MEMORANDUM OF AGREEMENT

The requirement for "Building Monitors" to be provided by educational institutions utilizing classrooms at Eglin Air Force Base for the provision of educational services to military and military-related personnel, having been established by the Air Force as a requirement for the use of such space, the below named institutions agree as follows:

1. Building monitors shall be utilized to perform the tasks detailed in the attached Position Description. (Attachment 1)

2. Employment of two part-time building monitors during the period of 7/1/05 through 6/30/06 shall be by Okaloosa-Walton College on behalf of all the educational institutions utilizing classroom space at Eglin Air Force Base.

3. Compensation for these building monitors shall be based on the current applicable OWC salary schedule. Benefits applicable to similarly employed part-time personnel shall accrue to these building monitors.

4. Each institution utilizing or benefiting from the services of these building monitors shall reimburse Okaloosa-Walton College for the pro-rata portion of the costs for these monitors, such pro-rata amounts being fixed at the beginning of the fiscal year on the basis of classroom and related space assigned to each institution. Percentages for the 2005-2006 year have been calculated as indicated on the Attachment 2. The reimbursement to OWC shall cover basic salary, all applicable fringe benefits paid to the employee and to others on behalf of the employee, and any future expenses for unemployment compensation and/or worker's compensation, regardless of the time at which such payments may occur. Reimbursement shall be monthly, on the basis of invoices issued by OWC and forwarded to the address shown on Attachment 4.

5. To the extent allowed by law, each of the parties executing this Agreement agrees to hold the other harmless from any claim, liability, loss or damage to any of their equipment or personal property which may occur during the term of the employment of the building monitors, so long as the building monitors are performing in accordance with Attachment 1, Position Description.

6. OWC assumes no liability or responsibility for any negligent or intentional act or failure to act, nor any loss, damage, liability or claim thereof, for any person who is not an employee at OWC. Each party shall be solely responsible for all loss, liability, claim or damage caused by any negligent or intentional act or failure to act of its own employees, students or independent contractors, while acting within the scope of their employment.

OWC does not accept liability for injury to any person or property caused by the condition of the facility or the property surrounding the facility, whether the condition is latent or patent.

The parties recognize that OWC is a public entity entitled to the privilege of sovereign immunity except to the extent it has been waived in accordance with Florida Statutes 768.28.

7. As the employing institution, OWC assumes full responsibility for supervision of the building monitors. Utilization of the service of these persons by the participating institutions shall be scheduled through the OWC Eglin Center Director. Problems encountered with the services of the building monitors shall be brought to the attention of the OWC Eglin Center Director for resolution.

ENTERED INTO THIS __________ DAY OF _____________________ 2005
ATTACHMENT 1

OKALOOSA-WALTON COLLEGE
Position Description
Part Time

Position Title: Building Security Monitor
Location: Building 251 Eglin AFB, Florida
Immediate Supervisor: Director, Eglin Center

Approved by Principal Administrator: ________________________________
Date: ________________________________

Duties and Responsibilities: In compliance with approved Policies and Procedures, be accountable to the designated supervisor and be responsible to the following:

1. Assist in maintaining security and safety in Building 251 and any designated buildings during hours of duty. Call the Security Police (882-2502) in case of altercations or other incidents. Employee is expected to remain in the work area for the entire shift. Meals may be eaten in the work area. Normal duty hours are:
   a. 0500pm – 1030pm Monday – Thursday
   b. 0430pm – 1030pm Friday
   c. 0730am – 0130pm Saturday
   d. Other times as required and coordinated

2. At the beginning of each shift, building monitor will unlock the exterior doors to building 251 and any designated building. Turn lights on as required and needed. Inspect classrooms and ensure that they are ready for classes.

3. Inventory audiovisual equipment as authorized in writing by Education Services or the owning Institution.

4. Issue audiovisual equipment as authorized, in writing, by Education Services or the owning Institution. Move audiovisual equipment (on carts) from one classroom to another when requested in writing by the owning Institution. Return audiovisual equipment to proper storage location.

5. Maintain an information center in building 251, located in room 127. Keep a listing of all classes being taught and classroom locations.
   a. Answer the telephone at the information center. Attempt to deliver messages identified by the caller as ‘emergency’ to the student. Deliver messages deemed as “emergency” when requested by the OWC/UWF office monitor. Call the Security Police Desk Sergeant (882-2502) for assistance in delivering emergency messages to teaching locations outside Building 251.
   b. Direct students to classrooms. Do not send any visitor to a classroom.
   c. Maintain lost and found box in Room 127. Pick up books, clothing, keys, etc. left in classrooms and store them in Room 127.
   d. No One (including instructors) is allowed access to closed school offices without prior permission of the school staff.

