals for four (4) consecutive one (1) year periods for a total contract period of five (5) years.

The Board of Trustees approved the second annual renewal of this contract, effective November 1, 2017 through October 31, 2018, at the October 16, 2017 meeting with an annual fee of \$195,000.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$16,250.

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

October 23, 2017

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

Invoice# 14822 JCK
Our file# T00007 02276
Billing through 10/19/2017

Tallahassee Community College (General)
P.O. Number: PO-006901

FOR PROFESSIONAL SERVICES RENDERED

09/19/2017	CR	Receipt and review of email from client re policies and statutes of essential personnel (.2); Telephone conference with Division of Law and revision at the Department of State (.3); Review and analysis of Florida Administrative Code re authority on "Essential Personnel" (1.5); Review and analysis of Florida Statutes re authority on "Essential Personnel"/emergency employees (1.5); Receipt and review of email from Division of Law Revision and Information (.1); Receipt and review of email form President re TCC policies for LWOP (.2)	3.80 hrs.
09/21/2017	JCK	Receipt and review of emails (x4) from A. Moran re advertising issue (.4); Review applicable advertising message standards (1.6); Preparation of email to A. Moran re advertising issue (.4); Telephone conference with A. Moran re advertising issue (.6); Receipt and review of email from F. Moore-Davis re affiliation agreements (.1); Receipt and review of affiliation agreements (x2) (.9); Revise affiliation agreements (x2) (.6); Preparation of email to F. Moore-Davis re revisions to affiliation agreements (.1)	4.90 hrs.

09/22/2017	JCK	Receipt and review of email with attachments from A. Moran re PRR (.4); Receipt and review of emails (x2) from B. Jones re PRR (.2); Receipt and review of email from A. Moran re PRR and related emails and documents (.4); Telephone conference with A. Moran re PRR (.2); Preparation of current administrative actions and litigation memorandum involving TCC (1.3); Receipt and review of email from R. Tolson re background screening policy (.1); Receipt and review of proposed background screening policy (.2); Review Chapter 435 and Section 110.1127, Fla. Stat. (.5); Preparation of email to R. Tolson re background screening authority (.1)	3.50 hrs.
09/22/2017	CR	Research Florida Administrative Code, Board of Governor regulations, policies and procedures from Florida Colleges and Florida Statutes re an employee suspension policy (3.9); Analysis of Eleventh Circuit and Florida case law determining whether leave without pay is considered an adverse action (1.2); Analysis of due process claims if an employee is placed on Administrative Leave without pay (.8); Review case status report to client (.1)	6.00 hrs.
09/25/2017	JCK	Receipt and review of email from A. Moran re Public Records Request with attached emails (.8); Telephone conference with A. Moran re Public Records Request (.8); Receipt and review of law re procedural due process (1.2); Preparation of email to B. Wills re administrative leave policy (.4); Receipt and review of email from R. Tolson re employee screening policy (.1); Telephone conference with R. Tolson re administrative leave policy (.4); Receipt and review of modified employee screening policy (.6); Preparation of email to R. Tolson re employee screening policy (.2); Receipt and review of email from B. Wills re administrative leave policy (.1); Receipt and review of email from B. Ingerman re lease	7.50 hrs.

