




August 17, 2017

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP (June & July 2017)

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 for legal services at the October 19, 2015 Board meeting for a period of one (1) year, with the option for annual renewals for four (4) consecutive one (1) year periods for a total contract period of five (5) years.

The Board of Trustees approved the first annual renewal of this contract, effective November 1, 2016 through October 31, 2017 at the September 18, 2016 Board meeting for an annual flat fee of \$195,000.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$32,500.

Staff Resource

Barbara Wills

Recommended Action

Authorize payment of invoices as presented.

ANDREWS, CRABTREE, KNOX & LONGFELLOW, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

July 19, 2017

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

Invoice# 14628 JCK
Our file# T00007 02276
Billing through 06/30/2017

Tallahassee Community College (General)
P.O. Number: PO-005527

FOR PROFESSIONAL SERVICES RENDERED

05/19/2017	JCK	Receipt and review of email from N. Davis re employee issue (.1); Receipt and review of proposed employee resolution letter (.6); Preparation of emails (x2) to N. Davis re employee resolution letter (.2); Receipt and review of emails (x2) from N. Davis re employee resolution letter (.2); Receipt and review of proposed letter (.2); Receipt and review of email from B. Jones re employee resolution letter (.1); Telephone conference with Judge Clark re parties' submissions for faculty dismissal hearing (.2); Preparation of email to Judge Clark re faculty dismissal submissions (.2); Receipt and review of email from N. Davis re employee issue with attachments (.6); Receipt and review of communication from employee (.2); Preparation of email to N. Davis re employee issue (.1)	2.90 hrs.
05/22/2017	JCK	Receipt and review of email from A. Bradbury re contract review (.1); Receipt and review of SOW TCC Mobile Home Tie Down Program Contract (1.8); Receipt and review of email from M. Hackathorn re cyber security request (.1); Receipt and review of cyber security request (1.3); Preparation of email to A.	4.30 hrs.

		Bradbury re SOW for MHTDP Contract (.1); Receipt and review of email from L. Kling re J. Young letters (.1); Receipt and review of two J. Young letters (.4); Preparation of email to L. Kling re letters (.1); Preparation of email to R. Frazier re letters (.2); Receipt and review of email from R. Frazier re letters (.1)	
05/23/2017	JCK	Receipt and review of emails (x2) from F. Moore-Davis re legal question (.2); Preparation of email to F. Moore-Davis re legal question (.1); Review background information on potential College hire (.6); Telephone conferences (x2) with A. Moran re College funding issue (.8); Review statutes and case law re College funding issue (1.7); Review TCC policies re College funding issue (.6); Receipt and review of emails (x2) from A. Moran re College funding issue (.2); Receipt and review of email from S. Balog re College funding issue (.4); Telephone call to F. Moore-Davis re advisory council (.1); Telephone call to N. Davis re employee issues (.1); Receipt and review of email from N. Davis re employee issues with attachments (.2)	5.00 hrs.
05/23/2017	MK	Review and analysis of proposed emails to students and faculty re funding issue (.7); Review and analysis of case law and college policies re funding issuee budgets (1.3)	2.00 hrs.
05/24/2017	JCK	Receipt and review of email from R. Frazier re J. Young letter (.1); Receipt and review of J. Young letter (.1); Preparation of email to R. Frazier re J. Young letter (.1); Receipt and review of email from R. Rapisardo re J. Young letter (.1); Receipt and review of J. Young letter (.1); Preparation of email to R. Rapisardo re J. Young letter (.1); Telephone conference with N. Davis re three employee issues (.4); Telephone conference with F. Moore-Davis re tuition refund (.3); Receipt and review of email from A. Bradbury re FPSI agreements (.1); Receipt and review of FWC MOU (.8); Revise FWC MOU (.4); Preparation of email to A.	2.70 hrs.

