



October 19, 2009

M E M O R A N D U M

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP

Item Description:

Request for approval to pay the Board's attorney.

Overview:

On a monthly basis, the Board's attorney submits an invoice for services provided.

Salient Facts:

The College's attorney is hired by the Board under the authority of Section 1001.64 (25), Florida Statutes, and for this reason invoices are brought for approval.

Past Actions:

Attorney fees and expenses charged in fiscal year 2009-2010, through 9/27/09 total \$45,656.10.

Future Actions:

Monthly invoices will be presented as they are submitted by the attorney.

Funding/Financial Matters:

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$11,911.10.

Staff Resource:

Teresa Smith

Recommended Action:

Authorize payment of invoices as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

P.O. BOX 12800
TALLAHASSEE, FL 32309
TAX ID #59-3621660

September 28, 2009

Jerry Schilling
Assistant Vice President for Administrative Services
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 8647 WRM
Our file# T00007 02276
Billing through 09/27/2009

Tallahassee Community College (General)

FOR PROFESSIONAL SERVICES RENDERED

08/31/2009	WRM	Analysis of authorities for policy on declaration of emergency, closure of college (1.8); Receipt and review of e-mail from T. Stallworth re: MultiVista Proposal (.1); Receipt and review of e-mail from R. Tolson re: employee adjustment of leave (.1); E-mail to R. Tolson re: employee adjustment of leave (.1); Receipt and review of e-mail from T. Smith re: US Department of Labor contract (.1); E-mail to T. Smith re: US Dept. of Labor contract (.1); Review and analysis of US Dept of Labor/UWF contract (computing and engineering scholarship (.5); E-mail to T. Smith re: US Dept of Labor/UWF contract (.1); Telephone conferences with T. Harmon re: Ghazvini Center ad valorem tax exemption (.2); Receipt and review of no cause determination in L.Z. FCHR matter (.2); E-mail to J. Murdaugh/R. Tolson re: FCHR no cause determination (.1); Dictation and preparation of correspondence to J. Murdaugh/R. Tolson re: L.Z. FCHR matter determination (.2); Receipt and review of e-mails (3) from T. Smith re: Leon County Childcare Agreement (.3); E-mails (2) to T. Smith re: Leon County Childcare Agreement (.2); E-mails (2) to T. Gray re: H.E.	5.00 hrs.	750.00
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whistleblower case (.2); E-mail to B. Jernigan re: documents in M.T. FCHR matter (.1); Telephone conference with J. Kiker re: Advanced Manufacturing Training Center lease (.2); Receipt and review of e-mails (2) from T. Gray re: H.E. whistleblower case (.2); E-mail to J. Kiker re: indemnity language for AMTC Lease (.2);

09/01/2009	WRM	<p>Conference with T. Smith re: pending legal matters, FCHR, lawsuits (1.5); Conference with R. Tolson re: several employee and human resources issues/questions (.8); Receipt and review of e-mail from S. Jefferson re: Vantage Technology Litigation (.1); Analysis - potential employee action (.3); Conference with R. Tolson, S. Search, B. Law, others, re: incident, response to incident (2.3); Receipt and review of e-mails (2) from M. Miller re: telephone security (.2); Receipt and review of e-mail (2) from C. Dominguez re: telephone security (.1); Receipt and review of e-mails (2) from T. Stallworth re: AMTC lease and sub-lease status (.2); E-mail to T. Stallworth re: AMTC lease and sub-lease (.1); Receipt and review of e-mail from B. Law re: Sunshine Law question (.1); Receipt and review of e-mail from R. Tolson re: incident, incident response (.1); Review and analysis of Multivista Construction Documentation Proposal and Agreement (.5); E-mail to T. Stallworth re: analysis of Multivista Construction Document Proposal/Agreement (.3); Receipt and review of documents re: Vantage Technologies Litigation (.2); Receipt and review of Supervisor's notes re: campus incident (.2); Receipt and review of e-mail from T. Stallworth re: Multivista Agreement (.1);</p>	7.10 hrs.	1,065.00
09/02/2009	WRM	<p>Receipt and review of e-mail from B. Jernigan re: documents in M.T. FCHR matter (.1); Telephone conferences with T. Harmon re: ad valorm tax exemption for Ghazvini Center</p>	3.40 hrs.	510.00

