

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL  
UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.



[The District Board of Trustees of Broward College, FL Regular Meeting, 8:30 AM](#)

Minutes

Broward College

Tuesday, August 20, 2024 at 8:30 AM EDT

@ Willis Holcombe Center, 111 East Las Olas Boulevard, Room 1208, Fort Lauderdale, FL 33301

**Attendance**

**Present:**

Chair Alexis Yarbrough, Vice Chair Zachariah Zachariah (remote), Trustee Mario Zanotti (remote), Trustee Eileen LaMarca, Trustee Michael Caschette, President Donald Astrab, Counsel Stephanie Carman

I. Call to Order

The regular meeting of the District Board of Trustees of Broward College was called to order at 8:34 a.m. on Tuesday, August 20, 2024, by Chair Alexis Yarbrough at the Willis Holcombe Downtown Center, 111 East Las Olas Boulevard, Building 33, Room 1208, Fort Lauderdale, Florida 33301. In attendance were Chair Alexis Yarbrough (physical), Vice Chair Zachariah P. Zachariah, Jr. (virtual), Trustee Mario Zanotti (virtual), Trustee Eileen LaMarca (physical), Trustee Michael Caschette (physical), outside counsel Stephanie Carman (physical), and President Dr. Donald Astrab (physical).

Chair Yarbrough inquired whether the Board had quorum for this meeting. Ms. Carman confirmed that the meeting has quorum.

Chair Yarbrough thanked and recognized Student Government Association President, Ms. Kandra Williams who was joining the meeting under the Student Trustee Initiative.

 [Mission Statement August 2024 BOT.docx](#)

II. Pledge of Allegiance

Chair Yarbrough called on Dr. Astrab to lead in the Pledge of Allegiance.

III. Preliminaries

Chair Yarbrough asked if any Trustees would like to make preliminary comments. Hearing none, the Chair moved on to the business of the Board.

IV. Agenda and Acknowledgement of Public Notice

Chair Yarbrough stated that Florida Statute 120.525 allows the College to change the published agenda for good cause shown and based upon that authority, the College amended item 9.B.15, the Promise Neighborhood Grant Transfer Agreement between Broward College, Florida Atlantic University & the U.S. Department of Education to update the backup documentation.

 [Amendment BOT August 2024.pdf](#)

 [Public Notice August BOT 2024.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to accept the amended agenda and acknowledgment of the public notice. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

V. Approval of the Board of Trustees Minutes

 [District Board of Trustees - Regular Meeting - June 25, 2024 1 00 PM.pdf](#)

 [Zachariah \(BOT 6.25.2024\) Abstention Conflict of Interest Form.pdf](#)

 [Eileen LaMarca \(BOT 6.25.2024\) Abstention Conflict of Interest Form.pdf](#)

 [District Board of Trustees - Special Meeting - July 18, 2024 2 00 PM.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to approve the minutes of the Board of Trustees Regular Meeting of June 25, 2024. Trustee LaMarca made the motion with a second by Trustee Caschette.

**Motion:**

Chair Yarbrough made a motion to amend the minutes to the June 25, 2024 meeting to include Vice Chair Zachariah's abstention form and Trustee LaMarca's abstention form, as appendices to the minutes. Trustee Caschette seconded.

The Chair then called for a vote to approve the minutes as amended.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

**Motion:**

Chair Yarbrough called for a motion to approve the minutes of the Board of Trustees Special Meeting of July 18, 2024. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

VI. Public Speakers

Chair Yarbrough called on Ms. Carman for registered speakers. Ms. Carman stated that there were no registered speakers.

VII. Board Comments

Chair Yarbrough asked if any Trustees would like to make any comments. The Chair recognized College leaders Dr. Jeffrey Nasse and Dr. David Kenton who are leaving the College and she thanked them for their years of service to Broward College. The Chair then moved on to Presentations.

VIII. Presentations

A. Financials Update (Presenters: Rabia Azhar, Chief Financial Officer)

Rabia Azhar, Chief Financial Officer, gave the monthly financial update.

B. Student Information System Update (Presenters: Raj Mettai, Chief Information Officer)

Raj Mettai, Chief Information Officer, gave an update on the Student Information System.

