

April 20, 2026

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 (March 2026)

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 \$5,412.50 for March 2026.

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: April 2, 2026
Invoice No. 87899
Client No. 25480.002

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

Statement of Legal Services

| | Hours |
|--|-------|
| 03/04/2026 DMH Review and reply to email from arbitrator | 0.10 |
| 03/05/2026 BRR Draft email to client (C. Stringer, N. Davis) regarding arbitration | 0.10 |
| 03/05/2026 DMH Review and reply to arbitrator | 0.10 |
| 03/05/2026 DMH Review email from UFF | 0.10 |
| 03/05/2026 DMH Review Notice from arbitrator | 0.10 |
| 03/25/2026 BRR Review and respond to email from UFF | 0.10 |
| 03/25/2026 BRR Prepare exhibits for Arbitrator | 0.40 |
| 03/25/2026 BRR Draft email to J. Baroody, M. Balinsky | 0.10 |
| 03/25/2026 BRR Review email from Arbitator Charles | 0.10 |
| 03/25/2026 DMH Review and reply to email from arbitrator | 0.10 |
| 03/25/2026 DMH Review exhibits for arbitration | 2.10 |
| 03/25/2026 DMH Draft emails and review replies to/from UFF | 0.20 |
| 03/26/2026 BRR Prepare exhibits to be used at prep meeting with client | 0.60 |
| 03/26/2026 DMH Prepare exhibits for arbitration | 0.30 |
| 03/27/2026 BRR Prepare exhibits for UFF | 0.20 |
| 03/27/2026 BRR Draft email to UFF, review response | 0.10 |
| 03/27/2026 BRR Prepare exhibits for arbitration | 0.10 |
| 03/27/2026 DMH Review information from client | 1.10 |
| 03/27/2026 DMH Prepare for and attend Zoom meeting to prepare for arbitration | 2.00 |
| 03/27/2026 DMH Review and revise exhibits | 0.40 |
| 03/28/2026 DMH Prepare for arbitration | 0.70 |

Tallahassee State College

Invoice Date: April 02, 2026
Invoice No. 87899
Client No. 25480.002

| | | | | |
|-------------------------|-----|---|--------------|-------------------|
| 03/30/2026 | BRR | Review and respond to email from J. Baroody regarding exhibits | 0.10 | |
| 03/30/2026 | BRR | Prepare and send Employer's Appearance Form | 0.10 | |
| 03/30/2026 | BRR | Finalize exhibits | 1.80 | |
| 03/30/2026 | BRR | Draft email to Arbitrator J. Charles and review response regarding exhibits | 0.10 | |
| 03/30/2026 | BRR | Prepare Union's exhibits for attorney's use at hearing | 0.20 | |
| 03/30/2026 | DMH | Prepare for arbitration | 1.90 | |
| 03/30/2026 | DMH | Review appearance sheet from Union | 0.10 | |
| 03/31/2026 | BRR | Prepare exhibits | 1.40 | |
| 03/31/2026 | DMH | Prepare for arbitration | 5.60 | |
| 03/31/2026 | DMH | Attend zoom preps for arbitration with witness (x2) | 2.90 | |
| Current Services | | | 23.30 | \$5,412.50 |

Recapitulation

| <u>Timekeeper</u> | <u>Hours</u> | <u>Rate</u> | <u>Total</u> |
|--------------------|--------------|-------------|--------------|
| Denise M. Heekin | 17.80 | \$250.00 | \$4,450.00 |
| Beatriz R. Ramirez | 5.50 | \$175.00 | \$962.50 |

Payments

| | | | |
|------------|---------|-------------------------|--------|
| 03/30/2026 | Payment | ACH rec'd Invoice 87692 | 960.00 |
| | | | <hr/> |
| | | | 960.00 |

| | | |
|----------------------|-------|------------|
| Total Current Work | <hr/> | \$5,412.50 |
| Previous Balance Due | | \$0.00 |
| Balance Due | | <hr/> |
| | | \$5,412.50 |

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