




April 16, 2018

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox, and Longfellow (March 2018)

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 second annual renewal of this contract, effective November 1, 2017 through October 31, 2018, at the October 16, 2017 Board meeting with an annual fee of \$195,000.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$16,250.

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

March 19, 2018

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

Invoice# 15153 JCK
Our file# T00007 02276
Billing through 03/16/2018

Tallahassee Community College (General)
P.O. Number: PO-007607

FOR PROFESSIONAL SERVICES RENDERED

02/09/2018	CR	Research and response to inquiry re land transfer (.5)	0.50 hrs.
02/14/2018	JCK	Telephone conference with B Jones re property assessment (.4); Revise FCHR Response (1.2); Preparation of email to K Moore re contract study provision (.6); Receipt, review and analysis of email B Jones re employment contract inquiry (.1); Receipt, review and analysis of employment contract (.6); Preparation of email to B Jones re employment contract interpretation (.2); Receipt, review and analysis of email from K Moore re conference call (.1); Receipt, review and analysis of email from N Davis re FCHR Response (.1); Receipt, review and analysis of FCHR charges from former employee (.2); Receipt, review and analysis of exhibits to FCHR Response (.6)	4.10 hrs.
02/14/2018	CR	Review and analysis of TCC clinical health programs contacts(1.0); Research due process request from third-party via contract (1.0)	2.00 hrs.
02/15/2018	JCK	Receipt and review of email from B. Jones re contract provision (.2); Receipt and review of contract provisions (1.4); Preparation of email to B. Jones re contract provision (.8); Receipt	2.60 hrs.

		and review of email from R. Chaney re TOSPT proposal (.2)	
02/16/2018	JCK	Conference call with J. Kilpatrick re BOT agenda (.4); Telephone conference with B. Spiers re student issue (.3); Receipt and review of materials related to student issue (.8); Receipt and review of emails (x3) from B. Spiers re student issue (.3)	1.80 hrs.
02/19/2018	JCK	Receipt and review of emails (x2) from B. Spiers re student issue (.2); Preparation of email to B. Spiers re student issue (.1); Preparation of email to B. Jones re student issue (.1); Receipt and review of email from B. Jones re student issue (.1); Receipt and review of email from K. Moore re Lease Agreement with included materials (.4); Receipt and review of event application (.2); Preparation of email to K. Moore re Lease Agreement (.4); Receipt and review of email from A. Moran re Public Records Request (.1); Preparation of email to A. Moran re Public Records Request (.1); Receipt and review of email from B. Jones re Public Records Request (.1); Attend BOT meeting (4.0)	5.80 hrs.
02/19/2018	CR	Receipt and review of email with attachments re contract (.5); Research re requirements for Federal Health Care Programs re TCC (1.5); Research and analysis of Section 768, re insurance requests (.7); Draft memorandum to C Knox summarizing relevant case law and analysis (.5)	3.20 hrs.
02/20/2018	JCK	Telephone conferences (x2) with TCC employee re legal issue (.6); Receipt and review of emails (x2) from A. Moran re Public Records Request (.2); Preparation of emails (x2) to A. Moran re Public Records Request (.2); Receipt and review of email from N. Davis re employee contracts with attachments (.4); Telephone conference with N. Davis re employee contracts (.2); Receipt and review of email from B. Wills re MOU revision with attachments (.1); Revise MOU (.8);	5.90 hrs.

Preparation of email to B. Wills re MOU (.2);
Receipt and review of email from B. Wills re
MOU (.1); Receipt and review of email from
A. Bradbury re UCF/TCC Mini Grant (.1);
Review and revise UCF/TCC Mini Grant
(1.2); Receipt and review of emails (x2) from
A. Moran re court reporter (.2); Preparation of
email to A. Moran re court reporter (.1);
Receipt and review of email from J. Crosland
re court reporter (.1); Receipt and review of
email from B. Ramirez re court reporter (.1);
Receipt and review of emails (x2) from D.
Heekin re court reporter (.2); Preparation of
email to K. Moore re contract provision (.8);
Telephone conference with student re financial
aid (.1); Preparation of email to B. Jones re
student issue (.1); Receipt and review of email
from B. Jones re student issue (.1)

