




June 20, 2016

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, President 

**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP: May 25, 2016

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### 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

May 31, 2016

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

Invoice# 13764 JCK  
Our file# T00007 02276  
Billing through 05/25/2016

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

FOR PROFESSIONAL SERVICES RENDERED

04/25/2016	JCK	Receipt and review of email from A. Mathews re employee discipline issue (.1); Review and analysis of proposed report (.8); Email to A. Mathews re employee dismissal (.1); Receipt and review of email to A. Mathews re faculty contracts (.1); Review and analysis of two currently used faculty contracts (.4); Receipt and review of email from R. Frazier re tuition and fee waivers for homeless (.4); Receipt and review of email from R. Tolson re policy review (.1); Review and analysis of proposed Policy 03-36 (.6); Review and analysis of proposed Policy 04-42 (.4); Review FLSA re nursing mother's legal requirements (.9); Review Florida law re nursing mother's legal requirements (.7); Email to R. Tolson re nursing mothers (.3);	4.90 hrs.
04/25/2016	MK	Review and analysis of case law and similar college policies re: what the law requires on release time for employees if a college decides to grant professors a waiver to teach less than 15 credit hours (1.6); Review and analysis of case law and similar college policies re: what causes of action a professor challenging the 15 credit hour limit would have and any defenses	4.60 hrs.

TCC would have to these claims (1.4); Review and analysis of case law and similar college policies re: whether a homeless person is entitled to a fee waiver for Adult Education classes (1.6);

04/26/2016	JCK	<p>Receipt and review of email from L. Kling re re President's evaluation (.1); Receipt and review of email from R. Tolson re new volunteer policy (.1); Email to R. Tolson re new volunteer policy (.1); Receipt and review of email from R. Tolson re Title IX cases (.2); Email to R. Tolson re Title IX cases (.1); Telephone conference with J. Murdaugh re application of Florida Statute 1012.82 (.3); Email to R. Frazier re homeless tuition waiver (.1); Receipt and review of email from R. Tolson re IX Conference (.1); Email to R. Tolson re IX Conference (.1); Receipt and review of email from R. Tolson re internal volunteer procedure (.1); Review and analysis of internal volunteer procedure (.6); Email to R. Tolson re proposed internal volunteer procedure (.2); Receipt and review of email from R. Tolson re IX Conference (.1);</p>	2.90 hrs.
04/26/2016	MK	<p>Review and analysis of case law and similar college policies re: whether faculty teaching 12 hours due to waiver may potentially bring a cause of action in the future for implied contracts due to their waiver teaching fewer hours and drafted memo reflecting this (1.7); Review and analysis of case law and similar college policies re: whether faculty teaching 15 hours due to not getting a waiver may potentially bring a cause of action in the future if they asked for a waiver and it was denied (.8); Telephone conference with Z. Rogers at Florida DOE regarding whether homeless people fee exemption applies for adult education classes (.6); Telephone conference with R. Duckworth, chairman of Florida DOE Adult Education section regarding whether homeless people fee exemption applies for</p>	3.90 hrs.

adult education classes (.8);

04/27/2016	JCK	<p>Receipt and review of email from S. Rowland re employee and final report with supporting documents (.3); Receipt and review of email from A. Mathews re FMLA requirements (.1); Telephone conference with A. Mathews re FMLA requirements (.3); Receipt and review of email from R. Tolson re Title IX Policy (.1); Receipt and review of email from R. Frazier re J. Young correspondence (.4); Email to R. Frazier re J. Young correspondence (.1); Receipt and review of email from R. Frazier re J. Young correspondence (.1); Receipt and review of email from M. Hackathorn re web accessibility and Article for United Educators (1.2); Email to B. Wills re web accessibility issue (.1); Receipt and review of email from F. Moore-Davis re Pro Quest License Agreement (.1); Review and analysis of Pro Quest License Agreement (.8); Email to F. Moore-Davis re Pro Quest License Agreement (.1); Telephone conference with S. Rowland re employee witness subpoena (.2); Review Title IV Procedures and Processes (1.4); Receipt and review of email from B. Wills re web accessibility (.1); Receipt and review of email from S. Rowland re employee witness subpoena (.1); Review and analysis of employee witness subpoena (.3); Email to S. Rowland re employee witness subpoena (.1);</p>	5.90 hrs.
04/27/2016	MK	<p>Review and analysis of 10 pages of "dear colleague letter," 25 pages of TCC's Sexual Misconduct Guide, TCC's policies on Sexual Discrimination and Title IX, other college policies, and relevant case law on Title IX in preparation for determining what TCC must do to comply with 2 hypothetical examples discussed in Ms. Tolson's 4/26/16 email (1.5); Draft outline of what changes TCC must make in policies or procedures in preparation for determining what TCC must do to comply with 2 hypothetical examples discussed in Ms.</p>	2.60 hrs.

