

August 18, 2025

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 (July 2025)

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 \$2,352.50 for June and July 2025.

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: July 11, 2025
Invoice No. 86251
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	
06/10/2025 DMH Review proposals for bargaining	0.30	
06/10/2025 DMH Draft email to client	0.10	
06/12/2025 DMH Review and revise bargaining proposals	1.40	
06/12/2025 DMH Attend pre and post bargaining meeting and bargaining	1.40	
06/30/2025 DMH Review and reply to email	0.10	
Current Services	3.30	\$825.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	3.30	\$250.00	\$825.00

Payments

06/20/2025	Payment	ACH rec'd 6/20/25 Invoices 85778, 85976	777.50
			<u>777.50</u>

Total Current Work	<u>\$825.00</u>
Previous Balance Due	\$0.00
Balance Due	<u>\$825.00</u>

Tallahassee State College

Invoice Date:

July 11, 2025

Invoice No.

86251

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



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

Invoice Date: August 1, 2025
Invoice No. 86396
Client No. 25480.002

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

Statement of Legal Services

			Hours	
07/07/2025	DMH	Review information from AAA about arbitrators	0.60	
07/07/2025	DMH	Review CBA	0.20	
07/07/2025	DMH	Draft email to UFF	0.10	
07/08/2025	DMH	Review documents from AAA	0.30	
07/08/2025	DMH	Review emails from UFF to AAA and reply	0.10	
07/08/2025	DMH	Review information on arbitrators	0.40	
07/10/2025	DMH	Review arbitrator information	0.60	
07/10/2025	DMH	Draft email to UFF / old grievance	0.10	
07/14/2025	DMH	Review email from UFF about grievances	0.10	
07/15/2025	DMH	Draft email to UFF / grievance	0.10	
07/22/2025	DMH	Review information on arbitrators	0.40	
07/28/2025	BRR	Draft email to J. Melendez at AAA regarding rejection of second panel and review various replies	0.20	
07/28/2025	BRR	Review and compare list of Arbitrators to past lists	0.10	
07/28/2025	DMH	Draft email regarding panel	0.20	
07/28/2025	DMH	Review and reply to emails from AAA	0.30	
07/28/2025	DMH	Review Arbitrator list	0.30	
07/30/2025	DMH	Draft email to UFF and review replies	0.20	
07/31/2025	DMH	Review and reply to email from UFF	0.10	
Current Services			4.40	\$1,077.50

Tallahassee State College

Invoice Date:

August 01, 2025

Invoice No.

86396

Client No.

25480.002

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	4.10	\$250.00	\$1,025.00
Beatriz R. Ramirez	0.30	\$175.00	\$52.50

Expenses Incurred

06/30/2025 Check issued to: American Arbitration Association, Inc. for arbitration services	375.00
Thru 07/31/2025	<u>\$375.00</u>

Total Current Work	<u>\$1,452.50</u>
Previous Balance Due	\$75.00
Balance Due	<u>\$1,527.50</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



AMERICAN
ARBITRATION
ASSOCIATION*

INTERNATIONAL CENTRE
FOR DISPUTE RESOLUTION*

APPROVED

By BRamirez at 11:43 am, 7/9/25

25480.002

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

Invoice

Representing: Tallahassee Community College

Re: UFF-TSC

-and-

Tallahassee Community College

Grievance: The administration has newly imposed a requirement that faculty must be physically present on campus for one hour per each online class taught in the summer, regardless of prior approval to instruct from an alternate location. This requirement is revoking a lengthy, well-established past practice of allowing faculty the flexibility to teach online summer courses from off-campus locations. There is no language in the current Collective Bargaining Agreement (CBA) (2024-2025) that specifically mandates such a practice. The unilateral imposition of this requirement represents a violation of the established bargaining process and fair labor practices.

Invoice Date
30-Jun-2025
Invoice Balance
\$375.00
Case #
01-25-0002-8528-2-JM

Case Manager: Julia Melendez

JuliaMelendez@adr.org

Pay PIN: 12308559

Unless instructed otherwise, invoice balance due upon receipt.

Bill Line Date	Bill Line #	Description	Due Date	Amount
30-Jun-2025	14315849	Initial Administrative Fee	30-Jun-2025	\$375.00
Net Due Amount				\$375.00



Invoice Date
30-Jun-2025
Invoice Balance
\$375.00
Case #
01-25-0002-8528-2-JM

Case Manager: Julia Melendez

JuliaMelendez@adr.org

Pay PIN: 12308559

Unless instructed otherwise, invoice balance due upon receipt.

Payment Options

Paying by Credit Card or eCheck - (Preferred method for quickest receipt of payment)

To pay with a credit card or eCheck online, go to www.adr.org, click on "**File or Access your Case**" and then select "**Quick Pay an Invoice**" and use this **Pay PIN: 12308559**. Please note that, beginning October 2022, where permitted by law, a 2.6% processing fee will be assessed on payments made by credit card; all such processing fees are non-refundable, regardless of whether AAA fees or compensation or expense deposits are later refunded in full or in part. Please note that we no longer accept the American Express card. **There is no processing fee for payments made by echeck or debit cards.**

Wire Transfer

As information transmitted by the bank is often truncated due to limited space, please email your reference information (Case #/Bill Line #/Program #/Party Name) with the date and amount of your wire, to ensure that your payment is credited promptly and correctly (e.g. 011400021841 P1 or #1234567 P2 or EDU1234). Please email as follows:

For active cases: send to your AAA case representative and corpfinance@adr.org

For new filings (where your case number is not known): send to casefiling@adr.org and corpfinance@adr.org

FOR WIRES / ACH / EFT

Name of Bank: Bank of America

Address: One Bryant Park, 115 W 42nd St, New York, NY 10036, USA

Account Name: American Arbitration Association Inc

Account Number: 483094342498

ABA/Transit Number: 021000322

Wire Transit Number: 026009593

Reference: Case # and Bill Line #/Party Name; or Program # (as applicable)

Swift Code/BIC: BOFAUS3N

Note: Please take steps to ensure that your bank does in fact wire the entire amount to our account. From time to time, certain banks will keep a portion of the wire transfer for their own service fee, leaving a balance due to the AAA/ICDR.

Paying by Check

Please return this page with your payment made payable to the **American Arbitration Association** (Please indicate the Case# on the check) and forward to the full address below including the exact lockbox number to avoid any untimely postal returns.

Bank of America Lockbox Services
American Arb Assoc **845299**
1950 N. Stemmons Freeway, Suite 5010
Dallas, TX 75207