

October 21, 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 (August 2024 and September 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 \$4,115.00 for August 2024 and \$1,582.50 for September 2024.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: September 10, 2024
 Invoice No. 84285
 Client No. 25480.006

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

Purchase Order No. PO-021103

Statement of Legal Services

			Hours
08/13/2024	DMH	Draft emails to client and review reply	0.20
08/16/2024	DMH	Draft email to C. Stringer and review reply	0.10
08/19/2024	DMH	Prepare for and attend telephone conference with with client (C. Stringer, N. Davis, B. Wills)	0.90
08/20/2024	DMH	Analyze distance learning issues	0.30
08/23/2024	AA	Conduct research regarding distance learning - CBA provisions	1.80
08/26/2024	AA	Conduct research regarding distance learning - CBA provisions	2.60
08/26/2024	AA	Compile research findings regarding distance learning	2.30
08/26/2024	DMH	Review email	0.10
08/27/2024	DMH	Review Collective Bargaining Agreement provisions for other Colleges / distance learning	0.60
08/27/2024	DMH	Review and reply to emails	0.20
08/28/2024	DMH	Review and reply to emails from/to College	0.30
08/28/2024	DMH	Draft emails to Union and review replies	0.20
08/30/2024	DMH	Review and revise proposals for bargaining	2.10
Current Services			11.70
			\$2,925.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Ayla Arshad	6.70	\$250.00	\$1,675.00

Tallahassee Community College

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Denise M. Heekin 5.00 \$250.00 \$1,250.00

Payments

08/08/2024 Payment ACH rec'd 8/8/24 Invoices 83591, 83836 1,650.00
1,650.00

Total Current Work \$2,925.00
Previous Balance Due \$1,050.00
Balance Due \$3,975.00

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



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 Tallahassee, Florida 32304

Invoice Date: September 10, 2024
 Invoice No. 84284
 Client No. 25480.002

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

Statement of Legal Services

			Hours
08/02/2024	BRR	Review correspondence from AAA, pull arbitrator reports for same	0.20
08/02/2024	DMH	Review information from AAA / unit wide grievance	0.40
08/05/2024	DMH	Draft email to UFF / unit wide grievance	0.10
08/06/2024	DMH	Review correspondence / Department of Education requirements for distance learning	1.10
08/07/2024	DMH	Review Petition to Amend Certification and Order (AC-2024-041)	0.20
08/07/2024	DMH	Review and respond to email (AC-2024-041)	0.10
08/12/2024	DMH	Analyze arbitrator panel	0.80
08/12/2024	DMH	Review email and AAA form and reply	0.20
08/12/2024	DMH	Review email from UFF	0.10
08/12/2024	DMH	Telephone conference with opposing party (J. Baroody)	0.10
08/13/2024	BRR	Review docket (AC-2024-041)	0.10
08/13/2024	BRR	Review order directing response (AC-2024-041)	0.10
08/13/2024	BRR	Draft response to order directing response (AC-2024-041)	0.10
08/13/2024	DMH	Review Order and AC Petition	0.20
08/13/2024	DMH	Review letter from AAA	0.10
08/13/2024	DMH	Draft email to client about arbitration	0.20
08/13/2024	DMH	Draft email to AAA	0.10
08/14/2024	DMH	Review email from arbitrator and draft reply	0.10
08/14/2024	DMH	Draft email to client and review reply	0.10
08/16/2024	BRR	Finalize response to order directing response	0.20

Tallahassee Community College

Invoice Date: September 10, 2024
Invoice No. 84284
Client No. 25480.002

08/16/2024 DMH	Review filing	0.10
08/27/2024 BRR	Review Hearing Officer's Recommended Order (AC-2024-041)	0.10
08/27/2024 DMH	Review PERC Order	0.10
08/27/2024 DMH	Draft email to client / PERC Order	0.10

Current Services	5.00	\$1,190.00
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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	0.80	\$175.00	\$140.00

Total Current Work	\$1,190.00
Previous Balance Due	\$892.50
Balance Due	\$2,082.50

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Send wire transfers to Capital City Bank, ABA #063100688
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Thank you for your business



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

Invoice Date: October 4, 2024
 Invoice No. 84474
 Client No. 25480.006

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

Purchase Order No. PO-021103

Statement of Legal Services

			Hours
09/06/2024	DMH	Prepare and attend pre-bargaining meeting and bargaining	1.40
09/06/2024	DMH	Draft proposals for insertion into CBA	0.70
09/09/2024	BRR	Incorporate proposals into CBA draft for attorney review	1.10
09/10/2024	BRR	Make final revisions to strike and underlined CBA proposals	0.20
09/10/2024	DMH	Review CBA for ratification	0.80
09/10/2024	DMH	Draft email to client and review replies	0.10
09/10/2024	DMH	Review email from UFF	0.10
09/11/2024	DMH	Review emails and draft replies	0.10
09/11/2024	DMH	Draft email to Union	0.10
09/11/2024	DMH	Revise CBA	0.30
09/12/2024	BRR	Revise table of contents on CBA	0.10
09/12/2024	DMH	Review and reply to emails	0.30
09/12/2024	DMH	Revise CBA package for ratification	0.70
09/13/2024	BRR	Prepare clean final copy of CBA for execution by the parties	0.50
09/13/2024	DMH	Review email from UFF	0.10
Current Services			6.60
			\$1,507.50

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	4.70	\$250.00	\$1,175.00

Tallahassee State College

Invoice Date: October 04, 2024
Invoice No. 84474
Client No. 25480.006

Beatriz R. Ramirez 1.90 \$175.00 \$332.50

Total Current Work	<u>\$1,507.50</u>
Previous Balance Due	\$3,975.00
Balance Due	<u>\$5,482.50</u>

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Invoice Date: October 4, 2024
 Invoice No. 84473
 Client No. 25480.002

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

Statement of Legal Services

			Hours
09/11/2024	DMH	Review email from Arbitrator	0.10
09/23/2024	DMH	Review Final Order / AC-2024-041	0.10
09/23/2024	DMH	Draft email to client / AC-2024-041	0.10
Current Services			0.30
			\$75.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	0.30	\$250.00	\$75.00

Total Current Work	\$75.00
Previous Balance Due	\$2,082.50
Balance Due	\$2,157.50

Tallahassee State College

Invoice Date: October 04, 2024
Invoice No. 84473
Client No. 25480.002

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