



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with NASAD (National Association of Schools of Art and Design) for membership renewal and dues for FY2024-2025 for V&PA (Visual & Performing Arts). Fiscal Impact: \$3,046.00**

**Presenter(s):** Jamonica Rolle, Vice Provost, Academic Affairs

**What is the purpose of this contract and why is it needed?** National Association of Schools of Art and Design Accreditation and Membership. As full member institution, Broward College is accredited through NASAD to offer Visual Art AA, Graphic Design AS and Film Production AS programs. This is an annual, institutional membership fee.

**What procurement process or bid waiver was used and why?** Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Membership dues, per the Florida Statute 119.01(3) requires that all financial, business and membership records held by the organization in relation to the individual(s) or organization(s) for whom a purchase order is being issued are to be considered public records and shall be subject to the provisions of Florida Statute 119.07.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?**  
**Yes.**

**What fund, cost center and line item(s) were used?** FD100, CC0533, GLC: 64502:Inst. Memberships and Sponsorships.

**Has Broward College used this vendor before for these products or services?** Yes.

**Was the product or service acceptable in the past?** Yes.

**Was there a return on investment anticipated when entering this contract?** Yes.

**Was that return on investment not met, met, or exceeded and how?** Return on investment met as department renewed accreditation status and continued membership with NASAD.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Directly feeds the student empowerment and development Social Enterprise tactic by ensuring teaching and programmatic excellence.

**Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?**

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

Board Item  
FISCAL IMPACT:

Meeting of August 20, 2024

Description: \$3,046.00 – BU010, CC0533, FD100, PG000010

06/25/24

CC0533 · Art

(\$3,046.00)

**Jeffrey Nasse**

Jeffrey Nasse, Provost and SVP of Academic Affairs






















7/2/2024

APPROVAL PATH: 12262 NASAD Membership Renewal and Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Scott Miller	Dean Review (AHCD - AHD)		 Completed	
2	Jamonica Rolle	Vice Provost Review		 Completed	
3	Jeffrey Nasse	Provost and SVP of Academic Affair		 Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
5	Zaida Riollano	Procurement Approval		 Completed	
6	Rabia Azhar	CFO Review		 Completed	
6	Christine Sims	Budget Departmental Review		 Completed	
6	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
7	Board Clerk	Agenda Preparation		 Completed	
8	District Board of Trustees	Meeting	08/20/24 08:30 AM	 Pending	
9	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	

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**National Association of Schools of Art and Design INVOICE**

11250 Roger Bacon Drive  
Suite 21  
Reston, VA 20190  
Fed Id: 23-7358733

Voice: (703) 437-0700  
Fax: (703) 437-6312  
<https://www.arts-accredit.org>

Invoice Number: I0547-ACCR24

**BILL TO:**

Broward College  
3501 Southwest Davie Road  
Davie, FL 33314

Customer ID	Payment Terms	Invoice Date
I0547	Net Due	6/04/2024

Description	Cost
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2024-2025 Membership Dues  
FTE Students Served by Art Unit  
July 1 - June 30

A	1 - 200	\$1,842.00
B	201 - 400	\$2,149.00
C	401 - 600	\$2,465.00
D	601 - 800	\$2,762.00
E	801+	\$3,046.00
DUE	Please remit one of the above amounts according to the FTE of the Art Unit	

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When calculating full-time equivalency (FTE) for NASAD, the sum of all credits generated by all students taking art/design classes should be calculated, then divided by the institution's average full-time load for an art/design student. Should questions arise when calculating the institution's FTE, please contact Angie Elkins at 703-437-0700 x125 or [aelkins@arts-accredit.org](mailto:aelkins@arts-accredit.org) at the National Office.

For your convenience, you may pay your invoice with a *Mastercard, Visa or American Express* at <http://nasad.arts-accredit.org/>

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