February 15, 2010

MEMORANDUM

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 01/27/2010 total $82,266.10.

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 $7,950.00.

Staff Resource:
Teresa Smith

Recommended Action:
Authorize payment of invoices as presented.
FOR PROFESSIONAL SERVICES Rendered

01/04/2010 WRM Review and analysis of statutes cited in TCC/COT Mutual Aid Agreement (.2); E-mail to T. Smith re: TCC/COT Mutual Aid Agreement (.1); Telephone conference with R. Tolson re: employee issues (.2); Receipt and review of e-mail R. Lipscomb re: Costa Rica Contract (.1); E-mail to R. Lipscomb re: Costa Rica Contract (.1); Receipt and review of e-mails (2) from T. Smith re: City of Tallahassee Mutual Aid agreement (.2); Review and analysis of TCC/COT Mutual Aid Agreement (.5);

1.40 hrs.  210.00

01/05/2010 WRM Telephone conference with J. Murdaugh re: trial subpoena - records custodian (.1); Telephone conference with D. Hassebrook re: records custodian trial subpoena (.1); Telephone conference with R. Tolson re: employee issues, trial subpoena for records custodian (.2); Conference with T. Smith/J. Schilling re: execution of agreement, contract issues (.2); Conference with R. Tolson re: trial subpoena, review of former employee records (.4);

1.00 hrs.  150.00

01/06/2010 WRM Telephone conference with J. Murdaugh re: prior employee, deposition in case, background (.3); Telephone conference with

3.90 hrs.  585.00
R. Tolson re: trial subpoena for record custodian, employee unauthorized absence (.2); Prepare for today's meeting re: Cost aRica Contract (.2); Receipt and review of e-mail from J. Schilling re: Proeducation Services Agreement (.1); Review and analysis of Proeducation Services Agreement (.5); Telephone conferences with B. Spiers re: Proeducation Services Agreement (2 calls) (.2); Receipt and review of e-mails (2) from S. Mathew re: employee evaluation (.2); Review employee evaluation received from S. Mathew (.1); E-mail to S. Mathew re: employee evaluation (.1); Telephone conference with T. Smith re: employee performance, other issues (.3); Receipt and review of e-mail from R. Tolson re: new EEOC/FCHR claim (.1); Conference with (2 conferences) S. Jefferson, R. Lipscomb, J. Schilling re: Costa Rica Contract, T. Smith, R. Tolson several employee issues (1.6);

01/07/2010 WT Telephone conference with K. Oshiro at EEOC re: receipt of document request, timeline for compliance; 0.30 hrs. 15.00

01/07/2010 WRM E-mail to R. Tolson re: extension of time to respond to new EEOC complaint (.1); Receipt and review of e-mail from G. Wells re: proposed program at PSTi (.1); Receipt and review of e-mail from B. Mollowney re: College Attorneys meeting College Legal Issues Meeting (.1); Receipt and review of draft TCC/DOC Re-entry Center proposed with attachments (.2); E-mail to J. Schilling re: ProEducation Services Agreement (.1); Receipt and review of No Cause Determination in M.T. FCHR Complaint (.2); Dictation and preparation of correspondence to R. Tolson re: No Cause Determination in M.T. FCHR Complaint (.2); Receipt and review of new EEOC claim (.2); Telephone conference with R. Tolson re: new EEOC claim (.1); E-mail to S. Mathew re: employee evaluation
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<td>01/08/2010</td>
<td>WRM</td>
<td>Telephone conference with R. Tolson re: records custodian subpoena (.1); E-mails (2) to R. Edgar re: records custodian subpoena (.3); Receipt and review of e-mail from R. Tolson re: MetLife and Reliance indemnity agreements (.1); E-mail to R. Tolson re: MetLife/Reliance indemnity agreements (.1); Receipt and review of e-mail from R. Tolson re: M.N. EEOC claim (.1); Telephone conference with R. Edgar re: records custodian, material witness for trial (.1); Telephone conferences with J. Murdaugh re: trial subpoena (2 calls) (.2); Telephone conference with R. Tolson re: trial appearance (.1); Receipt and review of e-mail from B. Jernigan re: M.T. FCHR claim (.1); Telephone conference with R. Tolson re: employee issues (.2);</td>
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<td>01/12/2010</td>
<td>BJL</td>
<td>Research Jessica Lundsford Act re: charter school at TCC;</td>
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<td>2.90</td>
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<td>435.0</td>
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(4); Receipt and review of e-mails (2) from T. Smith re: letter of engagement, recruitment of IT Vice-President (2); Review and analysis of proposed letter of employment for recruitment of IT Vice-President (4); E-mail to T. Smith re: Letter of Engagement (1); Receipt and review of e-mail from L. Powell re: revision of personnel action policy (1); Review and analysis of proposed review to personnel action policy (2); Telephone conference with R. Tolson re: proposed review to personnel action policy (1); Telephone conference with R. Tolson re: revisions to personnel policies and M.N. EEOC claim (2); Telephone conference with S. Jefferson re: speaker contract/public records (1); Telephone conferences with T. Stallworth re: child care center (2 calls) (2); Telephone conference with J. Murdaugh re: his testimony in criminal matter, employee issue (2);

