




March 16, 2015

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP February 20, 2015

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 five (5) of the contract at the October 20, 2014 Board meeting which shall be effective until October 31, 2015. The Board shall be billed on an annual flat fee of \$175,000 for services of the firm as approved by the Board at the October 21, 2013 Board meeting.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$14,583.33.

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

February 25, 2015

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

Invoice# 12818 WRM
Our file# T00007 02276
Billing through 02/20/2015

Tallahassee Community College (General)

P.O. Number: 2015 00000778

FOR PROFESSIONAL SERVICES RENDERED

01/27/2015	JCK	Receipt, review and analysis of email from T. Smith re budget for Workday student (.4); Receipt, review and analysis of file on proposed employee action for conference (2.8); Receipt, review and analysis of email from T. Smith re Workday student (.2);	3.40 hrs.
01/28/2015	JCK	Receipt, review and analysis of email from B. Mabile re Workday student (.2); Receipt, review and analysis of email from B. Mabile re employee (.1); Telephone conference with B. Mabile re employee records (.2); Attend hearing for employee (2.1); Conference with J. Murdaugh re Level 2 issues (.4);	3.00 hrs.
01/29/2015	JCK	Review and analysis of US Supreme Court case law re family medical leave for "self care";	2.20 hrs.
01/29/2015	MK	Review and analysis of employee background screening statute to see what type of employees must submit to background checks (1.0); Review and analysis of employee background screening statute to see if any exemptions apply to employees who are found to be in violation of background checks (.7);	1.70 hrs.

01/30/2015	JCK	Telephone call from college re process server attempting to serve professor on personal issue (.3);	0.30 hrs.
02/02/2015	WRM	Receipt and review of emails (3) from B. Ingerman re subpoena for student records (.3); email to B. Ingerman/R. Green re student record subpoena (.1); Receipt and review of email from R. Green re student record subpoena (.1); Receipt and review of emails (2) from R. Frazier re proposed consortium agreement (.2); emails (2) to R. Frazier re proposed consortium agreement (.2); Receipt and review of email A. Gaughf re HR Director interviews (.1); Receipt and review of emails (2) from A. Gaughf re NACSA price agreement (.2); Telephone conference with D. Wildes re pre-construction contract (.1); Receipt and review of emails (5) from T. Smith re HR Director position (.5); Receipt and review of email from T. Smith re Workday SOW (.1); email to T. Smith re Workday SOW (.1); Receipt and review of email from E. Lacombe re student information request (.1); Receipt and review of email from J. Chaires-Lacey re unemployment appeal (.1); Receipt and review of emails (2) from A. Moran re Solomon Act request (.2); Receipt and review of emails (2) from S. Search re revisions to student code (.2); Receipt and review of emails (2) from C. Summers re RAD (.2); Receipt and review of emails (4) from T. Smith re Workday agreement (.4); Receipt and review of email from B. Ingerman re Workday agreement (.1); Receipt and review of emails (2) from G. Haile re college charter schools (.2); Receipt and review of email from S. Prouty re college charter schools (.1); Receipt and review of email from B. Mullowney re college charter schools (.1); Receipt and review of email from B. Mullowney re M. Mears - DOE (.1); Receipt and review of email from M. Healy re campus law enforcement	5.90 hrs.

(.1); email to T. Smith/C. Summers re campus law enforcement (.1); email to J. Chaires-Lacey re J. Steele unemployment appeal (.1); email to S. Search re revisions to student code (.1); email to T. Smith re Workday agreement (.1); email to C. Summers re RAD training (.1); Receipt and review of emails (2) from C. Summers re campus law enforcement (.2); Review and analysis of FATDEC agreement and by-laws (.4); Receipt and review of email from T. Smith re campus law enforcement (.1); Telephone conference with T. Smith re Workday agreement (.1); Review and analysis of NACSA agreement (.3); emails (2) to A. Gaughf re NACSA agreement (.2); Telephone conference with R. Tolson re FCHR contact (.1); Receipt and review of email from D. Wildes re pre-construction agreement (.1);