Tolson's 4/26/16 email (1.1);

04/28/2016	JCK	Receipt and review of email from A. Mathews re employee trial subpoena (.1); Receipt and review of emails from A. Mathews re employee FMLA request and work activities (.2) Receipt and review of email from S. Rowland re employee FMLA request (.1); Telephone conference with R. Tolson re Title IV issues (.6); Review and analysis of documents re Denial of Title IX financial claim (1.2); Telephone conference with Ki. Moore re allegations from J. Young (.2); Telephone conference with R. Frazier re homeless tuition fee waiver (.3);	2.70 hrs.
04/28/2016	MK	Review and analysis of case law and other college policies discussing whether a withhold of adjudication of guilt for a student applying for financial aid is sufficient for a Title IV denial (1.4);	1.40 hrs.
04/29/2016	JCK	Review research memos re financial aid and student fraud resulting in adjudication of guilt withheld (1.2);	1.20 hrs.
04/29/2016	MK	Review and analysis of case law and other college policies discussing whether a withhold of adjudication of guilt for a student applying for Florida scholarships and Bright futures is sufficient for a Bright Futures denial (.9); Telephone conference with Department of Education to discuss whether fraud will get flagged to prevent students claiming financial aid and whether this is something TCC handles or if Department of Education handles it (.6);	1.50 hrs.
05/02/2016	JCK	Telephone conference with R. Tolson re Title IX complaint (.3); Receipt and review of email from C. Summers re RLEX MOU with FDLE (.1); Review and analysis of 2016 RLEX MOU with FDLE (.4); Telephone conference with R. Tolson re FERPA issue (.1); Receipt and review of email from A. Mathews re	7.40 hrs.

non-renewal contract issue (.2); Review and analysis of contract and non-renewal notice (.4); Receipt and review of email from B. Ingerman re Workday contracts (.1); Review and analysis of Workday executed contracts (.2); Telephone conference with A. Mathews re contract non-renewal issue (.2); Review FERPA and application to college volunteers (1.4); Telephone conference with R. Tolson re use of volunteers and FERPA requirements (.2); Telephone conference with B. Wills re AMTC Bonds (.2); Review and analysis of Loan Agreement Services 2016 Note (.6); Review and analysis of Taxable Loan Agreement Blackline (.8); Review and analysis of TCC Resolution (.4); Telephone conference with B. Lewis re AMTC Bonds (.3); Receipt and review of email from R. Douglas re workers' compensation claim (.1); Email to R. Douglas re workers' compensation claim (.1); Receipt and review of email from R. Douglas re conference with physician in workers' compensation case (.4); Review and analysis of settlement evaluation from R. Douglas (.4); Review and analysis of medical summary from R. Douglas (.4); Receipt and review of email from A. Mathews re mediation in Washington case (.1);

05/02/2016	MK	Review and analysis of case law and other college policies discussing what requirements a board must hear in order to be well informed on bonds and what issues must the agenda have in it to comply with sunshine law (1.5);	1.50 hrs.
05/03/2016	JCK	Receipt and review of email from A. Mathews re recovery student papers from non-renewed employee (.1); Email to A. Mathews re non-renewed employee (.1); Receipt and review of email from A. Mathews re proposed employee discipline (.1); Review and analysis of documents provided by employee at PDC (.2); Email to A. Mathews re employee discipline (.1); Receipt and review of email	7.70 hrs.

from R. Douglas re mediation with former TCC employee (.1); Receipt and review of email from A. Mathews re employee discipline (.1); Receipt and review of email from R. Tolson re transitional housing (.1); Review and analysis of student homeless exemption application (.1); Review Florida Statute 1009.25 and legislative history (2.1); Telephone conference with R. Tolson re legal opinion on homeless tuition waiver under Florida Statute 1009.25 (.2); Preparation of legal opinion letter on Florida Statute 1009.25 tuition and fee exemption (2.3); Receipt and review of email from R. Green re trial subpoena (.1); Email to A. Mathews re trial subpoena for R. Green (.1); Receipt and review of email from B. Wills re Beverage Vending Contract and termination (.1); Review and analysis of Termination of Beverage Agreement (.1); Review and analysis of Beverage Vending Machine Contract (.9); Prepare additional provisions to Beverage Vending Machine Contract (.5); Email to B. Wills re Beverage Vending Machine Contract (.2); Receipt and review of email from A. Mathews re employee trial subpoena (.1);

05/04/2016	JCK	<p>Receipt and review of email from B. Wills re beverage contract (.1); Email to R. Green re trial subpoena (.1); Telephone call to State Attorney's Office re R. Green trial subpoena (.1); Receipt and review of email from R. Green re trial subpoena (.1); Telephone conference (2) with State Attorney's Office re trial subpoena (.4); Email to A. Mathews and R. Green re trial subpoena (.2); Receipt and review of email from State Attorney's Office re trial subpoena (.1); Review and analysis of trial subpoena for B. Knight (.1); Email to State Attorney's Office re new trial subpoena (.1); Email to A. Mathews re trial subpoena (.1); Email to B. Knight re trial subpoena (.1); Revise legal opinion letter re Florida Statute</p>	7.50 hrs.
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1009.25(1)(f) (1.4); Review FERPA requirements (1.6); Receipt and review of email from B. Wills re Bargain Sale Agreement (.1); Review and analysis of draft Bargain Sale Agreement (1.0); Prepare proposed Bargain Sale Agreement (.3); Email to B. Wills re Bargain Sale Agreement (.1); Review FERPA exemptions (.6); Email to S. Rowland and A. Moran re FERPA exemptions (.3); Receipt and review of emails from A. Moran and S. Rowland (.1); Review and analysis of case law re FERPA attachment (.4); Email to A. Moran and S. Rowland re FERPA attachment (.1);