C. Grants Update and Goals (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Dr. Steven Tinsley, Vice President, Workforce Development and Strategic Partnerships gave an update on College Grants and Goals.

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- D. Enrollment Update (Presenters: Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer)

Dr. Astrab introduced Bryan Anderson, Associate Vice President of Enrollment Management, who gave an update on enrollment.

IX. Action Agenda

A. Board

1. 2024-2025 Election of the Chair for The District Board of Trustees of Broward College, Florida

Election of the Chair for The District Board of Trustees of Broward College, Florida

Chair Yarbrough explained that at the first meeting of the fiscal year, Florida Statutes and Board policies require that the Board elect a Chair and a Vice Chair. Chair Yarbrough opened the floor for nomination of the Board Chair position. Vice Chair Zachariah nominated Chair Yarbrough, and Trustee LaMarca seconded. Hearing no other nominations, Chair Yarbrough called for a vote to accept her nomination as Chair of the Board again. All voted in favor, and Alexis Yarbrough was elected Chair of the Board.

2. 2024-2025 Election of the Vice Chair for The District Board of Trustees of Broward College, Florida

Election of the Vice Chair for The District Board of Trustees of Broward College, Florida

Chair Yarbrough opened the floor for nomination of the Board Vice Chair position. The Chair nominated Vice Chair Zachariah, and Trustee LaMarca seconded. Hearing no other nominations, Chair Yarbrough called for a vote to accept Vice Chair Zachariah's nomination as Vice Chair of the Board again. All voted in favor, and Zachariah P. Zachariah, Jr. was elected Vice Chair of the Board.

Dr. Astrab congratulated the Chair and Vice Chair for their reelections and thanked them and all trustees for their continued commitment to the College.

3. Proposed Board Meetings Schedule Calendar FY2024-2025

Recommendation that the Broward College Board of Trustees establish its FY2024-2025 Board meeting schedule.

Fiscal Impact: None.

 [Proposed Board Meeting Schedule for Fiscal Year 24-25.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to establish its FY2024-2025 Board meeting schedule. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

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**Motion:**


Chair Yarbrough called for a motion to authorize the Board Chair to amend the FY2024-2025 Board meeting schedule as necessary. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

B. Administration

1. Second amended Ground Lease Agreement for the South Phase between Broward College and 13th Floor (Presenters: Ed Pozzuoli, Chief Executive Officer, Tripp Scott)

Recommendation that the Broward College District Board of Trustees authorize the second amended Ground Lease Agreement for the South Phase between Broward College and 13th Floor

 [Adler 13th - Broward College - Second Amendment to Ground Lease Agreement \(South Phase\) FINAL.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the second amended Ground Lease Agreement for the South Phase between Broward College and 13th Floor. Trustee LaMarca made the motion with a second by Trustee Caschette. Vice Chair Zachariah declared a conflict of interest and abstained from voting.

The motion passed. AYES: Chair Yarbrough, Trustee Zanotti, Trustee LaMarca, Trustee Caschette; ABSTAIN: Vice Chair Zachariah

2. Agreement for Non-Exclusive Access Easement (Presenters: Ed Pozzuoli, Chief Executive Officer, Tripp Scott)

Recommendation that the Broward College District Board of Trustees authorize the Agreement for Non-Exclusive Access Easement between Broward College and 13th Floor

 [Adler 13th - Broward College - Cross Access Easement FINAL.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the Agreement for Non-Exclusive Access Easement between Broward College and 13th Floor. Trustee LaMarca made the motion with a second by Trustee Caschette. Vice Chair Zachariah declared a conflict of interest and abstained from voting.

The motion passed. AYES: Chair Yarbrough, Trustee Zanotti, Trustee LaMarca, Trustee Caschette; ABSTAIN: Vice Chair Zachariah

3. Legal update in the matter of THE DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE vs. 13TH FLOOR ADLER BROWARD SOUTH, LLC (Presenters: Ed Pozzuoli, Chief Executive Officer, Tripp Scott)

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Ed Pozzuoli, Chief Executive Officer, Tripp Scott, requested that the Board schedule an executive session to discuss settlement negotiations and strategy regarding litigation with 13th Floor Adler.