02/03/2015	JCK	Conference with B. Mabile re Level 2 screening (.4); Conference with B. Mabile re sovereign immunity from Family Medical Leave self care (.3); Receipt, review and analysis of exchange of emails between B. Ballard and S. Cushman re Oyster Aquaculture Program (.2);	0.90 hrs.
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02/03/2015	WRM	Telephone conference (2) with T. Smith re Workday SOW, student complaint (.3); Receipt and review of email from B. Hunter re pre-construction contract (.1); Receipt and review of email from R. Frazier re FATDEC agreement (.1); Receipt and review of email from D. Wildes re Phase I ESA (.1); Email to R. Tolson re former employee (.1); Receipt and review of email from R. Tolson re former employee (.1); Receipt and review of Phase I ESA questionnaire/answers (.2); Review and analysis of pre-construction agreement (.5); Telephone conference (2) with D. Wildes re pre-construction agreement (.3); Receipt and review of emails (2) from B. Ballard re vendor non-delivery (.2); email to B. Ballard re	3.70 hrs.
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vendor non-delivery (.1); Receipt and review of email from S. Cushman re vendor non-delivery (.1); Review and analysis of employee background check issues (1.5);

02/04/2015 JCK Telephone conference with J. Murdaugh re K. Washington subpoena for documents (.4); Conference with B. Mabile re Level 2 screening (1.4); Receipt, review and analysis of emails re contract terms for property purchase at 202 Kent Street (.4); Receipt, review and analysis of email from J. Chaires-Lacey re SGA President and related documents (1.6); 3.80 hrs.

02/04/2015 WRM Telephone conference (2) with T. Smith re witness assistance, checks (.3); Receipt and review of email from J. Chaires-Lacey with multiple attachments re student/employee complaint (.4); Receipt and review of email from D. Wildes re Quincy property (.1); Receipt and review of email from B. Seidensticker re Quincy property (.1); Receipt and review of email from D. Wildes re pre-construction contract (.1); Receipt and review of email from T. Smith re Quincy property (.1); Email to J. Chaires-Lacey, others re student/employee complaint (.1); email to T. Smith re Quincy property (.1); Review revisions to pre-construction contract (.2); email to D. Wildes re pre-construction contract (.1); Dictation and preparation of Litigation Report for J. Murdaugh (.2); Continued review and analysis of employee background screening (.5); 2.30 hrs.

02/05/2015 JCK Receipt, review and analysis of emails from J. Chaires-Lacey and S. Search re SGA policies (1.4); Receipt, review and analysis of TCC's SGA Constitution (1.1); Review Chapter 110 and Chapter 435 Florida Statutes for conference with J. Murdaugh re Level 2 screening requests (1.2); Conference with J. Murdaugh re Level 2 screening (.8); Receipt, 5.70 hrs.

review and analysis of email from T. Smith re Level 2 screening with background information from FCS Council of Business Affairs (1.2);

02/05/2015	WRM	Receipt and review of email from R. Tolson re employee job history (.1); email to R. Tolson re employee job history (.1); Telephone conference with A. Moran re student directory information (.2); Receipt and review of emails (2) from S. Search re student employee complaint (.2); email to S. Search re student employee complaint (.1); Receipt and review of emails (2) from D. Wildes re Quincy property (.2); Receipt and review of emails (3) from T. Smith re Quincy property (.3); Receipt and review of email from R. Hatfield re witness assistance (.1); Receipt and review of email from T. Smith re Consortium staff (.1); Analysis: options re Quincy property (.3); email to T. Smith re Quincy property (.1); email to D. Wildes re Quincy property (.1); email to B. Sloan re witness/employee assistance (.1); Receipt and review of emails (2) from J. Niemczyk re status of Massoudi case (.2); email to J. Niemczyk re Massoudi case status (.1); Receipt and review of email from R. Hatfield re Massoudi case status (.1); Telephone conference (2) with T. Smith re Massoudi case status (.5); Receipt and review of email from B. Sloan re assistance for employee witness (.1); Review resumes of new applicants for HR Director position (1.0); Preparation for telephone conference with J. Murdaugh re employee screening (.3); email to J. Murdaugh re Massoudi case status (.1); Telephone conference with J. Murdaugh re Massoudi case status (.3); Receipt and review of emails (2) from B. Sloan re employee witness assistance (.2); email to B. Sloan re employee witness assistance (.1); Receipt and review of emails (3) from K. Stewart re employee witness assistance (.3); email to K.	6.20 hrs.
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Stewart re Massoudi case status (.1); Receipt and review of emails (2) from A. Moran re removal of student directory information (.2); Phone conference with J. Murdaugh/C. Knox re Level 2 screening (.5); Receipt and review of email from R. Green re student directory information (.1);

