




October 21, 2013

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP.
September 24, 2013

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 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 approved year four (4) of the contract at the September 16, 2013 Board meeting which shall be effective until October 2014. The Board shall be billed on an annual flat fee of \$160,000 for services of the firm.

Funding/Financial Implications

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 invoice as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

September 25, 2013

Teresa Smith
Vice President for Administrative Services and
Chief Financial Officer
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 11684 WRM
Our file# T00007 02276
Billing through 09/24/2013

Tallahassee Community College (General)

P.O. Number: 2011 00001580

FOR PROFESSIONAL SERVICES RENDERED

08/27/2013	WT	Preparation of correspondence to S. Heath re: mediated settlement agreement and general release in Avalanche Partnership litigation;	0.10 hrs.
08/28/2013	WRM	Receipt and review of email from J. Byrnes re: campus threat assessment (.1); Receipt and review of email from S. Heath re: Avalanche settlement documents (.1); Telephone conference with B. Ingerman re Workday contract call (.1); Receipt and review of emails (2) from V. Jones re: Workday contract call (.2); email to V. Jones re: Workday contract call (.1); Receipt and review of emails (2) from B. Ingerman re: Workday contract call (.2); Review and analysis of recent Florida Attorney General opinions re Sunshine Law (.3); Telephone conference with D. Wildes re WEI architect contract (.1); Begin review of TCC PD Operational Procedure Manual (.7); Receipt and review of email from D. Wildes re WEI architect contract (.1); Review and analysis of revised WEI architect contract (.5); Receipt and review of email from R. Tolson re employee accommodation (.1); Telephone conference with R. Tolson re employee	3.70 hrs.

accommodation (.1); Telephone conference with B. Ingerman re Workday contract (.2); emails (2) to D. Wildes re WEI architect contract (.2); Receipt and review of email from B. Ingerman re FPL contract (.1); Receipt and review of email from D. Wildes re WEI architect contract performance warranty (.1); Review and analysis of WEI architect contract performance guarantee (.2); Telephone conference with D.Wildes re WEI architect contract (.2);

08/29/2013	WT	Revise Termination of Brogan Sublease and resend to signers;	0.30 hrs.
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08/29/2013	WRM	Telephone conference with T. Smith re public right to speak, WEI architect contract (.1); Receipt and review of email from R. Tolson re adjunct faculty complaint (.1); emails (2) to R. Tolson re adjunct faculty complaint (.2); Receipt and review of emails (4) from D. Wildes re WEI architect contract (.5); emails (3) to D. Wildes re WEI architect contract (.3); emails (3) to T. Smith re WEI architect contract (.3); Receipt and review of email from B. Sloan re Pearson event (.1); Receipt and review of email from T. Smith re public speech Board policy (.1); Analysis: faculty participation in Pearson event (.5); email to B. Sloan re faculty participation in Pearson event (.1); Complete review of TCC PD Operating Procedures Manual (.9); Receipt and review of emails (3) from T. Smith re Brogan sublease termination (.3); Receipt and review of emails (3) from F. Nowels re Brogan sublease termination (.3); email to T. Smith re Brogan sublease termination (.1); Receipt and review of email from B. Sloan re Pearson event (.1); Receipt and review of email from B. Sloan re adjunct faculty complaint (.1); Receipt and review of email from R. Tolson re President salary survey (.1); Telephone calls (2) to R. Tolson re President salary survey (.2); Receipt and review of email from R. Tolson re	7.80 hrs.
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employee accident (.1); Receipt and review of email from T. Smith re WEI architect contract (.1); Receipt and review of email from T. Smith re public right to speak at Board meeting (.1); email to G. Wells re public right to speak (.1); email to G. Wells re Brogan sublease termination (.1); emails (2) to T. Smith/G. Wells re public right to speak policy (.2); Draft language to revise proposed policy 02-08 (.2); Receipt and review of email from G. Wells re termination of Brogan sublease (.1); Telephone conferences (2) with D. Wildes re WEI architect contract (.2); Telephone conference with T. Smith re WEI architect contract (.2); Receipt and review of email from D. Hendry re employee accident (.1); Receipt and review of email from D. Wildes re WEI architect contract performance guarantee (.1); Analysis - WEI architect contract performance guarantee (.4); Analysis: report to IG re: President's compensation (.4); Telephone conference with R. Tolson re IG report (.2); Review workers' compensation information re employee accident (.2); Telephone conference with D. Wildes/B. Ballard/T. Smith re: WEI architect contract guarantee (.6);

