



August 15, 2011

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President
SUBJECT: Attorney Invoice - June 2011 - Andrews, Crabtree, Knox & Andrews, LLP.

Item Description:

Request for approval to pay the Board's attorney.

Overview:

On a monthly basis, the Board's attorney submits an invoice for services provided.

Salient Facts:

The College's attorney is hired by the Board under the authority of Section 1001.64(25), Florida Statutes, and for this reason invoices are brought for approval.

Past Actions:

The Board of Trustees approved the contract at the October 18, 2010 Board meeting and shall be effective through October 31, 2011. 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 \$160,000 for services of the firm.

Future Actions:

Monthly Invoices will be presented as they are submitted by the attorney.

Funding/Financial Matters:

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$13,333.33 plus expenses \$718.26 for a total of \$14,051.99.

Staff Resource:

Teresa Smith

Recommended Action:

Authorize payment of invoices as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

P.O. BOX 12800
TALLAHASSEE, FL 32317
TAX ID #59-3621660

July 7, 2011

Jerry Schilling
Assistant Vice President for Administrative Services
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 9993 WRM
Our file# T00007 02276
Billing through 06/30/2011

Tallahassee Community College (General)
P.O. Number: 2011 00001580

FOR PROFESSIONAL SERVICES RENDERED

05/27/2011	WRM	Receipt and review of e-mail from V. Lawrence re: Sterling Council agreement (.1); E-mail to J. Norris re: Brogan noise complaint sound test (.1); Receipt and review of e-mail from J. Norris re: Brogan noise complaint sound test (.1); Review, determine redrafting of Sterling Council agreement (.7); E-mail to V. Lawrence re: Sterling Council agreement (.2);	1.20 hrs.
05/31/2011	WRM	Receipt and review of e-mails (2) from R. Tolson re: Sterling Council agreement (.2); Receipt and review of e-mail from D. Waddell re: Brogan noise complaint (.1); Receipt and review of e-mail from K. Moon re: President's evaluation (.1); Receipt and review of e-mail from T. Smith re: Brogan's noise complaint (.1); Receipt and review of e-mails (2) from S. Rowland re: B.T. DOE/OCR complaint (.2); Receipt and review of e-mail from B. Spiers re: B.T. DOE/OCR complaint (.1); Receipt and review of e-mail from W. Patterson re: B.T. DOE/OCR complaint (.1); Receipt and review of e-mails (2) from P. Manning re: B.T. DOE/OCR complaint (.2); E-mail to C. Stewart re: B.T. DOE/OCR complaint (.1); Telephone conference with R. Tolson re: H.E.	3.30 hrs.

case and grant employee pay (.2); E-mail to R. Tolson re: Sterling Council agreement (.1); Receipt and review of e-mail from C. Stewart re: B.T. DOE/OCR complaint (.1); Receipt and review of e-mail from R. Tolson re: student/employee transcript hold (.1); Receipt and review of e-mail from E. Eunice re: former student trespass (.1); Review former student trespass incident reports (.2); E-mail to E. Eunice re: former student trespass (.1); E-mail to C. Stewart re: former student trespass (.1); Receipt and review of documents re: student/employee transcript hold (.1); E-mail to Board President evaluation subcommittee re: individual evaluations (.1); Review draft policy and procedure re: disruptive student behavior (.4); Review statutes and administration codes and student disruptive background (.4); E-mail to L. Voight re: student disruptive behaviors (.1);

06/01/2011	WRM	<p>Receipt and review of e-mail from L. Voight re: disruptive students process (.1); Receipt and review of e-mail from D. Callen re: President's evaluation (.1); E-mail to L. Kling re: President's evaluation (.1); Receipt and review of e-mail from A. DeFoor re: President's evaluation (.1); Receipt and review of e-mail from W. Rabon re: former student trespass (.1); Review financial aid/receipts re: former student complaint (.1); E-mail to W. Rabon re: former student trespass (.1); Receipt and review of e-mail from L. Kling re: President's evaluation (.1); Dictation and preparation of monthly Litigation Report (.4); E-mails (2) to J. Schilling re: Blackeny v. TCC/Flagler (.2); Receipt and review of e-mail from J. Nelson re: B.T. DOE/OCR complaint (.1); Receipt and review of e-mail from K. Moon re: President's evaluation (.1); E-mail to K. Moon re: President's evaluation (.1); Receipt and review of e-mail from J. Schilling re: Blackeny v. TCC/Flagler (.1);</p>	2.20 hrs.
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E-mails (2) to W. Rabon re: Blackeney v. TCC/Flagler (.2); Receipt and review of e-mail from W. Rabon re: Blackeney v. TCC/Flagler (.1); Telephone conference with K. Gardner re: Brogan noise complaint (.1);

