



November 16, 2009

**MEMORANDUM**

**TO:** District Board of Trustees  
**FROM:** William D. Law, Jr., President  
**RE:** Consideration of Consent Agenda  
Board Meeting November 16, 2009

The consent agenda format is an organization process for meetings that allow the governing board to focus their time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support efficiency and effectiveness of the meeting.

If a trustee has a question or plans to cast a negative vote regarding a specific recommendation, then the trustee/trustees need to acknowledge their intention to the Chair. This action item will be considered in the regular order of business as an individual action item.

Those action items that the trustees plan to approve without further question or discussion will remain on the consent agenda. Upon the final determination of the consent agenda, a motion, second to the motion, and unanimous approval of the Board of Trustees is needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

|   | Consent<br>Agenda | Board<br>Separate<br>Action |
|---|-------------------|-----------------------------|
| <b>A. APPROVAL OF THE CONSENT AGENDA</b>                        |                   |                             |
| 1. Architect Invoices   | _____             | _____                       |
| 2. Attorney Invoice – Andrews, Crabtree,<br>Knox & Andrews, LLP | _____             | _____                       |
| 3. Grants and Contracts – TCC as Fiscal Agent                   |                   |                             |
| a. Receipt, Amendment, Extension of Resources                   |                   |                             |
| i. Volunteer Florida – Commission<br>Administration Award       | _____             | _____                       |
| 4. Human Resources Report                                       | _____             | _____                       |
| 5. Placement Test Fees for FSU                                  | _____             | _____                       |

Staff Resource: President Bill Law

**RECOMMENDED ACTION:**

Approve the Consent Agenda as presented