6. At least twice during each session make a walk-through inspection of all buildings in use. Report any emergency building maintenance problems to Civil Engineering (882-3177) immediately; then call the designated Education Services official. Record cases of vandalism or facilities damage that does not need immediate attention in the monitor’s log. Make a written report on any discrepancies to the Education Services official so that corrective action may be taken.
7. Turn on exterior lights at each door as needed and in patio area.

8. Erase white boards and leave classrooms in order. Ensure classroom furniture is aligned, trash placed in the trash can, projector screens raised, etc., at the end of each shift.

9. Monitor out-of-classroom behavior of students and visitors. If the noise level is disturbing classes, ask the student(s) to move outside.

10. No personal business is to be conducted and no unauthorized guests or visitors are permitted while on duty.

11. Perform the following at the conclusion of all classes or at 10:00pm:
   a. Secure all windows
   b. Turn off all interior room lights
   c. Check rooms for security – unplug equipment
   d. Ensure building is vacant (to include restrooms)
   e. Lock all exterior doors

Minimum and maximum education skill(s) or experience requirements:

1. High school diploma or its equivalent
2. Ability to “meet people”, give instructions, and answer questions
3. Physically able to push equipment carts from one classroom to another.

I have read and understand my duties and responsibilities as outlined above.

_________________________________________   __________________________
Name (Printed)                                      Date

_________________________________________
Signature
ATTACHMENT 1

OKALOOSA-WALTON COLLEGE
Position Description
Part Time

Position Title: Building Security Monitor
Location: Building 251 Eglin AFB, Florida
Immediate Supervisor: Director, Eglin Center

Approved by Principal Administrator: ___________________________
Date: ___________________________

Duties and Responsibilities: In compliance with approved Policies and Procedures, be accountable to the designated supervisor and be responsible to the following:

1. Assist in maintaining security and safety in Building 251 and any designated buildings during hours of duty. Call the Security Police (882-2502) in case of altercations or other incidents. Employee is expected to remain in the work area for the entire shift. Meals may be eaten in the work area. Normal duty hours are:
   a. 0500pm – 1030pm Monday – Thursday
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   c. 0730am – 0130pm Saturday
   d. Other times as required and coordinated

2. At the beginning of each shift, building monitor will unlock the exterior doors to building 251 and any designated building. Turn lights on as required and needed. Inspect classrooms and ensure that they are ready for classes.

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   b. Direct students to classrooms. Do not send any visitor to a classroom.
   c. Maintain lost and found box in Room 127. Pick up books, clothing, keys, etc. left in classrooms and store them in Room 127.
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6. At least twice during each session make a walk-through inspection of all buildings in use. Report any emergency building maintenance problems to Civil Engineering (882-3177) immediately; then call the designated Education Services official. Record cases of vandalism or facilities damage that does not need immediate attention in the monitor's log. Make a written report on any discrepancies to the Education Services official so that corrective action may be taken.
1. Turn on exterior lights at each door as needed and in patio area.
2. Erase white boards and leave classrooms in order. Ensure classroom furniture is aligned, trash placed in the trash can, projector screens raised, etc., at the end of each shift.
3. Monitor out-of-classroom behavior of students and visitors. If the noise level is disturbing classes, ask the student(s) to move outside.
4. No personal business is to be conducted and no unauthorized guests or visitors are permitted while on duty.

5. Perform the following at the conclusion of all classes or at 10:00pm:
   a. Secure all windows
   b. Turn off all interior room lights
   c. Check rooms for security – unplug equipment
   d. Ensure building is vacant (to include restrooms)
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Minimum and maximum education skill(s) or experience requirements:

1. High school diploma or its equivalent
2. Ability to “meet people”, give instructions, and answer questions
3. Physically able to push equipment carts from one classroom to another.

I have read and understand my duties and responsibilities as outlined above.

__________________________  _________________________
Name (Printed)                      Date

______________________________
Signature
ATTACHMENT 2

TOTAL COST PERCENTAGE – July 1, 2005 - June 30, 2006
(Based on number of classrooms assigned)

OWC (7) 40%
TROY STATE UNIVERSITY (5) 28%
UNIVERSITY OF WEST FLORIDA (4) 21%
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY (2) 11%

TOTAL COST OF BUILDING MONITORS JULY 1, 2005 – JUNE 30, 2006

APPROXIMATE COST TO PARTICIPATING INSTITUTIONS

<table>
<thead>
<tr>
<th>Institution</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Okaloosa-Walton Collage</td>
<td>$6,845.46</td>
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<tr>
<td>Troy State University</td>
<td>$4,792.17</td>
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<tr>
<td>University of West Florida</td>
<td>$3,593.97</td>
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<tr>
<td>Embry-Riddle Aeronautical University</td>
<td>$1,882.55</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$17,114.15</td>
</tr>
</tbody>
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Hours for Building Monitors