**Motion:**

Chair Yarbrough called for a motion to authorize scheduling an executive session as proposed by Mr. Pozzuoli. Trustee LaMarca made the motion with a second by Trustee Caschette. Vice Chair Zachariah abstained from voting due to a conflict of interest.

The motion passed. AYES: Chair Yarbrough, Trustee Zanotti, Trustee LaMarca, Trustee Caschette; ABSTAIN: Vice Chair Zachariah

4. Recommendation that the Broward College District Board of Trustees approve the agreement with Broward College Foundation, Inc. (Presenters: Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer)

 [Agreement between BC and BC Foundation- 2024.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to approve the agreement with Broward College Foundation, Inc. Trustee Caschette made the motion with a second by Trustee LaMarca.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

5. 2026 -2027 Administrative and Instructional Calendars (Presenters: Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer)

Recommendation that the Broward College District Board of Trustees approve the 2026 - 2027 Administrative and Instructional Calendars.  
Fiscal Impact: None.

 [2026 -2027 Administrative and Instructional Calendars 12349.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to approve the 2026 - 2027 Administrative and Instructional Calendars. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

6. Darryl Nobles - Dream Focus Photography - BC CARES (Presenters: Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Darryl Nobles - Dreamfocus Photography for photography, editing and archiving services for BC Cares event on Saturday, September 7, 2024  
Fiscal Impact: \$500.00

 [Darryl Nobles - Dream Focus Photography - BC CARES 12282.pdf](#)

**Motion:**

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Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with Darryl Nobles - Dreamfocus Photography for photography, editing and archiving services for BC Cares event on Saturday, September 7, 2024. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

7. Florida Association of Public Procurement Officials (FAPPO) Membership Renewal & Dues FY2024-2025 (Presenters: Rabia Azhar, Chief Financial Officer)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS (FAPPO) for membership renewal and dues for FY2024-2025 for the Procurement department.

Fiscal Impact: \$275.00

 [Florida Association of Public Procurement Officials \(FAPPO\) Membership Renewal & Dues FY2024-2025 12340.pdf](#)


**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with the FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS (FAPPO) for membership renewal and dues for FY2024-2025 for the Procurement department. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

8. Federation of Public Employees (FOPE) 2024 - 2027 Collective Bargaining Agreement (CBA) (Presenters: Dr. Sophia Galvin, Vice President, Human Resources, Talent and Culture)

Recommendation that the Broward College District Board of Trustees ratify the 2024 - 2027 Collective Bargaining Agreement with the Federation of Public Employees (FOPE). Fiscal Impact: \$480,322.00

 [Federation of Public Employees \(FOPE\) 2024 - 2027 Collective Bargaining Agreement \(CBA\) 12216.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to ratify the 2024 - 2027 Collective Bargaining Agreement with the Federation of Public Employees (FOPE). Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

9. 2023 - 2025 United Faculty of Florida (UFF) Collective Bargaining Agreement (CBA) (Presenters: Dr. Sophia Galvin, Vice President, Human Resources, Talent and Culture)

Recommendation that the Broward College District Board of Trustees ratify the 2023 - 2025 Collective Bargaining Agreement (CBA) with the United Faculty of Florida (UFF).

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Fiscal Impact: A recurring 3% with fringe in the amount of \$825,342.35 and a one-time non-recurring payment with fringe in the amount of \$1,761,322.00. Total Fiscal Impact is \$2,586,664.35

 [2023 - 2025 United Faculty of Florida \(UFF\) Collective Bargaining Agreement \(CBA\) 12405.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to ratify the 2023 - 2025 Collective Bargaining Agreement (CBA) with the United Faculty of Florida (UFF). Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

10. Workday Deployment Tenant Yearly Subscription (FY2024-2025) (Presenters: Raj Mettai, Chief Information Officer)

Recommendation that the Broward College District Board of Trustees authorize the contract renewal with Workday Inc. to utilize the Deployment Tenant to perform testing of various release enhancements used by various College departments, utilizing the bid waiver exception for information technology.

Fiscal Impact: \$43,200.00 spent over one year (cumulative \$2,615,856.00).