		Bradbury re FWC and FPSI MOU (.1)	
05/24/2017	MK	Review and analysis of proposals for banking service agreement (.5); Draft proposed settlement and release agreement for TCC students in HIM program (1.6)	2.10 hrs.
05/25/2017	JCK	Receipt and review of email from B. Jones re banking services (.4); Receipt and review of Amendment to Public Records Act signed into law by Governor Scott (.8); Preparation of email to A. Moran re Public Records Act Amendments (.1); Receipt and review of email from K. Moore re Rowe Contract (.1); Receipt and review of Rowe Contract and attachments (.9); Telephone conference with with B. Jones re Banking Services Agreement (.4); Preparation of email to B. Jones re Banking Services Agreement (.2); Prepare proposed revisions to Rowe Contract (.6); Preparation of email to K. Moore re Rowe Contract revisions (.4); Receipt and review of email from A. Moran re Public Records law change (.1); Preparation of email to A. Moran re Public Records law change (.1); Revise Agreement for HIM program (.8); Receipt and review of emails (x2) from A. Moran re Public Records Notice (.2); Preparation of emails (x2) to A. Moran re Public Records Notice (.2)	5.40 hrs.
05/25/2017	MK	Revised settlement and release agreement for TCC (.4)	0.40 hrs.
05/26/2017	JCK	Second revisions of proposed Release (.8); Receipt and review of emails (x2) from N. Davis re ADA issue with attached materials (.6); Receipt and review of emails (x2) from A. Moran re employee issue (.2); Receipt and review of email from N. Davis re employee issue (.1); Preparation of email to N. Davis re ADA letter (.1); Receipt and review of emails (x2) from K. Moore re lease agreement (.2); Receipt and review of St. Petersburg College Lease Agreement (.8); Preparation of email to K. Moore re modification of St. Petersburg College Lease Agreement (.2); Receipt and	3.60 hrs.

review of emails (x2) from A. Moran re Public Records Request (.3); Preparation of email to A. Moran re Public Records Request (.1); Preparation of email to F. Moore-Davis re HIM Program Release (.2)

05/30/2017 JCK Receipt and review of emails (x2) from A. Moran re Amendment to Chapter 119, F.S. (.3); Preparation of emails (x2) to A. Moran re Amendment to Chapter 119, F.S. (.2); Receipt and review of email from K. Moore re Revised Rowe Contract (.1); Receipt and review of Revised Rowe Contract (.4); Receipt and review of email from B. Wills re banking services (.1); Receipt and review of email from B. Jones re Rowe Contract (.1); Receipt and review of email from K. Moore re Rowe Contract (.1); Receipt and review of email from S. Matthew's office re faculty dismissal order (.1); Telephone conference with N. Clark re Proposed Order (.3); Receipt and review of email from R. Rapisardo re record request (.2); Telephone conference with Lt. Rabon re contract review (.2); Receipt and review of email from A. Bradbury re Sterling Council Contract (.1); Receipt and review of Florida Sterling Council Contract (.8); Revise Florida Sterling Council Contract (.3); Preparation of email to A. Bradbury re Sterling Council Contract (.1); Receipt and review of email from A. Bradbury re FCSAA Contracts (.8); Revise FCSAA Agreement (.2); Preparation of email to A. Bradbury re FCSAA Contract (.1); Receipt and review of email from L. Kling re J. Young letter (.1); Receipt and review of J. Young letter (.2); Receipt and review of email from R. Frazier re J. Young letter (.1); Preparation of email to L. Kling re J. Young letter (.1); Preparation of email to R. Frazier re J. Young letter (.1); Receipt and review of email from G. Gibson re SmartCop Agreement (.1); Receipt and review of SmartCop Agreement (1.4)

6.60 hrs.

05/31/2017	JCK	Receipt and review of Software Maintenance and Support Agreement (1.2); Preparation of email to Chief Gibson re SmartCop Agreements (.1); Receipt and review of email from A. Bradbury re annual contract renewals (.1); Receipt and review of email from Chief Gibson re SmartCop Agreements (.1); Receipt and review of email from Judge Clark re proposed Order on faculty dismissal hearing (.1); Receipt and review of Proposed Order on faculty dismissal (.8); Preparation of email to Judge Clark re filing deadline for the parties' objections to proposed Order (.2); Receipt and review of email from Judge Clark re proposed Order (.1); Receipt and review of email from F. Moore-Davis re Affiliation Agreement (.1); Receipt and review of proposed Affiliation Agreement (1.4); Revise Affiliation Agreement (.8); Preparation of email to F. Moore-Davis re Affiliation Agreement (.2)	5.20 hrs.
06/05/2017	JCK	Receipt and review of email from A. Moran re Public Records Request (.1); Receipt and review of Public Records Request (.2); Preparation of email to A. Moran re Public Records Request (.2); Telephone conference with R. Sniffen re legal issue (.1); Receipt and review of email from F. Moore-Davis re Revised Affiliation Agreement (.1); Receipt and review of Revised Affiliation Agreement (.4); Preparation of email to F. Moore-Davis re Affiliation Agreement (.1); Receipt and review of email from B. Jones re FCSAA Agreement (.2); Receipt and review of emails (x2) from F. Moore-Davis re Affiliation Agreement (.2); Receipt and review of Second Revised Affiliation Agreement (.3); Revise Affiliation Agreement (.3); Receipt and review of email from B. Jones re screening program (.2); Receipt and review of Proposed Screening Contract (.8); Preparation of email to B. Jones re Screening Contract (.4); Receipt and review of email from Sniffen Law Firm re legal	4.10 hrs.

