




October 16, 2017

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP
(September 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 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.

Board of Trustees approved the first annual renewal of this contract, effective November 1, 2016 through October 31, 2017, at the September 18, 2016 meeting for an annual flat 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

September 21, 2017

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

Invoice# 14765 JCK
Our file# T00007 02276
Billing through 09/20/2017

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

08/18/2017	JCK	Receipt and review of email from B. Jones re RFP (.2); Receipt and review of Addendum to RFP (.4); Receipt, review and analysis of correspondence related to RFP (.2); Receipt and review of RFP (1.4); Review TCC Bid Procedures (1.2); Telephone conference with B. Jones re RFP (.4); Receipt and review of email from A. Moran re Public Records Request (.2); Preparation of email to A. Moran re Public Records Request (.3); Telephone conference with D. Callaway re BOT meeting issues (.4); Receipt and review of email with attachments from A. Moran re ACEN requested information (.5); Preparation of email to A. Moran re ACEN requested information (.2); Preparation of email to B. Jones re tort claim (.1); Receipt and review of email from A. Moran re ACEN requested information (.3); Telephone conference with J. Kilpatrick re BOT meeting (.5); Telephone conference with President Murdaugh re BOT meeting (.3); Telephone conference with N. Davis re employee contract issue (.4); Prepare for BOT meeting (1.2)	8.20 hrs.
08/21/2017	JCK	Prepare for BOT meeting (.8); Receipt and review of email from N. Davis re employee contract (.1); Receipt and review of contracts of employment (.4); Preparation of email to N.	9.90 hrs.

Davis re employee contract (.1); Receipt and review of email from F. Moore-Davis re Fine Arts Contract (.1); Receipt and review of Fine Arts Contract (.8); Preparation of email to F. Moore-Davis re Fine Arts Contract (.1); Receipt and review of email from B. Jones re accident (.1); Receipt and review of claim request documents (.2); Receipt and review of incident reports (.2); Preparation of email to B. Jones re incident report (.2); Receipt and review of email with attachments from B. Jones re RFP (.2); Preparation of email to B. Jones re RFP (.1); Receipt and review of emails (x3) from A. Moran re subpoena for records (.5); Receipt and review of emails and attached subpoena (.1); Receipt and review of email from F. Cook re Foundation issue (.1); Receipt and review of email from C. Thurman re Foundation issue (.1); Receipt and review of email from B. Jones re RFP (.1); Receipt and review of email from K. Kelling re Foundation issue (.1); Receipt and review of email from B. Jones re claim (.1); Preparation of email to B. Jones re claim (.1); Conference with B. Jones and B. Hinson re RFP (.4); Attend BOT meeting (4.6); Preparation of email to T. Harmon and R. Sniffen re BOT ruling on faculty member dismissal (.3)

08/22/2017	JCK	<p>Receipt and review of email from K. Moore re AGE Amended Complaint letter (.1); Receipt and review of email from C. Richardson re Foundation issue (.1); Telephone conference with S. Matthew re BOT decision on Anne Winston (.3); Receipt and review of email with attachments from A. Moran re Public Records Request (.4); Review Chapter 119 Fla. Stat. (.8); Telephone conference with A. Moran re Public Records Request (.9); Receipt and review of emails (x2) from A. Moran re Public Records Request (.3); Receipt and review of email from K. Moore re lease for review (.1); Receipt and review of proposed lease (.8); Preparation of email to K. Moore re proposed</p>	4.20 hrs.
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		lease (.1); Receipt and review of email from K. Moore re proposed lease (.1); Receipt and review of email from P. Butler re Foundation issue (.1); Receipt and review of email from K. Moore re AGE Amended Complaint (.1)	
08/23/2017	JCK	Receipt and review of email from K. Moore re AGE Amended Complaint letter (.1); Telephone conferences (x2) with B. Wills re insurance question (.6); Review Florida law (1.2); Telephone conference with K. Vaughn re college issue (.3)	2.20 hrs.
08/24/2017	JCK	Receipt and review of emails (x3) from N. Davis re employee issue (.3); Receipt and review of proposed employee letter (.3); Preparation of emails (x3) to N. Davis re employee issue (.3); Receipt and review of emails (x2) from F. Moore-Davis re employee issue (.2); Receipt and review of email with attachment from A. Moran re Public Records Request (.8); Preparation of email to A. Moran re Public Records Request (.4)	2.30 hrs.
08/25/2017	JCK	Receipt and review of emails (x5) from N. Davis re employee issue (.5); Receipt and review of employee letter (.2); Receipt and review of revised employee letter (.1); Preparation of emails (x5) to N. Davis re employee issue (.6); Receipt and review of emails (x2) from F. Moore-Davis re employee issue (.2); Receipt and review of emails (x2) from K. Moore re AGE grant (.2); Receipt and review of emails (x3) from J. Brown re AGE grant (.3); Receipt and review of AGE Amended Complaint Response (.3); Conference with Trustee Kilpatrick re BOT issue (.4); Preparation of email to counsel of record re BOT Order on Winston case (.2); Preparation of email to President Murdaugh re BOT Final Order in Winston case (.2); Receipt and review of email from C. Collins re revised contract (.1); Receipt and review of revised contract (.6); Preparation of email to C. Collins re revised contract (.2)	4.10 hrs.