 [Workday Deployment Tenant Yearly Subscription \(FY2024-2025\) 12247.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the contract renewal with Workday Inc. to utilize the Deployment Tenant to perform testing of various release enhancements used by various College departments, utilizing the bid waiver exception for information technology. Trustee LaMarca made the motion with a second by Trustee Caschette. Vice Chair Zachariah declared a conflict of interest and abstained from voting.

The motion passed. AYES: Chair Yarbrough, Trustee Zanolli, Trustee LaMarca, Trustee Caschette; ABSTAIN: Vice Chair Zachariah

11. Accenture LLP Piggyback Amendment-Renewal (FY2024-2025) (Presenters: Raj Mettai, Chief Information Officer)

Recommendation that the Broward College District Board of Trustees authorize the amendment and annual agreement renewal with Accenture LLP (ITN 19M-006 - Enterprise Resource Planning Implementation Program) for information technology professional services related to the implementation of new Workday features and enhancements to assist in College financial and operational needs utilizing the bid waiver (piggyback)

Fiscal Impact: Estimated \$50,000.00 (cumulative \$358,000.00).

 [Accenture LLP Piggyback Amendment-Renewal \(FY2024-2025\) 12404.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the amendment and annual agreement renewal with Accenture LLP (ITN 19M-006 - Enterprise Resource Planning Implementation Program) for information technology professional services related to

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the implementation of new Workday features and enhancements to assist in College financial and operational needs utilizing the bid waiver (piggyback). Trustee LaMarca made the motion with a second by Trustee Caschette. Vice Chair Zachariah declared a conflict of interest and abstained from voting.

The motion passed. AYES: Chair Yarbrough, Trustee Zanotti, Trustee LaMarca, Trustee Caschette; ABSTAIN: Vice Chair Zachariah

12. QLess, Inc. - Queue Management Software System - Renewal (2024-2027) (Presenters: Raj Mettai, Chief Information Officer)

Recommendation that the Broward College District Board of Trustees authorize the renewal agreement with QLess, Inc. for their web-based queue management software system used college-wide, utilizing the bid waiver (information technology). Fiscal Impact: Estimated \$163,693.00. Requesting fiscal authority in the amount of \$46,000.00 only as fiscal authority was previously granted via MT 11229. Cumulative contract total will be \$579,844.97.

 [QLess, Inc. - Queue Management Software System - Renewal \(2024-2027\) 12333.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the renewal agreement with QLess, Inc. for their web-based queue management software system used college-wide, utilizing the bid waiver (information technology). Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

13. Crown Castle Fiber LLC (ITB-2019-068-JH) Renewal and Amendment #4 (Presenters: Raj Mettai, Chief Information Officer)

Recommendation that the Broward College District Board of Trustees authorize the final one-year renewal option and agreement with Crown Castle Fiber LLC (ITB-2019-068-JH) for internet circuit services in various college-wide locations. Fiscal Impact: Estimated \$81,840.00 (cumulative \$484,540.00).

 [Crown Castle Fiber LLC \(ITB-2019-068-JH\) Renewal and Amendment #4 12219.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the final one-year renewal option and agreement with Crown Castle Fiber LLC (ITB-2019-068-JH) for internet circuit services in various college-wide locations. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

14. W.W. Grainger dba Grainger - FLDMS Contract Amendment and Renewal (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that Broward College District Board of Trustees authorize an increase in fiscal authority and extension of the agreement (piggyback) of the State of



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Florida DMS Contract 31160000-20-NASPO-ACS for Facilities Maintenance, Repair, and Operations (MRO) and Industrial Supplies with W.W. Grainger dba Grainger through December 31, 2024.

Fiscal Impact: Estimated \$250,000.00 (cumulative \$1,430,969.62)

 [W.W. Grainger dba Grainger - FLDMS Contract Amendment and Renewal 12177.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize an increase in fiscal authority and extension of the agreement (piggyback) of the State of Florida DMS Contract 31160000-20-NASPO-ACS for Facilities Maintenance, Repair, and Operations (MRO) and Industrial Supplies with W.W. Grainger dba Grainger through December 31, 2024. Trustee LaMarca made the motion with a second by Trustee Caschette. Vice Chair Zachariah declared a conflict of interest and abstained from voting.

