

# Policy Manual



<b>Title: Direct Support Organizations</b>	<b>Number:</b> 6Hx2-1.18
<b>Legal Authority: Fla. Statutes 1004.71; 1004.77</b>	<b>Page:</b> Page 1 of 3

Pursuant to Florida Statutes, Chapter 240.331, the Board of Trustees officially certifies the Broward College Foundation, Inc., a not-for-profit Florida corporation, direct-support organization, and BCEduventures, Inc., a not-for-profit Florida corporation, direct-support organization, which shall operate in a manner consistent with the goals of the College and in the best interest of the State. The Broward College Foundation and BCEduventures are organized and operated exclusively to receive, hold, invest, and administer gifts and to make expenditures to, or for the benefit of, the College. The Board of Trustees of the College is authorized to implement procedures and guidelines appropriate to allow its direct support organizations the use of property, facilities, and personal services subject to the provisions of Florida Statutes, Chapter 240.331.

The trustees of the College are responsible for oversight of the operations and expenditures of its direct support organizations. This policy outlines the steps that are taken to ensure that the College trustees and the president are involved with and aware of the actions of the board of directors for each direct support organization.

## **Broward College Foundation, Inc.**

In order for the Foundation to use College property, facilities and personal services, it must comply with the following conditions:

- The chair of the College trustees or designee shall serve as a member of the Foundation board of directors and have membership on the executive committee of the Foundation. The chair will receive all meeting notices and pertinent information regarding the actions of the board of directors of the Foundation.
- The president of the College shall be a member of the Foundation board of directors.
- The Foundation shall conduct an annual independent audit of the financial operations of the Foundation utilizing an auditor licensed in the state of Florida. The annual audit of the Foundation shall be approved by the Foundation board of directors and submitted to the College trustees for approval before being forwarded to the Division of Florida Colleges.
- The trustees of the college shall be responsible for approving all written agreements between the Foundation and other organizations raising funds or centers for technology innovation as provided under Florida Statute 240.3335.
- The trustees of the college will be kept informed of the actions of the Foundation board of directors with regard to expenditures of funds from the following matching gifts programs:
  1. The Phillip Benjamin Academic Improvement Trust Fund,
  2. The Health Care Educations Matching Gift Grant,

<b>History:</b> Revised on January 17, 1978; revised on September 18, 1984; revised on March 19, 1991; revised, re-titled and re-numbered on April 16, 1997; revised on February 28, 2001; revised February 26, 2013; revised August 9, 2016			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 08/09/2016	<b>President's Signature</b>	<b>Date:</b> 08/09/2016

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3. The Scholarship Matching Gift Program,
4. The Facilities Matching Gift Program.

The trustees of the College shall approve all policies for expenditure of funds from the matching gifts programs as required by the state of Florida.

The Trustees of the College will consider and approve annually at its July Board meeting the Foundation's anticipated use of College Resources for the upcoming fiscal year. The consideration and approval will be documents in the minutes of the meeting and identify the positions of employees who will provide personal services, the square footage of the office space and related buildings and property that will be used by the Foundation, and the estimated value of the College resources provided.

Individuals or organizations may support the mission of the College through gifts of cash, giving plans, bequests, donations of real or intangible property, and other appropriate contributions to the Broward College Foundation, Inc.; such gifts are tax deductible and may be designated for a specific purpose or undesignated to provide maximum flexibility to the College in meeting its many needs.

## **BCEduventures, Inc.**

The chair of the College trustees, or a designee, shall serve on the board of directors and the executive committee, if one exists, of BCEduventures. The president of the College, or a designee, shall serve on the board of directors of BCEduventures. The president of the College will receive all meeting notices and pertinent information regarding the actions of the board of directors of BCEduventures.

BCEduventures shall have one (1) member which shall be the College.

BCEduventures shall conduct an annual independent audit of the financial operations of BCEduventures utilizing an auditor licensed in the state of Florida. The annual audit of BCEduventures shall be approved by the BCEduventures board of directors and submitted to the College trustees for approval before being forwarded to the Division of Florida Colleges.

The College shall be responsible for approving or terminating all agreements with BCEduventures, Inc., in accordance with the BCEduventures Bylaws.

The trustees of the college will be kept informed of the actions of the BCEduventures board of directors with regard to expenditures of funds.

<b>History:</b> Revised on January 17, 1978; revised on September 18, 1984; revised on March 19, 1991; revised, re-titled and re-numbered on April 16, 1997; revised on February 28, 2001; revised February 26, 2013; revised August 9, 2016			
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BCEduventures operates exclusively to generate revenue for Broward College by leveraging existing College assets however, individuals or organizations may support the mission of the College through gifts of cash, giving plans, bequests, donations of real or intangible property, and other appropriate contributions; such gifts are tax deductible and may be designated for a specific purpose or undesignated to provide maximum flexibility to the College in meeting its many needs.

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