




June 18, 2018

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP (May 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

May 21, 2018

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

Invoice# 15272 JCK
Our file# T00007 02276
Billing through 05/17/2018

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

FOR PROFESSIONAL SERVICES RENDERED

04/19/2018	JCK	Review/analysis of statutory and case law re campus public areas (2.6); Review current case law re requirements for independent contractors under Florida law (1.6)	4.20 hrs.
04/20/2018	JCK	Receipt and review of email from worker's compensation attorney's office re mediation (.1); Receipt and review of Notice of Mediation (.1); Receipt and review of email from Marsha Hackathorn re Builders Risk Coverage (.1); Receipt and review of Builders Risk Summary 2018 (.4); Receipt and review of RBR Request Form (.1); Receipt and review of Property Request Form (.1)	0.90 hrs.
04/25/2018	JCK	Telephone conference with R. Tolson re policy revisions (.3); Telephone conference with B. Jones re Senate Bill 460 (.2); Review Senate Bill 460 (.8); Preparation of email to B. Jones re Senate Bill 460 (.3); Receipt and review of emails (x2) from R. Davis re worker's compensation claim (.2); Preparation of email to R. Davis re worker's compensation claim (.1); Preparation of email to B. Spiers re worker's compensation claim (.1); Receipt and review of email from B. Spiers re worker's compensation claim (.1)	2.10 hrs.

04/26/2018	JCK	Receipt and review of email from F. Moore Davis with attached Affiliation Agreement (.1); Receipt and review of Affiliation Agreement (1.4); Revise Affiliation Agreement (.8); Preparation of emails (x2) to F. Moore-Davis re Affiliation Agreement (.3); Receipt and review of email from S. Solomon re Affiliation Agreement (.1); Receipt and review of emails (x2) from F. Moore-Davis re Affiliation Agreement (.2); Preparation of email to B. Jones re insurance issue (.1); Receipt and review of email from B. Jones re insurance issue (.1); Receipt and review of emails (x3) from A. Moran re Public Records Requests (.4); Review § 119, Fla. Stat. (1.9); Preparation of emails (x3) to A. Moran re Public Records Requests (1.2); Receipt and review of email from A. Moran re third party subpoena (.1); Preparation of email to A. Moran re third party subpoena (.1)	6.80 hrs.
04/27/2018	JCK	Receipt and review of email from S. Ohlson re revised Property Request Form (.1); Receipt and review of Revised Property Request Form (.4); Receipt and review of email from A. Bradbury re C&G contract review (.1); Receipt and review of FCSAA Contract (.9); Revise FCSAA Contract (.5); Preparation of email to A. Bradbury re FCSAA Contract (.1); Telephone conference with A. Bradbury re FCSAA Contract (.1); Receipt and review of BBCBC Contract (.8); Preparation of email to A. Bradbury re BBCBC Contract (.1); Receipt and review of FSC Contract (.8); Telephone conference with R. Tolson re student issue (.4); Telephone call to B. Wills re policy revision (.1)	4.40 hrs.
04/30/2018	JCK	Receipt and review of email from L. Kling re evaluation time (.1); Preparation of email to L. Kling re evaluation time (.1); Receipt and review of email from A. Bradbury re BBCBC Contract (.1); Receipt and review of email from A. Bradbury re Talent Search Forms (.1);	5.10 hrs.

Receipt and review of Talent Search Participant Application (.4); Receipt and review of Talent Search General Waiver & Release Agreement (.3); Receipt and review of Talent Search Emergency Medical Release Agreement (.3); Receipt and review of Talent Search Medical Information Sheet (.3); Receipt and review of Talent Search Media Release Agreement (.2); Preparation of email to A. Bradbury re suggested revisions (.2); Receipt and review of email from A. Bradbury re Talent Search Program Forms (.2); Receipt and review of email from A. Moran re trademark issue (.1); Receipt and review of email from A. Moran with attachments re trademark issue (.4); Preparation of email to trademark lawyer re trademark registration (.2); Receipt and review of email from trademark lawyer re trademark issue (.2); Preparation of email to A. Moran re trademark issue (.2); Receipt and review of email from B. Wills re proposed policy changes (.1); Review law applicable to proposed policy changes (1.6)

04/30/2018	CR	<p>Call to DBPR re policy revisions (.4); Two calls to DBPR re policy revisions (.6); Research and analysis of all Florida Statutes, Codes, Regulations and Ordinances in regard to policy revisions (3.5); Research policies of other colleges in the State of Florida (1.0); Memorandum to C Knox summarizing research and analysis of applicable statutes referenced above (1.5); Telephone conference with DBPR re policy (.4)</p>	7.40 hrs.
05/01/2018	JCK	<p>Review proposed policy revisions from B. Wills (1.4); Continued review of applicable Florida Statutes (1.3); Revise proposed policy (.9); Preparation of email to B. Wills re proposed changes (.6); Preparation of email to B. Wills re questions re policy change (1.2); Receipt and review of email from A. Moran re trademark renewal (.1); Preparation of email to</p>	7.30 hrs.