		statement (.1); Receipt and review of Legal Statement from Sniffen Law Firm (.2); Preparation of email to R. Hathaway re legal statement from Sniffen Law Firm (.1); Preparation of email to F. Moore-Davis re second revision to Affiliation Agreement (.1)	
06/06/2017	JCK	Receipt and review of Public Records Request Response from TCC Communications (.2); Second review of Hearing Examiner's Proposed Order in faculty dismissal hearing (1.3)	1.50 hrs.
06/07/2017	JCK	Receipt and review of email from A. Bradbury re Contracts for review (.1); Receipt and review of Interagency Agreement between TCC and Wakulla County School Board (.6); Review statutory law cited in TCC/Wakulla County Agreement (.4); Revise Interagency Agreement between TCC and Wakulla County School Board (.3); Preparation of email to A. Bradbury re Contract revisions (.4); Telephone conference with B. Jones re contractual issue (.3); Receipt and review of proposed Settlement Agreement (.4); Preparation of email to A. Bradbury re Settlement Agreement (.1); Receipt and review of State Funded Grant Agreement (1.6); Revise State Funded Grant Agreement (.4); Preparation of email to A. Bradbury re State Funded Grant Agreement (.1)	4.70 hrs.
06/08/2017	JCK	Receipt and review of email from R. Hathaway re conference about Screening Contract (.1); Preparation of email to R. Hathaway re conference about Screening Contract (.1); Receipt and review of email from F. Moore-Davis re HIM request (.1); Receipt and review of HIM request (.4); Preparation of email to F. Moore-Davis re HIM request (.1); Telephone conference with B. Ballard re WEI issue (.8)	1.60 hrs.
06/09/2017	JCK	Telephone conference with A. Moran re Public Records Request (.4); Preparation of email to A. Moran re Public Records Request (.2)	0.60 hrs.

06/12/2017	JCK	Receipt and review of email from President Murdaugh re Francis-Clark case (.2); Receipt and review of email from President Murdaugh re BOT issue (.1); Receipt and review of faculty member's Exceptions to Hearing Examiner's Proposed Order and Alternative Motion for Attorney's Fees (2.2); Review faculty dismissal hearing policy (.7); Telephone conference with President Murdaugh re BOT issue (.3); Telephone conference with H. Mitchell re Foundation issue (.4); Receipt and review of from B. Jones re tort claim notice (.1); Receipt and review of tort claim (.3); Receipt and review of email from H. Mitchell re Foundation issue (.1); Receipt and review of email from H. Mitchell re Foundation issue and relevant documentation (.2)	4.60 hrs.
06/12/2017	MK	Review and revise letter for TCC Foundation (.5)	0.50 hrs.
06/13/2017	JCK	Receipt and review of email from H. Mitchell re Foundation issue with attachments (.8); Review Foundation attachments (1.2); Receipt and review of emails from H. Mitchell re Foundation Executive Committee update (.3); Receipt and review of Executive Committee Meeting Minutes (.3); Attend conference of Foundation Executive Committee (1.4); Receipt and review of email from M. Hackathorn re Notice of Claim (.1); Receipt and review of email from H. Mitchell re Foundation issue (.1); Preparation of email to H. Mitchell re Foundation issue (.1); Receipt and review of BOT Agenda (2.4); Receipt and review of email from H. Mitchell re Committee Meeting Minutes (.1); Receipt and review of Committee Meeting Minutes (.2)	7.00 hrs.
06/15/2017	JCK	Receipt and review of email from R. Pearson re payment of legal statement (.1); Receipt and review of email from H. Mitchell re Foundation issue (.3); Receipt and review of email from H. McKinney re TCC's Objections	6.80 hrs.

