



May 18, 2020

**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 - March

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**Item Description**

Request for approval to pay invoice from Bryant Miller Olive, P.A. for legal services provided related to the collective bargaining process.

**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 September 19, 2016 Board meeting.

**Funding/ Financial Implications**

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$3,525.00.

**Recommended Action**

Authorize payment of invoices as presented.



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

Invoice Date: April 8, 2020  
 Invoice No. 71863  
 Client No. 25480.006

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

Purchase Order No. PO-010844

Statement of Legal Services

			Hours	
03/02/2020	JCC	Telephone conference with client (C. Grause) / librarians, funding issues	0.20	
03/02/2020	JCC	Review College wage proposal	0.50	
03/03/2020	JCC	Review tentative agreements	0.50	
03/03/2020	JCC	Update waiver issues	0.80	
03/04/2020	JCC	Analyze issues / discretionary wage adjustments	0.90	
03/05/2020	JCC	Travel to Tallahassee	3.00	No Charge
03/05/2020	JCC	Conference client and attend UFF negotiations	8.00	
03/06/2020	JCC	Travel to Miami	3.00	No Charge
03/12/2020	JCC	Telephone conference with client (C. Grause) / UFF bargaining	0.30	
03/17/2020	JCC	Analyze revised FRS rates	0.50	
03/17/2020	JCC	Analyze issues / permissibility of remote collective bargaining sessions	1.20	
03/19/2020	JCC	Analyze remote working issues	0.80	
03/20/2020	JCC	Telephone conference with client (C. Grause) / UFF negotiations	0.40	
<b>Current Services</b>			14.10	\$3,525.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	14.10	\$250.00	\$3,525.00

Tallahassee Community College

Invoice Date: April 08, 2020  
Invoice No. 71863  
Client No. 25480.006

Expenses Incurred

Travel expenses	483.80
Thru 03/31/2020	<u>483.80</u>
Total Current Work	<u>\$4,008.80</u>
Previous Balance Due	\$4,787.00
Balance Due	<u>\$8,795.80</u>

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:  
101 North Monroe Street, Suite 900  
Tallahassee, FL 32301  
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

RECEIVED

FEB 10 2020

# Expense Report 2020

Employee Name: <b>James C. Crosland</b>		Date(s) of Travel: <b>03/05/20-03/06/20</b>	
Destination: <b>Tallahassee Community College</b>		Reason for Travel: <b>Meeting w/clients; bargaining</b>	
Client #: <b>25480.006</b>	Client Name: <b>Tallahassee Community College</b>		
<b>Description of Expenditure</b>	<b>Amount to be Reimbursed</b>	<b>Notes:</b> Top portion for 1 client only. When splitting costs between clients, complete top portion of form and show splits on bottom portion.	
Air Fare	\$483.80 ✓	Tape receipts to a sheet of paper (Being careful not to put tape over the writing on thermal paper) Meal Receipts must list names of all people attending meal. Mail form with original receipts to Accounting.	
Car Rental			
Gas			
Hotel Charges			
Hotel Meals			
Direct Charges Hotels			
Mileage .575 Mile	Total: \$0.00		
Meals*			
Parking			
Taxi			
Tolls		<b>Total Expenses</b> <b>Travel Total:</b> \$483.80 <b>Meals Total:</b> \$0.00 <b>Total Due to Employee:</b> \$483.80 <b>Total Billable to Client:</b> \$483.80	
Miscellaneous:			

Description of Miscellaneous Items: 

## Multiple Client Expense Section

Client Number	Client #:	Client #:	Client #:	Client #:
Destination/Reason for Travel				
<b>Description of Expenditure</b>	<b>Amount to be Reimbursed</b>	<b>Amount to be Reimbursed</b>	<b>Amount to be Reimbursed</b>	<b>Amount to be Reimbursed</b>
Air Fare				
Car Rental				
Gas				
Hotel Charges				
Hotel Meals				
Direct Charges Hotels				
Mileage .575 Mile	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00
Meals*				
Parking				
Taxi				
Tolls				
Miscellaneous				
<b>Travel Total:</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Meals Total:</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Due to Each Client</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Client Expenses:</b> \$0.00	<b>Prepared by:</b> Betty Ramirez		<a href="#">Click Here to Submit by Email</a>	
<b>Total Due to Employee:</b> \$0.00	<b>Date:</b> 2/4/20			



AA RECORD LOCATOR: AQSTQM



Get your boarding pass faster!  
Scan this barcode at any  
American Airlines Self-Service  
Machine.

Miami to Tallahassee <b>1 Adult</b> Thursday March 5, 2020 – Friday March 6, 2020			Total Paid: <b>\$483.80 USD</b>
AA Record Locator <b>AQSTQM</b> <small>Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.</small>		Reservation Name <b>MIA/TLH</b> Status: <b>Ticketed</b> Feb 03, 2020	
<b>American Airlines</b> <b>3663</b> <small>Operated by Envoy Air As American Eagle</small>	<b>Miami (MIA)</b> March 5, 2020 08:35 AM Travel Time : 1 h 35 m Class : Economy Seat : 13A	<b>Tallahassee (TLH)</b> March 5, 2020 10:10 AM Booking Code : N Plane Type : ER4	<b>Fare Amount</b>  <b>Adult</b> 1 × \$423.26 USD      \$423.26 USD
<b>AAdvantage® Benefits</b> Preferred Seats      \$0.00 USD Priority Access <sup>SM</sup> \$0.00 USD Same-Day Standby      \$0.00 USD			<b>Taxes &amp; Carrier-Imposed Fees</b>  Taxes      \$60.54 USD  Carrier-Imposed Fees      \$0.00 USD
<b>American Airlines</b> <b>3663</b> <small>Operated by Envoy Air As American Eagle</small>	<b>Tallahassee (TLH)</b> March 6, 2020 10:35 AM Travel Time : 1 h 20 m Class : Economy Seat : 5A	<b>Miami (MIA)</b> March 6, 2020 11:55 AM Booking Code : L Plane Type : ER4	<b>Flight Subtotal</b>  <b>\$483.80 USD</b>

Receipt

PASSENGER	TICKET NUMBER	FREQUENT FLYER NUMBER	FARE	Tax/Fee/Charge	TICKET TOTAL
CROSLAND, JAMES	0012113206612	MYD7334	\$423.26 USD	60.54	483.80
Payment Type: AMERICAN EXPRESS *****5007				<b>Total</b>	<b>\$483.80 USD</b>

Endorsements/Restrictions

CXL BY FLT TIME OR NOVALUE/NONREF/SVCCHGPLUSFAREDIF/

Terms and conditions:

If you've already begun travel, this receipt may only show portions of your trip not flown.

If your ticket involves travel outside the U.S., Canada, U.S. Virgin Islands or Puerto Rico and has been reissued, your ticket total may not include all taxes. Please contact Reservations for the correct total.

A summary of all the terms and conditions that apply to your travel are available on [aa.com/conditionsofcarriage](http://aa.com/conditionsofcarriage).