05/04/2016	MK	Review and analysis of case law and college policies discussing whether an articulation agreement may supersede FERPA (1.4); Review and analysis of case law and college policies discussing whether at student denied admission is subject to FERPA (.8);	2.20 hrs.
05/05/2016	JCK	Receipt and review of email from D. Chandler re employee suspension notice (.1); Review and analysis of employee suspension notice (.4); Email to D. Chandler re suspension notice (.1); Receipt and review of email from R. Green re trial subpoena (.1); Telephone conference with R. Douglas re workers' compensation mediation (.3); Receipt and review of email from R. Douglas re workers' compensation mediation (.1); Receipt and review of email from W. Patterson re revisions to TCC Code of Conduct (.1); Review TCC Code of Conduct re computer misuse (.6); Review BOT Policy 03.26 (.4); Email to W. Patterson re suggested TCC Code of Conduct Amendment (.2); Email to B. Wills re Bargain Sale Agreement (.1); Receipt and review of email from W. Patterson re Code of Conduct Amendment (.1); Final revision of legal opinion on Florida Statute 1009.25(1)(f) (.8); Email to R. Tolson re legal opinion on Florida Statute 1009.25(1)(f) (.8);	4.20 hrs.



05/05/2016	MK	Review and analysis of other college policies and case law re whether directory information is always a public record subject to disclosure (1.4); Review and analysis of case law and college policies discussing when, if ever email addresses are considered to be educational records (1.5);	2.90 hrs.
05/06/2016	JCK	Receipt and review of email from B. Ingerman re FL ITN Participation Agreement (.1); Review and analysis of FL ITN Participation Agreement Form (.6); Receipt and review of email from State Attorney's Office re trial subpoena (.1); Email to B. Knight re trial subpoena (.1); Receipt and review of email from R. Tolson re transitional housing subpoena (.1); Email to B. Ingerman re FL ITN Participation Agreement Form (.1); Receipt and review of email from D. Chandler re employee discipline (.1); Review and analysis of supporting documentation for employee discipline (.8); Email to D. Chandler re employee discipline (.1); Receipt and review of email from B. Knight re trial subpoena (.1); Receipt and review of email from R. Douglas re workers' compensation mediation (.2); Review and analysis of proposed Workers' Compensation Release (.4); Email to R. Douglas re Release and Mediation (.2); Receipt and review of email from A. Mathews re employee's discipline (.1); Email to A. Mathews re employee's discipline (.1); Receipt and review of emails (2) from B. Ingerman re FL ITN Master Agreement (.2); Review and analysis of ITN Master Agreement (1.3); Receipt and review of email from R. Douglas re Release (.1); Email to R. Douglas re Release (.1); Telephone conference with G. Smith re ATLM Bond issues (.4); Emails (2) to S. Rowland re FERPA and PRA interaction (.5);	5.80 hrs.
05/06/2016	MK	Telephone conference with B. Mabile re	0.80 hrs.

specific exemption for directory information under Florida PRA (.5); Telephone conference with Florida DOE re specific exemption for directory information under Florida PRA (.3);

05/09/2016	JCK	Receipt and review of email from R. Douglas re Workers' Compensation settlement (.1); Telephone conference with J. Murdaugh re issues for Board of Trustees meeting (.3); Receipt and review of email from A. Mathews re Workers' Compensation settlement (.1); Review and analysis of General Release from J. Washington (.2); Receipt and review of email from A. Mathews re FMLA issue (.2); Receipt and review of email from A. Mathews re employee's disciplinary issue (.3); Email to A. Mathews re DAVID system contract (.1); Receipt and review of email from R. Tolson re Florida Statute 1009.25 (.1); Email to R. Tolson re Florida Statute 1009.25 (.1); Receipt and review of email from C. Buchannon re Workers' Compensation settlement (.1); Telephone conference with R. Tolson re Title IX issue (.4); Receipt and review of email from B. Ingerman re new TCC website (.1); Receipt and review of email from B. Wills re new TCC website (.1); Review and analysis of Google Agreement (.9); Email to B. Wills and B. Ingerman re Google Agreement (.1); Telephone conference with G. Miller re bond issue (.2); Receipt and review of email from B. Wills re private attorney services and attachments (.4); Telephone conference with G. Kling re meeting with President (.2); Review Private Attorney Services statute (.8); Email to B. Wills re Private Attorney Services (.1); Receipt and review of email from B. Ingerman re Google Agreement (.1); Telephone conference with B. Wills re Bargain Sale Agreement (.2); Receipt and review of email from B. Jones re web accessibility (.1); Email to B. Jones re web accessibility (.1); Receipt and review of email from J.	8.60 hrs.
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Willoughby re Google Agreement (.2); Telephone conference with J. Crosland and D. Miller re Board Meeting issue (.4); Receipt and review of email from J. Crosland re Board Meeting issue (.1); Email to J. Crosland re Board Meeting issue (.1); Receipt and review of email from A. Mathews re employee discipline (.1); Review and analysis of memo re Data Security and Notification (.8); Emails (2) to A. Mathews re employee discipline (.3); Receipt and review of email from B. Jones re website accessibility (.1); Receipt and review of email from B. Ingerman re NDA Cherwell (.1); Review and analysis of NDA Cherwell (.5); Email to A. Mathews re employee discipline issue (.4); Email to B. Ingerman re NDA Cherwell (.1);