The motion passed. AYES: Chair Yarbrough, Trustee Zanotti, Trustee LaMarca, Trustee Caschette; ABSTAIN: Vice Chair Zachariah

15. Promise Neighborhoods Grant (U.S. Department of Education) (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Recommendation that the Broward College District Board of Trustees authorize the Promise Neighborhood Grant Transfer Agreement between Broward College, Florida Atlantic University & the U.S. Department of Education.

Fiscal Impact: Approximately \$19,982,762.00; in remaining grant funds to be transferred

 [Promise Neighborhoods Grant \(U.S. Department of Education\) 12436.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the Promise Neighborhood Grant Transfer Agreement between Broward College, Florida Atlantic University & the U.S. Department of Education. Trustee LaMarca made the motion with a second by Trustee Caschette.

Dr. Astrab stated the U.S. Department of Education contacted the College the evening prior to this Board meeting and requested formatting changes to the agreement to conform with their template. Dr. Tinsley said the requested changes do not appear to be substantive but the team only received the request the previous day and has not fully reviewed yet. Dr. Astrab recommended that this item be tabled so the team can conduct a proper review of the request.

**Motion:**

Chair Yarbrough called for a motion to table the Promise Neighborhood Grant Transfer Agreement between Broward College, Florida Atlantic University & the U.S. Department of Education, with a second by Trustee Caschette.

The motion to table passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette.

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16. City of Deerfield Beach - Community Partnership Agreement (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Recommendation that the Broward College District Board of Trustees ratify the Community Development Block Grant Coronavirus ("CDBG-CV") Sub Recipient Partnership Agreement with the City of Deerfield Beach - Ready2Work Program to provide Workforce & Continuing Education training programs to the residents of the City of Deerfield Beach.

Revenue Generation \$78,405.60 for student tuition/scholarship.

 [City of Deerfield Beach - Community Partnership Agreement 12024.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to ratify the Community Development Block Grant Coronavirus ("CDBG-CV") Sub Recipient Partnership Agreement with the City of Deerfield Beach - Ready2Work Program to provide Workforce & Continuing Education training programs to the residents of the City of Deerfield Beach. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

17. Church World Services Refugee Adult Education - Amendment 0009 (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Recommendation that the Broward College District Board of Trustees approve the 9th amendment to the agreement with Church World Service Refugee Adult Education, providing funds for refugee adult education services to increase the employment potential of eligible refugee/entrant clients who reside in Broward County.

Fiscal Impact: Revenue: \$621,720.00 (Cumulative Revenue: \$2,318,807.00)

 [Church World Services Refugee Adult Education - Amendment 0009 12400.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to approve the 9th amendment to the agreement with Church World Service Refugee Adult Education, providing funds for refugee adult education services to increase the employment potential of eligible refugee/entrant clients who reside in Broward County. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

C. Academics

1. BlackBeltHelp LLC (ITN-2023-055-TP - Contact Center Services) (Presenters: Janice Stubbs, Vice President of Student Services)

Recommendation that the Broward College District Board of Trustees authorize the non-standard agreement with BlackBeltHelp LLC for ITN-2023-055-TP- CONTACT CENTER SERVICES to provide Broward College with Contact Center-as-a-Service for the One-Stop and Help Desk lines of business for an initial term of three (3) years for FY2024/2025, FY2025/2026 and FY2026/2027.

Fiscal Impact: Est. \$2,750,171.91 for the initial three (3) year contract.

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 [BlackBeltHelp LLC \(ITN-2023-055-TP - Contact Center Services\) 12138.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the non-standard agreement with BlackBeltHelp LLC for ITN-2023-055-TP- CONTACT CENTER SERVICES to provide Broward College with Contact Center-as-a-Service for the One-Stop and Help Desk lines of business for an initial term of three (3) years for FY2024/2025, FY2025/2026 and FY2026/2027. Trustee LaMarca made the motion with a second by Trustee Caschette. Vice Chair Zachariah declared a conflict of interest and abstained from voting.

The motion passed. AYES: Chair Yarbrough, Trustee Zanotti, Trustee LaMarca, Trustee Caschette; ABSTAIN: Vice Chair Zachariah

2. NASPA Membership Renewal and Dues FY2024-2025 (Presenters: Janice Stubbs, Vice President of Student Services)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the National Association of Student Personnel Administrators (NASPA) for membership renewal and dues FY2024-2025 for Student Services.