02/06/2015	WRM	<p>Telephone conference with J. Chaires-Lacey re subpoena to employee (.1); Receipt and review of email from G. Haile re tax attorney (.1); Receipt and review of emails (2) from K. Stewart re subpoena to employee (.2); Receipt and review of email from T. Smith re Massoudi case status (.1); Telephone conference (2) with K. Stewart re subpoena to employee (.3); Telephone conference with K. Washington re subpoena to employee (.1); email to K. Stewart/J. Chaires-Lacey re subpoena to employee (.2); Telephone conference (2) with T. Smith re various issues including employers and Massoudi litigation (.6); Review and analysis of FERPA elimination of student directory information (.8); email to R. Green/A. Moran, others re removal of some directory information (.1); Receipt and review of emails (5) from T. Smith re HR Director applicants (.5); Receipt and review of email from T. Smith re employee questions (.1); email to T. Smith re HR director candidates (.1); Telephone conference with A. Moran re public record requests (.2);</p>	3.50 hrs.
02/09/2015	WRM	<p>Receipt and review of email from R. Tolson re employee's former employer (.1); Receipt and review of emails (3) from A. Moran re Go Next agreement (.4); Preparation for case status conference (.9); email to A. Moran re Go Next agreement (.1); Receipt and review of email from C. Dominguez re S. 768.28 summary (.1);</p>	1.20 hrs.
02/10/2015	WRM	<p>Receipt and review of emails (2) from A.</p>	1.90 hrs.

Gaughf re HR Director candidate (.2); Review background information re first interviewee - HR Director position (.5); emails (2) to A. Gaughf re interview questions for HR Director position (.2); Receipt and review of emails (3) from B. Sloan re Massoudi v. TCC discovery (.3); Email to B. Sloan re Massoudi v. TCC discovery (.1); Telephone conference with B. Sloan re service of subpoena on employee (.2); email to B. Sloan/others re service of subpoena on employee (.1); Telephone conference with K. Washington re service of subpoena on employee (.3);

02/11/2015	JCK	Receipt and review of email from Rick Frazier re seven letters received from J. Young (.1); Receipt and review of seven letters from J. Young to R. Frazier (.8);	0.90 hrs.
02/11/2015	WRM	Email to B. Sloan re outside counsel for employee (.2); Receipt and review of email from A. Gaughf re Working Advantage Agreements (.1); Receipt and review of email from S. Gardner re Trustees bonding (.1); Receipt and review of email from R. Frazier re J. Young (.1); Receipt and review of email from A. Maxwell re Consumer Rights case (.1); Receipt and review of email from P. Hurley re COT documents (.1); emails (2) to Ki. Moore re COT documents (.2); Receipt and review of email from R. Batsel re Sec. 768.28 (.1); Receipt and review of email from C. Dominguez re Sec. 768.28 (.1); Email to R. Frazier re J. Young (.1); emails (2) to L. Kling re Trustees bonding (.2); Receipt and review of email from Ki. Moore re COT documents (.1); email to P. Hurley re COT documents (.1); Review and analysis of Working Advantage agreement (.3); email to A. Gaughf re Working Advantage (.1); Receipt and review of email from L. Kling re Trustee bonding (.1); email to T. Smith re Trustee bonding (.1); Receipt and review of email from T. Smith re Trustee bonding (.1); Review Board agenda for	4.60 hrs.