Michael Bourque

Friday
4:30 pm - 10:30 pm

Saturday
7:30 am - 1:30 pm

Dennis Moore

Monday
5:00 pm - 10:30 pm

Tuesday
5:00 pm - 10:30 pm

Wednesday
5:00 pm - 10:30 pm

Thursday
5:00 pm - 10:30 pm

Dennis Moore

<table>
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<tr>
<th>Hours</th>
<th>Per hour</th>
<th>Total</th>
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<td>1.44</td>
<td>2.60</td>
<td>9.438</td>
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<table>
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<tr>
<th>Ron Duquette</th>
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<table>
<thead>
<tr>
<th>Hours</th>
<th>Per hour</th>
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<tr>
<td>624</td>
<td>8.60</td>
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<table>
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<tr>
<th>FICA</th>
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<tbody>
<tr>
<td>752.61</td>
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| 5,366 |
| 76.5% |
| 410.50 |

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<tr>
<th>Retirement</th>
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<tbody>
<tr>
<td>787.04</td>
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</tbody>
</table>

| 9,838 |
| 8    |
| 787.04 |

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<tr>
<th>Total with Fringes</th>
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<tbody>
<tr>
<td>11,377.65</td>
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</tbody>
</table>

Total for both employees is: $17,114.15
ATTACHMENT 3

Weekend Classes – Okaloosa-Walton College Only

Dennis Moore

<p>| | |</p>
<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td>126</td>
<td>Hours*</td>
</tr>
<tr>
<td>.083.60</td>
<td>Per hour</td>
</tr>
<tr>
<td>.083.60</td>
<td>FICA</td>
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<tr>
<td>.083.60</td>
<td>Retirement</td>
</tr>
<tr>
<td>.083.60</td>
<td>Total with fringes</td>
</tr>
</tbody>
</table>

| 82.90 |
| 86.69 |
| 1,253.19 |

*3 weekends per semester at 14 hours = 42 hours per semester x 3 semesters. Total additional hours = 126
ATTACHMENT 4
BILLING ADDRESSES

Invoices for Reimbursement of Building Monitor Services shall be forwarded to:

Embry-Riddle Aeronautical University
Attn: Cindy Middleton (Center Director)
Fort Walton Beach Center
P.O. Box 1553
Eglin AFB, FL 32542

The University of West Florida
Attn: Dr. Cornelius Wooten
11000 University Parkway
Pensacola, FL 32514

Troy State University – Florida Region
Attn: Jim Holstead
P.O. Box 2829
81 Beal Parkway, S.E.
Fort Walton Beach, FL 32549-2829
MEMORANDUM OF AGREEMENT
BUILDING MONITORS - Eglin

SIGNATURE PAGE

The University of West Florida,
for and on behalf of The University of West Florida Board of Trustees

Witness: ___________________________

by: ___________________________

Dr. Cornelius Wooten  Sandra M. Flake
Vice President for Administrative Affairs  Provost

ACKNOWLEDGED THIS 1st DAY OF July 2005

UNITED STATES AIR FORCE

BY: ___________________________

Director of Education

DATE: ___________________________
MEMORANDUM OF AGREEMENT
BUILDING MONITORS - EGLIN

SIGNATURE PAGE

TROY STATE UNIVERSITY

Witness: ___________________________ by: ___________________________

Dr. Manfred F. Meine
Regional Director

ACKNOWLEDGED THIS ___________ DAY OF ___________ 2005

UNITED STATES AIR FORCE

BY: ___________________________ DATE: ___________________________

Director of Education
MEMORANDUM OF AGREEMENT
BUILDING MONITORS - EGLIN

SIGNATURE PAGE

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Witness: ____________________________ by: ____________________________

Cindy Middleton
Center Director

ACKNOWLEDGED THIS ___________ DAY OF ___________ 2005

UNITED STATES AIR FORCE

BY: ____________________________ DATE: ____________________________

Director of Education
MEMORANDUM OF AGREEMENT
BUILDING MONITORS - EGLIN

SIGNATURE PAGE

OKALOOSA-WALTON COLLEGE

Witness: ___________________________ by: ___________________________

Dr. James R. Richburg
President

ACKNOWLEDGED THIS _______ DAY OF _________________________ 2005

UNITED STATES AIR FORCE

BY: ___________________________ DATE: ___________________________

Director of Education