08/30/2013	WRM	<p>Receipt and review of email from D. Wildes re WEI architect contract with revised performance guarantee (.2); Receipt and review of email from G. Wells re proposed policy 02-08 (.1); Attend initial architect selection committee meeting (.7); Receipt and review of emails (2) from S. Search re disability training (.2); email to S. Search re disability training (.1); Receipt and review of email from M. Scaringe re WEI architect contract guarantee (.1); Review and analysis of three recent Florida Attorney General opinions re Sunshine Law (.5); Receipt and review of email from D. Wildes re WEI architect contract (.1); Receipt and review of email from S. Crosby re disability training (.1); email to S.</p>	2.30 hrs.
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		Crosby re disability training (.1); email to D. Wildes re WEI architect contract (.1);	
08/31/2013	WRM	Receipt and review of emails (3) from D. Wildes re WEI architect performance guarantee (.3); Receipt and review of email from J. Murdaugh re WEI architect performance guarantee (.1);	0.40 hrs.
09/03/2013	WRM	Receipt and review of email from J. Murdaugh re WEI architect contract (.1); Receipt and review of email from D. Wilde re WEI architect contract (.1); Dictation and preparation of Monthly Litigation Report to J. Murdaugh (.2); Receipt and review of email from A. Tantleff re BYOD (.1); email to B. Ingerman re BYOD (.1); Receipt and review of email from G. Wells re Winning Properties Lease (.1); email to T. Smith re Winning Properties Lease (.1); Review and analysis of Winning Properties Lease (.8); Receipt and review of email from S. Crosby re student contact (.1); Receipt and review of email from T. Smith re Winning Properties Lease (.1);	1.80 hrs.
09/04/2013	WRM	Receipt and review of email from G. Wells re Winning Properties Lease (.1); Emails (2) to T. Smith re Winning Properties Lease (.2); Receipt and review of emails (3) from D. Wildes re architect selection (.3); Receipt and review of email from T. Smith re Winning Properties Lease (.1); Telephone calls (4) with Ki. Moore re event agreement/leadership (.4); Review minutes of Architect Selection Committee Meeting (.1); email to D. Wildes re minutes of architect selection meeting (.1); Receipt and review of email from G. Wells re Brogan sublease termination (.1); Receipt and review of email from F. Nowels re Brogan sublease termination (.1); Receipt and review of email from Ki. Moore re Leadership Event (.1); Telephone conference with R. Tolson re employee issue (.1); Receipt and review of email from T. Smith re Starfish contract (.1);	3.00 hrs.

Review and analysis - Starfish contract (brief re-review) (.2); email to T. Smith re Starfish contract (.1); Review and analysis of Gabrielle agreement proposal and leadership (.9);

09/05/2013	WRM	Receipt and review of email from M. Healy re campus public safety (.1); email to D. Hendry re campus public safety (.1); Receipt and review of email from J. Byrnes re campus threat assessment (.1); Dictation and preparation of draft TCC/PIL agreement (leadership program) (2.4); email to Ki. Moore re draft TCC/PIL agreement (.1); Receipt and review of email from Ki. Moore re draft TCC/PIL agreement (.1); Telephone conference with R. Tolson re employee issue (.2);	3.10 hrs.
09/13/2013	WRM	Telephone conference with R. Johnston re intellectual property (.1); Telephone conference with B. Sloan re adjunct faculty performance (.1); Receipt and review of email from T. Gilliam re public record exception (.1); Receipt and review of email from J. Chaires-Lacey re T.A. FCHR charge (.1); Receipt and review of email from C. Dominguez re public record exemption (.1); Receipt and review of email from D. Wilson re public record exemption (.1); Receipt and review of email from B. Sloan re adjunct faculty complaint (.1); Receipt and review of email from D. Wildes re research permit (.1); Receipt and review of email from P. Locascio re public record exemption (.1); Receipt and review of email from J. Chaires-Lacey re S.M. EEOC charge (.1); Receipt and review of email from S. Crosby re student question (.1); Receipt and review of email from J. Byrnes re campus security (.1); email to D. Hendry re campus security (.1); Receipt and review of email from E. Wright re student insurance (.1); Receipt and review of email from T. Gilliam re student insurance (.1); Receipt and review of email from B. Babb re student insurance (.1);	3.70 hrs.

