




February 15, 2016

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP: January 22, 2016

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 19, 2015 Board meeting and shall be effective through October 31, 2016. 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 \$195,000 for services of the firm as approved by the Board at the October 19, 2015 meeting.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$16,250.00.

Staff Resource

Barbara Wills

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

January 26, 2016

Barbara Wills
Vice President for Administrative Services and CBO
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 13542 JCK
Our file# T00007 02276
Billing through 01/22/2016

Tallahassee Community College (General)
P.O. Number: PO-003086

FOR PROFESSIONAL SERVICES RENDERED

01/05/2016	JCK	Receipt and review of email from C. Dwyer re GUSC contract (.1); Review and analysis of modified GUSC contract (.4); Receipt and review of email from S. Search re TCC and FAMU Agreement (.1); Review and analysis of agreement between TCC and FAMU for internships (.8); Revise agreement between TCC and FAMU (.4); Email to S. Search re TCC and FAMU agreement (.1); Receipt and review of email from S. Search re TCC and FAMU agreement (.1);	2.00 hrs.
01/06/2016	JCK	Receipt and review of email from R. Frazier re J. Young letter (.1); Review and analysis of proposed correspondence (.2); Email to R. Frazier re correspondence approval (.2);	0.50 hrs.
01/07/2016	JCK	Receipt and review of email from B. Jones re drone proposal (.1); Review and analysis of UAV Aircraft Liability proposal (1.7); Email to B. Jones re drone proposal (.2); Receipt and review of email from FCSRMC re E&O coverage (.1); Email to B. Wills re E&O coverage (.1); Receipt and review of email from B. Wills re E&O coverage (.1); Preparation of email to B. Wills re E&O coverage (.1); Receipt and review of email	4.80 hrs.

from B. Jones re drone coverage (.1); Receipt and review of email from Ki. Moore re commercial tenants' rent arrearages (.4); Conference with M. Kelly re default under the leases and eviction or termination (.6); Email to Ki. Moore re available avenues to deal with non-paying tenants (.4); Receipt and review of email from C. Dyer re drone liability waiver (.1); Receipt and review of email from B. Jones re drone liability waiver (.1); Receipt and review of email from C. Dwyer re drone liability waiver (.1); Receipt and review of email from R. Frazier re J. Young request (.1); Review and analysis of J. Young request (.2); Email to R. Frazier re J. Young request (.1); Receipt and review of emails (2) from email from Ki. Moore re tenant leases(.2);

01/07/2016	MK	Review and analysis of analyzed leases for the Pink Dove Foundation and M. Burt Enterprises at TCC to see what eviction language was contained therein and/or what notice we had to give them for eviction purposes (.5); Review and analysis of case law re: what notice we need to give to the Pink Dove Foundation and M. Burt Enterprises at TCC to evict them so that we can recover arrears from them and drafted memo reflecting this information (1.1);	1.60 hrs.
01/08/2016	JCK	Receipt and review of email from A. Moran re J. Young request (.1); Receipt and review of email from A. Moran re request for documents (.1); Receipt and review of email from Ki. Moore re tenant default notices (.1); Email to Ki. Moore re tenant default notices (.2); Receipt and review of email from R. Frazier re J. Young request (.1); Review and analysis of documents from J. Young (.4); Receipt and review of email from R. Frazier re J. Young records (.2);	1.20 hrs.
01/08/2016	MK	Review forms and law re: what default for Capitol Center Tenants' eviction notice should look like in preparation for drafting	0.90 hrs.

modifications to TCC's notice (.4); Draft modifications to notices of default for Capitol Center Tenants' eviction that TCC provided us (.5);

01/11/2016	JCK	Receipt, review and analysis of Board Agenda (.8); Attend Board of Trustee Meeting (3.5);	4.30 hrs.
01/12/2016	JCK	Receipt and review of email from Ki. Moore re Starbucks forms (.2); Review and analysis of Licensed Store Development Process Summary (.2); Receipt, review and analysis of Site Survey and Schematic Authorization (.3); Receipt and review of email from Starbucks Project Development Manger re store planning (.4); Review and analysis of Water System Assessment Report Form from Starbucks (.1); Email to B. Wills and Ki. Moore re Water System Assessment Report and Site Survey forms (.2); Receipt and review of email from D. Wildes re permitting at Capitol Center (.2); Review and analysis of Pre-Construction Contract (.8);	2.40 hrs.
01/13/2016	JCK	Receipt and review of email from F. Moore-Davis re JSTOR Institutional Participation Agreement (.1); Review and analysis of JSTOR Institutional Participation Agreement (1.4); Email to F. Moore-Davis re JSTOR Institutional Participation Agreement (.1); Receipt and review of email from B. Wills re Young protocol (.1); Email to B. Wills re Young protocol (.1); Receipt and review of email from F. Moore-Davis re E-Resource Agreement (.1); Receipt and review of email from R. Tolson re Transfer with Misconduct Checklist (.2); Review and analysis of Transfer with Misconduct Checklist Proposed Policy (.6); Telephone conference with R. Tolson re Transfer with Misconduct Checklist (.1);	3.10 hrs.
01/13/2016	MK	Review and analysis of proposed athletic misconduct policy to see if language complies with law (.3); Review and analysis of case law	1.50 hrs.