08/28/2017	JCK	Preparation of current administrative actions and litigation involving TCC to President Murdaugh (1.4); Receipt and review of email from B. Wills re revised contract and additional revisions (.4); Receipt and review of emails (x2) from C. Collins re revised contract (.2); Receipt and review of revised contract (.4); Receipt and review of emails (x2) from President Murdaugh re Winston Order (.2); Preparation of email to President Murdaugh re Winston Order (.1); Receipt and review of emails (x2) from K. Moore re Professional Services Agreement (.2); Receipt and review of Professional Services Agreement (.8); Preparation of email to K. Moore re Professional Services Agreement (.2); Receipt and review of email from B. Wills re parking contract (.1); Receipt and review of parking contract (.7); Revise parking contract (.2)	4.90 hrs.
08/29/2017	JCK	Receipt and review of email from B. Jones re employee statement (.1); Telephone call to B. Jones re employee statement (.1); Receipt and review of employee statement (.4); Preparation of email to B. Wills re parking contract (.2); Receipt and review of email from S. Rowland re FERPA issue (.4); Telephone call to S. Rowland re FERPA issue (.4); Receipt and review of email from B. Wills re parking contract (.1); Revise pending administrative actions and litigation memorandum (1.2); Preparation of email to J. Murdaugh re memorandum (.1)	3.00 hrs.
08/30/2017	JCK	Receipt and review of email from N. Davis re employee issue (.4); Preparation of email to N. Davis re employee issue (.2); Receipt and review of email from B. Jones re employee issue (.1); Receipt and review of email from B. Jones re RFP (.2); Receipt and review of RFP documents (1.2); Telephone conference with B. Jones re RFP (.6)	2.70 hrs.
09/05/2017	JCK	Receipt and review of email from Judge Clark re faculty dismissal hearings (.1); Receipt and	7.20 hrs.

review of invoice (.1); Preparation of email to B. Wills re invoice (.1); Receipt and review of email from F. Moore-Davis re AA/MOU (.2); Receipt and review of AA/MOU (.5); Revise AA/MOU (.4); Preparation of email to F. Moore-Davis re AA/MOU (.1); Receipt and review of email from K. Moore re NDA (.1); Receipt and review of NDA (.6); Telephone conference with B. Ballard re Hurricane Irma issues (.4); Preparation of proposed storage waiver (1.4); Revise NDA (.4); Telephone conference with S. Rowland re contract issue and employee issue (.4); Receipt and review of email from K. Moore re AGE Amended Complaint letter (.1); Preparation of email to K. Moore re AGE Amended Complaint letter (.1); Telephone conference with K. Moore re AGE Amended Complaint letter (.3); Receipt and review of emails (x2) from S. Rowland re contract issue (.2); Receipt and review of documents related to contract issue (1.4); Preparation of email to B. Ballard re Hurricane Irma issue (.1); Preparation of email to K. Moore re NDA (.1); Receipt and review of email from K. Moore re NDA (.1)

