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**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 (May 2024 and June 2024)

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**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 \$1,475.00 for May 2024 and \$175.00 for June 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: June 10, 2024  
 Invoice No. 83591  
 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
05/06/2024	DMH	Review proposal from TCC and comment and prepare proposal for bargaining	3.00
05/07/2024	DMH	Prepare for and attend bargaining	1.80
05/15/2024	DMH	Review and reply to email	0.10
05/15/2024	DMH	Telephone conference with client (C. Stringer)	0.10
05/28/2024	DMH	Draft email and review reply / bargaining	0.10
05/28/2024	DMH	Draft email and review reply / Lytle	0.10
05/28/2024	DMH	Draft email and review reply / on-campus grievance	0.10
05/29/2024	DMH	Review documents, CBA and respond to client's email about reduction force	0.60
<b>Current Services</b>			5.90
			\$1,475.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	5.90	\$250.00	\$1,475.00

Payments

05/23/2024	Payment	ACH rec'd 5/23/24 Invoice 83044	1,050.00
			1,050.00

Tallahassee Community College

Invoice Date: June 10, 2024  
Invoice No. 83591  
Client No. 25480.006

Total Current Work	\$1,475.00
Previous Balance Due	\$1,850.00
Balance Due	\$3,325.00

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: July 9, 2024  
 Invoice No. 83836  
 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
06/13/2024	DMH	Review and reply to email from UFF	0.10
06/13/2024	DMH	Draft email to client and review reply	0.20
06/13/2024	DMH	Analyze insurance issue	0.20
06/18/2024	DMH	Draft email to UFF and review reply	0.20
<b>Current Services</b>			0.70
			\$175.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	0.70	\$250.00	\$175.00

Total Current Work	\$175.00
Previous Balance Due	\$3,325.00
Balance Due	\$3,500.00

Tallahassee Community College

Invoice Date:	July 09, 2024
Invoice No.	83836
Client No.	25480.006

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