




February 19, 2018

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP (Jan 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 invoice as presented.

ANDREWS, CRABTREE, KNOX & LONGFELLOW, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

January 22, 2018

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

Invoice# 15013 JCK
Our file# T00007 02276
Billing through 01/17/2018

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

FOR PROFESSIONAL SERVICES RENDERED

12/06/2017	CR	Research Florida Statutes, IRS Publications and Board of Governors examples addressing gifts to State College (2.5)	2.50 hrs.
12/07/2017	CR	Continue research of Florida Statutes, IRS Publications and Board of Governors examples addressing Land transfer to a State College (2.6); Draft memorandum to C Knox addressing concerns of Land transfer from TCC Foundation (.6)	3.20 hrs.
12/07/2017	JCK	Receipt and review of email from C. Collins re contract (.1); Receipt and review of contract (1.2); Preparation of email to C. Collins re contract (.1); Review memo re transfer of real property (.4); Preparation of email to B. Jones re transfer of real property (.4); Telephone conference with B. Jones re contract revisions (.4); Receipt and review of email from B. Ballard re WEI (.1); Receipt and review of executed Agreement (.1); Preparation of email DOE re Agreement (.1); Receipt and review of email from DOE re Agreement (.1); Receipt and review of email from K. Moore re lease revisions (.1); Receipt and review of lease (.4); Preparation of email to K. Moore re lease revisions (.1); Review Chapter 119 exemptions	5.20 hrs.

		(1.6)	
12/08/2017	JCK	Receipt and review of email from C. Collins (.1); Receipt and review of emails (x5) from A. Moran re Chapter 119 questions (.6); Review Chapter 119, Fla. Stat. (.9); Preparation of emails (x4) to A. Moran re Chapter 119 questions (1.1); Preparation of email to R. Chaney re Chapter 119 question (.1); Receipt and review of email from R. Chaney re Chapter 119 question (.1)	2.90 hrs.
12/11/2017	JCK	Receipt and review of emails (x2) from A. Bradbury re MOU (.2); Receipt and review of grant MOU (.8); Revise grant MOU (.2); Preparation of email to A. Bradbury re grant MOU (.1); Receipt and review of emails (x2) from A. Moran re Public Records Request (.2); Review Chapter 119, Fla. Stat. (.8); Preparation of emails (x2) to A. Moran re Public Records Request (.4)	2.70 hrs.
12/12/2017	JCK	Receipt and review of email from A. Moran re public records (.2); Review Chapter 119 and Record Retention Policy (1.4); Preparation of email to A. Moran re public records (.4)	2.00 hrs.
12/12/2017	CR	Review executed OCR agreement (.2)	0.20 hrs.
12/13/2017	JCK	Receipt and review of email from N. Davis re employee issue with supporting documentation (.5); Telephone conference with N. Davis re employee issue (.3); Receipt and review of emails (x3) from S. Pessin re Agreement (.3); Receipt and review of executed Agreement (.1); Preparation of email to R. Tolson re Agreement (.1); Receipt and review of email from R. Tolson re Agreement (.1); Receipt and review of emails (x2) from B. Jones re Agreement (.2); Preparation of emails (x2) to B. Jones re Agreement (.2); Receipt and review of email from N. Davis re contract issue (.1); Receipt and review of contract material (.8); Telephone conference with N. Davis re contract issue (.1)	2.80 hrs.
12/14/2017	JCK	Telephone conference with N. Davis re	0.90 hrs.

		contract issue (.8); Preparation of email to B. Wills re lift station contract (.1)	
12/15/2017	JCK	Receipt and review of emails (x3) from D. Herr re easement (.3); Preparation of email to D. Herr re easement (.2); Receipt and review of email from B. Wills re easement (.1); Preparation of email to B. Garner re easement (.1); Receipt and review of email from D. Preble re easement (.1); Preparation of emails (x2) to B. Jones re TCC Policy (.2); Receipt and review of email from B. Jones re TCC Policy (.1); Receipt and review of emails (x2) from Assistant Dean re TCC Policy (.3); Preparation of emails (x2) to Assistant Dean re TCC Policy (.2); Receipt and review of email from N. Davis re employee issues with attachments (.4); Preparation of emails (x2) to N. Davis re employee issues (.2); Receipt and review of email from N. Davis re employee issues (.1); Preparation of email to C. Collins re DND (.1); Receipt and review of email from C. Collins re DND (.1)	2.50 hrs.
12/18/2017	JCK	Receipt and review of email from M. Robeck re contract review (.2); Receipt and review of CIS Secure Suite Contract (1.2); Preparation of email to M. Robeck re contract review (.1); Review TCC Policy 04-22 (.6)	2.10 hrs.
12/19/2017	JCK	Conference with M. Nicolas (.9)	0.90 hrs.
01/03/2018	JCK	Telephone conference with Lt. Rabon re potential legal issue (.3); Receipt and review of email from C. Collins re agreement (.1)	0.40 hrs.
01/03/2018	CR	Call to B Edwards at teh FAA, re TCC Drone course regulations (.3); Call from B Edwards and general counsel at the FAA re memorandum for the Drone course (.5); Receipt and review of email correspondence from General Counsel Landers (.2)	1.00 hrs.
01/04/2018	JCK	Receipt and review of emails (x2) from A. Bradbury re proposed MOU (.4); Receipt and review of proposed MOU (.6); Receipt and review of email from B. Jones re proposed	2.80 hrs.

