

ADDENDUM  
to the

MEMORANDUM OF UNDERSTANDING

between the

UNIVERSITY OF FLORIDA  
INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES

and

THE DISTRICT BOARD OF TRUSTEES OF  
PENSACOLA JUNIOR COLLEGE, FLORIDA

together with the  
George A. Smathers Libraries  
University of Florida

and

The Learning Resource Center  
Pensacola Junior College--Milton Campus

PURPOSE:

This addendum extends the Memorandum of Understanding developed by the Institute of Food and Agricultural Sciences, University of Florida and the District Board of Trustees of Pensacola Junior College, executed in January, 1995, to more fully define responsibilities for providing library services in support of the University of Florida instructional program being offered at the Pensacola Junior College--Milton Campus.

LIBRARY SUPPORT:

The January, 1995, Memorandum of Understanding states that "non program support staff (janitorial, library, etc.) shall be the responsibility of PJC." Library support is further defined as including collection development, acquisition of selected materials, cataloging selected materials, circulating and housing selected materials, collection management, and providing reference and interlibrary loan services.

Collection development is defined as establishing procedures for soliciting and receiving library material requests in any format for addition to the PJC Learning Resources Center (hereafter-PJCLRC) collection from University of Florida faculty teaching courses in the UF/PJC cooperative program.

Acquisition of selected material in any format is defined as acting in reasonable time to order materials in any format requested by University of Florida faculty teaching courses in the UF/PJC cooperative program. Acquisitions will be encumbered, paid, and accounted out of a separate account, established by contract, between IFAS and PJC. PJCLRC will be expected to provide a list of materials acquired and the total expended from time to time but usually on the completion of a fiscal year, which is defined as including purchases made between July 1 through June 30. No responsibility will be assumed by PJCLRC to order materials which exceed the funds available in the acquisitions account or to order materials in a format which can not be supported by PJCLRC.

C: Dr. Kay rap.  
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Benson

9-12-02  
C: Martin Gonzalez  
02-01-04  
C: Keith Samuels

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Cataloging is defined as creating bibliographic records according to standards established by OCLC within a reasonable amount of time for materials acquired through the fund and making these records accessible to the faculty and students through public access catalogs. PJCLRC may classify materials acquired by whichever classification system it currently employs. PJCLRC will maintain these bibliographic records so that they represent a valid inventory of materials actually available in the collection.

Circulating and housing selected materials is defined as marking and placing materials acquired through this program in the PJCLRC collection, providing circulation services, which include placing materials on reserve if so requested, recalling materials needed or overdue, and replacing returned materials in the collection within a reasonable period of time.

Collection management is defined as curating material within the collection. PJCLRC will assume responsibility for withdrawing material no longer considered useful or worn out and notifying UF faculty associated with the cooperative program of missing materials. PJCLRC will work closely with the University of Florida faculty teaching courses in the UF/PJC cooperative program to ensure the current collection responds to the academic program needs. PJCLRC will cooperate with the University of Florida faculty teaching courses in the UF/PJC cooperative program to provide budget requests for the upcoming fiscal year which adequately support current acquisitions.

Reference and interlibrary loan services is defined as reasonable service to assist the students and faculty associated with the cooperative program to access needed information and collections in any format. Since the faculty and students will be qualified to use the University of Florida Libraries, the PJCLRC will maintain and make accessible to these students and faculty computer access capable of providing remote services to University of Florida information resources. Costs, but not equipment costs, associated with "connectivity" may be charged against the acquisitions fund.

PJCLRC, in cooperation with the George A. Smathers Libraries Interlibrary Loan Unit, will establish procedures through which interlibrary lending privileges accorded to University of Florida faculty and students will be available to the students and faculty associated with the UF/PJC program.

#### OTHER SERVICES AND POLICIES

Other Services normally provided by PJCLRC to students and faculty but not incorporated into this agreement will be provided by PJCLRC to the students and faculty associated with the UF/PJC cooperative program.

Generally, the policies and procedures promulgated by PJCLRC will apply to the UF/PJC faculty and students. Specific exemptions from PJCLRC policies and procedures will be negotiated directly between the PJCLRC and the UF faculty associated with the cooperative program. All exemptions granted will be documented.