		issue (.1); Receipt and review of Lease Agreement (.9); Preparation of email to B. Ingerman re Lease Agreement (.2); Receipt and review of email from B. Ingerman re Lease Agreement (.1); Receipt and review of separate Software Agreement (.6); Preparation of email to B. Ingerman re separate Software Agreement (.2); Receipt and review of emails (x2) from B. Ingerman re student consent (.2); Preparation of email to B. Ingerman re student consent (.4); Preparation of email to B. Ingerman re software lease (.1); Receipt and review of email from B. Ingerman re software lease (.1)	
09/25/2017	CR	Interoffice memorandum to C Knox summarizing law re employee suspension policy (1.2)	1.20 hrs.
09/26/2017	JCK	Receipt and review of email from K. Moore re contract addendum (.4); Preparation of email to L. Kling re employee appeal (.1); Receipt and review of email from A. Moran re Public Records Request (.2); Review Chapter 119, Fla. Stat. (.7); Preparation of email to A. Moran re PRR (.3); Receipt and review of email from F. Moore-Davis re employee appeal (.1); Receipt and review of email from L. Kling re employee appeal (.1); Receipt and review of email from F. Moore-Davis re employee appeal (.1); Receipt and review of email from A. Moran re PRR information (.1); Preparation of email to A. Moran re PRR information (.1); Preparation of email to K. Moore re contract addendum (.2)	2.40 hrs.
09/26/2017	CR	Receipt and review of TCC General Education emails (.4)	0.40 hrs.
09/27/2017	JCK	Receipt and review of emails (x3) from K. Moore re contract issue (.4); Review of contract (.8); Preparation of emails (x2) to K. Moore re contract issue (.6); Preparation of email to President Murdaugh re employee dismissal (.2); Receipt and review of emails (x4) from A. Moran re PRR (.4); Review	2.90 hrs.

		Chapter 119, Fla. Stat. (.4); Preparation of email to A. Moran re PRR (.1)	
09/28/2017	JCK	Telephone conference with A. Moran re PRR (.8); Receipt and review of emails (x4) from A. Moran re PRR (.7); Receipt and review of PRR production (.4)	1.90 hrs.
09/28/2017	CR	Review case status report to client (.3)	0.30 hrs.
09/29/2017	JCK	Receipt and review of email from A. Bradbury re three contracts to review (.1); Receipt and review of three contracts with Leon County (1.2); Revise three contracts with Leon County (.8); Preparation of email to A. Bradbury re revisions to three contracts with Leon County (.4); Receipt and review of email from A. Bradbury re contract revisions	2.60 hrs.
10/02/2017	JCK	Receipt and review of emails (x2) from K. Moore re payment dispute (.2); Receipt and review of communications re payment dispute (.8); Receipt and review of Special Needs, Camp Counselor Training Program Agreement (.6); Preparation of email to K. Moore re payment dispute (.1); Receipt and review of email from G. Gibson re Title IX claim with attachments (.8); Receipt and review of email from B. Wills re Title IX claim (.1); Receipt and review of Title IX claim letter (.4); Preparation of email to B. Wills re claim letter (.1); Receipt and review of email from B. Wills re claim letter (.1); Receipt and review of email from B. Wills re public records question (.1); Review Chapter 119, Fla. Stat. (.7); Preparation of email to B. Wills re public records question (.4)	4.40 hrs.
10/03/2017	JCK	Receipt and review of email from R. Sniffen re employee issue (.1); Receipt and review of invoice from R. Sniffen (.1); Preparation of email to B. Wills re invoice (.1); Telephone conference with A. Moran re Public Records Request (.8); Receipt and review of email from B. Jones re invoice (.1); Receipt and review of email from B. Jones re TOSPT Contract (.4);	3.20 hrs.