Fiscal Impact: \$1,456.00

 [NASPA Membership Renewal and Dues FY2024-2025 12352.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with the National Association of Student Personnel Administrators (NASPA) for membership renewal and dues FY2024-2025 for Student Services. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

3. Xandra Marketing LLC - Alexandra Labarr - Dream Big Workshops (Presenters: Janice Stubbs, Vice President of Student Services)

Recommendation that the Broward College District Board of Trustees authorize the standard contract (purchase order) with Xandra Marketing LLC to conduct three workshops college-wide for mental health awareness and suicide prevention for students.

Fiscal Impact: \$1,500.00 (for three workshops, funded by the Suicide Prevention Grant)

 [Xandra Marketing LLC - Alexandra Labarr - Dream Big Workshops 11852.pdf](#)

**Motion:**


Chair Yarbrough called for a motion to authorize the standard contract (purchase order) with Xandra Marketing LLC to conduct three workshops college-wide for mental health awareness and suicide prevention for students. Trustee LaMarca made the motion with a second by Trustee Caschette.

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The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

4. Supersports of Broward County Inc. - Student Life Intramurals Sports Program 2024-2025 (Presenters: Janice Stubbs, Vice President of Student Services)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with Supersports of Broward County, Inc. for the Student Life Collegewide Intramurals Program on an on-need basis during FY2024-2025. Fiscal Impact: Estimated \$9,000.00

 [Supersports of Broward County Inc. - Student Life Intramurals Sports Program 2024-2025 12257.pdf](#)


**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (blanket purchase order) with Supersports of Broward County, Inc. for the Student Life Collegewide Intramurals Program on an on-need basis during FY2024-2025. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

5. Four Rivers Miami LLC dba Frost 321- Interstellar Fall 2024 Ice Cream Services (Presenters: Janice Stubbs, Vice President of Student Services)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Four Rivers Miami LLC dba Frost 321 to provide ice cream services for the Student Life Fall 2024 events in September 2024. Fiscal Impact: Estimated \$6,735.00

 [Four Rivers Miami LLC dba Frost 321- Interstellar Fall 2024 Ice Cream Services 12258.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with Four Rivers Miami LLC dba Frost 321 to provide ice cream services for the Student Life Fall 2024 events in September 2024. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

6. Dance South Florida LLC - Baila Events Fall 2024 (Presenters: Janice Stubbs, Vice President of Student Services)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Dance South Florida LLC to provide educational entertainment services for the Student Life Fall 2024 events. Fiscal Impact: Estimated \$7,650.00

 [Dance South Florida LLC - Baila Events Fall 2024 12283.pdf](#)

**Motion:**

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with Dance South Florida LLC to provide educational entertainment services for the Student Life Fall 2024 events. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

7. Alfred Clayton Photography, Inc. dba Downtown Photo (Photography Services Student Life FY2024-2025) (Presenters: Janice Stubbs, Vice President of Student Services)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (blanket purchase order) with Alfred Clayton Photography Inc. dba Downtown Photo for photography services for Student Life Department on an as-needed basis during FY2024-2025.

Fiscal Impact : Not exceeding \$9,000.00

 [Alfred Clayton Photography, Inc. dba Downtown Photo \(Photography Services Student Life FY2024-2025\) 12286.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (blanket purchase order) with Alfred Clayton Photography Inc. dba Downtown Photo for photography services for Student Life Department on an as-needed basis during FY2024-2025. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

8. Florida Organization of Associate Degree Nursing Membership and Renewal Dues FY2024-2025 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Florida Organization of Associate Degree Nursing for membership and renewal dues for FY2024-2025.

Fiscal Impact: \$75.00

 [Florida Organization of Associate Degree Nursing Membership and Renewal Dues FY2024-2025 12330.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with Florida Organization of Associate Degree Nursing for membership and renewal dues for FY2024-2025. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette


9. Aviation Technician Education Council (ATEC) Renewal and Dues FY2024-2025 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Aviation Technician Education Council

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

(ATEC) for AMTS membership renewal dues from January 2024 to December 2024 for the Aviation Program.