MOU (.1); Receipt and review of additional revisions to proposed MOU (.4); Preparation of email to A. Bradbury re proposed MOU (.2); Receipt and review of emails (x2) from B. Jones re proposed MOU update (.2); Receipt and review of revised MOU update (.3); Receipt and review of email from E.E. Eunice re Public Records Request (.1); Receipt and review of Public Records Request (.3); Receipt and review of email from B. Wills re Public Records Request (.1); Receipt and review of email from A. Maxwell re Public Records Request (.1)

01/05/2018	CR	Call from FAA Chief General Counsel's office re drone inquiry (.4)	0.40 hrs.
01/08/2018	JCK	Receipt and review of email from B. Wills re Lease Assignment (.1); Receipt and review of Lease Assignment (.9); Preparation of email to B. Wills re Lease Assignment (.2); Receipt and review of email from L. Kling re Board meeting (.2); Review Florida law for upcoming Board meeting (1.2); Preparation of email to L. Kling re Board meeting (.4); Receipt and review of email from Trustee re Board meeting (.1); Receipt and review of email from A. Moran re Public Records Request expense (.2); Preparation of email to A. Moran re Public Records Request expense (.1)	3.40 hrs.
01/09/2018	JCK	Receipt and review of emails (x2) from A. Moran re Public Records Request (.3); Preparation of emails (x2) to A. Moran re Public Records Request (.1); Telephone conference with B. Jones re Public Records Request (.2); Receipt and review of email from B. Ingerman re contract (.2); Receipt and review of software contracts (1.8); Receipt and review of email from B. Ingerman re contract terms (.1); Revise software contract (.6); Preparation of email to B. Ingerman re contract revision (.2); Receipt and review of email from D. Herr re lift station (.1); Preparation of email	5.30 hrs.

		to D. Herr re lift station (.2); Receipt and review of BOT Agenda book (1.4)	
01/10/2018	JCK	Receipt and review of email from B. Ingerman re software agreements (.1); Receipt and review of email from H. Mitchell re Foundation issue (.4); Telephone call to H. Mitchell re Foundation issue (.1); Receipt and review of emails (x2) from A. Bradbury re Marlins Contract (.2); Receipt and review of Marlins Contract (1.2); Revise Marlins Contract (.4); Preparation of email to A. Bradbury re Marlins Contract (.2); Receipt and review of email from FAA re drones (.1); Preparation of email to C. Collins re COA (.1); Receipt and review of email from C. Collins re COA (.1); Receipt and review of email from D. Herr re lift station (.1)	3.00 hrs.
01/10/2018	CR	Receipt, review and response to email from Chief General Counsel's Office for the FAA (.3); Receipt and review of email from TCC fundraiser board (.3); Research and analysis of Florida statutes governing distribution of alcohol at non-profit fundraising events (1.5)	2.10 hrs.
01/11/2018	JCK	Receipt and review of emails (x3) from A. Moran re Public Records Request (1.4); Preparation of email to A. Moran re Public Records Request (.1); Receipt and review of emails (x4) from B. Ingerman re contract reviews (.4); Receipt and review of revised contracts (.7); Preparation of emails (x3) to B. Ingerman re contract reviews (.3); Receipt and review of email from S. Rowland re alumni question (.2); Preparation of email to S. Rowland re alumni question (.1); Telephone conference with H. Mitchell re Foundation question (.4); Review FERPA (1.4)	5.00 hrs.
01/11/2018	CR	Strategy and analysis of applicable statutes and requirements to Foundation Fundraising event (.4)	0.40 hrs.
01/12/2018	JCK	Receipt and review of email from C. Collins re drone class (.1); Receipt and review of email	5.30 hrs.

from D. Herr re easement (.1); Receipt and review of emails (x2) from S. Rowland re educational records (.9); Receipt and review of email from H. Mitchell re Foundation policy (.1); Review FERPA (1.7); Preparation of emails (x2) to S. Rowland re FERPA question (.5); Receipt and review of email from S. Rowland re FERPA (.1); Telephone conference with J. Kilpatrick re BOT Agenda (.4); Telephone conference with K. Vaughn re BOT Agenda (.4); Receipt and review of email from D. Preble re easement (.1); Receipt and review of email from B. Wills re execution of contract (.1); Receipt and review of email from J. Kilpatrick re administration (.8)

01/16/2018	JCK	Receipt and review of documents from Chair Kilpatrick (.8); Telephone conference with M. Keele re FCHR Complaint (.5); Receipt and review of email from S. Rowland re educational records (.3); Telephone conference with N. Davis re employee issue (.4); Receipt and review of emails re MOU with DHSMV (.2); Review/execute MOU with DHSMV (.8); Attend BOT Meeting (4.4)	7.70 hrs.	
01/17/2018	JCK	Preparation of current administrative actions and litigation involving TCC memorandum to President Murdaugh (1.4); Receipt and review of email from N. Davis re employee issue (.2); Receipt and review of emails (x2) from A. Moran re Public Records Requests (.2); Review Chapter 119, Fla. Stat. (1.0); Preparation of email to A. Moran re Public Records Requests (.1)	3.20 hrs.	
01/17/2018	JCK	Portion of Monthly Fee		\$13,905.00
01/17/2018	CR	Portion of Monthly Fee		\$2,345.00
		Fees for this matter		\$16,250.00

Barbara Wills

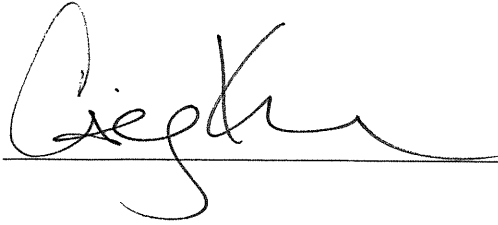
Invoice# 15013

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BILLING SUMMARY

Knox, J. Craig	Partner	58.10	hrs	\$13,905.00
Richards, Craig	Attorney	9.80	hrs	\$2,345.00
Fees		67.90	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.

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

, Firm Contract Administrator