		Receipt and review of proposed TOSPT Contract (1.0); Preparation of email to B. Jones re TOSPT Contract (.4); Receipt and review of email from S. Rowland re TOSPT Contract (.1); Receipt and review of email from M. Hackathorn re claim request (.1)	
10/04/2017	JCK	Receipt and review of email from A. Moran re complaint (.3); Telephone conference with A. Moran re complaint (.5)	0.80 hrs.
10/04/2017	CR	Receipt and review of email from client re Employee Twitter speech (.2); Review TCC policies and guidelines to determine if there are policies in place addressing "speech" via social media while using TCC time and property; reviewed any other policies that may be applicable as well (.7); Review and analysis of Florida and 11th Circuit case law re protections against First Amendment Free Speech of a public employee (2.3)	3.20 hrs.
10/05/2017	JCK	Receipt and review of emails (x2) from R. Tolson re faculty issue (.6); Preparation of emails (x2) to R. Tolson re faculty issue (.2); Receipt and review of emails (x2) from A. Bradbury re city contract (.2); Receipt and review of city contract (.9); Revise city contract (.4); Preparation of email to A. Bradbury re city contract revisions (.3); Telephone conference with R. Tolson re faculty issue (.4); Receipt and review of emails (x2) from A. Moran re faculty issue (.4); Preparation of email to A. Moran re faculty issue (.1); Telephone conference with A. Moran re faculty issue (.4); Receipt and review of email from B. Jones re invoices (.1); Preparation of email to B. Jones re invoices (.1)	4.10 hrs.
10/06/2017	JCK	Receipt and review of email from A. Bradbury re contracts for review (.1); Receipt and review of two Cambridge Systematics, Inc. Contracts (1.0); Receipt and review of email from B. Wills re FHP contract (.2); Receipt and review of email from E. Eunice re FHP contract (.1);	3.00 hrs.

		Receipt and review of Revised FHP Contract (1.2); Preparation of email to B. Wills re FHP contract (.4)	
10/06/2017	CR	Research statutes, policies and college employee handbook examples to determine TCC's obligation to employee with a complaint against them (1.5)	1.50 hrs.
10/09/2017	JCK	Receipt and review of email from B. Wills re FHP contract (.2); Receipt and review of email from E. Eunice re FHP contract (.1); Receipt and review of email from B. Jones re contract (.1); Receipt and review of draft contract (1.2); Preparation of email to B. Jones re draft contract (.1); Receipt and review of email from R. Chaney re draft contract (.3); Continue review of FHP proposed contract (.8)	2.80 hrs.
10/10/2017	JCK	Receipt and review of emails (x2) from F. Moore-Davis re Affiliation Agreement (.3); Receipt and review of TCC BOT Agenda (1.7); Receipt and review of emails (x2) from B. Jones re legal conference (.2)	2.20 hrs.
10/11/2017	JCK	Receipt and review of emails (x2) from B. Jones re TOSPT Contract (.2); Receipt and review of email from S. Rowland re TOSPT Contract (.1); Review TOSPT Contract (1.4); Review third party advertising disclaimer law (.9); Preparation of email to B. Jones re TOSPT Contract (.2); Receipt and review of emails (x3) re liability release (.3); Receipt and review of proposed liability release (.4); Revise release and waiver (.4); Preparation of email re liability release (.1); Receipt and review of MOU with Girl Scout Council (.4); Preparation of email re Girl Scout Council Waiver (.1); Receipt and review of email re Public Records Request (.1); Receipt and review of email from J. Brown re TCC Complaint (.1); Receipt and review of DOE's Response to TCC Complaint (.2); Receipt and review of email from R. Chaney re TOSPT Contract (.1)	5.00 hrs.

10/12/2017	JCK	Receipt and review of email from Public Records re PRR (.2); Receipt and review of PRR (.4); Preparation of email to Public Records re PRR (.1)	0.70 hrs.
10/13/2017	JCK	Receipt and review of email from B. Jones re professional liability policy (.1); Receipt and review of professional liability policy (1.4); Review Chapter 916, Fla. Stat. (.8); Telephone conference with B. Jones re professional liability policy (.4); Receipt and review of emails (x2) from B. Jones re contract (.2); Preparation of emails (x2) to B. Jones re contract (.2); Telephone conference with J. Kilpatrick re BOT agenda (.5); Receipt and review of email from B. Jones re contract from 2014 (.1); Receipt and review of contract (.4); Receipt and review of email from A. Bradbury re contracts (.1); Receipt and review of Clarity Contract (.4); Preparation of email to A. Bradbury re Clarity Contract (.1); Receipt and review of Miami Heat Short Form Contracts (.4); Revise Miami Heat Short Form Contracts (.1); Preparation of email to A. Bradbury re Miami Heat Short Form Contracts (.1); Receipt and review of two IMG College Short Form Agreements (FSU and UF) (.8); Receipt and review of Clarity Activation Partners, LLC Contract (.4); Receipt and review of HSP Short Form Agreement (.4); Preparation of email to A. Bradbury re Short Form Agreement (.1)	7.00 hrs.
10/16/2017	JCK	Receipt and review of email from B. Jones re IMG Contract (.1); Receipt and review of email from A. Moran re PRR (.2); Receipt and review of PRRs (x2) (.4); Telephone conference with A. Moran re public records (.4); Receipt and review of email from K. Moore re AGE Amended Complaint letter (.1); Receipt and review of Florida Panthers Contract (.8); Revise Florida Panthers Contract (.4); Preparation of email to A. Bradbury re Florida Panthers Contract (.1); Receipt and review of (2) Jacksonville Jaguars Sponsorship	8.70 hrs.