01/13/2010   BJL   Prepare memo re: the impact of the Jessica Lundsford Act on TCC's operation charter school campus; 1.10 hrs. 165.00

01/13/2010   WRM   Receipt and review of e-mail from T. Stallworth re: day care center (1); E-mail to T. Stallworth re: day care center (1); Receipt and review of e-mail from S. Jefferson re: two student affairs contracts (1); Telephone conferences with R. Tolson re: employee issues (2 calls) (4); Receipt and review of CTI Group Adventures Contract (2); E-mail to T. Folsom re: CTI Gray Adventures Contract (1); 1.00 hrs. 150.00

01/14/2010   WRM   Receipt and review of e-mail to T. Folsom re: CTI Group Adventures Contract (1); Analysis - use of Eagles Nest building for Charter School (6); E-mail to B. Law re: use of Eagles Nest building for Charter School (2); Receipt and review of e-mail from B. Mullowney re: College System Attorneys Meeting (1); Receipt and review of memo from S. Couch re: CTI Group Adventures Contract (1); 5.40 hrs. 810.00
E-mail to T. Folsom re: CTI Group Adventures Contract (.1); Conference with R. Tolson re: various human resources issues (1.8); Review and analysis of M.N. personnel file in EEOC claim (.7); Receipt and review of e-mail from B. Law re: use of Eagles Nest building for Charter School (.1); Receipt and review of e-mail from L. Kling re: Board agendas (.1); Receipt and review of e-mails (2) from R. Tolson re: M.N. EEOC matter (.2); E-mails (2) to R. Tolson re: M.N. EEOC matter (.2); Telephone conference with R. Tolson re: D.O.L. break regulations (.1); Receipt and review of e-mail from R. Tolson re: employee issues meeting (.1); Review January 19, 2010 Board Agenda (.7); Analysis of employee break question (.2);

01/15/2010     WT     Telephone conference with EEOC re: Right to Sue letter in G.C. matter; 0.30 hrs.  15.00

01/15/2010     WRM     Analysis - statutory regulation for employee breaks (.7); E-mail to R. Tolson re: statutory regulation of employee breaks (.1); Conference with (2) R. Tolson re: grant position adjustment, employee complaint (.9); Conference with J. Chapin, R. Tolson, C. Earley re: M.N. EEOC complaint response (.5); Receipt and review of e-mail from R. Tolson re: statutory regulations of employee breaks (.1); Analysis - certain agenda items in 1/19/10 Board Agenda (.3); Receipt and review of e-mail from L. Powell re: M.W. EEOC claim (.1); Receipt and review of e-mail from J. Schilling re: collections contract (.1); Receipt and review of M.W. EEOC complaint (.2); E-mail to R. Tolson re: M.W. EEOC complaint (.1); Conference with J. Murdaugh, R. Tolson, J. Eason re: employee issues (1.8); 4.90 hrs.  735.00

01/19/2010     WRM     E-mail to T. Gray re: status of H.E. and M.U. whistleblower cases (.1); E-mail to R. Tolson re: G.C. EEOC/FCHR matter (.1); Review and analysis of portions of Williams & Fudge 5.20 hrs.  780.00
contract with e-mails (.2); E-mail to J. Schilling re: Williams & Fudge contract (.1);
E-mails (2) to R. Tolson re: response to M.W. FCHR charge (.1); Review and analysis of file
materials for preparation of response to M.W. FCHR charge (1.2); Telephone conference
with R. Tolson re: M.W. FCHR charge,
documents (.1); Receipt and review of e-mails
(2) re: response to M.W. FCHR charge (.2);
Review and analysis of TCC files re: M.W.
FCHR charge (1.7); Attend TCC Board
Meeting (1.4);

01/20/2010 WRM E-mails (3) to R. Tolson re: response to M.W.
FCHR charge (.4); Receipt and review of
e-mail L. Powell re: G.C. FCHR charge (.1);
Receipt and review of e-mail from R. Tolson
re G.C. FCHR charge (.1); Receipt and review
of e-mails (2) from R. Tolson re: M.W. FCHR
charge response (.2); E-mail to R. Tolson re:
G.C. FCHR/EEOC letter (.1); Review
documents related to G.C. FCHR charge (.2);
Dictation and preparation of correspondence to
EEOC re: G.C. right to sue letter (.2); Receipt
and review of e-mail to R. Tolson re; M.N.
FCHR charge (.1); Receipt and review of J.
Chapin memo re: M.N. FCHR charge (.1);
E-mail to R. Tolson re: M.N. FCHR claim
response (.2); Receipt and review of e-mail
from B. Jones re: CCLA open source (.1);
E-mail to B. Holliman re: CCLA open source
(.1); E-mail to B. Jones re: CCLA open source
(.1); Telephone conference with L. Kling re:
response to M.W. FCHR charge (.1); Begin
preparation of response to M.W. FCHR charge
(.6);