06/02/2011	WRM	Telephone conference with R. Johnston re: student housing advertizing;	0.20 hrs.
06/03/2011	WRM	Telephone conference with R. Tolson re: employee issues (.1); Receipt and review of e-mail from B. Lesko re: MyiLibrary Online Agreement (.1); Receipt and review of e-mail from L. Kling re: President's evaluation (.1); E-mail to L. Kling re: President's evaluation (.1); Receipt and review of e-mail from M. Pagels re: H.E. lawsuit (.1); Receipt and review of e-mail from R. Tolson with attached e-mails re: employee issues (.2); E-mail to R. Tolson re: employee issues (.1); Review and analysis of MyiLibrary Online Access Agreement/License (.3); Telephone conference with R. Tolson re: FPSI employee issue, main campus employee issue (.3); E-mail to B. Lesko re: MyiLibrary Agreement (.2); Receipt and review of e-mail from R. Tolson re: main campus employee issues (.1);	1.70 hrs.
06/06/2011	WRM	Receipt and review of e-mail from J. Norris re: Brogan noise complaint (.1); Receipt and review of final J&O invoice for legal services (.1); E-mails (2) to D. Callen re: President's evaluation (.2); Receipt and review of e-mails (2) from D. Callen re: President's evaluation (.2); Conferences (3) with R. Tolson, J. Chaires, T. Smith, C. Singletary re: employees issues and applicant concern (1.5); Receipt and review of e-mail from B. Lesko re: Blackboard Collaborate order (.1); Receipt and review of e-mail from G. Wells re: Mango Languages agreement (.1); Receipt and review of e-mail from K. Gardner re: Brogan sound tests (.1); E-mail to T. Smith re: Brogan sound tests (.1); Receipt and review of e-mail from T. Smith re:	2.60 hrs.

COBA meeting (.1);

06/07/2011	WT	E-mail from L. Kling re: blank evaluation form (.1); Prepare 2011 Presidential evaluation (1.0);	1.10 hrs.
06/07/2011	WRM	Receipt and review of e-mail D. Callen re: President's evaluation (.1); E-mail to D. Callen re: President's evaluation (.1); Review and analysis of Mango Languages Agreement (.3); E-mail to G. Wells re: Mango Language Agreement (.1); Receipt and review of e-mails (2) from L. Kling re: President's evaluation (.2); Review and analysis of Blackboard Collaborate Agreement (1.0); E-mail to B. Lesko re: Blackboard Collaborate agreement (.1); Receipt and review of e-mail from D. Callen re: President's evaluation (.1); Receipt, review and analysis of correspondence from D. Callen re: President's evaluation (.1); E-mail to L. Kling re: President's evaluation (.1); Receipt and review of e-mail from J. Norris re: Brogan noise tests (.1); Receipt and review of e-mail from B. Sloan re: TCC/COT EMT Training Agreement (.1); Review Brogan sound level readings (.1); Review Trustees' President evaluations, compile evaluation (1.2); Telephone conference with R. Bush re: H.E. and M.U. lawsuits (1.0); Receipt and review of e-mail from B. Sloan re: Blackboard Collaborate Agreement (.1); E-mails (2) to R. Tolson re: M.U. and H.E. files records (.2); Memo to President Evaluation Subcommittee re: compiled evaluation (.2); Telephone conferences (2) with T. Smith re: H.E. lawsuit (.3); Receipt and review of e-mail from R. Tolson re: M.U. lawsuit records (.1); E-mail to Board of Trustees re: President's evaluation (.1); Receipt and review of e-mail from B. Gill re: Weaveonline agreement (.1); Begin review and analysis of COT/TCC EMS Training Agreement (.9);	6.70 hrs.
06/08/2011	WRM	Receipt and review of e-mail from A. DeFoor	4.00 hrs.

re: President's evaluation meeting (.1); E-mail to A. DeFoor re: President's evaluation meeting (.1); Review statutes, Florida Admin. Code re: proposed EMT training agreement with COT (1.4); Dictation and preparation of correspondence to B. Sloan re: analysis of proposed TCC/COT EMT training agreement with recommendation (.6); Review revised WEAVEonline agreement (.4); E-mail to B. Gill re revised WEAVEonline agreement (.1); E-mail to R. Bush re: H.E. lawsuit (.1); Receipt and review of e-mail from B. Gill re: revised WEAVEonline agreement (.1); Receipt and review of e-mail from B. Sloan re: Holocaust - Educational Res. Council Agreement with memos (.2); E-mail to B. Sloan re: HERC agreement (.1); Review and analysis of online HERC information, holocaust education information (.8);

