




January 18, 2011

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - 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:

Attorney fees and expenses charged in fiscal year 2010-2011, through 12/14/2010 total \$71,153.01.

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.

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

December 14, 2010

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

Invoice# 9630 WRM
Our file# T00007 02276
Billing through 12/14/2010

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

FOR PROFESSIONAL SERVICES RENDERED

12/01/2010	WRM	December Flat Fee Billing;	13,333.33
12/01/2010	BJL	Review and analysis of case law re: employee status v. independent contractors;	1.50 hrs.
12/01/2010	WRM	Receipt and review of invoice from intellectual property attorney B. Hollimon (.1); E-mail to T. Smith re: B. Hollimon invoice (.1); Preparation for meeting re: S.H. EEOC claim, review of background documents (.5); Preparation for meeting re: G.L. FCHR claim (.3); Conference with R. Tolson re: S.H. EEOC claim, G.L. FCHR claim, use of credit background check (1.6); Conference with T. Smith re: contracts/grants - limitation of liability (.5); Telephone conference with R. Tolson re: S.W. public record request (.1); Receipt and review of e-mail from T. Smith re: contracts/grants meeting (.1); Analysis - contracts/grants, limitation of liability (.2); Receipt and review of e-mail from M. Turner re: H.E. lawsuit discovery (.1);	3.60 hrs.
12/02/2010	BJL	Prepare memo re: analysis: employee/independent contractor;	0.90 hrs.
12/02/2010	WRM	Receipt and review of e-mail from B. Sloan re:	5.80 hrs.

book publishers (.1); Telephone conference with R. Tolson re: recent FCHR complaint (.1); E-mail to B. Sloan re: book publishers/vendors (.1); Receipt and review of e-mail from R. Tolson re: recent FCHR complaint (.1); Conference with R. Tolson, V. Montgomery, L. Kerwin re: recent FCHR complaint (2.2); Conference with T. Smith, J. Schilling, others re: contracts and grants management (1.2); Conference with R. Tolson re: TCC policies, publication by TCC employees (.5); Review and analysis of liability re: contracts and grants (1.5);

12/03/2010	WRM	Conference with R. Tolson, E. Eunice, J. Eason re: S.H. EEOC complaint (1.4); Receipt and review of e-mail from C. Easley re: Pharmacy Tech internship (.1); Receipt and review of e-mails (2) from R. Tolson re: M.E. public record request (.2); Telephone conference with R. Tolson re: R.G. public records request (.1); Telephone conferences (2) from R. Tolson re: M.E. public record request (.3); Review requested language for Publix internship agreement (.6); Review and analysis of former employee file in G.L. FCHR matter (2.5); E-mail to R. Tolson re: M.E. public record request (.1);	5.30 hrs.
12/06/2010	WRM	Telephone conference with R. Tolson re: job applicant process and issues, new employee complaint (.3); Telephone conference with L. Kerwin re: his affidavit in response to G.L. FCHR claim (.1); Telephone conference with V. Montgomery re: L. Kerwin affidavit (.1); E-mail to R. Tolson re: L. Kerwin affidavit (.1); Dictation and preparation of L. Kerwin affidavit, response to FCHR information request, and begin draft of TCC/CCLA response to G. L. FCHR complaint (5.3);	5.90 hrs.
12/07/2010	WRM	Receipt and review of e-mail from F. Brown re: MESA program subagreement (.1); Telephone conference with G. Wells re:	6.00 hrs.

contracts and grants meeting (.1); Review and analysis of MESA subagreement (.2); Receipt and review of e-mail from T. Smith re: contracts and grants meeting (.1); E-mail to F. Brown re: MESA subagreement (.1); Telephone conference with R. Tolson re: G.L. FCHR complaint (.1); Continued preparation of response to G.L. FCHR complaint (2.6); Receipt and review of e-mail from R. Tolson re: employee academic transcripts (.1); Telephone conference with R. Tolson re: G.L. FCHR complaint, M.E. public record request (.3); E-mail to R. Tolson re: employee academic records (.1); Telephone conference with L. Kerwin re: G.L. FCHR complaint (.1); Telephone conference with T. Gray re: deposition of plaintiff in H.E. whistleblower case (.5); Receipt and review of e-mail from R. Frazier re: Kryterion Location agreement (.1); Analysis - liability limitation for contracts/grants (1.5);