05/09/2016	MK	Review and analysis of Florida law regarding whether an agenda for a board meeting must be filed within a certain time before a board meeting (.8); Review and analysis of case law for any laws requiring TCC to notify individuals of DAVID system breach (.7); Review and analysis of case law discussing whether a student's driver's license, license plate, registration, and VIN number is public record to see if TCC needs to report to these individuals that their information was viewed (.9); Review and analysis of rights and resources regarding fraud and identity theft an individual whose vehicle/driver's information was breached has (.6); Draft notice to students letter that their vehicle/driver's information was breached and what remedies they have (.8);	3.80 hrs.
05/10/2016	JCK	Receipt and review of email from A. Mathews re Data Security (.2); Receipt and review of email from A. Mathews re employee discipline with supporting documentation (1.4); Receipt and review of email from J. Crosland re Wednesday conference call about Board meeting (.1); Email to J. Crosland re	8.80 hrs.

Wednesday conference call about Board meeting (.1); Receipt and review of email from B. Ingerman re Google Agreement (.1); Email to R. Tolson re potential claim notice (.1); Review and analysis of proposed DOE Rule 6A-14.024 (.3); Email to B. Jones and B. Wills re proposed Rule 6A-14.024 (.1); Review and analysis of DAVID MOU (.6); Telephone conference with B. Wills re Loan Agreement (.1); Attend Public Records Procedures Meeting at TCC (1.8); Conference with A. Mathews re employee discipline (.3); Receipt and review of correspondence from G. Higgenbotham re homelessness (.1); Email to R. Tolson re Higgenbotham letter (.1); Review and analysis of consolidated president's evaluation (.2); Receipt and review of email from B. Jones re DOE Rule 6A-14.024 (.1); Receipt and review of email from L. Kling re additional Board item (.1); Receipt and review of email from B. Ingerman re public record law changes for contractor (.1) Email to B. Ingerman with suggested public record law changes for TCC contracts (.8); Receipt and review of email from G. Miller re TCC Promissory Note (.1); Review revised Promissory Note (.3); Receipt and review of email from J. Crosland re conference (.1); Receipt and review of email from D. Heekin re conference (.1); Receipt and review of email from D. Heekin re PERC Petition (.2); Email to J. Murdaugh re PERC Petition (.1); Receipt and review of email from B. Ingerman re public record contractor (.1); Email to B. Ingerman re public record contractor (.3); Receipt and review of email from B. Ingerman re Cherwell MDA and review and analysis of revised Cherwell NDA (.1); Receipt and review of email from E. Jones re inquiry about Soloman Act (.1); Review and analysis of Soloman Act memo (.4); Email to E. Jones re Soloman Act issue (.2);

05/10/2016	MK	Review and analysis of Florida law regarding whether TCC must disclose directory information on former/dropout students (.7); Review and analysis of case law discussing the Solomon Amendment to see whether it trumps FERPA (.5); Review and analysis of case law on whether the Solomon Amendment allows the military to gain access to information on students who are no longer enrolled at TCC (.9); Review and made minor revisions to TCC's DMV Notice to Letter on DAVID leak (.2);	2.30 hrs.
05/11/2016	JCK	Receipt and review of email from G. Miller re amortization schedule (.1); Review and analysis of amortization schedule (.1); Receipt and review of email from G. Miller re scope of engagement letter (.1); Review and analysis of scope of engagement letter (.4); Email to B. Wills re scope of engagement letter (.1); Email to G. Miller re TCC's Attorney Opinion letter (.2); Receipt and review of email from B. Ingerman re public records and vendor contracts (.1); Email to B. Ingerman re public records and vendor contracts (.2); Receipt and review of email from R. Tolson re Florida Statute 1009.25 and student tuition waiver (.1); Receipt and review of email from R. Tolson re proposed Title IV Determination letter (.1); Review and analysis of proposed Title IV determination (.1); Review and analysis of Florida Statute 1009.25 tuition waiver denial (.2); Email to R. Tolson approving Title IV funds and tuition fee waiver denial (.2); Receipt and review of email from R. Tolson re letters on Title IV fees and tuition fee waiver (.1); Telephone conference with G. Smith re closing documents (.2); Revise Attorney Opinion letter (.2); Email to G. Smith re Attorney Opinion letter (.1); Receipt and review of email from D. Heekin re Note of Sufficiency (.1); Review and analysis of Note of Sufficiency (.2); Attend conference with J.	6.50 hrs.