Fiscal Impact: \$600.00

 [Aviation Technician Education Council \(ATEC\) Renewal and Dues FY2024-2025 11935.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with Aviation Technician Education Council (ATEC) for AMTS membership renewal dues from January 2024 to December 2024 for the Aviation Program. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

10. Florida Imaging Experts LLC (Maintenance Services) FY2024-2025 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Florida Imaging Experts LLC for routine preventive maintenance for the Gamma Camera utilized in the Nuclear Medicine Program labs.

Fiscal Impact: \$1,800.00

 [Florida Imaging Experts LLC \(Maintenance Services\) FY2024-2025 12297.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with Florida Imaging Experts LLC for routine preventive maintenance for the Gamma Camera utilized in the Nuclear Medicine Program labs. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

11. 240Tutoring, Inc. - Preparation Resources (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with 240Tutoring, Inc to provide preparation and study materials for student participation in the Florida Department of Education teacher education apprenticeship program. Fiscal Impact: \$7,200.00

 [240Tutoring, Inc. - Preparation Resources 12085.pdf](#)

**Motion:**


Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with 240Tutoring, Inc to provide preparation and study materials for student participation in the Florida Department of Education teacher education apprenticeship program. Trustee LaMarca made the motion with a second by Trustee Caschette.

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL  
UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

12. Society of Diagnostic Medical Sonography (SDMS) Membership Renewal & Dues (FY2024-2025) (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Society of Diagnostic Medical Sonography (SDMS) for membership and renewal dues for the Ultrasound Program. Fiscal Impact: \$725.00

 [Society of Diagnostic Medical Sonography \(SDMS\) Membership Renewal & Dues \(FY2024-2025\) 12296.pdf](#)

**Motion:**


Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with the Society of Diagnostic Medical Sonography (SDMS) for membership and renewal dues for the Ultrasound Program. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

13. American Physical Therapy Association (APTA) Membership Renewal & Dues (FY2024-2025) (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with American Physical Therapy Association (APTA) for membership and renewal dues for the Physical Therapist Program for FY2024-2025.

Fiscal Impact: \$530.00

 [American Physical Therapy Association \(APTA\) Membership Renewal & Dues \(FY2024-2025\) 12295.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with American Physical Therapy Association (APTA) for membership and renewal dues for the Physical Therapist Program for FY2024-2025. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

14. Sterling Biomedical FY 2024-2025 Dental Program Microscopes Services (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with Sterling Biomedical to provide maintenance/repair for laboratory microscopes for the Dental Hygiene and Dental Assisting Program on an on-needed basis during FY2024-2025.

Fiscal Impact: Estimated \$500.00

 [Sterling Biomedical FY 2024-2025 Dental Program Microscopes Services 12125.pdf](#)

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

**Motion:**


Chair Yarbrough called for a motion to authorize the standard agreement (blanket purchase order) with Sterling Biomedical to provide maintenance/repair for laboratory microscopes for the Dental Hygiene and Dental Assisting Program on an on-needed basis during FY2024-2025. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

15. Florida Virtual Campus (FLVC) Membership and Renewal dues FY2024-2025 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Florida Virtual Campus (FLVC) for the statewide consortium Quality Matters membership and renewal dues FY2024-2025 for Broward College Online.

Fiscal Impact: \$177.00

 [Florida Virtual Campus \(FLVC\) Membership and Renewal dues FY2024-2025 12369.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with Florida Virtual Campus (FLVC) for the statewide consortium Quality Matters membership and renewal dues FY2024-2025 for Broward College Online. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

16. QM Quality Matters, Inc. - Membership Renewal Dues FY2024-2025 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with QM Quality Matters, Inc. for membership renewal and dues for Broward College Online.

Fiscal Impact: \$1,275.00

 [QM Quality Matters, Inc. - Membership Renewal Dues FY2024-2025 12272.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with QM Quality Matters, Inc. for membership renewal and dues for Broward College Online. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

17. FL-SARA Institution Application Membership Renewal Dues (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)



THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

Recommendation that the Broward College District Board of Trustees authorize submittal of an application to the Postsecondary Reciprocal Distance Education Coordinating Council to re-authorize participating in FL-SARA and payment of required fees for FY2024-2025 for Broward College Online.