(.2); Telephone conferences with R. Tolson re: incident, response (3 calls) (.5); Receipt and review of e-mail from S. Hall re: statutory notices (.1); E-mail to S. Hall re: statutory notices (.1); Review and analysis of Sunshine Law Questions (1.4); Receipt and review of e-mails (2) from R. Tolson re: incident, response (.2); E-mails (2) to M. Turnbull re: TCC Housing Board Mt. and Network Security Company suit (.2); Receipt and review of e-mails (2) from M. Turnbull re: Network Sec. Co. suit (.2); E-mails (2) to R. Tolson re: incident, response (.2); E-mail to College Board re: resolution of Vantage Technologies litigation (.2);

09/03/2009	BJL	Review and analysis of statutes/regulative of posting non-discrimination statement;	1.00 hrs.	150.00
09/03/2009	WRM	Receipt and review of e-mail from R. Tolson re: incident, response (.1); Receipt and review of e-mail from T. Smith re: contract for review (.1); Telephone conference with R. Johnston re: proposed appointment of board member (.1); Review witness statements, prepare for conference with M.W., re: incident 8/31/09 (.6); Initial Review and analysis of federal statute posting, print, and policy requirements (.7); Receipt and review of e-mail from N. Sneed re: 8/31/09 incident (.1); E-mail to N. Sneed re: 8/31/09 incident (.1); Telephone conferences with T. Harmon re: Ghazvini Health Ed. Center ad valorem tax exemption (.3); E-mail to M. Haney re: ad valorem tax exemption for Ghazvini Center (.1); Review and analysis of M. Bunton Webmaster Services Agreement (.3); Conference with M.W. (scheduled) M.W. no show (.6); Review and analysis of authorities re: Sunshine Law question (2.0); Receipt and review of e-mail from M. Haney re: Ghazvini Center property (.1); Telephone conference with J. Schilling re: M. Bunton Webmaster Agreement (.1); E-mail to J. Schilling re: M. Bunton Webmaster	5.90 hrs.	885.00

Agreement (.1); Receipt and review of e-mail from L. Lapsley re: position description (.1); Telephone conference with H. Barfoot re: Vantage Technologies Litigation resolution (.1); E-mail to S. Hall re: posting of employment statutory information (.1); Receipt and review of e-mail from A. Maxwell re: posting of employment statutory information (.1); E-mail to S. Jefferson re: Vantage Technologies Litigation (.1);

09/04/2009	WRM	<p>Receipt and review of e-mail from S. Jefferson re: Vantage Technologies Litigation (.1); Receipt and review of e-mail from B. Sloan re: appeal of personnel action (.1); Receipt and review of e-mail from T. Smith re: appeal of personnel action (.1); Telephone conferences with (7) from R. Tolson re: incident, personnel action (.8); Review and analysis of Sunshine Law question (2.5); Receipt and review of e-mails (2) from R. Tolson re: incident, personnel action (.2); Telephone conference with M. Turnbull and TCC Housing Board re: Network Security Case (.2); Receipt and review of e-mails (2) from H. Abrams re: posting of non-discrimination policy (.2); E-mail to H. Abrams re: posting of non-discrimination policy (.1); Receipt and review of e-mail from M. Haney re: Ghazvini Lease (.1); E-mail to M. Haney re: Ghazvini Lease (.1); Telephone conference with B. Black re: Vantage Technologies Litigation resolution (.1); Receipt and review of e-mail from B. Jernigan re: documentation in M.T. FCHR matter (.1); Dictation and preparation of two affidavits and one statement re: events involved in incident leading to personnel action (2.1); E-mail to S. Jefferson re: Vantage Technologies Litigation release (.1); Review documents from B. Jernigan in M.T. FCHR matter (.7); E-mail to R. Tolson re: communications in M.T. FCHR matter (.1); Receipt and review of e-mail from R. Tolson</p>	8.30 hrs.	1,245.00
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re: correspondence to employee, incident and personnel action (.1); Telephone conference with R. Tolson re: correspondence to employees, incident, personnel action (.1); E-mail to B. Jernigan re: M.T. FCHR documents (.1); E-mail to E. Melendez re: affidavit in support of response in M.T. FCHR matter (.1); Receipt and review of e-mail to E. Melendez re: affidavit in support of response in M.T. FCHR matter (.1); Receipt and review of e-mail from B. Sloan re: employee incident, action (.1);

