TALLAHASSEE STATE COLLEGE

444 Appleyard Dr.
Tallahassee, FL 32304
(850) 201-6200 | tsc.fl.edu

October 20, 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 (September 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 $1,292.50 for September 2025.

Recommended Action
Authorize payment of invoices as presented.

Bryant Miller Olive

Barbara K. Wills Chief Business Officer, Vice President for Administrative Services Tallahassee State College 444 Appleyard Drive Tallahassee, Florida 32304	Invoice Date: October 3, 2025 Invoice No. 86776 Client No. 25480.006

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

Purchase Order No. PO-023898

Statement of Legal Services

			Hours
09/02/2025	DMH	Review and reply to email from UFF	0.10
09/02/2025	DMH	Draft email to client and review replies	0.10
09/08/2025	DMH	Review and reply to email / information for UFF	0.10
09/09/2025	DMH	Draft email to client and review reply	0.10
09/09/2025	DMH	Review and reply to email from UFF regarding request for information	0.10
09/10/2025	BRR	Review email scheduling Arbitration / summer 01-25-0002-8528	0.10
09/10/2025	DMH	Review and reply to emails regarding request for information	0.10
09/11/2025	DMH	Draft email to client / UFF proposals	0.10
09/11/2025	DMH	Telephone conference with client (B. Wills) / UFF request for information	0.10
09/11/2025	DMH	Review information from College	0.10
09/12/2025	DMH	Review B. Wills information, prepare response for UFF, and draft email to client	0.50
09/15/2025	DMH	Review email from UFF and reply	0.10
09/15/2025	DMH	Draft email to client regarding request for information	0.10
09/16/2025	DMH	Review and reply to email from client	0.10
09/24/2025	BRR	Prepare documents for attorney review	0.20
09/24/2025	DMH	Review and reply to emails	0.10

09/24/2025	DMH	Review information provided by College / request for information	0.40	
09/25/2025	DMH	Review documents from College regarding request for information	0.60	
09/26/2025	DMH	Draft revisions to Article 23 Wages	0.30	
09/26/2025	DMH	Draft email to UFF / bargaining proposal	0.10	
09/26/2025	DMH	Prepare for and attend pre-bargaining meeting and bargaining	1.60	
09/26/2025	DMH	Draft email to UFF / response to request for information	0.10	
09/29/2025	DMH	Review email from Union	0.20	
		Current Services	5.40	$1,327.50

Recapitulation

Timekeeper	Hours	Rate	Total
Denise M. Heekin	5.10	$250.00	$1,275.00
Beatriz R. Ramirez	0.30	$175.00	$52.50

Total Current Work	$1,327.50
Previous Balance Due	($410.00)
Balance Due	$917.50

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

Bryant Miller Olive

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

Invoice Date:	October 3, 2025
Invoice No.	86775
Client No.	25480.002

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

Statement of Legal Services

			Hours	
09/02/2025	DMH	Review letter from AAA and reply	0.20	
09/02/2025	DMH	Draft email to client and review replies	0.10	
09/04/2025	DMH	Review email from client	0.10	
09/10/2025	DMH	Review and reply to email from AAA / summer hours	0.20	
09/10/2025	DMH	Review correspondence from AAA / summer hours	0.20	
09/10/2025	DMH	Review email from AAA / location grievance	0.10	
09/12/2025	DMH	Review email from UFF regarding office location grievance	0.10	
09/16/2025	DMH	Review and reply to email from client regarding policies	0.10	
09/25/2025	DMH	Telephone conference with client regarding faculty policies	0.40	
		Current Services	1.50	$375.00

Recapitulation

Timekeeper	Hours	Rate	Total
Denise M. Heekin	1.50	$250.00	$375.00

Payments

09/19/2025	Payment	ACH rec'd 9/19/25 Inv 86583	375.00
			375.00

Total Current Work	$375.00
Previous Balance Due	$0.00
Balance Due	$375.00

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