Receipt and review of emails (3) from J. Chaires-Lacey re employee issues (.3); emails (2) to J. Chaires-Lacey re employee issue (.2); Receipt and review of email from B. Ingerman re draft Workday RFI (.1); Review Board meeting agenda for 9/17/13 (.4); Receipt and review of email from G. Haile re staff purchases (.1); email to R. Tolson/J. Chaires-Lacey re T.A. FCHR charge (.1); email to B. Sloan re faculty complaint (.1); email to B. Sloan re S.M. EEOC charge (.1); Receipt and review of email from R. Tolson re employee issue (.1); Receipt and review of email from R. Tolson re T.A. EEOC charge (.1); emails (2) to S. Search re disability training (.2); Receipt and review of emails (2) from S. Search re disability training (.2); Receipt and review of email from S. Crosby re disability training (.1);

09/16/2013	WRM	<p>Receipt and review of emails (2) from V. Tambellini re Workday RFI (.2); Receipt and review of emails (2) from T. Smith re Workday RFI (.2); Receipt and review of emails (2) from B. Ingerman re Workday RFI (.3); Receipt and review of email from R. Tolson re employee accommodation (.1); Review and analysis of Workday RFI for implementation (.5); emails (2) to B. Ingerman re Workday implementation RFI (.2); email to J. Chaires-Lacey re S.M. EEOC charge (.1); Telephone conference (2) with A. Maxwell (FCHR) re T.A. FCHR charge (.2); email to R. Tolson re T.A. FCHR charge (.1); emails (4) to B. Sloan re faculty travel (.4); Receipt and review of emails (2) from B. Sloan re S.M. EEOC charge (.2); email to B. Sloan re S.M. EEOC charge (.1); Receipt and review of email to B. Sloan re faculty travel (.1); Receipt and review of email (with attachment) from B. Sloan re classroom materials and lab fees (.2); Receipt and review of emails (2) (with attachments) from A. Maxwell (FCHR) re</p>	7.90 hrs.
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T.A. FCHR charge (.3); email to R. Tolson, others re T.A. FCHR charge (.1); Begin review and preparation of response to T.A. FCHR charge (1.8); email to A. Maxwell (FCHR) re T.A. FCHR charge (.1); Review and analysis of Herrmann v Santa Fe College (.2); Conference with R. Tolson, others re employee accommodation (.5); Attend Board business and workshop meetings (2.0);

09/17/2013	WRM	<p>Receipt and review of email from L. Kling re strategic plan events (.1); Receipt and review of emails (4) from R. Tolson re T.A. FCHR response (.4); Receipt and review of emails (2) from S. Search re T.A. FCHR response (.2); Receipt and review of email from T. Smith re bookstore contract (.1); Receipt and review of email from R. Frazier re industry exams (.1); Review and analysis of vendor rights provisions in bookstore contract (.3); email to T. Smith re bookstore contract name change provision (.1); email to B. Sloan re bookstore contract vendor rights (.1); Receipt and review of email from C. Stringer re WEI course (.1); email to C. Stringer re WEI course (.1); email to R. Frazier re industry exams (.1); Analysis: statutory allowable fees (1.4); email to B. Sloan re allowable fees (.2); Review T.A. FCHR documents, prepare for meeting with administrative staff (1.0); Receipt and review of email from B. Sloan re lab fees and materials (.1); Receipt and review of email from S. Crosby re disability services (.1); Conference with T. Smith re contract, fee employee issues (.4); Conference with S. Search, R. Tolson re T.A. FCHR charge (1.0);</p>	6.90 hrs.
09/18/2013	WRM	<p>Conference with A. Nied, R. Tolson re employee accommodation (1.0); Receipt and review of email from T. Smith re classroom materials and fees (.1); Receipt and review of email from B. Sloan re classroom materials and fees (.1); Receipt and review of emails (2) from C. Stringer re WEI class (.2); Receipt and</p>	7.30 hrs.