02/21/2018	JCK	Receipt and review of emails (x2) from K. Moore re event contract (.2); Preparation of emails (x2) to K. Moore re event contract (.2); Preparation of emails (x2) to A. Bradbury re revisions to mini-grant (.2); Receipt and review of email from A. Bradbury re revisions to mini-grant (.1); Receipt and review of email from A. Bradbury re C&G contract (.1); Receipt and review of C&G contract (.9); Revise C&G contract (.3); Preparation of email to A. Bradbury re revised C&G contract (.2)	2.20 hrs.
02/22/2018	JCK	Prepare for conference call re proposed contract provision (1.2); Attend conference call with K. Moore re proposed contract provision (.5); Preparation of memorandum to President Murdaugh re current administrative actions and litigation involving TCC (1.2)	2.90 hrs.
02/22/2018	CR	Review and analysis of Section 1004, Fla. Stat., re meeting with client (.4); Review and analysis of Florida statutes and PRR statutes re disclosure of confidential information (2.4); Research analysis of relevant case re disclosure of proprietary information from a	6.80 hrs.

		public entity (2.0); Begin draft of contract provision with healthcare providers (2.0)	
02/23/2018	JCK	Review/revise contract provision and agreement (2.2); Preparation of email to K. Moore re contract provision and agreement (.2); Telephone conferences (x2) with A. Moran re BOT issue (.6)	3.00 hrs.
02/23/2018	CR	Continue draft of contract provision with healthcare providers (3.2)	3.20 hrs.
02/26/2018	JCK	Receipt and review of email from K. Moore re contract provision (.1); Receipt and review of voicemail from R. Tolson (.1); Telephone conference with R. Tolson re Title IX Complaint (.4)	0.60 hrs.
02/27/2018	JCK	Receipt and review of email from B. Jones re Keystone Contract revisions (.2); Revise Keystone Contract provisions (.6)	0.80 hrs.
02/28/2018	JCK	Continued review/revision of Keystone Contract (.4); Preparation of email to B. Jones re Keystone Contract revisions (.3); Receipt and review of email from D. Preble re permit close out (.1)	0.80 hrs.
03/01/2018	JCK	Receipt and review of email from A. Moran re Public Records Request (.2); Telephone call from A. Moran re Public Records Request (.1); Retrieve email request from August 2016 (.8); Preparation of email to A. Moran re email request (.1); Receipt and review of email from D. Herr re permit closeout (.1); Receipt and review of email from D. Preble re permit closeout (.1); Telephone conference with N. Davis re employee issue (.5); Receipt and review of emails (x2) from S. Rowland re Keystone Agreement (.2); Review revised Keystone Agreement (.4); Preparation of email to S. Rowland re Keystone Agreement (.1)	2.60 hrs.
03/02/2018	JCK	Receipt and review of emails (x2) from N. Davis re conference on employee issue (.2); Preparation of emails (x2) to N. Davis re conference on employee issue (.2); Receipt	2.20 hrs.

and review of email from B. Spiers re employee issue (.4); Conference with B. Spiers re employee issue (.4); Conference call with B. Jones, B. Wills, and N. Davis re employee issue (1.0)

