




March 19, 2018

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Longfellow (Feb 2018)

---

### 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 Board 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

February 19, 2018

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

Invoice# 15082 JCK  
Our file# T00007 02276  
Billing through 02/13/2018

Tallahassee Community College (General)  
P.O. Number: PO-007607

FOR PROFESSIONAL SERVICES RENDERED

01/18/2018	JCK	Receipt and review of emails (x2) from B. Garner re easement (.2); Receipt and review of email from D. Herr re easement (.1); Receipt and review of email from B. Wills re engagement letter (.1); Receipt and review of engagement letter (.9); Revise engagement letter (.4); Preparation of email to B. Wills re engagement letter (.1); Receipt and review of emails (x3) from A. Moran re Public Records Request (1.0); Review Chapter 119 and FERPA (.9); Preparation of emails (x2) to A. Moran re Public Records Request (.6)	4.30 hrs.
01/18/2018	CR	Research section 119 request re release of investigation records (.7); Interoffice memorandum to Craig Knox summarizing research and case law re release of information and exemption under Section 119 (.3); Research all applicable Florida Statutes re non-profit DBPR permits (2.9); Call to DBPR re TCC fundraising (.5)	4.40 hrs.
01/19/2018	JCK	Receipt and review of email from A. Moran re Public Records Request (.1); Telephone conference with A. Moran re Public Records Request (.8); Telephone conference with B. Jones re employee issue (.2)	1.10 hrs.

01/19/2018	CR	Call to DBPR re applicable fundraising statutes (.5); Receipt and review of case assessment (.3); Call from DBPR district office re fundraising event and applicable requirements (.4)	1.20 hrs.
01/21/2018	JCK	Travel from Tallahassee to Orlando for Community College Conference on Legal Issues (4.6)	4.60 hrs.
01/22/2018	JCK	Attend Community College Conference on Legal Issues (8.0)	8.00 hrs.
01/22/2018	CR	Receipt and review of email from Client re PRR's under the Solomon Act (.2); Review Solomon Act and FERPA re reasonable fees for Public Records Request (1.1); Research and analysis of case specific examples of Public records request pursuant to the Solomon Act (2.6); Interoffice Memorandum to C Knox summarizing research re Solomon Amendment (.3)	4.20 hrs.
01/23/2018	JCK	Attend Community College Conference on Legal Issues (9.0)	9.00 hrs.
01/24/2018	JCK	Attend Community College Conference on Legal Issues (4.0); Travel from Orlando to Tallahassee (4.5)	8.50 hrs.
01/24/2018	CR	Call to DBPR directors office re clarification on Licensing issue (.5); Receipt and review of email from Client re TCC fundraising event (.3); Call returned from DBPR re permit (.3); Review statutes and case law referenced by DBPR (2.0)	3.10 hrs.
01/25/2018	JCK	Receipt and review of email from A. Moran re Solomon Act issue (.4); Receipt and review of memo re Solomon Act issue (.3); Preparation of email to A. Moran re Solomon Act issue (.2); Receipt and review of emails (x2) from R. Tolson re student issue (.7); Telephone conference with R. Tolson re student issue (.2); Preparation of email to R. Tolson re student issue (.1); Receipt and review of emails (x2) from A. Moran re Public Records	3.80 hrs.

		Request (.5); Preparation of email to A. Moran re Public Records Request (.3); Receipt and review of memo from C. Richards re fundraiser (.2); Receipt and review of emails (x2) from H. Mitchell re fundraiser (.2); Receipt and review of legal memo re fundraiser (.4); Preparation of email to H. Mitchell re fundraiser (.3)	
01/25/2018	CR	Telephone call from DBPR re fundraising event (.4); Draft interoffice memorandum to C Knox summarizing the issues concerning fundraising event (.5)	0.90 hrs.
01/26/2018	JCK	Receipt and review of email from F. Moore-Davis re license agreement (.2); Receipt and review of revised license agreement (1.0); Revise revised license agreement (.4); Preparation of email to F. Moore-Davis re license agreement (.2); Receipt and review of email from R. Tolson re student issue (.1); Receipt and review of email from F. Moore-Davis re Student Externship Agreement (.1); Receipt and review of Student Externship Agreement (1.1); Revise Student Externship Agreement (.4); Preparation of email to F. Moore-Davis re Student Externship Agreement (.2); Receipt and review of email from F. Moore-Davis re School Affiliation Agreement (.1); Receipt and review of Student Affiliation Agreement (.9); Preparation of email to F. Moore-Davis re Student Affiliation Agreement (.2); Receipt and review of emails (x4) from A. Moran re Public Records Request (.5); Preparation of emails (x2) to A. Moran re Public Records Request (.4); Receipt and review of email from N. Davis re Public Records Request (.1); Receipt and review of email from B. Jones re Public Records Request (.1)	6.00 hrs.
01/29/2018	JCK	Receipt and review of emails (x6) from A. Moran re Public Records Request (1.4); Review Chapter 119, Florida Statutes (.9); Telephone conference with A. Moran re Public	6.10 hrs.

