



September 15, 2008

M E M O R A N D U M

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Attorney Invoices

Attorney invoices totaling \$5,609.90 for the period July 1, 2008 through July 31, 2008 are recommended for approval. Details are attached for information purposes.

STAFF RESOURCE: TERESA SMITH

RECOMMENDED ACTION:
Authorize payment of invoices as presented.

Johnson, Farrell & Mabile, LLC

115 N. Calhoun Street
Tallahassee, FL 32301
Tax ID # 11-3799979

August 4, 2008

Billing through 07/31/2008
02276

Invoice# 982 WRM

Our file# T00007

Tallahassee Community College
Jerry Schilling
Assistant VP for Administrative Services
444 Appleyard Drive
Tallahassee, FL 32304-2895

Tallahassee Community College - General Business

PROFESSIONAL SERVICES

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|---|-----|------|------|--------|
| 07/01/2008 | WRM | 0.50 | hrs. | 62.50 |
| Three telephone conferences with R. Tolson re: campus incident follow-up; | | | | |
| 07/02/2008 | WRM | 5.20 | hrs. | 650.00 |
| Review e-mail from T. Smith re: Department of Juvenile Justice contract (.1); Review e-mail from T. Smith re: CCLA license agreement (.1); Preparation for meeting with T. Smith re: cost reduction method (.3); Conference with T. Smith, J. Schilling, R. Tolson, and E. Eunice re: several employee and administrative issues (2.0); Review e-mail from T. Stallworth re: Ghazvini lease (.1); Review e-mail from T. Smith re: CCLA documents (.1); Receipt and review of education agreement between TCC and American Society of Notaries (.3); E-mail to C. Easley re: American Society of Notaries agreement (.2); Receipt and review of subpoena for employee records (.1); Review two e-mails from R. Tolson re: campus incident (.2); Review e-mail from T. Smith re: financial audit (.1); Review e-mail from T. Smith re: grant and contract language (.1); E-mail to T. Smith re: audit (.1); E-mail to R. Tolson re: EWD/O.P.S. agreement (.1); E-mail to R. Tolson re: FCHR (.1); Dictation and preparation of correspondence to C. Pueshel re: TCC audit (.3); Review e-mail from R. Tolson re: public records requested and employee evaluations (.1); Two telephone conferences with R. Johnston re: SHS agreement (.2); Telephone conference with C. O'Neal re: representation of TCC employee (.3); E-mail to T. Smith re: new law (.2); E-mail to B. Law re: representation of TCC employee (.1); | | | | |
| 07/02/2008 | WRM | 1.00 | hrs. | 125.00 |
| Review e-mail from B. Law re: representation of TCC employee (.1); | | | | |

Telephone conference with L. Smith re: legal plan (.1); E-mail to T. Smith re: legal plan (.1); Telephone conference with C. Buford re: SHS agreement (.1); Review EWD/O.P.S. instructor agreement (.3); Telephone conference with H. Wright re: EWD/O.P.S. agreement (.1); E-mail to R. Tolson re: EWD/O.P.S. agreement (.1); Review e-mail from T. Smith re: legal plan (.1);

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| T00007 | Tallahassee Community College | Invoice# | 982 | |
| 07/07/2008 | WRM | 3.70 | hrs. | 462.50 |
| | Two e-mails to T. Smith re: Department of Juvenile Justice contract (.2); Review e-mail from T. Smith re: Department of Juvenile Justice contract (.1); Review and analysis of TCC/Department of Juvenile Justice 2008-09 agreement (2.0); Dictation and preparation of correspondence to T. Smith re: TCC/Department of Juvenile Justice contract (5); Review and analysis of TCC/CCLA licensing agreement with Oxford University Press - digital references (.3); E-mail to T. Smith re: TCC/CCLA Oxford Press agreement (.1); Review e-mail from T. Smith re: Department of Juvenile Justice contract (.2); Review and analysis of CCLA research procedure (.4); | | | |
| 07/07/2008 | JS | 1.20 | hrs. | 48.00 |
| | Review and analysis of Section 790.251, Florida Statutes (.5); Review and analysis of background checks of prospective employees (.7); | | | |
| 07/08/2008 | WRM | 0.20 | hrs. | 25.00 |
| | Telephone conference with R. Tolson re: employee complaint (.1); Telephone conference with S. Jefferson re: employee issue (.1); | | | |
| 07/08/2008 | JS | 0.50 | hrs. | 20.00 |
| | Review and analysis of CCLA research waiver; | | | |
| 07/09/2008 | WRM | 2.10 | hrs. | 262.50 |
| | E-mail to T. Smith re: CCLA research procedure and releases (.1); Analysis of S. 790.251, Fla.Stat., re: firearms on campus (.5); Telephone conference with B. Hollimon re: TCC trademark protection (.1); Review two e-mails from R. Tolson re: employee issues (.2); Two e-mails to R. Tolson re: employee issues (.2); Review documents re: employee issues (1.0); | | | |
| 07/09/2008 | JS | 0.90 | hrs. | 36.00 |
| | Review and analysis of use of background checks for prospective employees; | | | |
| 07/10/2008 | WRM | 0.30 | hrs. | 37.50 |
| | Review e-mail from T. Smith re: grievance proceeding (.1); Telephone conference with T. Smith re: grievance procedure (.1); E-mail to T. Stallworth re: lease for Ghazvini Health building (.1); | | | |
| 07/11/2008 | WRM | 0.60 | hrs. | 75.00 |
| | Two telephone conferences with R. Tolson re: Learning Commons positions (.3); Analysis re: Learning Commons position (.3); | | | |