Murdaugh re Board Meeting issue (2.0);  
 Receipt and review of email from A. Moran re  
 public records request (.1); Receipt and review  
 of email from A. Gaughf re executed  
 engagement letter (.1); Review and analysis of  
 executed engagement letter (.1); Receipt and  
 review of email from G. Smith re engagement  
 letter (.1); Email to A. Moran re response to  
 public records request (.1); Receipt and review  
 of email from A. Mathews re DAVID contract  
 (.1); Review and analysis of proposed letter re  
 DAVID contract (.2); Email to A. Mathews re  
 DAVID contract (.1); Receipt and review of  
 email from A. Moran re public records request  
 (.1); Receipt and review of email from B.  
 Ingerman re public records law and contracts  
 (.1); Email to B. Ingerman re public records  
 law and contracts (.2); Telephone conference  
 with A. Moran re public records request (.3);

05/12/2016	JCK	<p>Receipt and review of email from B. Ingerman          re public records law and contract provisions          (.1); Receipt and review of email from D.          Heekin re information concerning prior          unionization efforts (.1); Email to D. Heekin re          Board Meeting (.1); Receipt and review of          email from G. Smith re closing documents for          Promissory Note (.1); Review and analysis of          (blackline) Loan Agreement (.4); Review and          analysis of Receipt for Note (.1); Review and          analysis of Certificate of Delivery and          Payment and Application of Proceeds (.1);          Review and analysis of Certificate of The          District Board of Trustees (.1); Review and          analysis of Incumbency and Signature          Certificate (.1); Review and analysis of          Resolution No.: 2016-01 (.1); Review and          analysis of Disclosure Letter (.2); Review and          analysis of Lender's Certificate (.1); Review          and analysis of Specimen Promissory Note          (.4); Review and analysis of Notice of Sale to          Division of Bond Finance (.1); Review and          analysis of Division of Bond Finance Forms</p>	7.40 hrs.
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2003/04 (.1); Review and analysis of Closing Memorandum and Final Numbers (.4); Email to B. Wills re closing documents (.1); Receipt and review of email from D. Heekin re presentation at Board Meeting (.1); Review and analysis of proposed power point presentation for Board Meeting (.4); Email to J. Murdaugh re power point presentation at Board Meeting (.1); Receipt and review of email from D. Heekin re Board Meeting Agenda (.1); Email to D. Heekin re Board Meeting Agenda (.1); Email to B. Wills re PERC Notice of Sufficiency (.2); Receipt and review of email from D. Heekin re power point presentation (.1); Email to D. Heekin re power point presentation (.1); Receipt and review of email from J. Murdaugh re Board Meeting (.1); Receipt and review of email from D. Calloway re Board Meeting (.1); Emails (3) to/from D. Heekin re Board Meeting (.3); Email to L. Kling re Board Meeting (.1); Receipt and review of email from D. Heekin re conference to discuss response to petition (.1); Email to D. Heekin re conference to discuss response to petition (.1); Receipt and review of email from J. Murdaugh re Board Meeting (.1); Receipt and review of email from J. Willoughby re Board Meeting (.1); Telephone conference with B. Wills re Notice of Sufficiency and closing documents (.2); Attend President's evaluation (1.4); Conference with R. Pople re Board Meeting (.3); Conference with B. Jones re tax issues (.5);

05/13/2016	JCK	Telephone call to B. Wills re posting Notice of Sufficiency (.1); Receipt and review of emails (2) from A. Mathews re DAVID issue (.5); Receipt and review of email from S. Rowland re employee discipline (.1); Receipt and review of email from A. Mathews re employee discipline (.1); Review and analysis of proposed discharge letter (.3); Email to A. Mathews re employee discharge letter (.1);	4.60 hrs.
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Receipt and review of email re President's contract (.1); Review and analysis of FAA Memorandum on Educational Use of Unmanned Aircraft Systems (1.2); Email to B. Wills and B. Ballard re FAA memorandum (.1); Receipt and review of email from C. Dwyer re FAA licensing (.1); Email to C. Dwyer re FAA licensing (.1); Telephone conference with C. Dwyer re FAA licensing (.3); Receipt and review of email from B. Wills re posting Notice of Petition (.1); Receipt and review of correspondence from D. Heekin re representation (.2); Review and analysis of proposed Agreement for Legal Services (.4); Email to B. Wills re Agreement for Legal Services (.1); Review and analysis of DOE Transgender Student Dear Colleague letter (.5); Email to R. Tolson re Transgender Student Dear Colleague letter (.1); Email to A. Mathews re TCC life insurance policy (.1);

05/13/2016	MK	Review and analysis of TCC employee handbook and TCC's life insurance policy in preparation for determining life insurance compensation for salary (.6); Review and analysis of case law and Florida Statutes applicable to president's salary (2.1); Review president's 2014 contract (.2);	2.90 hrs.
05/16/2016	JCK	Review and analysis of Board of Trustees Agenda (1.0); Receipt and review of emails (2) from G. Smith re closing documents (.2); Review and analysis of closing memorandum (.4); Telephone calls (2) with J. Murdaugh re Board Meeting (.3); Telephone calls (2) with D. Heekin re Board Meeting (.3); Receipt and review of emails (3) from G. Smith re closing documents (1.9); Receipt and review of email from S. Rowland re former student complaint (.1); Receipt and review of email from R. Tolson re fee exception statute (.2); Email to R. Tolson re fee exception statute (.1); Attend Board Meeting (5.2); Receipt and review of email from S. Rowland re troublesome student	10.00 hrs.