09/06/2017	JCK	Attend conference with S. Rowland and B. Knight (.8); Attend conference with S. Rowland and N. Davis (1.0); Attend conference with N. Davis and B. Jones (.8); Receipt and review of emails (x2) from B. Jones re storage of property (.2); Preparation of email to B. Jones re storage of property (.1); Receipt and review of email from K. Moore re AGE Grant (.1)	3.00 hrs.
09/07/2017	JCK	Receipt and review of email from N. Davis re employee issue (.1); Telephone conference with N. Davis re employee issue (.4); Receipt and review of email from T. Harmon re legal invoice (.1); Receipt and review of legal invoice (.1); Preparation of email to B. Wills re legal invoice (.1); Receipt and review of email from B. Jones re legal invoice (.1)	0.90 hrs.

09/08/2017	JCK	Receipt and review of emails (x2) from B. Jones re storm (.2); Preparation of email to B. Jones re Hurricane Irma (.1); Preparation of correspondence to B. Wills and B. Jones re contract extension (.2)	0.50 hrs.
09/13/2017	JCK	Receipt and review of email from L. Kling re BOT Agenda (.1); Receipt and review of email from K. Moore re AGE Grant (.1); Receipt and review of email from J. Brown re AGE Grant (.1)	0.30 hrs.
09/14/2017	JCK	Receipt and review of TCC BOT Agenda (1.4)	1.40 hrs.
09/15/2017	JCK	Telephone conference with Chair Kilpatrick re BOT meeting (.4); Receipt and review of email from N. Davis re employee issues (.8); Preparation of email to N. Davis re employee issues (.3)	1.50 hrs.
09/18/2017	JCK	Receipt and review of email with attachments from N. Davis re employee issue (.6); Preparation of email to N. Davis re employee issue (.2); Receipt and review of email from B. Jones re employee issue (.1); Preparation of email to B. Jones re employee issue (.1); Receipt and review of email from A. Bradbury re contract review (.2); Receipt and review of Presenter Contract 2017 (.6); Preparation of email to A. Bradbury re presenter contract (.2); Receipt and review of DYG-TCC Contract (.8); Revise DYG-TCC Contract (.4); Receipt and review of FDOA Sportsability Service Contract (.8); Revise FDOA Sportsability Service Contract (.2); Receipt and review of Contract with SRS (.9); Preparation of email to A. Bradbury re service contract (.2); Receipt and review of email from A. Bradbury re presenter contract (.1); Draft process for presenter contract (.3); Preparation of email to A. Bradbury re presenter contract (.4); Attend BOT Meeting (4.3)	10.40 hrs.
09/19/2017	JCK	Receipt and review of emails (x2) from K. Moore re court administration contract (.2); Receipt and review of court administration	5.00 hrs.

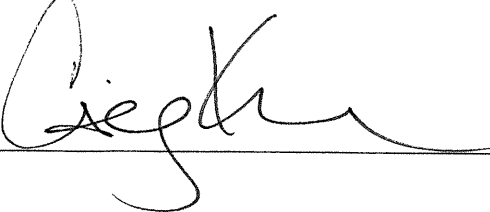
contract (.8); Preparation of email to K. Moore re court administration contract (.1); Receipt and review of email from K. Moore re AGE Grant (.1); Receipt and review of AGE Grant Addendum to Complaint (.4); Receipt and review of email from R. Tolson re new TCC policy (.1); Receipt and review of proposed TCC policy (.6); Preparation of email to R. Tolson re applicable law for new policy (.1); Receipt and review of email from B. Wills re proposed policy (.2); Review Chapter 435, Florida Statutes (.9); Preparation of email to B. Wills re proposed policy (.4); Receipt and review of email from A. Moran re Public Records Request (.1); Receipt and review of Public Records Request (.2); Preparation of email to A. Moran re Public Records Request (.1); Telephone conference with B. Wills re proposed policies (.3); Receipt and review of email from B. Wills re proposed policy with comments (.4)

09/20/2017	JCK	Receipt and review of email from R. Tolson re policy (.1)	0.10 hrs.	
09/20/2017	JCK	Portion of Monthly Fee		\$16,250.00
		Fees for this matter		\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	71.80 hrs	\$16,250.00
Fees		71.80 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 & Longfellow, LLP and the BOARD.


_____, Firm Contract Administrator