to Hearing Examiner's Proposed Order (.1);
 Receipt and review of TCC's Objections to
 Hearing Examiner's Proposed Order (1.2);
 Receipt and review of email from K. Moore re
 Captiol Center Lease (.1); Receipt and review
 of Revised Capitol Center Lease (.8);
 Conference with R. Pople re BOT meeting
 (1.4); Telephone conference with B. Jones re
 interpretation of contract (.2); Receipt and
 review of email from K. Moore re Capitol
 Center (.1); Telephone conference with B.
 Jones re risk management issues (.4);
 Telephone conference with R. Pople re BOT
 Agenda (.1); Receipt and review of email from
 B. Jones re contract issue (.1); Review contract
 (.6); Preparation of opinion to B. Jones re
 contract interpretation (.6); Receipt and review
 of email from B. Jones re contract
 interpretation (.1); Second revision of Capitol
 Center Lease (.4); Preparation of email to K.
 Moore re Capitol Center Lease (.2)

06/15/2017	MK	Review and analysis of TCC's employment agreement (.7); Review and analysis of case law and other colleges' policies re employment agreement (1.3)	2.00 hrs.
06/16/2017	JCK	Review cardiac screening issue and applicable case law (1.6); Receipt and review of email from N. Davis re employee EEOC claim (.1); Receipt and review of email from B. Jones re employee EEOC claim (.1); Attend conference with B. Jones, S. Rowland, and R. Chaney (1.8); Attend conference with B. Jones and N. Davis (.4); Preparation of administrative and litigation memo to President Murdaugh (.9); Receipt and review of email from President Murdaugh re employee issue (.2); Receipt and review of emails (x3) from K. Moore re employee issue (.3); Telephone conference with K. Moore re employee issue (.2)	5.60 hrs.
06/16/2017	MK	Review and analysis of case law and similar college policies re whether persons involved in a Title IX investigation are entitled to the final	1.70 hrs.

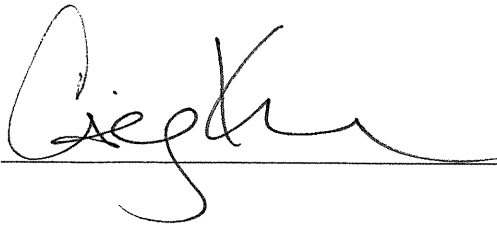
		report, and if so, what material is protected for disclosure (1.7)	
06/19/2017	JCK	Receipt and review of email from C. Dwyer re WEI with attachment (.4); Receipt and review of emails (x3) from A. Moran re Public Records Request (.4); Receipt and review of Public Records Request (1.2); Receipt and review of email from N. Davis re Public Records Request (.1); Preparation of email to N. Davis re Public Records Request (.1); Attend BOT Meeting (3.5)	5.70 hrs.
06/20/2017	JCK	Telephone call from A. Moran re Public Records Request (.1); Review law under Chapter 119, Fla. Stat. (.8); Telephone conference with A. Moran re Public Records Request (.4); Preparation of email to C. Dwyer (.2); Receipt and review of memo of law re Title IX reporting requests (.8); Preparation of emails (x2) to A. Moran re Public Records Request (.2); Receipt and review of emails (x4) from A. Moran re Public Records Request (.4); Receipt and review of email from employee re political activity (.1); Preparation of email to employee re political activity (.4); Receipt and review of email from R. Tolson re Grant Application (.1); Receipt and review of Grant Application (1.6); Telephone conference with R. Tolson re Grant Application (.3); Telephone conference with S. Solomon re Grant Application (.2); Receipt and review of email from N. Davis re Public Records Request (.1); Telephone conference with L. Kling re Board Meeting Agenda (.3); Preparation of email to President Murdaugh re employee issue (.2); Telephone conference with C. Dwyer (.3); Telephone conference with B. Jones (.2); Preparation of email to C. Dwyer (.1)	6.80 hrs.
06/20/2017	MK	Review and analysis of TCC contract with Federal DOT (.8); Review and analysis of compliance statutes and regulations and draft memo of law (1.5)	2.30 hrs.