(.1); Email to S. Rowland re troublesome student (.2);

05/16/2016	MK	Review and analysis of case law on when students can use drones for "hobby and recreational" purposes under the FAA, not requiring a license (.8); Review and analysis of case law discussing when a faculty member does and does not require a license to operate a drone as part of a class (1.2); Review and analysis of case law re: the three ways a faculty member must seek authorization from the FAA when a license is required to fly a drone (.9); Review additional case law, attorney general's opinions, and administrative law hearings to determine if any opinions have been released discussing when faculty may teach 12 hours as opposed to the 15 required hours (1.9); Review additional law, opinions, and college policies to analyze a general overview of when TCC must pay tax on certain commercial transactions and when they are exempt under the educational purpose exemption (1.8);	6.60 hrs.
05/17/2016	JCK	Receipt and review of email from D. Heekin re media policy (.1); Email to B. Wills re media policy (.1); Email to D. Heekin re media policy (.1); Receipt and review of email from A. Mathews re security breach notice (.1); Email to A. Mathews re security breach notice (.1); Receipt and review of email from A. Mathews re president's contract (.1); Email to A. Mathews re president's contract (.1); Review and analysis of president's contract (.2); Review and analysis of TCC Employee Handbook (.8); Review and analysis of life insurance contract for president (.4); Receipt and review of email from B. Ingerman re guest use of computers (.3); Email to B. Ingerman re guest use of printer (.2); Receipt and review of email from A. Mathews re security breach notice (.1); Email to A. Mathews re security breach notice (.1); Receipt and review of email	6.20 hrs.

from B. Wills re legal services agreement with Bryant Miller & Olive, P.A. (.1); Execute Legal Services Agreement (.1); Receipt and review of email from A. Mathews re security breach notice (.1); Receipt and review of email from D. Heekin re legal services agreement (.1); Receipt and review of emails (2) from B. Ingerman re guest use of computers (.2); Receipt and review of email from B. Jones re Starbucks contract and insurance provisions (.1); Review and analysis of UE letter involving insurance concerns (.4); Review and analysis of Starbucks contract (.8); Receipt and review of email from D. Heekin re management training and a communication plan (.1); Email to B. Wills re communication plan (.1); Preparation of memorandum re Current Administrative Actions and Litigation Involving TCC (.8); Receipt and review of email from B. Ingerman re guest use of computers (.1); Receipt and review of email from A. Mathews re president's evaluation (.1); Email to A. Mathews re president's evaluation (.2); Receipt and review of email from A. Mathews re security breach notice (.1);

05/17/2016	MK	<p>Review case law on DAVID system to see if a non-student has already had their name pulled from the system wrongfully if we can use that information to contact them if we cannot find any other way to contact this individual (.8); Review and analysis of FAA policies and case law re how long a 333 license lasts for to see if we need to renew our license (.8); Review and analysis of FAA policies and case law on if a faculty member holds a 333 license, does the institution require a license as well (1.3); Review and analysis of case law and college policies discussing exposure of College for acting as "middle man" for cardiac screening company (1.1);</p>	3.40 hrs.
05/18/2016	JCK	<p>Receipt and review of email from B. Wills re telephone conference and organizational chart</p>	8.60 hrs.

(.1); Email to D. Heekin re telephone conference and organizational chart (.1); Receipt and review of email from D. Heekin re Union issue (.1); Receipt and review of email from D. Heekin re conference and organizational chart (.1); Receipt and review of email from R. Frazier re Ales and Lagers Course Agreement (.1); Review and analysis of Ales and Lagers Course Agreement (.6); Revise Ales and Lagers Contract Agreement (.7); Email to R. Frazier re clarification of issues in contract (.3); Receipt and review of email from B. Ingerman re executed Cherwell Agreement (.1); Receipt and review of email from B. Wills re media relations (.1); Email to B. Wills re media relations (.1); Review and analysis of memo re TCC compensation (.4); Email to A. Mathews re President's compensation (.7); Receipt and review of email from D. Chandler re employee suspension notice (.1); Review and analysis of employee suspension notice (.5); Email to D. Chandler re employee suspension notice (.1); Receipt and review of email from B. Ingerman re new contract for Canvas (.2); Review and analysis of proposed Agenda item description (.2); Review and analysis of Canvas Participation Agreement (.4); Email to B. Ingerman re Agreement and Board item (.2); Receipt and review of email from D. Heekin re conference on management training (.1); Receipt and review of email from B. Ingerman re proposed Agenda item on Canvas Participation Agreement (.1); Receipt and review of email from B. Wills re proposed Agenda item on Canvas Participation Agreement (.1); Receipt and review of email string from B. Wills re Wimbledon Health Diagnostic heart testing (.3); Receipt and review of email from B. Ingerman re Canvas Board Agenda item (.1); Review and analysis of Assumption of Risk and Release for TCC Athletics (.2); Receipt and review of email