		intellectual property attorney re trademark renewal (.1); Telephone conference with A. Bradbury re contract revisions (.2); Revise FS Contract (.8); Revise FCSAA Contract (.5); Preparation of email to A. Bradbury re FS Contract (.1); Preparation of email to A. Bradbury re FCSAA Contract (.1)	
05/02/2018	JCK	Telephone call to B. Wills re potential speaker (.1); Preparation of memorandum re administrative actions and litigation (1.6); Telephone conference with President Murdaugh re Public Safety Institute (.3); Receipt and review of email from Chair Kilpatrick re evaluation time (.1)	2.10 hrs.
05/03/2018	JCK	Telephone call to E.E. Eunice re Public Safety Institute (.1); Telephone conference with B. Wills re Public Safety Institute (.4); Review Gadsden County Regulations re land use (2.9)	3.40 hrs.
05/03/2018	CR	Receipt, review and analysis of email from client with attachment re County Commission notes (2.1)	2.10 hrs.
05/04/2018	JCK	Receipt and review of emails (x2) from K. Moore re lease issue (.2); Receipt and review of old lease (.4); Receipt and review of new proposed lease (.6); Preparation of email to K. Moore re lease issue (.2); Telephone conference with E.E. Eunice re Public Safety Institute (.4); Receipt and review of email from B. Wills re FHP Contract with attachments (.5)	2.30 hrs.
05/04/2018	CR	Research and analysis of County building code and Land Development Code (2.1); Research and analysis of Florida Building codes and ordinances (2.8)	4.90 hrs.
05/07/2018	JCK	Receipt and review of email from R. Tolson re proposed policy (.1); Receipt and review of proposed policy (1.4); Receipt and review of email from J. Ito re deposition (.1); Receipt and review of email from K. Moore re deposition (.1); Preparation of email to K. Moore re deposition (.1); Receipt and review of memorandum re local government	4.50 hrs.

		comprehensive plan (.8); Review County Agenda (2 items) (1.8); Telephone conference with President Murdaugh re legal question (.1)	
05/07/2018	CR	Memorandum to C Knox on Development Project (.4)	0.40 hrs.
05/08/2018	JCK	Receipt and review of email from K. Moore re deposition request (.1); Telephone conference with R. Tolson re policy revisions (.4); Receipt and review of email from A. Moran re Public Records Request (.1); Receipt and review of Public Records Request (.2); Review § 119.01, Fla. Stat. (.6); Telephone conference with R. Tolson re equity complaint (.3)	1.70 hrs.
05/09/2018	JCK	Receipt and review of emails (x2) from B. Jones re Public Records Request (.2); Receipt and review of emails (x2) from A. Moran re Public Records Request (.2); Review § 119, Fla. Stat. (.6); Preparation of email to A. Moran re Public Records Request (.3); Telephone conference with President Murdaugh re Public Safety Institute (.3); Receipt and review of emails (x2) from outside attorney re deposition of TCC employee (.2); Preparation of email to outside attorney re deposition of TCC employee (.1); Preparation of email to B. Jones re employee issue (.1)	2.00 hrs.
05/09/2018	CR	Review and analysis of case status report (.2)	0.20 hrs.
05/10/2018	JCK	Receipt and review of email from A. Moran re Public Records Request production costs (.1); Receipt and review of email from A. Moran re Public Records Request with attachments (.2); Receipt and review of attachments (.1); Review Chapter 119, Fla. Stat. (.7); Preparation of email to A. Moran re Public Records Request (.2); Preparation of emails (x2) to R. Tolson re policy revision (.2); Receipt and review of email from R. Tolson re policy revision (.1); Continued review of proposed policy (2.4); Receipt and review of email from N. Davis re meeting times (.1); Preparation of email to N. Davis re meeting	4.40 hrs.

		times (.1); Telephone conference with N. Davis re conference re business issue (.2)	
05/11/2018	JCK	Telephone conference with R. Tolson re student issue (.4); Receipt and review of email from R. Tolson re student issue with attachments (1.2); Telephone call from R. Frazier re student issue (.1); Receipt and review of email from R. Frazier re student issue with attachments (.4); Telephone conference with R. Frazier re student issue (.3); Receipt and review of email from N. Davis re business meeting (.1); Receipt and review of email from outside counsel re deposition of employee (.1); Receipt and review of emails (x3) from B. Jones re contract issue (.6); Preparation of emails (x3) to B. Jones re contract issue (.2); Receipt and review of email from B. Ingerman re email account (.1); Preparation of email to B. Ingerman re email account (.1); Continued review of proposed policy (2.6); Receipt and review of email from K. Moore re appointment for conference (.1); 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. Ingerman re Public Records Request (.1)	6.60 hrs.
05/14/2018	JCK	Receipt and review of email from B. Jones re waiver (.1); Receipt and review of email from B. Ingerman re Public Records Request (.1); Receipt and review of email from A. Moran re Public Records Request with attachment (.2); Review Chapter 119 (.8); Preparation of email to A. Moran re Public Records Request (.4); Receipt and review of email from A. Moran re Public Records Request (.1); Receipt and review of email from N. Davis re evaluation time (.1); Receipt and review of summary of President's evaluation (.4); Attend conference at TCC with N. Davis and B. Jones (1.7); Telephone conference with former student re	4.30 hrs.