2-16-15 meeting (.3); Review background of second interviewee for HR Director position (.4); Attend interview of first interviewee for HR Director position (1.3); Conference with T. Smith/J. Chaires-Lacey re employee overtime (.3);

02/12/2015	JCK	Preparation of draft correspondence to J. Murdaugh re status of Level 2 screening process for college employees (1.9); Receipt and review of 2.16.15 Board Agenda (1.8);	3.70 hrs.
02/12/2015	JS	Research requests re J. Young (1.9);	1.90 hrs.
02/12/2015	WRM	Receipt and review of email from A. Maxwell re Consumer Rights case (.1); email to A. Maxwell re Consumer Rights case (.1); Receipt and review of email from A. Gaughf re Working Advantage agreement (.1); email to A. Gaughf re Working Advantage Agreement (.1); email to A. Moran/A. Maxwell re student information record request (.1); Receipt and review of email from A. Gaughf re second interviewee for HR Director position (.1); Review background information re second interviewee for HR Director position (.3); Receipt and review of email from J. Chaires-Lacey re FMLA request (.1); email to J. Chaires-Lacey re FMLA request (.1); Receipt and review of email from J. Chaires-Lacey re employee overtime (.1); Receipt and review of emails (2) from T. Smith re FMLA request/employee overtime (.2);	1.40 hrs.
02/13/2015	JCK	Revise opinion letter to J. Murdaugh re Level 2 screening (1.8);	1.80 hrs.
02/16/2015	JCK	Receipt and review of email from B. Ingerman re review of Statement of Work (.1); Receipt and review of IBM Global Technology Services Statement of Work (.9); Preparation of email to B. Ingerman re review of Statement of Work (.1); Attend TCC Board of Trustees	5.10 hrs.

Meeting (3.2); Preparation of email to B. Ingerman re contract review and legal concerns (.8);

02/16/2015	WRM	<p>Receipt and review of email from E. Jones re student information record request (.1); Receipt and review of email from J. Chaires-Lacey re telecommute request (.1); Receipt and review of emails (5) from C. Summers re student incident (.5); email to C. Summers, others re student incident (.1); Receipt and review of email from A. Gaughf re cancellation of HR Director candidate interview (.1); Receipt and review of email from A. Gaughf re employee telecommuting request (.1); email to A. Gaughf re employee telecommuting request (.1); Receipt and review of emails (2) from B. Ingerman re Network SOW (.2); email to B. Ingerman re Network SOW (.1); Conference with T. Smith/J. Chaires-Lacey re employee issues (.8); Conference with A. Maxwell re public records requests (.4); Review employee file re FMLA request (.5); Conference with J. Chaires-Lacey re FMLA request (.3); Receipt and review of email from T. Smith re canceled HR interview (.1); Receipt and review of email from B. Sloan re purchase of faculty developed material (.1); Telephone conference with Ki. Moore re COT documents (.1); Review background information on former student (.2); Receipt and review of email from S. Schroeder re continuing contract rules case (.1); email to B. Sloan re purchase of faculty developed material (.1); email to J. Chaires-Lacey re employee telecommuting (.1); Review and analysis - Florida Telecommuting Law (.5); Email to T. Smith/J. Chaires-Lacey re telecommuting (.2); Attend Board Business Meeting and Workshop (2.0);</p>	6.90 hrs.
02/17/2015	JCK	<p>Receipt and review of email from B. Ingerman re IBM Statement of Work (.2); Preparation of email to B. Ingerman re conference (.1);</p>	0.30 hrs.