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| 07/11/2008 | JS | 1.20 hrs. | 48.00 |
| Review and analysis of confidentiality of background checks (.6); Review and analysis of powers and duties of Board of Trustees in hiring (.6); | | | |
| 07/14/2008 | WRM | 1.70 hrs. | 212.50 |
| E-mail to B. Hollimon re: TCC trademark registration status (.1); Review e-mail from B. Hollimon re: TCC trademark registration status (.1); E-mail to T. Smith re: TCC trademark registration status (.1); Two e-mails to R. Tolson re: Learning Commons positions (.2); Review e-mail from T. Smith re: TCC trademark registration (.1); Review e-mail from T. Stallworth re: Ghazvini lease (.1); E-mail to T. Stallworth re: Ghazvini lease (.1); Telephone conference with R. Tolson re: employee actions, T00007 Tallahassee Community College Invoice# 982 positions, and hires (.2); Review e-mail from T. Smith re: Ghazvini lease (.1); E-mail to T. Smith re: Ghazvini lease (.1); Review five e-mails from R. Tolson re: employee actions (.5); | | | |
| 07/14/2008 | WRM | 0.80 hrs. | 100.00 |
| Four e-mails to R. Tolson re: employee actions (.4); E-mail to S. Jefferson re: employee questions (.1); Telephone conference with S. Jefferson re: scholarship athlete, SHS agreement, and employee issues (.3); | | | |
| 07/14/2008 | JS | 1.00 hrs. | 40.00 |
| Review and analysis of objection to weekend work; | | | |
| 07/15/2008 | WRM | 0.30 hrs. | 37.50 |
| Review e-mail from R. Tolson re: public records request (.1); Two telephone conferences with R. Tolson re: public records request (.2); | | | |
| 07/16/2008 | WRM | 3.80 hrs. | 475.00 |
| Three e-mails to V. Bahl re: contract language (.3); Review three e-mails from V. Bahl re: contract language (.3); Review and analysis of TCC agreements with TSA Consulting and Vanguard Business Services (.8); Telephone conference with R. Tolson re: TSA Consulting and Vanguard Business Services agreements and employee action (.3); Four telephone conferences with R. Tolson re: employee action (.5); Review e-mail from S. Schroeder re: facsimile signatures (.1); Review and analysis of Family Medical Lease Act question (.8); E-mail to R. Tolson re: TSA and Vanguard agreements (.2); Review e-mail from S. McKenzie re: facsimile signatures (.1); E-mail to T. Smith re: facsimile signatures (.1); Telephone conference with V. Bahl re: contract/grant language (.3); | | | |
| 07/16/2008 | JS | 0.20 hrs. | 8.00 |
| Review and analysis of employment actions and FMLA; | | | |
| 07/17/2008 | WRM | 0.60 hrs. | 75.00 |
| Review e-mail from T. Smith re: facsimile signatures (.1); Two e-mails to T. Smith re: employee background checks (.2); E-mail to T. Smith re: contract and grant employees (.1); Review e-mail from T. Smith re: contract and grant employees (.1); Review e-mail from T. Smith re: employee background checks (.1); | | | |