#### BUDGET

The University of Florida IFAS program has established a budget line to sustain acquisition of library materials for the cooperative program. Based on an annual budget review, funds in support of the program will be transferred to PJCLRC from IFAS by contract. The funds actually made available will be negotiated yearly based on recommendations made by the PJCLRC in cooperation with the UF faculty associated with the cooperative program.



EVALUATION

Evaluation will be ongoing. At least once a year, the head of the PJCLRC will meet with the designated representative of the UF/PJC cooperative program to determine achievements and what problems exists between the PJCLRC and the UF/PJC cooperative program. At this meeting a recommended budget for acquisitions for the subsequent year will be determined and whether amendments should be made to this agreement.

AMENDMENTS

Recommended amendments will be made in writing to the parties signing this addendum and confirmed by the parties involved prior to being implemented.

TERMINATION OF THE PROGRAM

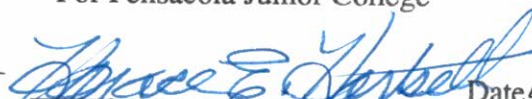
Cessation of the UF/PJC cooperative instruction program will automatically result in the cessation of this addendum. In this case, all materials acquired by PJCLRC in support of the cooperative program will be retained by PJCLRC.

For the University of Florida


For Pensacola Junior College

  
John V. Lombardi  
President

Date 5-22-95

  
Horace E. Hartsell  
President

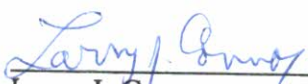
Date 4/28/95

  
James N. Davidson  
Vice President for Agriculture  
and Natural Resources

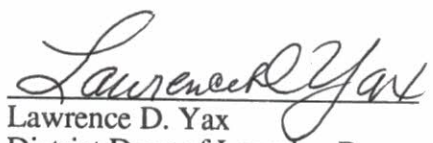
Date 5/9/95

  
Richard A. Bedics  
Provost of Milton Campus

Date 5/1/95

  
Larry J. Connor  
Dean, College of Agriculture

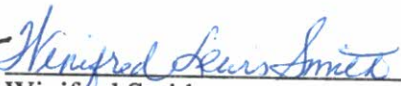
Date 5/5/95

  
Lawrence D. Yax  
District Dean of Learning Resources


Date 4-28-95

  
Dale B. Canelas  
Director of Libraries

Date 4/19/95

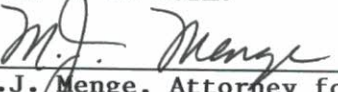
  
Winifred Smith  
Head, Learning Resources Center

Date 4/28/95

  
Hugh A. Peacock  
West Florida Research and  
Education Center (Jay)

Date 5/6/95

Approved as to Form:

By:   
M.J. Menge, Attorney for  
Pensacola Junior College

APPROVED AS TO FORM AND LEGALITY

  
OFFICE OF THE GENERAL COUNSEL



**MEMORANDUM OF UNDERSTANDING**

**Between the**

**UNIVERSITY OF FLORIDA -  
INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES**

**and**

**THE DISTRICT BOARD OF TRUSTEES OF  
PENSACOLA JUNIOR COLLEGE, FLORIDA**

**THIS MEMORANDUM OF UNDERSTANDING** is made and entered into by and between the University of Florida, Institute of Food and Agricultural Sciences (hereinafter referred to as "UF/IFAS"), and The District Board of Trustees of Pensacola Junior College, Florida (hereinafter referred to as "PJC").

**I. Philosophical Intent**

The primary objective of this Memorandum of Understanding is to describe and define the cooperative efforts between UF/IFAS and PJC for the formal degree programs to be provided by the UF/IFAS on PJC's Milton Campus. This Memorandum of Understanding addresses such relevant items as the curricula, staffing, budget and finance, administration, and other coordination issues associated with the provisions of the cooperative teaching program.

**II. Curricula.**

A. The curricula, in initial order of priority, will be the Natural Resource Conservation and Horticultural Sciences (Environmental Horticulture option) majors. Admissions to these two majors and the granting of degrees will be the prerogative of the University of Florida. Normal UF/IFAS admissions procedures in place for transfer

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students will be utilized in determining admissions to the programs.