02/17/2015	WRM	Receipt and review of email from K. Fernandes re vendor use of college property (.1); Receipt and review of email from T. Smith re FCSRMC personnel change (.1); Receipt and review of email from A. Maxwell re public record request (.1); Telephone conference (2) with A. Maxwell re public record request (.2); Telephone conference with A. Penson re record subpoena to TCC employee (.2); email to B. Sloan, others re record subpoena to TCC employee (.1); Receipt and review of email from B. Ingerman re Network SOW (.1); Review and analysis of statute re background check request (.4);	1.30 hrs.
02/18/2015	JCK	Receipt and review of email from B. Ingerman re revised IBM SOW (.1); Receipt and review of revised IBM SOW (.8); Preparation of email to B. Ingerman re revised IBM SOW (.2); Receipt and review of email from C. Flagler re FSRMC changes (.2); Preparation of correspondence to J. Murdaugh re Level 2 screening (.2);	1.50 hrs.
02/18/2015	WRM	Receipt and review of email from E. Jones re public record request (.1); Receipt and review of email from B. Ingerman re Network SOW (.1); Receipt and review of emails (2) from A. Maxwell re public record request (.2); Receipt and review of emails (3) from Ki. Moore re Capitol Center tenant process (.3); Receipt and review of emails (2) from J. Chaires-Lacey re proposed employee action (.3); email to J. Chaires-Lacey re proposed employee action (.1); emails (2) to Ki. Moore re Capitol Center tenant process (.2); Review email trail re public record request (.1); email to A. Maxwell/L. Wang re public record request (.1); email to P. Hurley re Capitol Center tenant approval process (.1); Receipt and review of email from L. Wang re public record request (.1); Revise Level 2 screening report (.5); Receipt and review of email from C.	3.60 hrs.

Stringer re recording of faculty lectures (.1);
 Review and analysis of student recording of
 lectures (.6); Dictation and preparation of
 Academic Material acquisition agreement (.5);
 email to C. Stringer re student lecture
 recording (.2);

02/19/2015 JCK Receipt and review of Summons and
 Complaint in Taylor v TCC (1.2); Receipt and
 review of contract between TCC WEI and
 TCC Foundation re oyster aquaculture
 program (1.2); 2.40 hrs.

02/19/2015 WRM Receipt and review of email of Ki. Moore re
 Capitol Center tenant process (.1); emails (2)
 to P. Hurley re Capitol Center tenant process
 (.2); Receipt and review of emails (3) from A.
 Gaughf re candidate for HR Director position
 (.3); email to A. Gaughf re candidate for HR
 Director position (.1); Revise draft
 instructional materials acquisition agreement
 (.2); Review and analysis of resume, other
 documents re HR Director candidate - 2.20.15
 interview (.6); Receipt and review of email
 from P. Hurley re Capitol Center tenant
 process (.1); email to Ki. Moore re Capitol
 Center tenant process (.1); Brief review of
 background of 2.23.15 interview candidate for
 HR Director position (.4); Receipt and review
 of email from Ki. Moore re WTXL Lease (.1);
 Receipt and review of email from B. Sloan re
 Instructional Material acquisition agreement
 (.1); 2.30 hrs.

02/20/2015 JCK Review and analysis of emails re public
 records request regarding RFI 2014-2 (.4);
 Young v. TCC/ Conference with T. Smith re
 new lawsuit at TCC (1.5); 1.90 hrs.

02/20/2015 WRM Receipt and review of email from B. Sloan re
 instructional material agreement (.1); Receipt
 and review of email from D. Wildes re WTXL
 Lease (.1); Receipt and review of email from
 D. Wildes re Quincy property (.1); Receipt and
 2.60 hrs.

review of emails (2) from Ki. Moore re COT documents (.2); email to Ki. Moore re COT documents (.1); Conference with T. Smith re Taylor complaint (.5); Attend interview of candidate for HR Director position (1.5);

02/20/2015	WRM	WRM Monthly Fee;	8,749.99
02/20/2015	JCK	JCK Monthly Fee;	5,833.34
		Fees for this matter	\$14,583.33

BILLING SUMMARY

Knox, J. Craig	Partner	36.90 hrs	\$5,833.34
Mabile, William R	Attorney	47.40 hrs	\$8,749.99
Suplee, Judy	Paralegal	1.90 hrs	
Kelly, Michael	Law Clerk	1.70 hrs	
Fees		87.90 hrs	\$14,583.33
Disbursements			\$0.00

TOTAL CHARGES FOR THIS BILL

\$14,583.33