		Agreements (.7); Revise (2) Jacksonville Jaguars Sponsorship Agreements (.7); Telephone conference with R. Pople re BOT Agenda (.3); Attend BOT Meeting (4.5)	
10/16/2017	CR	Review Agenda and prepare for TCC Board Meeting (.6); Attend TCC Board of Directors Meeting (4.6)	5.20 hrs.
10/17/2017	JCK	Receipt and review of A. Bradbury re contract review (.1); Receipt and review of IMG Contract UF-UGA (.5); Preparation of email to A. Bradbury re contract review (.1); Receipt and review of email from C. Collins re drone class (.1); Receipt and review of Orlando Magic Contract (.8); Preparation of email to A. Bradbury re Orlando Magic Contract (.1); Receipt and review of Buccaneers Team Contract (1.0); Revise Buccaneers Team Contract (.4); Receipt and review of Buccaneers Stadium Contract (.8); Revise Buccaneers Stadium Contract (.4); Preparation of email to A. Bradbury re Buccaneers Contracts (.2); Receipt and review of Miami Dolphins Corporate Partnership Agreement (.8); Revise Miami Dolphins Corporate Partnership Agreement (.1); Receipt and review of Amalie Arena Agreement (.9); Preparation of email to A. Bradbury re Miami Dolphins and Amalie Agreements (.2); Telephone conference with B. Ingerman re potential contracts (.3)	6.80 hrs.
10/19/2017	JCK	Receipt and review of email from K. Moore re employee issue (.1); Receipt and review of proposed statement to employee (.4); Revise statement to employee (.6); Preparation of email to K. Moore re statement to employee (.1); Receipt and review of emails (x2) from K. Moore re employee agreement (.2); Second revision to employee agreement (.1); Preparation of email to K. Moore re employee agreement (.1); Receipt and review of emails (x2) from F. Moore-Davis re ProctorU Contract (.2); Receipt and review of ProctorU	6.30 hrs.


Contract (.8); Revise/edit ProctorU Contract (1.0); Preparation of email to F. Moore-Davis re ProctorU Contract (.3); Receipt and review of email from N. Davis re employee statement and draft letter (.1); Receipt and review of statement of employee (.1); Receipt and review of draft letter to employee (.2); Preparation of email to N. Davis re revision to draft letter to employee (.2); Receipt and review of email from B. Jones re draft letter to employee (.1); Receipt and review of email from A. Bradbury re Jacksonville Event Agreement (.1); Receipt and review of Jacksonville Event Agreement (.8); Revise Jacksonville Event Agreement (.7); Preparation of email to A. Bradbury re Jacksonville Event Agreement (.1)

10/19/17	JCK	Portion of Monthly Fee		12,819.00
10/19/.17	CR	Portion of Monthly Fee		3,431.00
			Fees for this matter	\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	80.70	hrs	\$12,819.00
Richards, Craig	Attorney	21.60	hrs	\$3,341.00
Fees		102.30	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*