06/21/2017	JCK	Receipt and review of emails (x3) from A. Bradbury re contract issue (.3); Receipt and review of email from B. Jones re contract issue (.1); Receipt and review of email from R. Pearson re contracts and invoices (.2); Receipt and review of memo of law re DOT rules applicable to Federal Grant (.8); Telephone call to R. Tolson re DOT Federal Grant Requests (.3); Receipt and review of email from H. Mitchell re contract (.1); Receipt and review of proposed TCG Letter of Agreement (.6); Revise proposed TCG Letter of Agreement (.5); Preparation of email to H. Mitchell re TCG Letter of Agreement (.1); Receipt and review of email from C. Dwyer (.1); Review Contract (1.4); Revise Contract (.9); Preparation of email to C. Dwyer (.3); Receipt and review of email from B. Wills (.1); Receipt and review of additional Contract revisions (.6)	6.40 hrs.
06/22/2017	JCK	Receipt and review of email from C. Dwyer (.1); Receipt and review of from L. Kling re VOCA Audit (.2); Preparation of email to L. Kling re VOCA Audit (.5); Receipt and review of emails (x2) from T. Pendleton re VOCA Audit (.2); Telephone conference with B. Ballard (.5); Preparation of email to B. Ballard (.1); Telephone conference with B. Jones re contract issue (.3); Receipt and review of emails (x2) from President Murdaugh re procedural issue (.2)	2.10 hrs.
06/23/2017	JCK	Telephone conference with Judge Clark re Final Order and exceptions (.3); Review record to send exhibits to Judge Clark (.4); Telephone conference with Judge Clark re exhibits (.2); Preparation of email to Judge Clark re hearing exhibits; Receipt and review of email from Judge Clark re hearing exhibits (.1); Receipt and review of emails (x2) from C. Dwyer (.2); Revise Contract (1.2); Preparation of emails (x2) to C. Dwyer (.3); Preparation of email to B. Jones (.1)	3.00 hrs.

06/26/2017	JCK	Receipt and review of email from B. Ingerman re Public Records Request (.1); Preparation of email to B. Ingerman re Public Records Request (.2); Receipt and review of emails (x2) from H. Mitchell re contract (.2); Preparation of email to H. Mitchell re contract (.1); Receipt and review of email from B. Ingerman re contract (.1); Receipt and review of Hayes Contract (1.3); Preparation of email to B. Ingerman re contract request (.1); Receipt and review of email from B. Ingerman re contract request (.1); Receipt and review of video surveillance (2.4); Receipt and review of email from R. Sniffen's Office re pleading (.1); Receipt and review of TCC's Response to Respondent's Motion for Award of Attorney's Fees (.8); Receipt and review of email from B. Wills re HIM Program issue with attachments (.7); Preparation of email to B. Wills re HIM Program issue (.2)	6.40 hrs.
06/27/2017	JCK	Receipt and review of email from B. Wills re HIM Program issue (.1); Receipt and review of email from B. Jones re contract issue (.1); Preparation of email to B. Jones re contract issue (.1); Telephone call from Judge Clark re Final Recommended Order due date (.1); Preparation of email to Judge Clark re Final Recommended Order due date (.2); Telephone conference with L. Kling re Board Agenda issue (.4)	1.00 hrs.
06/28/2017	JCK	Preparation of correspondence to Chair Pople re Judge Clark's Recommended Order re faculty member dismissal (.8); Receipt and review of email from B. Wills re contract issue (.1); Receipt and review of contract (.4); Telephone conference with B. Wills re contract review and operation (.3); Receipt and review of email from A. Moran with attachments re advertising and tax (.4); Receipt and review of email from A. Maxwell re Captive Eyes Proposal (.1); Receipt and review of Captive Eyes Proposal (.3); Receipt	2.90 hrs.

		and review of email from A. Moran re tax issue (.1); Preparation of email to A. Moran re tax issue (.4)		
06/29/2017	JCK	Receipt and review of email from A. Moran re Captiveeyes Contract (.1); Preparation of email to A. Moran re Captiveeyes Contract (.1); Receipt and review of email from H. Mitchell re contract issue (.1); Receipt and review of contract and invoice (.8); Telephone conference with H. Mitchell re contract dispute (.1); Preparation of email to H. Mitchell re contract dispute (.1); Receipt and review of email from B. Jones re service fee (.2); Begin review of Florida statutory law re service fee (2.9); Telephone conference with B. Jones re service fee (.3)	4.70 hrs.	
06/29/2017	JCK	Portion of Monthly Fee		\$14,787.00
06/29/2017	MK	Portion of Monthly Fee		\$1,463.00
		Fees for this matter		\$16,250.00
 <u>BILLING SUMMARY</u>				
Knox, J. Craig	Partner	4.70 hrs		\$14,787.00
Kelly, Michael	Attorney	2.30 hrs		\$1,463.00
Fees		122.20 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 & Longfellow, LLP and the BOARD.