09/08/2009	WRM	<p>Receipt and review of e-mail from S. Jefferson re: Vantage Technologies litigation (.1); Receipt and review of e-mail from B. Sloan re: taping and distributing class lectures (.1); Telephone conference with R. Tolson re: employee action meeting (.1); E-mail to R. Tolson re: employee action meeting (.1); Dictation and preparation of opinion letter to B. Law re: Sunshine Law question (.6); Conference with B. Sloan, M.W. re: employee action (.5); Receipt and review of e-mail from B. Lesko re: employee action (.1); Receipt and review of e-mail from B. Sloan re: employee action (.1); Receipt and review of e-mail from E. Melendez re: M.T. FCHR matter (.1); Review executed affidavit of E. Melendez in support of response in M.T. FCHR matter (.1); Dictation and preparation of correspondence to E. Davis re: filing/substitution of E. Melendez affidavit (.2); Analysis: taping and distributing class lectures (1.3); Review and sign notice of filing affidavit in M.T. FCHR matter (.1); Review and analysis of e-mail with attachment from J. Murdaugh re: grant employee (.2); Analysis: grant employee conduct (.3); Telephone conferences with J. Murdaugh re: grant employee conduct (2) (.2); E-mail to J. Kiker re: AMTC lease/sub-lease (.1); E-mail to E. Melendez re: M.T. FCHR matter (.1);</p>	4.40 hrs.	660.00
09/09/2009	WRM	E-mail to J. Murdaugh re: grant employee	2.40 hrs.	360.00

conduct (.1); Analysis - taping and distributing classroom lectures (1.0); Telephone conference with R. Tolson re: various employee issues (.2); Dictation and preparation of correspondence to B. Sloan re: analysis, taping and distribution of classroom lectures (.4); E-mails (2) to R. Tolson re: grant employee conduct (.1); E-mails (2) to R. Tolson re: posting of employee information (.1); Telephone conference with R. Tolson re: posting of employee/student information (.1); Receipt and review of e-mail from R. Tolson re: employee action/affidavits (.1); E-mail to R. Tolson re: employee action/affidavits (.1); Receipt and review of e-mail from J. Kiker re: AMTC lease/sub-lease (.1); E-mail to T. Harmon re: Ghazvini - Health Education Center tax exemption (.1);

09/10/2009	WRM	<p>Receipt and review of e-mail from S. Jefferson re: student residency concern (.1); Receipt and review of e-mail from R. Tolson re: CCLA employee job title (.1); Receipt and review of e-mail from T. Harmon re: Ghazvini Health Ed. Cntr. ad valorem tax exemption (.1); Obtain and review ad valorem tax exemption form for Ghazvini Health Ed. Cntr. (.2); Telephone conference with R. Tolson re: two employee issues, position classification (.3); Receipt and review of e-mail from R. Tolson re: contract/grant employee issue (.1); Telephone conferences with S. Rowland re: student residency concern (2) (.4); Receipt and review of e-mail from H. Edwards with litigation notice letter (.1); Review incident files re: litigation notice letter (.2); E-mail to T. Smith/J. Schilling re: litigation notice letter (.1); Receipt and review of e-mail from R. Tolson re: posting of employee information (.1); Review and analysis of Section 768.28 re: notice of litigation requirement (.2); Receipt and review of e-mail from J. Kiker re: AMTC lease/sub-lease (.1); Analysis of student</p>	5.90 hrs.	885.00
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residency concern (1.9); Dictation and preparation of correspondence - opinion - to S. Jefferson re: student residency concern (.5); Review and analysis of revised AMTC lease/sub-lease (1.2); Review Florida Administrative Code provisions re: posting of employee information (.2);