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| 07/17/2008 | JS | 0.80 | hrs. | 32.00 |
| Review and analysis of credit checks for employees under the Federal Fair Credit Act; | | | | |
| 07/18/2008 | WRM | 3.20 | hrs. | 400.00 |
| Review Human Resources files and meet with S. Jefferson re: employee concerns (2.8); E-mail to R. Tolson re: employee concerns (.1); Telephone conference with J. Murdaugh re: PTLEA long-term goals (.2); E-mail to B. Hollimon re: naming rights (.1); | | | | |
| 07/20/2008 | JS | 0.70 | hrs. | 28.00 |
| Review and analysis law re: long term goals; | | | | |
| 07/20/2008 | JS | 1.90 | hrs. | 76.00 |
| Review and analysis of employee leasing; | | | | |
| 07/21/2008 | WRM | 0.30 | hrs. | 37.50 |
| Telephone conference with R. Tolson re: employee issues (.2); E-mail to T00007 Tallahassee Community College Invoice# 982 R. Tolson re: employee issues (.1); | | | | |
| 07/21/2008 | JS | 0.90 | hrs. | 36.00 |
| Review and analysis of NCIC criminal background checks; | | | | |
| 07/22/2008 | WRM | 0.80 | hrs. | 100.00 |
| Two telephone conferences with R. Tolson re: FCHR response (.3); Telephone conference with L. Mathis re: FCHR response (.2); Review e-mail from T. Smith re: TCC trademark (.1); Review and sign notice of appearance in FCHR matter (.1); Telephone conference with C. Buford re: SHS agreement (.1); | | | | |
| 07/23/2008 | WRM | 2.40 | hrs. | 300.00 |
| Review e-mail from V. Bahl re: DOC contract #C2507 (.1); Telephone conference with R. Tolson re: Learning Commons positions (.2); Analysis re: Learning Commons positions (.3); E-mail to R. Tolson re: Learning Commons positions (.1); Analysis re: employment background checks (.2); Telephone conference with R. Tolson re: response to FCHR complaint (.2); Telephone conference with L. Mathis re: response to FCHR complaint (.1); Two telephone conferences with R. Tolson re: response to FCHR complaint (.2); E-mail to R. Tolson re: response to FCHR complaint (.1); Conference with B. Law re: campus issues (.8); Review e-mail from C. Williams re: DOC contract #C2507 (.1); | | | | |
| 07/23/2008 | JS | 0.90 | hrs. | 36.00 |
| Review and analysis of overtime pay for employees who perform both exempt and non-exempt jobs; | | | | |
| 07/23/2008 | JS | 0.20 | hrs. | 8.00 |
| Review and analysis of employees with multiple exempt and non-exempt jobs and overtime pay; | | | | |
| 07/24/2008 | WRM | 1.10 | hrs. | 137.50 |

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| | Telephone conference with R. Tolson re: FCHR complaint (.2); Review documents re: FCHR complaint (.4); E-mail to R. Tolson re: FCHR complaint (.1); Telephone conference with C. Buford re: SHS agreement (.2); Telephone conference with R. Tolson re: Family Medical Lease Act questions (.2); | | |
| 07/25/2008 | WRM | 0.70 hrs. | 87.50 |
| | Review e-mail from N. Sneed re: FCHR Complaint and response (.1) Receipt and review of correspondence from FCHR from H. Wright re: response to FCHR Complaint (.1); Two e-mails to R. Tolson re: response to FCHR complaint (.2); Receipt and review of correspondence from L. Mathis re: response to FCHR complaint (.1); E-mail to T. Smith re: SHS agreement (.1); Review e-mail from T. Smith re: SHS agreement (.1); | | |
| 07/28/2008 | WRM | 1.60 hrs. | 200.00 |
| | Telephone conference with B. Law re: employee retirement (.1); Review four e-mails from T. Smith re: contract C2507-DOC (.4); Two e-mails to T. Smith re: contract C2507-DOC (.2); Review and analysis of contract C2507 with DOC (.9); | | |
| 07/29/2008 | WRM | 1.90 hrs. | 237.50 |
| | Review e-mail from R. Tolson re: response to FCHR complaint (.1); Review e-mail from T. Smith re: Gear Up grant (.1); Review two e-mails T00007 Tallahassee Community College Invoice# 982 from R. Johnston re: Security Service Company (.2); Receipt and review of draft response to FCHR complaint (.1); Telephone conference with H. Wright re: response to FCHR complaint (.1); Review two e-mails from M. Turnbull re: Security Service Company (.2); Review e-mail from C. Brewer re: Security Service Company (.1); Receipt and review of correspondence from C. Freed with attachment re: Security Service Company (.1); E-mail to R. Johnston re: Security Service Company (.1); Receipt and review of Gear Up grant documents (.4); Telephone conference with R. Tolson re: response to FCHR complaint (.2); Telephone conference with R. Tolson re: employee complaint (.1); Review e-mail from N. Sneed re: priority research disclosure form (.1); | | |
| 07/29/2008 | WRM | 1.80 hrs. | 225.00 |
| | Two telephone conferences with S. Search re: response to FCHR complaint (.2); Review background documents re: response to FCHR complaint (1.6); | | |
| 07/30/2008 | WRM | 2.40 hrs. | 300.00 |
| | Complete review of background documents for response to FCHR complaint (.3); Telephone conference with J. Sauls re: collections matter (.1); Brief review of part of Gear Up grant package (.1); E-mail to T. Smith re: Gear Up grant (.1); Dictation and preparation of correspondence to R. Tolson re: FMLA intermittent leave (.2); Conference with B. Sloan, S. Search, V. Mayes, and H. Wright re: response to FCHR complaint (.7); Two telephone conferences with R. Johnston re: Security Service | | |