 _____, *Firm Contract Administrator*

ANDREWS, CRABTREE, KNOX & LONGFELLOW, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

July 19, 2017

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

Invoice# 14627 JCK
Our file# T00007 02276
Billing through 07/18/2017

Tallahassee Community College (General)
P.O. Number: PO-006901

07/01/2017	MK	Review and analysis of tax code and Florida law re advertisements (.8)	0.80 hrs.
07/05/2017	MK	Review and analysis of case law re credit card processing fees (3.4)	3.40 hrs.
07/06/2017	JCK	Receipt and review of email from B. Ingerman re contract review (.2); Receipt and review of Hyland Contract (1.8); Receipt and review of email from B. Wills re Hyland Contract with attached comments (.4); Revise Hyland Contract (.4); Receipt and review of email from K. Moore re SPARK! Application (.1); Receipt and review of SPARK! Application (.8); Revise SPARK! Application (.7); Preparation of email to B. Ingerman re Hyland Contract (.1); Receipt and review of email from A. Bradbury re FHP MOU (.1); Receipt and review of FHP MOU (.5); Telephone conference with H. Smith re contract issue (.1); Preparation of email to A. Bradbury re FHP MOU revision (.1); Receipt and review of email from Sniffen Law Firm re legal services (.1); Preparation of email to Sniffen Law Firm re legal services (.1); Receipt and review of two legal fee statements (.2); Preparation of email to B. Wills re legal fee statements (.1); Receipt and review of statutory and case law re convenience fees (1.2); Preparation of emails (x2) to B. Jones re convenience fees (.8);	9.30 hrs.

		Receipt and review of emails (x2) from B. Jones re convenience fees (.2); Receipt and review of emails (x2) from K. Moore re Lease Agreement (.2); Receipt and review of Lease Agreement (.7); Preparation of email to K. Moore re Lease Agreement (.4)	
07/07/2017	JCK	Receipt and review of email from B. Wills re legal statements (.1); Preparation of emails (x2) to B. Jones re convenience fees (.6); Review statutory and regulatory law re convenience fees (2.9); Receipt and review of email from B. Jones re convenience fees (.1)	3.70 hrs.
07/10/2017	JCK	Receipt and review of emails (x3) from B. Ingerman re Revised Hosting Agreement (.3); Receipt and review of Revised Hosting Agreement with Hyland Software (1.6); Revise "final version" of Hosting Agreement (.4); Preparation of emails (x2) to B. Ingerman re Hosting Agreement (.2); Receipt and review of emails (x2) from H. Mitchell re contract issue (.2); Preparation of email to H. Mitchell re contract issue (.1); Telephone conference with H. Mitchell re contract issue (.4); Receipt and review of email from A. Maxwell re Public Records Request (.1); Review public records law (.5); Telephone conference with A. Maxwell re Public Records Request (.4)	4.50 hrs.
07/11/2017	JCK	Receipt and review of email from R. Frazier re contract review (.1); Receipt and review of proposed Non-Disclosure Agreement (.8); Review trade secret statute (.4); Preparation of email to R. Frazier re contract review (.1); Receipt and review of emails (x2) from A. Moran re Public Records Request (.4); Preparation of email to A. Moran re Public Records Request (.1)	1.90 hrs.
07/11/2017	MK	Prepare initial draft of memorandum of understanding with Highway Patrol and FPSI (2.6)	2.60 hrs.
07/12/2017	JCK	Receipt and review of email from R. Frazier re Non-Disclosure Agreement (.1); Receipt and	4.60 hrs.

review of email from A. Moran re faculty dismissal Order (.1); Preparation of email to A. Moran re faculty dismissal Order (.1); Receipt and review of draft of MOU with DHSMV (.9); Revise draft of MOU with DHSMV (1.6); Receipt, review and analysis of correspondence from H. Mitchell re auditor's request for information (.3); Receipt and review of emails (x2) from K. Moore re grant issue (.9); Preparation of emails (x2) to K. Moore re grant issue (.2); Telephone conference with K. Moore re grant issue (.4)