review of email from T. Smith re restitution question (.1); Receipt and review of email from R. Frazier re industry certification exams (.1); email to T. Smith re restitution question (.1); emails (2) to A. Maxwell (FCHR) re T.A. FCHR charge (.2); Telephone conference with T. Smith re contract questions (.2); Receipt and review of emails (2) from T. Smith re contract questions (.2); Receipt and review of email from B. Mallowney re Sec. 120.74 report (.1); email to J. Murdaugh, others re Sec. 120.74 report (.1); Telephone conference with Pres. Office re meeting on intellectual property (.1); Receipt and review of email from C. Dominguez re Sec. 120.74 report (.1); Receipt and review of emails (2) from A. Maxwell (FCHR) re T.A. FCHR charge (.2); Receipt and review of emails (2) from R. Tolson re employee wage garnishment (.2); emails (2) to R. Tolson re employee wage garnishment (.2); email to S. Search/R. Chaney re T.A. FCHR charge (.1); Dictation and preparation of response to T.A. FCHR charge, including statement, disability information, 3 affidavits and legal research (3.7); Review T.A. FCHR "skeleton" file (.2);

09/19/2013	WT	Revise Affidavit of R. Chaney for response to T.A. FCHR charge;	0.20 hrs.
09/19/2013	WRM	Receipt and review of email from R. Tolson re employee wage garnishment (.1); Receipt and review of email from S. Search re T.A. FCHR charge (.1); email to R. Tolson re T.A. FCHR charge response (.1); email to R. Tolson re S.M. EEOC charge (.1); Preparation for 9/19/13 intellectual property meeting (.1); Review, revise documents in response to T.A. FCHR charge, continued research (1.4); Dictation and preparation of correspondence to T. Smith re agreement amendment (.3); Receipt and review of email from J. Byrnes re campus threat assessment (.1); email to D. Hendry re campus threat assessment (.1);	4.30 hrs.

email to S. Search, others re T.A. FCHR response (.1); Background research re S.M. EEOC charge (.3); Receipt and review of email from R. Chaney re revision to response to T.A. FCHR charge (.1); Receipt and review of email from M. Robeck re DELL Financial Services Agreements (.1); Telephone conference with B. Ballard re WEI agreement with TCCF (.1); Telephone conference with R. Tolson re employee accommodation (.1); Receipt and review of email from R. Tolson re employee accommodation (.1); Conference with T. Smith re professional services contract (.2); Conference with J. Murdaugh/R. Johnston re application of intellectual property policy (.8);

09/20/2013	WRM	Receipt and review of email (with attachments) re employee N.M. complaint (.2); Receipt and review of emails (4) from R. Tolson re employee issues (.4); Receipt and review of email from S. Search re response to T.A. FCHR charge (.1); Receipt and review of email from R. Chaney re response to T.A. FCHR charge (.1); Telephone conference with R. Tolson re N.M. complaint (.1); Telephone conference with R. Tolson re several employee issues (.2); Analysis: employee claim of workplace hostility (.5); Receipt and review of email from TCC Communications re strategic planning meetings (.1); Review and analysis of employee conflict of interest background (.2); Telephone conference with L. Kling re TCC policy (.1); Telephone conference with J. Murdaugh re TCC policy (.1); Receipt and review of email from C. Dominguez re special meeting (.1); Review and analysis of DELL lease documents (.4); email to M. Robeck re DELL lease (.1); Continued preparation of response to T.A. FCHR charge (.5); Receipt and review of email from B. Hinson re Workday RFI (.1); Begin preparation of TCCF/TCC WEI agreement funding oyster	6.50 hrs.
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program (.5); Conference with R. Tolson, B.B. re workplace issue (.9); Conference with A. Nied, R. Tolson re employee accommodation (.6); Conference with R. Frazier/R. Tolson re workplace issue (.6); Review background documents re N.M. EEOC charge (.4); Receipt and review of email from R. Tolson re employee accommodation (.1); Brief review of Workday RFI (.1);