string from B. Ingerman re text messaging for non-emergency use (.2); Review and analysis of FCC Article on text messaging (.4); Receipt and review of email from B. Wills re college reorganization and Union activity (.3); Email to D. Heekin re college reorganization and union activity (.2); Receipt and review of email from D. Heekin re college reorganization (.2); Email to B. Wills re college reorganization (.1); Receipt and review of email from B. Ingerman re Agreement on State Reporting for Sierra Cedar (.2); Review and analysis of proposed letter Agreement for State Reporting for Sierra Cedar (.4); Review and analysis of revised letter Agreement for State Reporting for Sierra Cedar (.3); Email to B. Wills re cardiac screening company (.2);

05/19/2016	JCK	<p>Receipt and review of email from C. Dwyer re WEI conference (.1); Review and analysis of Agenda for WEI conference (.1); Attend WEI conference with B. Jones, C. Dwyer and B. Ballard (2.6); Receipt and review of email from B. Jones re Wimbledon heart testing (.1); Receipt and review of email from R. Douglas re J. Washington workers' compensation case (.1); Receipt and review of email from A. Mathews re President's evaluation (.1); Receipt and review of email from A. Mathews re insurance coverage for life insurance (.1); Receipt and review of email from B. Wills re Wimbledon heart testing (.1); Receipt and review of email from D. Heekin re prior response to 2009 RC Petition (.2); Review and analysis of 2009 RC Petition with attachments (.4); Receipt and review of email from R. Frazier re revised Ales and Lagers Agreement (.2); Review and analysis of revised Ales and Lagers Agreement (1.4); Second revision of Ales and Lagers Agreement (NO BREAKDOWN);</p>	5.50 hrs.
05/19/2016	MK	<p>Review 138 pages of Telephone Consumer Protection Act changes that came out in</p>	5.50 hrs.

August 2015 to see what changes if any TCC needs to make (1.3); Review and analysis of case law and similar college policies discussing whether blackboard would be considered an auto dialer under the TCPA or if calls can be made through blackboard without repercussions (.9); Review case law and college policies on whether TCC would be exempt from TCPA for emergency communications and other requirements TCC must follow in emergency situations (1.2); Review case law and college policies regarding what type of consent is needed from students in all non-emergency communications to avoid liability (1.0); Review FCC rulings and case law on reassigned numbers to see potential liability TCC may have and procedures to implement to make sure the law is followed (1.1);

05/20/2016	JCK	Continued revision of Ales and Lagers Agreement (1.4); Email to R. Frazier re second revision of Ales and Lagers Agreement (.1); Review and analysis of legal memo re FCC regulations concerning emergency and non-emergency automatic text messages (1.2); Emails (2) to B. Ingerman re TCC's use of emergency and non-emergency test messages (.9); Receipt and review of email from C. Dwyer re conference needed for Oyster Aquaculture Program (.4); Receipt and review of emails (2) from G. Higgenbotham re Florida Statute 1009.25 (.2); Email to R. Frazier re revisions to Ales and Lagers contract (.1); Review proposed letter of Agreement with SCI re State Reporting Build and Maintain (.9); Email to B. Ingerman re letter of Agreement with SCI (.2); Receipt and review of email from B. Ingerman re letter of Agreement with SCI (.1); Receipt and review of email from R. Frazier re Ales and Lagers Agreement (.1); Receipt and review of email from B. Wills re WEI conference (.1); Review and analysis of	7.90 hrs.
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organizational chart for TCC (.4); Attend conference with B. Wills, D. Heekin, and J. Crosland re Union petition (.8); Receipt and review of email from B. Wills to J. Murdaugh re Union questions (.1); Receipt and review of email from B. Ingerman re SCI letter of Agreement (.1); Email to B. Ingerman re SCI letter of Agreement (.1); Receipt and review of email from G. Higgenbotham re misconduct definition in unemployment law (.1); Receipt and review of email from B. Ingerman re non-emergency text messaging (.1); Receipt and review of email from D. Heekin re organizational chart (.1); Email to B. Wills re organizational chart (.1); Receipt and review of email from B. Ingerman re SCI Agreement (.1); Email to B. Ingerman re SCI Agreement (.1);

