



October 16, 2023

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 (August 2023)

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 \$1,172.50 for August 2023.

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: September 8, 2023
 Invoice No. 81523
 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
08/14/2023	DMH	Review and reply to email	0.10
08/15/2023	DMH	Review and revise bargaining proposals	0.70
08/15/2023	DMH	Draft email to client	0.10
08/17/2023	BRR	Prepare proposals for attorney editing	0.50
08/17/2023	BRR	Assemble current CBA for attorney review	0.10
08/17/2023	BRR	Update bargaining binder	0.10
08/17/2023	DMH	Review email from UFF; emails from client and reply	0.10
08/17/2023	DMH	Finalize proposals for bargaining	1.20
08/17/2023	DMH	Prepare for bargaining	0.60
08/17/2023	DMH	Attend pre-meeting and bargaining	1.30
08/18/2023	DMH	Review and reply to email	0.10
Current Services			4.90 \$1,172.50

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	4.20	\$250.00	\$1,050.00
Beatriz R. Ramirez	0.70	\$175.00	\$122.50

Tallahassee Community College

Invoice Date: September 08, 2023
Invoice No. 81523
Client No. 25480.006

Payments

08/25/2023	Payment	ACH rec'd 8/25/23 Invoice 81123	375.00
			<hr/> 375.00
	Total Current Work		<hr/> \$1,172.50
	Previous Balance Due		\$425.00
	Balance Due		<hr/> \$1,597.50

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