12/08/2010	WRM	<p>Receipt and review of e-mail from R. Tolson re: R.G. public records request (.1); Telephone conference with R. Tolson re: R.G. public records request (.1); Receipt and review of e-mail from T. Folsom re: WLA Agreement (.1); Review and analysis of WLA Agreement (.3); E-mail to T. Folsom re: WLA Agreement (.1); Review and analysis of Kryterion Location Agreement (.5); E-mail to R. Frazier re: analysis of Kryterion Location Agreement (.2); Receipt and review of e-mail from R. Frazier re: Kryterion Location Agreement (.1); Telephone conference with R. Tolson re: R.G. public record request, G. L. FCHR complaint, employee issues (.3); Analysis - contract/grant liability (2.9); Dictation and preparation of report to T. Smith re: contract/grant liability (1.1);</p>	5.80 hrs.
12/09/2010	BJL	<p>Review and analysis of case law analyzing disabilities under ADA, whether sleep apnea is a disability and the application of the ADAA</p>	3.20 hrs.

for response to G.L. FCHR complaint;

12/09/2010	WRM	Receipt and review of e-mails (2) from R. Tolson re: R.G. public record request (.2); Receipt and review of e-mail from R. Tolson re: G.L. FCHR complaint (.1); Revise report to T. Smith re: contract and grant liability limitation (.4); Receipt and review of e-mail from L. Kerwin re: his affidavit in response to G.L. FCHR complaint (.1); Receipt and review of D. Ware invoice - immigration legal services (.1); Receipt and review of R.G. memo re: public record request, issues (.3); Telephone conference with R. Tolson re: R.G. public record request, memos (.1); Receipt and review of e-mail from S. Heath with attachments re: CCLA roof litigation (.2); E-mail to F. Lowe re: request to buy portion of Wakulla property (.1); Receipt and review of recent N.D. Florida case for analysis of G.L. FCHR complaint, additional analysis (.6); Receipt and review of e-mail from F. Lowe re: Wakulla property (.1); Receipt and review of e-mail from T. Smith re: computer policy public record request (.1); Receipt and review of e-mail from R. Tolson re: M.E. public record request (.1); Receipt and review of e-mail from E. Eunice re: subpoenas to testify in criminal case (.1); Analysis M.J. and computer public record request (.3); Telephone conferences (2) with T. Smith re: M.J. - computer record request (.3); E-mail to T. Smith re: M.J. computer record request (.1); Review documents produced in response to M.E. public record request (.2); E-mails to Board Chair and President re: Wakulla Property (.2); Telephone conference with E. Eunice re: subpoenas in criminal case (.1); E-mail to V. Montgomery re: G.L. FCHR complaint (.1); Receipt and review of e-mail from V. Montgomery re: G.L. FCHR complaint (.1); Receipt and review of e-mail from A. DeFoor re: Wakulla property (.1);	4.20 hrs.
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		E-mail to J. Murdaugh re: Wakulla property (.1);	
12/10/2010	WT	Revise affidavit of Lance Kerwin, preparation of correspondence to Lance Kerwin re: execution instructions for affidavit (.3); Telephone conference with L. Kerwin re: further revisions (.1);	0.40 hrs.
12/10/2010	WRM	Receipt and review of e-mail from V. Montgomery re: G.L. FCHR complaint (.1); Receipt and review of e-mail from J. Schilling re: M.N. complaint (.1); Receipt and review of e-mails (2) from J. Murdaugh re: Wakulla property (.2); E-mails (2) to J. Murdaugh re: Wakulla property (.2); E-mail to J. Schilling re: M.N. complaint (.1); Review and analysis of background FCHR documents re: M.N. complaint (.3); Review Federal Rule 11(6) re: M.N. complaint (.1); Conference with T. Smith, R. Tolson, others re: contracts and grants with state agencies (1.5); Conference with B. Sloan, S. Search, R. Tolson re: employee issues (.8); Receipt and review of e-mail from S. Heath re: CCLA roof litigation (.1); Revise affidavit in support of response in G.L. FCHR matter (.2); Telephone conferences (2) with S. Mathew re: employee issues (.2); E-mail to B. Sloan, others re: employee issues (.1); Continued preparation of response to G.L. FCHR complaint (1.4); Receipt and review of e-mail from B. Sloan re: employee issues (.1); Analysis: limitation of liability in contracts with state agencies (.6); Telephone conferences (2) with R. Tolson re: M.E. public record request, employee issue (.4); E-mail to B. Sloan re: employee issue (.1); Receipt and review of e-mail from F. Messersmith re: Wakulla property (.1); Receipt and review of e-mail from R. Tolson re: M.E. public records request (.1); Receipt and review of e-mail from M.E. to J. Murdaugh re: M.E. public record request (.2); Receipt and review of e-mail from R. Tolson re: M.E. public record request	8.00 hrs.