05/23/2016	JCK	Telephone conference with S. Balog re affidavit for letter (.2); Receipt and review of email from S. Balog re affidavit for letter (.1); Email to S. Balog re affidavit for letter (.1); Review and analysis of Bright Futures Ice Cream Social Agreement (.4); Preparation of Affidavit for S. Balog (.9); Email to S. Balog re affidavit (.1); Receipt and review of email from S. Balog re affidavit (.1); Receipt and review of email from D. Heekin re organizational chart for TCC (.1); Email to D. Heekin re organizational chart for TCC (.1); Receipt and review of email from B. Ingerman re SCI Agreement (.1); Email to B. Ingerman re SCI Agreement (.1); Receipt and review of email from D. Heekin re Collective Bargaining Agreement (.1); Review and analysis of Collective Bargaining Agreement (.8); Email to J. Murdaugh re Collective Bargaining Agreement (.1); Receipt and review of email from D. Heekin re TCC organizational chart (.1); Receipt and review of email from D. Heekin re Union discussions (.1); Receipt and review of email from D. Heekin re PERC	4.70 hrs.
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orders (.1); Review and analysis of PERC order setting evaluation hearing (.2); Review and analysis of PERC order appointing hearing officer (.1); Email to B. Wills re PERC orders (.1); Receipt and review of email from C. Dwyer re Oyster leases (.1); Receipt and review of email from Department of Agriculture re Oyster lease permits (.6);

05/24/2016	JCK	<p>Receipt and review of emails (2) from G. Higgenbotham re tuition waiver (.3); Telephone conference with R. Tolson re student fee exemption (.2); Receipt and review of email from B. Wills re Union election (.1); Email to D. Heekin re Union election (.1); Receipt and review of email from A. Moran re public records request (.2); Email to A. Moran re public records request (.3); Receipt and review of email from D. Heekin re Union election (.1); Email to B. Wills re Union election (.1); Receipt and review of email from A. Moran re Title IX questions (.2); Receipt and review of email from D. Heekin re Union election (.1); Emails (3) to and from B. Wills re Union election (.3); Email to D. Heekin re Union election (.1); Receipt and review of email from A. Mathews re FCHR claim (.1); Review and analysis of FCHR discrimination charge (.1); Receipt and review of email from A. Moran re legal questions concerning media inquiries (.2); Review federal law re registered sex offenders in class (.8); Email to A. Moran re legal questions concerning media inquiries (.3); Receipt and review of email from D. Heekin re Union election (.1); Receipt and review of email from A. Moran re proposed media inquiries (.1); Receipt and review of email from S. Balog re executive team meeting (.1); Email to S. Balog re executive team meeting (.1);</p>	4.00 hrs.
05/24/2016	MK	<p>Review and analysis of case law discussing whether responding to media requests concerning Title IX with TCC having an "all</p>	2.00 hrs.

inclusive" restroom is sufficient (.6); Review and analysis of case law discussing whether responding to media requests concerning why students are not alerted to the fact that another student is a convicted felon or sex offender is because the onus is not on TCC to notify the students is sufficient (.9); Review and analysis of case law on whether information on sex offenders are protected under FERPA (.5);

05/25/2016	JCK	<p>Attend Executive Team Meeting (2.7); Multiple emails (3) from and to D. Heekin re Executive Team Meeting (.3); Email to R. Douglas re Byrd information (.2); Attend United Educators Seminar re "Website Accessibility Litigation &amp; What Every Educational Institution Needs to Know" (1.3); Receipt and review of email from R. Tolson re volunteer policy (.1); Review volunteer policy (.2); Email to R. Tolson re volunteer policy question (.1); Receipt and review of email from A. Moran re media statements (.1); Email to A. Moran re media statements (.1); Telephone call to R. Tolson re volunteer policy (.1); Telephone conference with S. Balog and A. Moran re communications issue (.4); Telephone conference with D. Heekin re response to petition (.3); Telephone conference with A. Moran re communications issue (.2); Telephone conference with S. Balog re petition extension (.2); Email to S. Balog re petition extension (.1); Receipt and review of email from FCSRMC re FCHR claim for M. Barber (.1);</p>	6.50 hrs.
05/25/2016	MK	<p>Review and analysis of case law regarding whether TCC can require a mother expressing milk to do so away from the public (1.4); Review and analysis of case law discussing whether Florida requires an employer to allow babies to be brought to work for breastfeeding purposes (1.1); Attend webinar on potential liability of website not being accessible to those with disabilities (.9);</p>	3.40 hrs.



Barbara Wills

Invoice# 13764

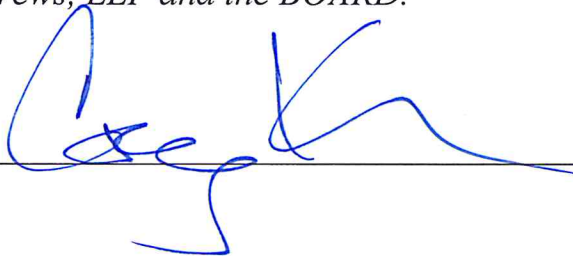
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05/25/2016	JCK	Portion of Monthly Fee;		11,700.00
05/25/2016	MK	Portion of Monthly Fee;		4,550.00
			Fees for this matter	\$16,250.00

BILLING SUMMARY

	Knox, J. Craig	Partner	139.50 hrs	\$11,700.00
	Kelly, Michael	Attorney	51.30 hrs	\$4,550.00
	Fees		190.80 hrs	<hr/> \$16,250.00
	Disbursements			\$0.00
	TOTAL CHARGES FOR THIS BILL			<hr/> \$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.*

  
\_\_\_\_\_, *Firm Contract Administrator*