06/09/2011	WRM	<p>Receipt and review of e-mail from B. Sloan re: HERC M.O.U. (.1); Receipt and review of e-mail from R. Johnston re: open meeting (.1); Receipt and review of e-mails (2) from G. Wells re: agreement with Akerman Senterfit, with (3) agreements (.3); E-mail to G. Wells re: Akerman Senterfit agreement (.1); Telephone conference with R. Johnson re: Fostering Achievement Fellowship meetings (2.2); Analysis: application of public records and Government in Sunshine to Fostering Achievement Fellowship (2.); Receipt and review of e-mail from T. Smith re: Akerman Senterfit agreement (.1); Telephone conference with T. Smith re: Akerman Senterfit agreement (.4); Telephone conference with D. Waddell re: student question (.1); Receipt and review of e-mail from R. Bush re: H.E. lawsuit, with attachments (.2); E-mail to T. Smith, others re: H.E. suit trial date (.1); Receipt and review of e-mail from M. Turner re: H.E. case mediation (.1); Receipt and review of e-mail from T. Smith re: H.E. case mediation and trial (.1);</p>	4.10 hrs.
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06/10/2011	WRM	Receipt and review of e-mail from G. Wells re: Sage Publishing Agreement (.1); Review and analysis of SAGE Reference online Purchase Agreement (.5); E-mail to G. Wells re: Sage Reference Online Purchase Agreement (.1); E-mail to R. Tolson re: records in M.U. case (.1); E-mail to B. Sloan re: HERC MOU (.1); Receipt and review of e-mail from J. Schilling re: H.E. case trial date (.1); Receipt and review of e-mails (2) from M. Turner re: H.E. case trial date (.2); Receipt and review of e-mail from K. Torre re: H.E. case trial date (.1); Telephone conference with R. Bush re: H.E. case trial planning (.3); Telephone conference with R. Tolson re: M.U. case, DOE employee (.4); E-mail to T. Smith re: H.E. case witnesses (.1); E-mail to R. Bush re: M.U. case records (.1); Review and analysis of notes, correspondence, documents in H.E. case (.3); E-mail to R. Bush re: witnesses in H.E. case (.2);	2.70 hrs.
06/13/2011	WRM	Receipt and review of e-mail from S. Jefferson re: Service Contract (.1); Receipt and review of e-mails (2) from S. Rowland re: Service Contract (.3); Receipt and review of e-mail from T. Smith re: H.E. case witnesses (.1); E-mail to R. Bush re: H.E. case witnesses (.1); Receipt and review of e-mail from R. Bush re: H.E. case witnesses (.1); Review and analysis of Comevo application hosting agreement (.4); E-mails (2) to S. Rowland re: Comeno application hosting agreement (.2); Receipt and review of e-mail from R. Frazier re: AMTC Room 104 facility usage agreement (.1); Review and analysis of facility usage agreement (.6); E-mail to R. Frazier re: facility usage agreement (.1); Receipt and review of e-mail from B. Batton re: facility usage agreement (.1); Receipt and review of e-mails (2) from L. Kling re: President's evaluation meeting (.2); E-mail to L. Kling re: President's evaluation meeting (.1); Telephone conference	2.80 hrs.

with J. Schilling re: Comevo agreement (.1);
 Receipt and review of e-mail from A. DeFoor
 re: President's evaluation meeting (.1); Receipt
 and review of e-mail from A. DeFoor re:
 Trustee Financial disclosure (.1);