meeting (.1); Receipt and review of e-mail from L. Powell re: G.L. FCHR complaint (.1); Telephone conference with T. Smith re: lease issues (.2); Telephone conference with R. Tolson re: O.P.S. worker leave (.2); Receipt and review of e-mail from B. Sloan re: employee issue, meeting with President (.1); Review TCC policies re: employee actions (.3);

12/12/2010	WRM	Analysis - return of continuing contract faculty to annual contract (.7); Analysis - exemption from public records act production - employment applications (.8); E-mail to R. Tolson re: public records act exemption (.1); Analysis failure of commercial tenants to pay rent (.6); E-mail to T. Smith re: tenants' failure to pay rent (.1); Analysis: O.P.S. employees' time-off (.6); E-mail to R. Tolson re: O.P.S. employees' time-off (.1); Finalize response to G.L. FCHR complaint (.6); Receipt and review of e-mail from T. Smith re: tenants' failure to pay rent (.1); Dictation and preparation of language for draft agency liability contract (.8); Receipt and review of e-mail from S. Heath re: CCLA roof litigation (.1);	4.60 hrs.
12/13/2010	WT	Assist in preparation of response to information/document request on G. Lee (1.2); Preparation of correspondence to L. Kerwin re: affidavit (.2);	1.40 hrs.
12/13/2010	WRM	Conference with FCHR officials at FCHR re: response to G.L. FCHR Complaint (.2); Conference with J. Murdaugh, B. Sloan, R. Tolson re: employee issues (.5); Conference with R. Tolson re: employee complaint and other employee issues (.9); Telephone conference with E. Eunice re: subpoena in criminal case (.1); Receipt and review of e-mails (3) from L. Powell re: G.L. FCHR response (.3); E-mails (3) to L. Powell re: G.L. FCHR response (.2); Receipt, review and analysis of correspondence from B. Holliman	4.10 hrs.

re: copyright certificate (.1); E-mail to J. Schilling re: M.N. complaint (.1); Dictation and preparation of draft correspondence for President's signature re: employee issues (.4); Receipt and review of e-mail B. Sloan re: employee issues (.1); Telephone conference with R. Tolson re: employee issues (.1); Receipt and review of e-mail from R. Tolson re: employee issues (.1); Receipt and review of e-mail from R. Tolson re: M.E. public record request (.1); E-mail to D. Ware re: immigration legal services (.1); Telephone conference with R. Tolson re: public records request (.1); E-mail to M.E. re: public record request (.1); E-mail to G. Wells re: immigration legal services (.1); Receipt and review of e-mail from D. Ware re: immigration legal services (.1); Receipt and review of e-mail from M.E. re: public record request (.1); Receipt and review of e-mail from J. Schilling re: M.N. complaint (.1); Receipt and review of e-mail from G. Wells re: immigration legal services (.1); Telephone conference with L. Kerwin re: affidavit in support of response to FCHR complaint (.1);

12/14/2010	WRM	<p>Receipt and review of e-mails (2) from J. Murdaugh re: Wakulla Center Lease (.2); Receipt and review of e-mail from T. Smith re: CCLA roof litigation (.1); E-mail to T. Smith re: CCLA roof Litigation (.1); Receipt and review of Wakulla Center Lease (.5); Telephone conferences (2) with J. Chapin re: Wakulla Center Lease (.2); Revise draft liability limiting contract (.2); Telephone conference with B. Sloan re: employee issues (.1); Review and sign notice of filing affidavit in G.L. FCHR response (.1); Telephone conference with R. Tolson re: liability limiting contract, employee issues, M.E. public record request (.3); Receipt and review of e-mail from M.E. re: M.E. public record request (.1); E-mail to R. Tolson re: M.E. public record</p>	5.20 hrs
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request (.1); Receipt and review of e-mail from R. Frazier re: Kryterion Agreement (.1); Analysis of revision to Kryterion Agreement (.2); E-mail to R. Frazier re: further revision to Kryterion agreement (.2); Telephone conference with F. Brown re: M.E. public record request (.2); Receipt and review of Bar opinions re: attorney contact with agency (.2); E-mail to J. Murdaugh re: Wakulla Center Lease (.1); Telephone conference with C. VonGreiff re: S.H. EEOC charge (.1); Begin preparation of response to S.H. EEOC charge (2.1);

Fees for this matter	\$13,333.33
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BILLING SUMMARY

Longfellow, B. Joe	Associate	5.60 hrs
Mabile, William R	Attorney	58.50 hrs
Taylor, Winifred	Paralegal	1.80 hrs

Fees	65.90 hrs	\$13,333.33
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Disbursements		\$0.00
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TOTAL CHARGES FOR THIS BILL		\$13,333.33
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