09/11/2009	WRM	Continued analysis student/employee rights posting requirements (.4); E-mail to B. Sloan re: information posting requirements (.1); Receipt and review of e-mails (2) from A. Maxwell re: information posting requirements (.2); E-mails (2) to A. Maxwell re: information posting requirements (.2); Final analysis of taping/distribution of class lectures (.2); E-mail to B. Sloan re: taping/disinformation of class lectures (.1); Receipt and review of e-mail from T. Smith re: Caramba contract (.1); Receipt and review of e-mail from B. Sloan re: taping/distributing of class lectures (.1); Receipt and review of Caramba Productions Agreement (.2); E-mail to T. Smith re: Caramba Agreement (.1); Continued analysis of AMTC Lease/Sublease (1.4); E-mail to J. Kiker re: AMTC Lease/Sublease revisions (.3); Receipt and review of e-mail from R. Tolson re: employee action (.1); E-mail to R. Tolson re: employee action (.1); Telephone conference with R. Tolson re: employee action (.1); Conference with R. Tolson/review employee records re: three employee matters (1.7);	5.40 hrs.	810.00
09/14/2009	WT	Telephone conference with M. Singletary at FCHR re: extension for response by TCC;	0.20 hrs.	10.00
09/14/2009	WRM	Receipt and review of e-mail from N. Sneed re: employee question (.1); Receipt and review of e-mails (2) from R. Chaney re: Tallahassee Orthopedic Clinic agreement (.2); Receipt and review of Tallahassee Orthopedic Clinic trainer agreement (.3); E-mail to R. Chaney re: Tallahassee Orthopedic Clinic trainer agreement (.1); Conference with R. Tolson, J.	5.90 hrs.	885.00

Norris re: employee issues (1.5); Review and analysis of e-mail from T. Stallworth re: MultiVista agreement (.1); E-mail to T. Stallworth re: revised language for the MultiVista agreement (.2); Receipt and review of e-mail from S. Jefferson with attached e-mail from S. Rowland re: student residency question (.2); Receipt and review of e-mails (2) from J. Kiker re: revised AMTC Lease and Sublease (.2); Receipt and review of e-mails (2) from R. Tolson re: grievance (.2); Telephone conferences with R. Tolson re: grievance (2) (.2); Receipt and review of e-mail from R. Tolson re: document request from FCHR (.1); Review draft response to FCHR request for information (.1); Review and analysis of TCC policies, Florida Statute, Florida rules re: grievance procedures (.9); E-mail to R. Tolson re: analysis of available grievance procedures (.2); Receipt and review of e-mails (2) from J. Chapin re: AMTC lease and Sub-Lease (.2); E-mails (2) to J. Chapin re: AMTC Lease and Sub-Lease (.2); E-mail to J. Kiker re: AMTC Lease and Sub-Lease (.1); E-mail to S. Jefferson re: student residency question (.2); Receipt and review of e-mail to B. Jernigan re: M.T. FCHR matter (.1); E-mail to B. Jernigan re: M.T. FCHR matter (.1); Receipt and review of e-mail from B. Campman re: non-disclosure agreement (.1); E-mail to B. Campman re: non-disclosure agreement (.1); Telephone conference with R. Tolson re: grievance, Board process (.2);

09/15/2009	WT	Telephone conference with M. Singletary re: deadline to respond to charge of discrimination;	0.20 hrs.	10.00
09/15/2009	WRM	Receipt and review of e-mail from T. Stallworth re: MultiVista agreement (.1); E-mail to T. Stallworth re: MultiVista agreement (.1); Receipt and review of e-mail from B. Sloan re: Elsevier agreement (.1); Telephone conference with T. Smith re:	3.00 hrs.	450.00