06/14/2011	WRM	<p>Telephone conferences (2) with M. Finkelstein re: HERC (.2); Review financial disclosure documents - A. DeFoor (.1); Telephone conference with A. Maxwell re: HERC TCC logo use (.1); Telephone conference with R. Tolson re: H.E. case - CMC (.1); Review file documents re: H.E. case (.4); Receipt and review of e-mail from M. Turner re: H.E. case mediation (.1); E-mail to T. Smith re: H.E. case mediation (.1); E-mails (2) to R. Bush re: H.E. case facts (.2); Receipt and review of e-mail from T. Smith re: H.E. case mediation (.1); Receipt and review of e-mail from R. Bush re: H.E. case background (.1); Receipt and review of e-mails (3) from A. Maxwell re: use of TCC logo by HERC (.3); E-mails (3) to A. Maxwell re: use of TCC logo by HERC (.3); Review TCC Logo usage information for HERC agreement (.2);</p>	2.30 hrs.
06/15/2011	WRM	<p>Dictation and preparation of Memo of Understanding - TCC and Holocaust Education Resource Council (1.7); E-mail to B. Sloan/M. Finkelstein re HERC MOU (.1); Receipt and review of e-mail from M. Finkelstein re: HERC MOU (.1); Receipt and review of e-mail from A. DeFoor re: financial disclosure (.1); Receipt and review of e-mails (2) from B. Lesko re: Sage Publishing agreement, with attachments (.2); E-mail to B. Lesko re: Sage Publishing agreement (.1); Receipt and review of e-mail from T. Smith re: COBA Workshop Agenda (.1); Review COBA agenda (.1);</p>	2.50 hrs.
06/16/2011	WRM	<p>Receipt and review of e-mails (2) from S. Hall re: TCC Facebook Sweepstakes (.2); E-mail to S. Hall re: TCC Facebook Sweepstakes (.1);</p>	3.90 hrs.

Review and analysis of Rules for TCC Facebook Sweepstakes (.4); Telephone conference with T. Smith re: COBA meeting, Ceridian visit, Brogan noise complaint (.2); Analysis - legality of TCC Facebook Sweepstakes (1.6); Telephone conference with J. Schilling re: TCC status re: conduct of Sweepstakes (.1); Telephone conference with T. Smith re: COBA/Ceridian (.1); Receipt and review of e-mail from T. Smith re: COBA (.1); E-mail to T. Smith re: TCC tax exempt statute (.1); Receipt and review of e-mail from M. Turner re: trial and mediation in H.E. case (.1); Receipt and review of e-mail from T. Smith re: Dynamic Campus Solutions agreement (.9);

06/17/2011	WRM	<p>Receipt and review of e-mail from T. Smith re: 10,000 fans sweepstakes (.1); E-mails (2) to L. Kling re: Board meeting agenda (.2); Receipt and review of e-mail from L. Kling re: Board meeting agenda (.1); Review TCC tax exemption certificate (.1); Receipt and review of e-mails (3) from T. Smith re: Brogan noise complaint (.3); E-mail to T. Smith re: Brogan noise complaint (.1); Receipt and review of Board Agenda for 6/20/11 (1.3); E-mails (2) to R. Johnston re: Foundation tax exempt status (.2); Receipt and review of e-mail from R. Johnson re: Foundation tax exempt status (.1); Continued analysis - TCC 10,000 friends sweepstakes (1.1); Dictation and preparation of correspondence to S. Hall re: TCC 10,000 friends sweepstakes (.4); Continued review and analysis of Dynamic Campus agreement (.8); E-mail to T. Smith re: Dynamic Campus agreement (.2); Receipt and review of e-mail from T. Smith re: Dynamic Campus agreement (.1); Review and analysis of City of Tallahassee ordinances re: Brogan noise complaint (.5); E-mail to T. Smith re: COT ordinance - noise (.1);</p>	5.70 hrs.
06/20/2011	WRM	<p>Receipt and review of e-mail from S. Hall re: 10,000 fans of TCC Sweepstakes (.1); E-mails</p>	5.00 hrs.

(2) to K. May re: COBA conference (.2);
 Receipt and review of e-mails (2) from
 T.Smith re: Akerman Senterfitt contract (.2);
 Review and analysis of Akerman Senterfitt
 contract (.2); E-mail to T. Smith re: Akerman
 Senterfitt contract (.1); Receipt and review of
 e-mail from K. May re: COBA conference
 (.1); Receipt and review of email from C.
 Jones re: amendment to FWCC contract (.1);
 Review and analysis of amendment to FWCC
 contract (.2); E-mail to C. Jones re: FWCC
 contract (.1); Attend President evaluation
 meeting, Board workshop and Business
 meeting (3.5); Conference with R. Tolson re:
 employee issue (.2);