01/21/2010 WRM Receipt and review of e-mail from T. Gray re:
status of whistleblower cases (.1); E-mail to T.
Gray re: status of whistleblower cases (.1);
E-mail to R. Tolson re: whistleblower cases
status (.1); Begin preparation of response to
M.N. EEOC change (.4); E-mail to R. Tolson
re: response to M.N. EEOC change (.1);
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<td>01/22/2010</td>
<td>WT</td>
<td>Revise affidavit for use in response to M.W. FCHR change</td>
<td>0.20</td>
<td>hrs.</td>
<td>10.00</td>
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<td>01/22/2010</td>
<td>WRM</td>
<td>Receipt and review of e-mail from B. Holliman re: CCLA open source; Receipt and review of e-mail from R. Tolson re: response to M.N. FCHR charge; Receipt and review of e-mail from R. Tolson re: EEOC and FCHR claim; Telephone conference with R. Tolson re: EEOC and FCHR claims, employee performance and complaint; Dictation and preparation of draft response to M.W. FCHR change; Conference with R. Tolson re: M.N. EEOC and M.W. FCHR changes, review related documents, other issues; Receipt and review of e-mail from R. Tolson re: statement in support of responses to M.W. FCHR change; Receipt and review of e-mail from R. Tolson re: list of promotions in support of response to M.N. EEOC change; Review and analysis of S.S. statement in support of M.W. change response; Review and analysis of list of promotions for M.N. change response; E-mail to R. Tolson re: H.W. statement in support of response to M.N. EEOC change; Prepare draft response to M.N. EEOC charge; E-mail to R. Tolson re: promotion list, M.N. EEOC charge; Receipt and review of e-mail from C. Brewer re: September 2009 Housing Board minutes; Receipt and review of 2009 Housing Board minutes.</td>
<td>5.00</td>
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<td>750.00</td>
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<td>01/25/2010</td>
<td>WT</td>
<td>Revise affidavit; Preparation of correspondence to R. Tolson re: response to complaint and affidavit; Revise response to Charge of Discrimination; Preparation of correspondence to R. Tolson re: response</td>
<td>0.50</td>
<td>hrs.</td>
<td>25.00</td>
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Jerry Schilling

01/25/2010  WRM  Receipt and review of e-mail from T. Smith re: Higher One Services Agreement (.1); Receipt and review of e-mails (2) from B. Sloan re: TalEval Agreement (.2); Continued preparation of response to M.W. FCHR charge (1.3); Receipt and review of e-mail from T. Sperry re: TCC Housing Foundation September 2009 minutes (.1); Telephone conferences with R. Tolson re: M.W. FCHR response and M.N. EEOC response (.2); Continued Preparation of response to M.N. EEOC charge (1.5); E-mails (2) to R. Tolson re: response to M.N. EEOC charge (.2); Brief interview of TalEval Software Agreement (.2); E-mails (2) to B. Sloan re: TalEval Software Agreement (.3); Review and analysis of Higher One Services Agreement (1.4); Review statutory provisions re: Higher One Services Agreement (.2); E-mail to T. Smith re: Higher One Services Agreement (.1);

01/26/2010  WRM  Receipt and review of e-mails (5) from R. Tolson re: response to M.N. EEOC charge (.5); E-mails (3) to R. Tolson re: response to M.N. EEOC charge (.3); Prepare affidavits in support of response to M.N. EEOC charge (1.5); Telephone conference with R. Tolson re: M.N. and M.W. EEOC/FCHR charges (.1); Continue preparation of response to M.N. EEOC charge (1.2);

01/27/2010  WT  Prepare exhibits and response to request for documents/information re: M.N. EEOC charge, send package to EEOC investigator;

01/27/2010  WRM  Receipt and review of e-mail from R. Tolson re: affidavit in support of response to M.W. FCHR charge (.1); Receipt and review of e-mail from R. Tolson re: affidavit in support of response to M.W. FCHR charge (.1); Review revised promotion/upgrade list for response to M.N.EEOC charge (.1); Review draft statement for use with response to M.W. FCHR charge (.1); Final preparation of
response to M.N. EEOC charge (.8); E-mail to R. Tolson re: completion and filing of response to M.N. EEOC charge (.1); Receipt and review of e-mail from R. Tolson re: response to M.N. EEOC charge (.1); Receipt and review of e-mail from C. Dominguez re: employee suspension (.1);

Fees for this matter $7,950.00

BILLING SUMMARY

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Fees 54.60 hrs $7,950.00

Disbursements $0.00

TOTAL CHARGES FOR THIS BILL $7,950.00

Fees Billed Fiscal Year to Date 82,266.10
Expenses Billed Fiscal Year to Date 5,027.91
Fees Received Fiscal Year to Date 91,457.00
Expenses Received Fiscal Year to Date 5,341.56