- B. The UF/IFAS faculty shall teach the basic professional courses relating to these two majors at PJC's Milton Campus. Students shall be required to complete all necessary prerequisites and lower division courses. UF/IFAS shall accept credit towards such prerequisites or lower division courses if completed at a state university system institution or community college, but UF/IFAS does not guarantee the availability of such courses. General education lower division courses relating to these two majors shall generally be taken at PJC. Supporting upper division courses for these two majors may be taken at the University of West Florida.

### III. Staffing

- A. Staffing for the UF/IFAS teaching program on PJC's Milton Campus shall be the responsibility of UF/IFAS. Teaching will be provided by tenure accruing UF/IFAS faculty.
- B. The UF/IFAS teaching resources at PJC may be increased by involving UF/IFAS faculty with Agricultural Experiment Station (AES) and Cooperative Extension Services (CES) appointment(s) in the teaching program at Milton; thereby adding teaching expertise from the AES/CES faculty located at the West Florida Research and Education Center (Jay), or other UF/IFAS sites in West Florida.
- C. Adjunct professorial status may be granted by UF/IFAS to



selected PJC faculty, following review by appropriate departments at UF/IFAS in Gainesville.

- D. All personnel management issues relating to UF/IFAS faculty and staff at PJC shall be the responsibility of appropriate UF/IFAS administrators.
- E. Any expansions in UF/IFAS faculty/staff necessitated by program growth will be negotiated between UF/IFAS and PJC.
- F. Nonprogram support staff (janitorial, library, etc.) shall be the responsibility of PJC.

IV. Administration

- A. The Center Director from the nearby West Florida Research and Education Center (Jay) shall serve as the overall administrative officer for all Jay and PJC based UF/IFAS faculty and staff. The Center Director shall be responsible for handling all necessary fiscal, personnel, and other logistical matters related to the program.
- B. One UF/IFAS faculty member at PJC will be designated as the teaching coordinator for the program. This individual shall have a specified percentage of his/her time allocated to coordination and liaison activities, such as participation in administrative meetings with the Provost of PJC's Milton Campus, class scheduling, and other appropriate academic administration functions.
- C. The teaching coordinator shall maintain regular liaison with the relevant Department Chair/Directors at the

UF/Gainesville campus offering similar teaching programs. UF/Gainesville Chairs/Directors, in cooperation with the Center Directors, will be responsible for periodic review and evaluation of the teaching programs. The teaching coordinator shall also work closely with the Assistant Dean for Undergraduate Programs at UF/IFAS on matters of recruitment, admissions, graduation certification, counseling and job placement.

- D. The Center Director and faculty teaching coordinator shall work with the Provost of PJC's Milton Campus (or his/her designated representative) in coordinating such administrative details or problems as needed.

V. Budget and Finance

- A. UF/IFAS shall be responsible for the personnel costs of faculty, technical and clerical support hired by the University in support of the teaching program. UF/IFAS shall also be responsible for the costs of teaching and laboratory supplies and specialized library resources, associated with the program.
- B. PJC shall be responsible for the operations and maintenance of the physical facilities constructed by PJC on its Milton Campus in which the classrooms, laboratory space and offices utilized to support the programs are located. PJC shall not be responsible for the operating and maintenance costs of any facilities associated with the program which were not paid for and constructed by

PJC and carried in PJC's facilities inventory.

- C. UF/IFAS shall be responsible for the operating and maintenance costs of those facilities associated with the program constructed by UF/IFAS and carried in UF/IFAS's facilities inventory. UF/IFAS shall not be responsible for the operating and maintenance costs of any facilities associated with the program which were not paid for and constructed by UF/IFAS and carried in UF/IFAS's facilities inventory.
- D. Special budget requests, those outside the normal budget process, shall be jointly developed and requested by UF/IFAS and PJC.
- E. The Center Director and the Provost of PJC's Milton Campus shall meet annually to review previous expenditures, and prepare any special budget requests and plans for the ensuing year.

VI. Physical Facilities

The physical facilities on PJC's Milton Campus to be utilized in the programs are:

- A. The Natural Resources Studies Building (Building 4800) which was completed in May, 1992. This building houses two horticultural laboratories, one forestry laboratory, one environmental science laboratory, one biology laboratory, and seven classrooms.
- B. The Natural Resources Studies Office Building (Building 4900) which includes five faculty offices for UF/IFAS



faculty.