		Records Request (.8); Preparation of emails (x2) to A. Moran re Public Records Request (.4); Receipt and review of emails (x2) from J. Barr re records release (.7); Revise record release (.3); Preparation of email to J. Barr re records release (.1); Receipt and review of email from A. Moran re Merit Contract with attachments (1.2); Preparation of email to A. Moran re Merit Contract (.2); Receipt and review of email from A. Moran re Merit Contract (.1)	
01/29/2018	CR	Research and analysis of statutes and case specific examples on confidentiality of investigations and student discipline (2.9)	2.90 hrs.
01/30/2018	JCK	Receipt and review of email from A. Moran re Public Records Request (.4); Review law re FERPA and Chapter 119, Fla. Stat. (1.4); Preparation of email to A. Moran re Public Records Request (.2)	2.00 hrs.
01/30/2018	CR	Research example of due process rights and conflice with Section 119, public record requests redactions (3.0); Prepare exhibits attached to demand letter (.2)	3.20 hrs.
01/31/2018	JCK	Receipt and review of email from A. Moran re Public Records Request (.1); Preparation of email to A. Moran re Public Records Request (.2); Receipt and review of emails (x2) from A. Moran re Public Records Request (.2); Receipt and review of Public Records Request (.4); Preparation of emails (x2) to A. Moran re Public Records Request (.4); Telephone conference with A. Moran re Public Records Request (.9); Receipt and review of email from A. Moran re Public Records Request with attachments (.4); Receipt and review of email from D. Herr re lift station (.1); Receipt and review of easement documents (.4); Preparation of email to D. Herr re easement documents (.1); Receipt and review of email from D. Preble re easement (.1)	3.30 hrs.
02/02/2018	JCK	Receipt and review of email from President	4.00 hrs.

		Murdaugh (.4); Telephone conference with L. Kling (.2); Telephone conference with President Murdaugh (.2); Telephone conference with N. Davis re employee issue (.4); Receipt and review of emails (x2) from A. Moran re Public Records Request (.3); Review Chapter 119, Fla. Stat. (.7); Telephone conference with A. Moran re Public Records Request (.8); Receipt and review of email from D. Herr re easement (.1); Receipt and review of email from B. Jones re contract (.1); Receipt and review of Keystone Contract (.8)	
02/05/2018	JCK	Telephone conference with R. Tolson re equity issue (.5); Receipt and review of emails from R. Tolson (.8); Continued review of Keystone Contract (.6); Revise Keystone Contract (.6); Preparation of email to B. Jones re Keystone Contract (.2); Receipt and review of email from B. Jones re Keystone Contract (.1); Receipt and review of emails (x2) from A. Moran re Public Records Request (.4); Telephone conferences (x2) with A. Moran re Public Records Request (.7); Receipt and review of email from B. Wills re Public Records Request (.1); Receipt and review of email from B. Jones re Public Records Request (.1); Telephone conference with A. Maxwell re Merit system (.4); Receipt and review of email from A. Maxwell re Merit system with attachments (.4)	4.90 hrs.
02/06/2018	JCK	Preparation of email to A. Maxwell re Merit system (.1); Receipt and review of email from B. Jones re Public Records Request (.1)	0.20 hrs.
02/07/2018	JCK	Preparation of email to B. Jones re college policy (.2); Telephone conference with B. Jones re college policy (.3); Receipt and review of email from A. Moran re Public Records Request (.1); Preparation of email to A. Moran re Public Records Request (.2); Receipt and review of exemption form for Public Records Act (.4); Preparation of email to A. Moran re Public Records Act information	1.70 hrs.

		(.1); Receipt and review of email from A. Moran re Public Records Act information (.1); Receipt and review of emails (x2) from K. Moore re insurance issue (.2); Preparation of email to K. Moore re insurance issue (.1)	
02/08/2018	JCK	Preparation of email to K. Moore re workforce presentation (.1); Receipt and review of email from K. Moore re workforce presentation (.1)	0.20 hrs.
02/09/2018	JCK	Receipt and review of email from B Jones re property inquiry (.2); Review property transfer requests for college (.8); Preparation of email to B Jones re property transfer inquiry (.3); Receipt, review and analysis of email from B Jones re property transfer inquiry (.1)	1.40 hrs.
02/12/2018	JCK	Receipt, review and analysis of email from K Moore re contract provision (.2); Review Chapter 119, Fla. Stat. and ss. 1004.78, Fla. Stat. (1.6); Preparation of email to K Moore re contract provision (.4)	2.20 hrs.
02/12/2018	CR	Research statute and relevant case law re applicability of exemptions in educational study (2.4); Research and analysis of private corporations trade secret claim (1.4); Memorandum to C Knox summarizing legal analysis (.4)	4.20 hrs.
02/13/2018	JCK	Receipt, review and analysis of email from F Moore-Davis re clinical participation (.8); Telephone conference with N Davis re employee issue (.2); Receipt, review and analysis of email from N Davis re employee issue (.1); Receipt, review and analysis of draft response to FCHR (1.2)	2.30 hrs.
02/13/2018	JCK	Portion of Monthly Fee	\$12,242.00
02/13/18	CR	Portion of Monthly Fee	\$4,008.00
		Fees for this matter	\$16,250.00

Barbara Wills

Invoice# 15082

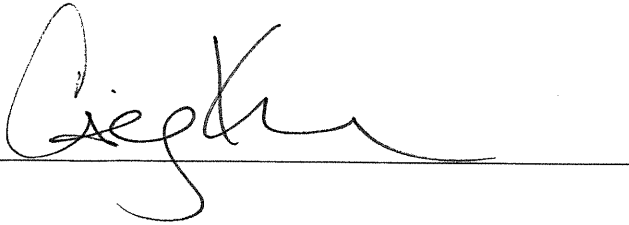
Page 7

BILLING SUMMARY

Knox, J. Craig	Partner	73.60	hrs	\$12,242.00
Richards, Craig	Attorney	24.10	hrs	\$4,008.00
Fees		97.70	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*