and related policies for sexual misconduct to see if language of proposed athletic sexual misconduct policy complies with law (1.2);

01/14/2016	JCK	Receipt and review of email from Ki. Moore re eviction of tenants (.1); Email to Ki. Moore re eviction of tenants (.4); Receipt and review of email from Ki. Moore re eviction of tenants (.1); Receipt and review of email from L. Kling re Board Meeting (.1); Receipt and review of email from B. Wills re J. Young protocol (.1);	0.80 hrs.
01/14/2016	MK	Review and analysis of case law re: whether we can deny tenants access to property without an order of the court while they are in 10 day default window (.6); Review and analysis of case law re: if a tenant only comes in at night to check email if this is sufficient to show abandonment (.7);	1.30 hrs.
01/15/2016	JCK	Telephone call to L. Kling re Board votes (.3); Receipt and review of email from S. Search re Attendant Procedure (.1); Review and analysis of proposed Attendant Procedure Policy (1.4); Receipt and review of email from D. Wildes re Pre-Construction Contract for Capital Center (.1); Review and analysis of Pre-Construction Contract between TCC and Rippee Construction, Inc. (1.4); Receipt and review of email from A. Moran re documents needed for public records response (.1); Email to A. Moran re Young record request (.4); Receipt and review of email from D. Rippee re Pre-Construction Contract (.1);	3.90 hrs.
01/15/2016	MK	Review and analysis of proposed attendant agreement to make sure it complies with federal and Florida law (.9); Review and analysis of colleges' attendant agreements to see if TCC's agreement needs to add anything or take away anything (.7);	1.60 hrs.
01/17/2016	JCK	Travel from Tallahassee to Orlando for	4.50 hrs.

Community College Legal Issues Conference
(4.5);

01/18/2016	JCK	Attend Community College Conference on legal issues (8.2);	8.20 hrs.
01/19/2016	JCK	Attend Community College Conference on legal issues (8.0);	8.00 hrs.
01/20/2016	JCK	Attend Community College Conference on legal issues (4.1); Travel from Orlando to Tallahassee (4.5);	8.60 hrs.
01/21/2016	JCK	Revise TCC Attendant Agreement (1.1); Receipt and review of email from H. Mitchell re Cleaver & Cork Personal Appearance Agreement (.1); Review and revise Cleaver & Cork Personal Appearance Agreement (.8); Email to H. Mitchell re Personal Appearance Agreement (.1); Email to S. Search re TCC Attendant Agreement (.1); Receipt and review of email from A. Gaughf re NSF Sub-Grant Agreement with Florida State College of Jacksonville (.1); Review and revise NSF ATE Sub-Grant Agreement with Florida State College of Jacksonville (.9); Email to A. Gaughf re Sub-Grant Agreement (.2); Receipt and review of email from R. Frazier re Young records request (.1); Receipt and review of email from R. Frazier re Young records request (.1); Email to A. Moran re Young public records request (.1); Preparation of correspondence to J. Young re public records request (.4); Receipt and review of email from S. Search re Attendant Agreement (.1);	4.20 hrs.
01/22/2016	JCK	Receipt and review of email from B. Wills re Captive Eyes Contract (.1); Review and revise new Captive Eyes Contract (1.2); Email to B. Wills re revised Captive Eyes Contract (.1); Receipt and review of email from B. Ingerman re contract for scope of work for Workday Student Implementation Project (.1); Review and analysis of SOW for Student Workday,	3.20 hrs.

Inc. (1.4); Email to B. Ingerman re SOW for Student Workday, Inc. (.1); Receipt and review of email from A. Moran re Young records request (.1); Receipt and review of email from B. Ingerman re SOW for Student Workday, Inc. (.1);

01/22/2016	JCK	Portion of Monthly Fee;		14,625.00
01/22/2016	MK	Portion of Monthly Fee;		1,625.00
			Fees for this matter	\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	59.70 hrs	\$14,625.00
Kelly, Michael	Attorney	6.90 hrs	\$1,625.00
Fees		66.60 hrs	<hr/> \$16,250.00

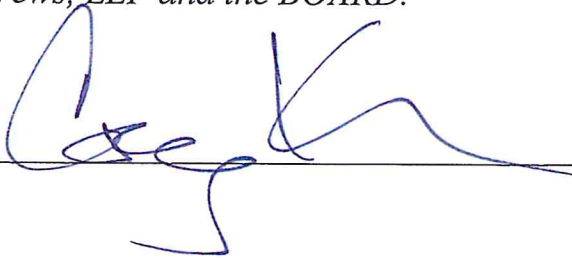
Disbursements

\$0.00

TOTAL CHARGES FOR THIS BILL

\$16,250.00

I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Andrews, LLP and the BOARD.

A handwritten signature in blue ink, appearing to be 'A. K.', written over a horizontal line.

, Firm Contract Administrator