03/05/2018	JCK	<p>Receipt and review of email from S. Rowland re contract approval (.1); Receipt and review of email from B. Ingerman re Proctorio Contract (.1); Receipt and review of Proctorio Contract (1.4); Revise Proctorio Contract (.7); Preparation of email to B. Ingerman re Proctorio Contract (.1); Receipt and review of emails (x2) from B. Ingerman re contract template (.5); Preparation of email to B. Ingerman re contract template (.2); Receipt and review of email from R. Tolson re student equity issue with attachment (.4); Preparation of emails (x2) to R. Tolson re student equity issue (.2); Receipt and review of email from R. Tolson re student equity issue (.1); Receipt and review of email from N. Davis re employee issue (.1); Review TCC policies (.7); Preparation of email to N. Davis re employee issue (.2); Receipt and review of email from N. Davis re Public Records Exemption Form (.1); Revise Public Records Exemption Form (1.8); Preparation of email to N. Davis re Public Records Exemption Form (.2); Receipt and review of email from A. Moran re Public Records Request (.1); Preparation of email to A. Moran re Public Records Request (.1); Receipt and review of email from B. Jones re housing athletes (.1); Receipt and review of RFP (.4); Telephone conference with B. Jones re RFP (.3); Preparation of email to B. Jones re RFP (.1); Preparation of email to R. Douglas re employee issue (.1); Receipt and review of email from R. Douglas re employee issue (.1); Receipt and review of email string from R. Douglas re employee issue with attachments (.3); Receipt and review of email from R. Douglas re conference call (.1)</p>	8.60 hrs.
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03/06/2018	JCK	Receipt and review of email from R. Tolson re student issue (.1); Telephone conference with R. Tolson re Title IX (.4); Receipt and review of emails (x2) from B. Ingerman re Public Records Request (.2); Receipt and review of email from B. Ingerman re Proctoria Contract (.1); Receipt and review of email from B. Ingerman re contract templates (.2); Receipt and review of email from N. Davis re public records exemptions (.1); Receipt and review of email with attachments from R. Douglas re employee issue (.3); Telephone conference with R. Douglas re worker's compensation issue (.4); Receipt and review of emails (x6) from A. Moran re Public Records Request (.8); Preparation of emails (x3) to A. Moran re Public Records Request (.5); Telephone conference with A. Moran re Public Records Request (.8); Receipt and review of email from B. Knight re Public Records Request (.1); Receipt and review of email from J. Willis re Public Records Request (.1)	4.10 hrs.
03/07/2018	JCK	Receipt and review of email from B. Ingerman re contract template (.1); Research data transfer security agreements (2.8); Preparation of draft contract template (1.2); Preparation of email to B. Ingerman re contract template (.2); Receipt and review of email from B. Wills re contract addendum (.1); Receipt and review of proposed contract addendum (.8); Revise proposed contract addendum (1.4); Preparation of email to B. Wills re contract addendum (.2); Receipt and review of emails (x2) from B. Spiers re employee issue (.2); Preparation of email to B. Spiers re employee issue (.2); Receipt and review of resignation letter (.1); Receipt and review of email from A. Moran re Public Records Request (.1)	7.40 hrs.
03/08/2018	JCK	Receipt and review of email from B. Ingerman re contract template (.1); Additional revisions to data transfer and storage contract template (1.2); Preparation of email to B. Ingerman re	3.80 hrs.

		contract template (.2); Research virtual payment contract terms (1.3); Revise contract amendment (.8); Preparation of email to B. Wills re contract amendment (.2)	
03/09/2018	JCK	Receipt and review of voicemail from A. Maxwell re Public Records Request (.1); Telephone conference with A. Maxwell re Public Records Request (.4); Receipt and review of B. Ingerman re contract template (.1)	0.60 hrs.
03/12/2018	JCK	Receipt and review of BOT Agenda (2.4)	2.40 hrs.
03/13/2018	JCK	Review/analysis of § 1004.97, Fla. Stat. (1.8); Preparation of email to A. Moran and R. Tolson re § 1004.97, Fla. Stat. (.4); Preparation of email to B. Jones re campus expressive rights (.1); Receipt and review of email from A. Moran re campus expressive rights (.1); Receipt and review of email from R. Tolson re campus expressive rights (.1)	2.50 hrs.
03/14/2018	JCK	Receipt and review of email from K. Moore re contract revision (.2); Receipt and review of proposed contract amendment (.4); Revise proposed contract amendment (.4); Preparation of email to K. Moore re proposed amendment (.3)	1.30 hrs.
03/15/2018	JCK	Receipt and review of email from S. Rowland re TCC Policy 03-16 (.2); Review TCC Policy 03-16 with § 1004.097, Fla. Stat. (1.6); Preparation of email to S. Rowland re TCC Policy 03-16 (.5)	2.30 hrs.
03/16/2018	JCK	Receipt and review of email from B. Wills re TCC Policy 03-16 (.2); Telephone conference with J. Kilpatrick re BOT Agenda (.6)	0.80 hrs.
03/16/2018	JCK	Portion of Monthly Fee	13,241.00
03/16/2018	CR	Portion of Monthly Fee	3,0009.00
		Fees for this matter	\$16,250.00

Barbara Wills

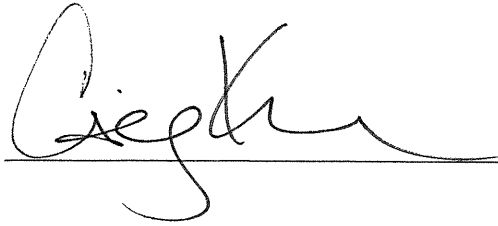
Invoice# 15153

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BILLING SUMMARY

Knox, J. Craig	Partner	69.10	hrs	\$13,241.00
Richards, Craig	Attorney	15.70	hrs	\$3,009.00
Fees		84.80	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.

A handwritten signature in black ink, appearing to read "C. E. K.", written over a horizontal line.

, Firm Contract Administrator