09/23/2013	WT	Revise Affidavits of Rob Chaney and Sally Search (.3); Telephone conference with R. Tolson re affidavit to authenticate documents (.1); Revise Affidavit of William Mabile (.1); Preparation of correspondence to R. Chaney re final draft of affidavit (.1); Preparation of correspondence to S. Search re final draft of affidavit (.1); (all for response to T.A. FCHR charge);	0.70 hrs.
09/23/2013	WRM	Emails (5) to R. Tolson re T.A. FCHR charge response (.5); Dictation and preparation of correspondence to A. Maxwell (FCHR) re T.A. FCHR charge response (.2); Receipt and review of emails (2) from R. Tolson re T.A. FCHR charge response (.2); Telephone conference (4) with R. Tolson re T.A. FCHR charge response (.5); emails (3) to S. Search/R. Chaney re T.A. FCHR response (.3); emails (2) to R. Tolson, others re S.M. EEOC charge interviews (.2); Receipt and review of emails (3) from B. Sloan re S.M. EEOC charge interviews (.3); emails (2) to B. Sloan re S.M. EEOC charge interviews (.2); Review applicant and interview files re S.M. EEOC charge (1.0); Receipt and review of emails (2) from R. Tolson re T.A. FCHR charge documents (.2); Receipt and review of email from T. Smith re collaborative engagement cost estimate (.1); email to R. Tolson re T.A. FCHR charge documents (.1); Receipt and review of emails (4) from S. Search re T.A. FCHR charge response (.4); Receipt and review of email from J. Byrnes re prevention	8.50 hrs.

of campus violence (.1); email to D. Hendry re prevention of campus violence (.1); Telephone conference with T. Smith re professional services contract, personnel change (.3); Complete preparation of response to T.A. EEOC charge (3.0); Conference with T. Smith re contract, WEI proposed program (.2); Conference with H. Wright re T.A. FCHR response documents (.2); Conference with Ki. Moore re employee matter (.4);

09/24/2013	WRM	<p>Receipt and review of emails (2) from H. Wright re T.A. FCHR charge responsive documents (.2); Review provisions in TCC equity report (.2); Prepare report on claim of workplace hostility (.5); Final preparation/submission of response to T.A. FCHR charge (.7); email to S. Search, others re response to T.A. FCHR charge (.1); Dictation and preparation of draft proposed agreement between TCC Foundation and TCC WEI re oyster culture program (.8); emails (2) to B. Ballard re agreement between TCCF and TCC WEI (.2); Receipt and review of email from S. Crosby re student progress (.1); Receipt and review of email from G. Wells re Seminole IMG Sports agreement (.1); Receipt and review of email from G. Wells re Uoff agreement (.1); Receipt and review of email from G. Wells re Florida Panthers agreement (.1); Receipt and review of email from G. Wells re Hurricane Sports Properties agreement (.1); Receipt and review of email from G. Wells re Clutch Performance agreement (.1); Review and analysis of Seminole IMG agreement (.1); email to G. Wells re Seminole IMG agreement (.1); Review and analysis of University of Florida agreement (.1); email to G. Wells re University of Florida agreement (.1); Review and analysis of Florida Panthers agreement (.1); Review and analysis of Hurricane Sports Properties agreement (.1); email to G. Wells re Hurricane</p>	4.50 hrs.
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Sports Property Agreement (.1); Review and analysis of Clutch Performance Agreement (.1); email to G. Wells re Clutch Performance Agreement (.1); Receipt and review of email from G. Ballard re oyster culture program (.1); Telephone conference with B. Ballard re oyster culture program (.2);

09/24/2013	WRM	Monthly Fee		13,333.33
			Fees for this matter	\$13,333.33

BILLING SUMMARY

Mabile, William R	Attorney	71.70 hrs	\$13,333.33
Taylor, Winifred	Paralegal	1.30 hrs	
Fees		73.00 hrs	\$13,333.33
Disbursements			\$0.00

TOTAL CHARGES FOR THIS BILL			\$13,333.33
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