06/21/2011	WRM	E-mail to R. Bush re: potential summary judgment motion in H.E. case (.1); E-mail to R. Tolson re: employee discipline (.1); Review and sign FWCC agreement (.1); E-mail to R. Johnston - re: family security case (.1); Receipt and review of e-mail from R. Johnston re: family security case (.1); Travel to Clearwater Beach for COBA meeting (4.7);	5.20 hrs.
06/22/2011	WT	Telephone conference with S. Stewart re: FCHR re: questions on Mary Kealy position statement (.2); Telephone conference with H. Wright re: Kealy's current employment status (.2); Telephone conference with S. Stewart re: employment status, degree status (.2);	0.60 hrs.
06/22/2011	WRM	Attend COBA meeting including, Ceridian meeting;	8.00 hrs.
06/23/2011	WRM	Attend COBA meeting (3.5); Travel Clearwater Beach to Tallahassee (4.5); Receipt and review of e-mail from T. Folsom re: Symplicity contract addendum (.1); Receipt and review of e-mail from A. Maxwell re: 10,000 fans contest (.1); Receipt and review of e-mail from R. Bush re: H.E. lawsuit (.1); Receipt and review of e-mail from T. Smith re: Dynamic Campus contract (.1); Receipt and	8.50 hrs.

review of e-mail from M. Finkelstein re:
HERC agreement (.1);

06/24/2011	WRM	E-mail to R. Tolson re: dispositive motion in H.E. case (.1); Receipt and review of e-mail from R. Tolson re: H.E. case dispositive motion (.1); Telephone conferences (2) with H. Wright re: data in M.K. FCHR matter (.2); Telephone conference with S. Stewart re: M.K. FCHR matter (.1); Dictation and preparation of correspondence to S. Stewart re: M.K. FCHR matter (.2); Review and analysis of addendum to Symplicity agreement (.2); E-mail to T. Folsom re: addendum to Symplicity agreement (.1); E-mail to A. Maxwell re: 10,000 TCC Fans contest (.1); E-mail to TCC re: Indemnity provision - Dynamic (.2); Receipt and review of e-mails (2) from T. Greene re: clutch performance agreement (.2); Review and analysis of clutch performance agreement (.2); E-mail to T. Greene re: clutch performance agreement (.1); Receipt and review of e-mail from V. Lawrence re: clutch performance agreement (.1);	1.90 hrs.
06/27/2011	WRM	Revise TCC/HERC mou per B. Sloan and M. Finkelstein (.3); Telephone conferences (4) with R. Tolson re: employee action (.5); Review and analysis of complaint, witness and employee interviews re: employee action (.4);	1.20 hrs.
06/29/2011	WRM	Receipt and review of e-mail from L. Powell re: employee action (.1); Receipt and review of e-mails (3) from V. Lawrence re: Stirling Council contract (.3); Receipt and review of e-mail from M. Finkelstein re: HERC MOU (.1); Receipt and review of e-mails (3) from S. Jefferson re: NACELink agreement (.3); E-mails (2) to S. Jefferson re: NACELink agreement (.2); Review and analysis of revised Sterling Council contract (.3); E-mail to V. Lawrence re: Sterling Council contract (.1); Review NACELink agreement (.1); Revise TCC/HERC MOU (.2);	1.70 hrs.

06/30/2011 WRM Receipt and review of e-mail from L. Powell re: employee incident (.1); Receipt and review of employee incident investigation report (.3); E-mail to R. Tolson re: report on employee incident (.1); Telephone conference with R. Tolson re: employee incident, FRS deduction (.3); Dictation and preparation of monthly Litigation Report to President (.3); E-mail to A. Blagg re: status of A.B. v. Flagler, TCC (.1); E-mail to S. Heath re: Avalanche/TCC v. Pro-Steel (.1); Receipt and review of e-mail from R. Tolson re: employee complaint (.1); E-mail to R. Tolson re: employee complaint (.1); Receipt and review of e-mails (2) from A. Maxwell re: TCC's biggest fan contest (.2); Receipt and review of e-mails (2) from B. Lesko re: Blackboard collabonte agreement (.2); Review and analysis of revised Blackboard Collabative agreement (.2); E-mail to B. Lesko re: Blackboard Collabonte agreement (.1);

2.20 hrs.

June Flat Fee

\$13,333.33

DISBURSEMENTS

06/24/2011 Out-of-Town Travel to TCC COBA Conference in Clearwater Beach - 6/21-6/23/11 - WRM - 606 miles at .51 per mile, 309.06 - meals, 35.14 - Hotel, 374.06 718.26

Disbursements for this matter

\$718.26

BILLING SUMMARY

Mabile, William R	Attorney	79.60 hrs	
Taylor, Winifred	Paralegal	1.70 hrs	
Fees		81.30 hrs	\$13,333.33
Disbursements			\$718.26
TOTAL CHARGES FOR THIS BILL			\$14,051.59