



June 17, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Attorney Invoice – Bryant Miller Olive (April 2024)

Item Description

Request for approval to pay invoices from Bryant Miller Olive, P.A. for legal services provided related to collective bargaining process and related to Faculty labor relations.

Overview and Background

The College engaged Bryant Miller Olive, P.A. for representation during the collective bargaining process.

Past Actions by the Board

The Board of Trustees approved the agreement for these services at the October 17, 2022 Board Meeting.

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$1,850.00 for April 2024.

Recommended Action

Authorize payment of invoices as presented.



Barbara K. Wills
Chief Business Officer, Vice President for Administrative
Services
Tallahassee Community College
444 Appleyard Drive
Tallahassee, Florida 32304

Invoice Date: May 8, 2024
Invoice No. 83374
Client No. 25480.006

For professional services rendered in connection with Tallahassee
Community College - Labor and Employment - UFF Bargaining

Purchase Order No. PO-018021

Statement of Legal Services

	Hours
04/02/2024 DMH Draft email to client	0.10
04/02/2024 DMH Review documents related to CBA and grievance / Lytle	0.80
04/03/2024 DMH Telephone conference with (N. Davis)	0.30
04/04/2024 DMH Review and reply to email / bargaining	0.10
04/04/2024 DMH Review and revise email to Union / Lytle	0.20
04/11/2024 DMH Draft proposals for bargaining	1.10
04/11/2024 DMH Prepare for meeting with client and bargaining	0.90
04/11/2024 DMH Research University insurance provisions in University CBAs	1.10
04/11/2024 DMH Attend zoom meeting regarding bargaining	0.90
04/16/2024 DMH Review and reply to emails	0.30
04/16/2024 DMH Review CBA and draft response / Lytle grievance	0.40
04/16/2024 DMH Review and reply to emails	0.20
04/17/2024 DMH Review emails from client and reply / bargaining	0.10
04/17/2024 DMH Draft email to UFF	0.10
04/18/2024 DMH Review and reply to emails / bargaining	0.10
04/19/2024 DMH Review and reply to email / grievance	0.10
04/19/2024 DMH Review grievance request	0.10
04/19/2024 DMH Review and reply to email / bargaining	0.10
04/22/2024 DMH Review and reply to emails from client	0.10

Tallahassee Community College

Invoice Date: May 08, 2024
Invoice No. 83374
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04/22/2024	DMH	Review and reply to emails from Union	0.10	
04/30/2024	DMH	Draft email to client / bargaining	0.10	
04/30/2024	DMH	Draft email to client / grievance	0.10	
Current Services			<u>7.40</u>	<u>\$1,850.00</u>

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	7.40	\$250.00	\$1,850.00

Payments

04/17/2024	Payment	ACH rec'd 4/17/24 Invoice 82961	<u>1,950.00</u>
			1,950.00

Total Current Work	<u>\$1,850.00</u>
Previous Balance Due	\$1,050.00
Balance Due	<u>\$2,900.00</u>

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:
1545 Raymond Diehl Road, Suite 300
Tallahassee, FL 32308
850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688
for credit to Bryant Miller Olive, Account #2132834901
Thank you for your business