grievance to Board (.2); E-mail to T. Smith grievance procedure, presentation to Board (.1); Review and analysis of Elsevier agreement (.5); E-mail to B. Sloan re: Elsevier agreement (.1); Receipt and review of e-mail from T. Gray re: H.E. Whistleblower matter (.1); Telephone conference with T. Gray re: H.E. and M.U. Whistleblower matters (.3); E-mail to T. Gray re: H.E. Whistleblower matter (.1); Telephone conference with R. Tolson re: grievance to Board (.2); Receipt, review and analysis of correspondence from B. Law re: employee action decision (.1); E-mail to T. Smith re: response to questions in G.C. FCHR matter (.1); Receipt and review of e-mails (2) from R. Tolson re: G.C. FCHR matter (.2); Review early draft response to questions in G.C. FCHR matter (.1); Receipt and review of e-mail to T. Smith with attachments re: collection of Social Security numbers and documentation (.2); Receipt and review of e-mail from T. Gray with attachments re: M.U. Whistleblower matter (.2); E-mail to T. Gray with attachments re: M.U. Whistleblower matter (.1); Receipt and review of e-mail from S. Jefferson re: out-of-state tuition (.1);

09/16/2009	WRM	Receipt and review of e-mail from T. Smith re: grievance to Board (.1); Receipt and review of e-mail from T. Stallworth re: MultiVista agreement (.1); E-mail to T. Smith re: grievance to Board (.1); Analysis: non-disclosure agreement (1.3); Dictation and preparation of non-disclosure agreement for IT (.6); Receipt and review of Board Agenda for 9/21/09 meeting (.7); E-mail to B. Campman re: non-disclosure agreement (.1); Receipt and review of e-mail from B. Campman re: non-disclosure agreement (.1); Receipt and review of e-mail from T. Smith re: Volunteer Florida and Great Expectations Contract (.1); Review Volunteer Florida and Great	4.80 hrs.	720.00
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Expectations Contract (.7); E-mail to T. Smith re: Volunteer Florida and Great Expectations Contract (.1); E-mail to T. Harmon re: Ghazvini tax exemption (.1); Receipt and review of e-mail from T. Harmon re: Ghazvini tax exemption (.1); E-mail to T. Smith re: Ghazvini tax exemption (.1); E-mail to T. Stallworth re: Ghazvini tax exemption (.1); Begin preparation of ad valorem tax exemption application for Ghazvini Health Education Center (.4);

09/17/2009	WRM	Receipt and review of e-mail from T. Smith re: Ghazvini Health Ed Center tax exemption (.1); Receipt and review of e-mails (2) from B. Law re: AMTC lease/sublease (.2); E-mail to B. Law re: AMTC lease/sublease (.1); Review lease documents for submission of Ghazvini Health Education Center tax exemption (.8); Receipt and review of e-mail from T. Gray re: M.U. whistleblower case (.1); Receipt and review of e-mails (2) from T. Stallworth re: Ghazvini Center utilities agreement (.2); Review and analysis of Ghazvini Center utilities agreement (.5); E-mail to T. Stallworth re: Ghazvini utilities agreement (.1); Receipt and review of e-mail from T. Smith re: student services contract (.1); Receipt and review of e-mail from T. Smith re: Volunteer Florida/3W studios contract (.1); Review and analysis of Volunteer Florida/3W studios contract (.6); Receipt and review of e-mail from R. Johnston re: social security number collection (.1);	3.00 hrs.	450.00
09/18/2009	WRM	Receipt and review of Fantasy World contract (.3); E-mail to T. Smith re: Fantasy World contract (.1); E-mail to T. Smith re: Volunteer Florida Service contract (.2);	0.60 hrs.	90.00
09/21/2009	WRM	Review requirements for collection and use of social security numbers (.4); Receipt and review of e-mail from B. Alonzo re: Foundation property with property survey (.2); Receipt and review of e-mail from P. Manning	4.40 hrs.	660.00

re: residency and scholarship funding (.1);
 E-mail to B. Alonzo re: Foundation property
 (.1); Review residency statute re: residence
 and scholarship funding (.1); Receipt and
 review of e-mail from T. Stallworth re:
 Ghazvini Center tax exemption information
 (.1); Receipt and review of e-mail from R.
 Tolson re: pre-employment background checks
 (.1); Receipt and review of Invitation to Bid
 2010-03 for background checks and blood
 testing (.7); E-mail to R. Tolson re: ITB for
 background checks and blood testing (.2);
 Complete portions of tax exemption
 application for Ghazvini Center with T.
 Stallworth information (.2); E-mail to T.
 Stallworth re: tax exemption information (.1);
 E-mail to T. Haney re: Ghazvini Center tax
 exemption information (.1); Attend TCC
 Board of Trustees meeting (2.0);