- C. A greenhouse which PJC will have constructed by no later than August 15, 1995, at a cost of approximately \$300,000.00, including architectural fees and site preparation.
- D. Turf grass plots to be constructed by UF/IFAS. UF/IFAS shall construct and maintain the turf grass plots ("the plots") required for use in the Natural Resource Conservation and Horticultural Sciences program at PJC. Construction and maintenance shall include site preparation (including fumigation and fertilization), purchase and installation of irrigation equipment, purchase of plants (grass), and planning and establishment of plots. In addition, UF/IFAS shall maintain the plots in a manner suitable to carry out the research and teaching contemplated by this Agreement.
- (1) The plots shall at all times be owned by UF/IFAS.
  - (2) PJC shall pay UF/IFAS the sum of \$150,000.00, upon request, to be used exclusively for the initial construction and maintenance of the plots.
  - (3) UF/IFAS shall commence construction of the plots within sixty (60) days from the date of its receipt of the aforesaid \$150,000.00 from PJC. The plots shall be suitable for use within one-hundred twenty (120) days from the date of the commencement of the construction.

- (4) During the term of this Agreement, the plots shall be used exclusively for the benefit of students and faculty of the joint Natural Resource Conservation and Horticultural Sciences program at PJC; provided, however, that faculty and staff at the University of Florida Research and Education Center may utilize the plots for research, observation and demonstrations so long as such use does not interfere with or otherwise prevent previously scheduled uses of the plots in the aforesaid PJC programs. In the event of conflict as to schedules, the joint programs at PJC shall have priority of use.
5. If this Agreement is terminated for any reason prior to UF/IFAS completing construction of the plots, UF/IFAS shall account for all funds received from PJC and shall pay over to PJC that amount not expended toward construction of the plots as of the effective date of termination. If termination of this Agreement occurs after the plots are completely constructed, UF/IFAS shall not be required to refund any portion of the aforesaid \$150,000.00 received from PJC for construction of the plots.

VII. Sequence in Scheduling

- A. The UF/IFAS Natural Resource Conservation Program shall

be initiated no later than the Spring Term beginning January, 1995, and the Environmental Horticultural Program will begin no later than the Fall Term beginning August 1995, unless the supporting infrastructure is not in place at that time to initiate the program.

- B. Course scheduling associated with the UF/IFAS programs will be coordinated with course offerings and the scheduling sequence at PJC's Milton Campus.

VIII. Overall Coordination between UF/IFAS and PJC

- A. The Dean of the College of Agriculture at UF/IFAS and the Provost of PJC's Milton Campus shall be responsible for overall coordination between the two institutions. Any administrative problems which might arise will be addressed by these two officials.
- B. At least one meeting shall be held annually to discuss coordination and any problems which might arise. Special meetings may be called at other times by joint concurrence between the two aforementioned officials.

IX. General Provisions

- A. This agreement shall take effect when executed on behalf of UF/IFAS and PJC.
- B. This Memorandum of understanding may be cancelled by either party after the giving of reasonable notice in writing to the other party, provided that if UF/IFAS elects to cancel the programs covered by this Memorandum of Understanding, UF/IFAS shall continue the programs in



existence as of the date of the giving of notice for a period of time sufficient for those students enrolled on a fulltime basis in the programs to complete the programs at PJC's Milton Campus.


C. This Memorandum of Understanding is hereby agreed to by the parties named below.

**UNIVERSITY OF FLORIDA**


**THE DISTRICT BOARD OF TRUSTEES  
OF PENSACOLA JUNIOR COLLEGE,  
FLORIDA**


  
\_\_\_\_\_  
**JOHN V. LOMBARDI**  
President  
Date 1-3-95


  
\_\_\_\_\_  
**HORACE E. HARTSELL**  
President  
Date 1-17-95

  
\_\_\_\_\_  
**JAMES M. DAVIDSON**  
Vice President for Agriculture  
and Natural Resources  
Date 12/21/94

  
\_\_\_\_\_  
**DOUGLAS WORLEY**  
Provost of Milton Campus  
Date 1-17-95

  
\_\_\_\_\_  
**LARRY J. CONNOR**  
Dean, College of Agriculture  
Date 12/20/94

Approved as to Form:  
By:   
\_\_\_\_\_  
M.J. Menge, Attorney  
Pensacola Junior College

  
\_\_\_\_\_  
**H. A. PEACOCK**  
West Florida Research  
and Education Center (Jay)  
Date 12/27/94