claim (.4)

05/15/2018 JCK Receipt and review of email from President Murdaugh re evaluation (.1); Receipt and review of emails (x4) from B. Ingerman re SOW (.4); Receipt and review of emails (x2) from B. Wills re SOW (.2); Receipt and review of emails (x3) from S. Rowland re SOW (.3); Receipt and review of email from C. Stringer re SOW (.1); Receipt and review of SOW (.7); Preparation of email to B. Ingerman re SOW (.1); Receipt and review of email from K. Moore re deposition (.1); Receipt and review of email from D. Preble re Bill of Sale (.1); Preparation of email to D. Preble re Bill of Sale (.4); Receipt and review of email from B. Garner re Bill of Sale (.1); Receipt and review of email from B. Jones re Public Records Request (.1); Receipt and review of email from A. Moran re Public Records Request (.1); Receipt and review of emails (x2) from A. Moran re Subpoena for records (.2); Receipt and review of attachments to Subpoena (.4); Receipt and review of status report on worker's compensation case from R. Douglas with attachment (.2); Preparation of emails (x2) to B. Spiers re status report (.2); Preparation of email to R. Douglas re status report (.1); Receipt and review of email from R. Douglas re status report (.1); Receipt and review of email from D. Porter re worker's compensation claim (.1); Receipt and review of email from R. Douglas re worker's compensation claim (.1); Receipt and review of email from B. Jones re Partnership Agreement (.1); Receipt and review of email from F. Moore-Davis re Licensing Agreement (.1); Receipt and review of proposed Licensing Agreement (.8); Revise Licensing Agreement (.2); Preparation of email to F. Moore-Davis re Licensing Agreement (.1); Receipt and review of email from R. Tolson re policy review (.1); Preparation of email to R. Tolson re policy review (.1); Preparation of emails (x3) to B.

8.30 hrs.

		Jones re Release (.3); Receipt and review of emails (x2) from B. Jones re Release (.2); Receipt and review of email from B. Wills re salary schedule (.2); Receipt and review of email from B. Jones re salary schedule (.1); Telephone conference with B. Jones re MOU (.2); Review § 215.425, Fla. Stat. (1.4)	
05/15/2018	CR	Receipt and review of email re benefits (.2)	0.20 hrs.
05/16/2018	JCK	Attend court hearing (1.5); Receipt and review of email from R. Tolson re conference (.1); Preparation of email to R. Tolson re conference (.1); Conference with R. Tolson re policy review (.6); Receipt and review of email from A. Moran re Public Records Request (.2); Preparation of email to A. Moran re Public Records Request (.1); Telephone conference with W. Rabon and Chief Gibson re Campus Activities and Comprehensive Emergency Manual Plan (CEMP) (.4); Receipt and review of email from Chief Gibson re CEMP (.1); Receipt and review of CEMP (2.1); Preparation of email to Chief Gibson re CEMP (.1); Receipt and review of email from GW Lupton re preparation of MOU (.1); Preparation of email to GW Lupton re preparation of MOU (.8); Telephone conference with A. Moran re employee issue (.2);	6.40 hrs.
05/16/2018	CR	Research and analysis of Florida Statutes Codes and applicable case law re benefits (2.0)	2.00 hrs.
05/17/2018	JCK	Receipt and review of BOT Agenda book (1.6); Receipt and review of email from Chief Gibson re CEMP (.1); Receipt and review of emails (x2) from A. Moran re Public Records Request (.7); Preparation of emails (x2) to A. Moran re Public Records Request (.4); Receipt and review of email from A. Moran re Subpoena (.1); Telephone conference with R. Tolson re proposed policy (.1); Telephone conference with J. Kilpatrick (.4); Receipt and review of email from K. Moore re student inquiry (.2); Preparation of email to K. Moore	7.10 hrs.

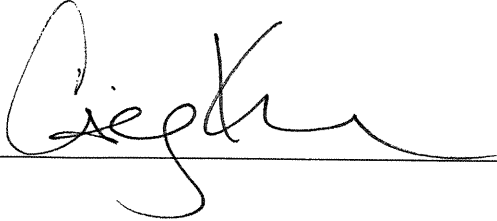
re student inquiry (.2); Receipt and review of email from R. Douglas (.1); Preparation of email to B. Ingerman re website accessibility with attachment (.6); Review statutes and case law re employee issue (1.4); Preparation of email to B. Wills and B. Jones re employee issue (.8); Receipt and review of email from K. Moore re legal question with attachments (.4)

04/17/2018	JCK	Portion of Monthly Fee	13,485.00
04/17/2018	CR	Portion of Monthly Fee	2,765.00
Fees for this matter			\$16,250.00

BILLING SUMMARY

Knox, J. Craig	Partner	83.90 hrs	\$13,485.00
Richards, Craig	Attorney	17.20 hrs	\$2,765.00
Fees		101.10 hrs	\$16,250.00
Disbursements			\$0.00
TOTAL CHARGES FOR THIS BILL			\$16,250.00

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

 _____, *Firm Contract Administrator*