09/22/2009	WRM	<p>Receipt and review of e-mails (2) from M. Haney re: Ghazvini Center Tax exemption information (.2); Receipt and review of e-mail from J. Chaires to re: Background Check and Bloodwork Invitation to Bid (.1); E-mail to M. Haney re; Ghazvini Center information (.1); E-mail to J. Chaires re: ITB - background check (.1); Add information to Ghazvini Center tax exemption application (.1); E-mail to P. Manning re: fund source for Latin American/Caribbean student scholarships (.1); Receipt and review of e-mail from P. Manning re: funding for Latin American/Caribbean students scholarships (.1); Receipt and review of e-mails (2) from P. Manning re: ST. Maarten's students scholarship funding (.2); Review 2003 proposed St. Maartini's agreement (.4); E-mail to P. Manning re: ST. Maarten's students scholarship funding (.1); Analysis: Florida law re: communicable diseases (1.1); E-mail to B. Law re: communicable disease policy (.1); Receipt and review of e-mails (2) from B. Sloan re:</p>	3.40 hrs.	510.00
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Ticketing Agreement (.2); Review and analysis of Ticketing Agreement (.4); E-mail to B. Sloan re: Ticketing Agreement (.1);

09/23/2009	WT	Prepare exhibits to Ad Valorem Tax Exemption application;	0.20 hrs.	10.00
09/23/2009	WRM	Receipt and review of e-mails (2) from T. Smith re: Ghazvini tax exemption application (.2); E-mail to T. Smith re: tax exemption application (.1); Dictation and preparation of correspondence to M. Mitchell, Leon County Property Appraiser's office re: Ghazvini Center tax exemption (.3); Telephone conference with P. Manning re: resident student tuition (.1); Telephone conference with R. Tolson re: response to second inquiry in G.C. FCHR complaint (.1); Telephone conference with P. Manning/B. Jenson re: resident student tuition (.2); Receipt and review of e-mails (4) from R. Tolson re: G.C. FCHR inquiry response (.4); Telephone conference with R. Tolson re: G.C. FCHR inquiry response (.2); Review responsive documents, brief conference with T. Smith, J. Schilling, telephone conference with R. Tolson re: response to G.C. FCHR inquiry (2.2); Review St. Maartins/TCC Letter of Intent (.2); Receipt and review of e-mail from P. Manning re: St. Maarten's Letter of Intent (.1); E-mail to P. Manning re: St. Maarten's Letter of Intent (.1); E-mail to R. Tolson re: affidavit in response to inquiry in G.C. FCHR matter (.1); Receipt and review of e-mails (2) from T. Smith re: student services contract (.2); Review/compare student services contract with proposed prior contract (.2); E-mail to T. Smith re: current proposed student services contract (.1);	4.80 hrs.	720.00
09/24/2009	WRM	Telephone conference with R. Tolson re: G.C. FCHR response;	0.30 hrs.	45.00
09/25/2009	WRM	Telephone conference with R. Tolson re: G.C. FCHR response;	0.20 hrs.	30.00

Jerry Schilling

Invoice# 8647

Page 13

Fees for this matter

\$11,910.00

DISBURSEMENTS

09/08/2009 Copy charges - 11 copies at .10 per copy

1.10

Disbursements for this matter

\$1.10

BILLING SUMMARY

Longfellow, B. Joe Associate 1.00 hrs 150.00 /hr \$150.00

Mabile, William R Attorney 78.20 hrs 150.00 /hr \$11,730.00

Twilley, Winifred Paralegal 0.60 hrs 50.00 /hr \$30.00

Fees 79.80 hrs \$11,910.00

Disbursements

\$1.10

TOTAL CHARGES FOR THIS BILL

\$11,911.10

Fees Billed Fiscal Year to Date 45,656.10

Expenses Billed Fiscal Year to Date 5,027.91

Fees Received Fiscal Year to Date 37,502.00

Expenses Received Fiscal Year to Date 4,321.96