

September 16, 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 Invoices – Bryant Miller Olive (June 2024 and July 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 \$300.00 for June 2024 and \$1,642.50 for July 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: July 9, 2024
 Invoice No. 83835
 Client No. 25480.002

For professional services rendered and expenses incurred
 regarding Tallahassee Community College / L&E / General

Statement of Legal Services

			Hours
06/03/2024	DMH	Review and reply to email / Lytle	0.10
06/05/2024	DMH	Review email and respond / Lytle	0.10
06/18/2024	DMH	Attend zoom with client (C. Stringer, N. Davis) / Lytle	0.80
06/24/2024	DMH	Review grievance response	0.10
06/24/2024	DMH	Review and reply to email from client	0.10
Current Services			1.20
			\$300.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	1.20	\$250.00	\$300.00

Payments

11/23/2021	Payment	ACH rec'd 11/23/21 Invoice 76440	250.00
			250.00

Total Current Work	\$300.00
Previous Balance Due	\$0.00
Balance Due	\$300.00

Tallahassee Community College

Invoice Date: July 09, 2024
Invoice No. 83835
Client No. 25480.002

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



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

Invoice Date: August 7, 2024
 Invoice No. 83971
 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	
07/17/2024 DMH Review and reply to email	0.10	
07/18/2024 DMH Review email / bargaining	0.10	
07/22/2024 DMH Prepare for bargaining	1.10	
07/22/2024 DMH Draft email to client	0.10	
07/24/2024 DMH Review and reply to emails	0.10	
07/24/2024 DMH Prepare for and attend meeting and bargaining	2.10	
07/25/2024 DMH Review Title 34	0.40	
07/25/2024 DMH Review and reply to email / compensation study	0.10	
07/26/2024 DMH Review and reply to email	0.10	
Current Services	4.20	\$1,050.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	4.20	\$250.00	\$1,050.00

Payments

07/15/2024	Payment	ACH rec'd 7/15/24 Invoice 83374	1,850.00
			1,850.00

Total Current Work \$1,050.00

Tallahassee Community College

Invoice Date: August 07, 2024
Invoice No. 83971
Client No. 25480.006

Previous Balance Due	\$1,650.00
Balance Due	<u>\$2,700.00</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



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

Invoice Date: August 7, 2024
 Invoice No. 83970
 Client No. 25480.002

For professional services rendered and expenses incurred
 regarding Tallahassee Community College / L&E / General

Statement of Legal Services

			Hours
07/15/2024	DMH	Review and revise C. Lytle reprimand	0.30
07/22/2024	DMH	Review grievance and request for arbitration	0.30
07/25/2024	DMH	Review and reply to email / arbitration	0.20
07/29/2024	BRR	Review correspondence from AAA and draft email regarding invoice	0.10
Current Services			0.90
			\$217.50

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	0.80	\$250.00	\$200.00
Beatriz R. Ramirez	0.10	\$175.00	\$17.50

Expenses Incurred

07/25/2024	Check issued to: American Arbitration Association, Inc. for Demand for Arbitration fee	375.00
	Thru 07/31/2024	\$375.00
	Total Current Work	\$592.50
	Previous Balance Due	\$300.00
	Balance Due	\$892.50

Tallahassee Community College

Invoice Date: August 07, 2024
Invoice No. 83970
Client No. 25480.002

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



AMERICAN
ARBITRATION
ASSOCIATION*

INTERNATIONAL CENTRE
FOR DISPUTE RESOLUTION*

25480.006



Invoice Date
29-Jul-2024
Invoice Balance
\$375.00
Case #
01-24-0006-5250-2-SS

Case Manager: Suzanne B Singer

suzannesinger@adr.org

Pay PIN: 12194830

Unless instructed otherwise, invoice balance due upon receipt.

Invoice

Dr. Jim Murdaugh
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Representing: Tallahassee Community College

Re: United Faculty of Florida-Tallahassee Community Co
-and-
Tallahassee Community College
Grievance: Unit Wide grievance

Bill Line Date	Bill Line #	Description	Due Date	Amount
25-Jul-2024	14054025	Initial Administrative Fee	25-Jul-2024	\$375.00
Net Due Amount				\$375.00