07/17/2017	JCK	<p>Receipt and review of email from Judge Clark re faculty dismissal Order (.1); Receipt and review of Final Recommended Order (1.2); Preparation of correspondence to BOT members re Final Recommended Order (.4); Receipt and review of email from N. Davis re deductions (.1); Review Florida and federal law re deductions (.9); Preparation of email to N. Davis re deductions (.2); Receipt and review of email from B. Ingerman re Revised Hyland Contract (.1); Telephone conference with R. Pople re faculty dismissal record (.3); Receipt and review of Revised Hyland Contract (.8); Preparation of email to B. Ingerman re Revised Hyland Contract (.2); Revise FHP MOU (.5); Preparation of email to B. Wills re FHP MOU (.2); Receipt and review of emails (x2) from B. Ingerman re contract language (.2); Preparation of email to B. Ingerman re contract language (.2); Receipt and review of email from K. Moore re grant contract award (.3); Receipt and review of email with attachments from K. Moore re grant contract award (.7); Receipt and review of auditor letter for DSO of TCC (.4); Preparation of attorney letter to auditor for DSO (.8); Receipt and review of email from A. Bradbury re proposed RFP (.8); Receipt and review of proposed RFP (.8); Receipt and review of email from K. Moore re Complaint (.2); Revise Complaint (.4); Telephone conference</p>	9.70 hrs.
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with R. Pople re August Board Meeting (.4);
 Receipt and review of email from N. Davis re
 personnel issue (.1); Preparation of email to N.
 Davis re personnel issue (.1)

07/18/2017 JCK Telephone conference with B. Ingerman re 7.50 hrs.

Hyland SOW (.2); Receipt and review of email
 from M. Robeck re Hyland SOW (.1); Receipt
 and review of SOW for Hyland Contract (.9);
 Revise audit letter for TCC's DSOs (.3);
 Receipt and review of email from B. Ingerman
 re SOW for Hyland Contract (.1); Preparation
 of email to B. Ingerman re SOW for Hyland
 Contract (.1); Receipt and review of email
 from B. Jones re TCC Lively Welding (.1);
 Receipt and review of Request for Use of
 Facilities (.4); Revise Request for Use of
 Facilities (.5); Receipt and review of email
 from K. Moore re Request for Use of Facilities
 (.1); Preparation of email to B. Jones re
 Request for Use of Facilities (.3); Second
 revision of Grant Contract Complaint (.4);
 Preparation of email to K. Moore re Grant
 Contract Complaint (.1); Receipt and review of
 emails (x2) from H. Mitchell re audit (.2);
 Receipt and review of emails (x2) from K.
 Moore re Grant Contract Complaint (.5);
 Receipt and review of email from B. Ingerman
 re Hyland SOW (.1); Receipt and review of
 email from N. Davis re HireRight Contract
 (.1); Receipt and review of HireRight Contract
 (1.7); Telephone conference with S. Matthew
 re faculty dismissal proceeding (.4);
 Preparation of email to F. Moore-Davis re
 faculty dismissal proceeding (.2); Receipt and
 review of email from B. Jones re service of
 lawsuit (.1); Receipt and review of email from
 R. Frazier re Grant Contract Complaint (.1)

07/18/2017 JCK Portion of Monthly Fee \$13,948.00

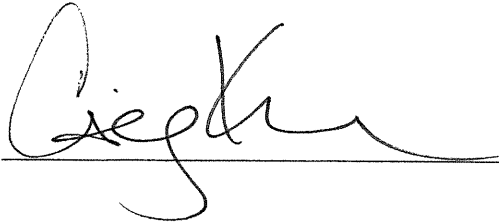
07/18/2017 MK Portion of Monthly Fee \$2,302.00

Fees for this matter \$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	41.20 hrs	\$13,948.00
Kelly, Michael	Attorney	6.80 hrs	\$2,302.00
Fees		48.00 hrs	<hr/> \$16,250.00
Disbursements			\$0.00
TOTAL CHARGES FOR THIS BILL			<hr/> \$16,250.00

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

 _____, *Firm Contract Administrator*