Fiscal Impact: \$4,250.00

 [FL-SARA Institution Application Membership Renewal Dues 12224.pdf](#)

**Motion:**


Chair Yarbrough called for a motion to authorize submittal of an application to the Postsecondary Reciprocal Distance Education Coordinating Council to re-authorize participating in FL-SARA and payment of required fees for FY2024-2025 for Broward College Online. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

18. National Association of Schools of Theatre (NAST) Membership Renewal and Dues FY2024-2025 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the National Association of Schools of Theatre (NAST) for accreditation services, membership renewal and dues for FY2024-2025 for AHCD Arts, Humanities, Communication & Design Pathway.

Fiscal Impact: \$1,470.00

 [National Association of Schools of Theatre \(NAST\) Membership Renewal and Dues FY2024-2025 12350.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with the National Association of Schools of Theatre (NAST) for accreditation services, membership renewal and dues for FY2024-2025 for AHCD Arts, Humanities, Communication & Design Pathway. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

19. Rosa Naday Garmendia - Visiting Artist Series 2024 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Rosa Naday Garmendia to provide professional services as a visiting artist in November 2024.

Fiscal Impact: \$600.00

 [Rosa Naday Garmendia - Visiting Artist Series 2024 12346.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with Rosa Naday Garmendia to provide professional services as a visiting artist in November 2024. Trustee LaMarca made the motion with a second by Trustee Caschette.


THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL  
UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

20. NASM (National Association of Schools of Music) Memberships FY2024-2025  
(Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with NASM (National Association of Schools of Music) for membership and renewal dues for the Music and Music Technology Programs.

Fiscal Impact: \$1,199.00.

 [NASM \(National Association of Schools of Music\) Memberships FY2024-2025 12326.pdf](#)

**Motion:**


Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with NASM (National Association of Schools of Music) for membership and renewal dues for the Music and Music Technology Programs. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

21. American Society of Composers Authors and Publishers - Membership Renewal and Dues FY2024-2025 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the American Society of Composers Authors and Publishers for Music membership renewal and dues for Broward College utilizing the bid waiver for sole source.

Fiscal Impact: \$14,439.53.

 [American Society of Composers Authors and Publishers - Membership Renewal and Dues FY2024-2025 12324.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with the American Society of Composers Authors and Publishers for Music membership renewal and dues for Broward College utilizing the bid waiver for sole source. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

22. Aubry Art & Design - Visiting Artist Series 2024 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Aubry Art & Design to provide professional services as a visiting artist in November 2024.

Fiscal Impact: \$600.00

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

 [Aubry Art & Design - Visiting Artist Series 2024 12312.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with Aubry Art & Design to provide professional services as a visiting artist in November 2024. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

23. NASAD Membership Renewal and Dues FY2024-2025 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

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

 [NASAD Membership Renewal and Dues FY2024-2025 12262.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to 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). Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

24. Jeremy Miller DBA Philharmonia, Inc. (Guest Artist Services for FY2024-2025) (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Jeremy Miller DBA Philharmonia, Inc. to provide guest artist services for the Fall 2024 music program.

Fiscal Impact: \$1,599.00.

 [Jeremy Miller DBA Philharmonia, Inc. \(Guest Artist Services for FY2024-2025\) 12252.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with Jeremy Miller DBA Philharmonia, Inc. to provide guest artist services for the Fall 2024 music program. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanolli, Trustee LaMarca, Trustee Caschette

25. Film Emporium, Inc. FY2024-2025 Liability Insurance (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Film Emporium, Inc. to grant students and faculty liability insurance.  
Fiscal Impact: Estimated \$2,817.50.

 [Film Emporium, Inc. FY2024-2025 Liability Insurance 12128.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with Film Emporium, Inc. to grant students and faculty liability insurance. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanoliti, Trustee LaMarca, Trustee Caschette

26. KX2 ART LLC FY2024-2025 Art Work Exhibit (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (contract for services) with KX2 ART LLC to exhibit the art work at the Rosemary Duffy Larson Gallery for the Art program during the 2024-2025 academic year.  
Fiscal Impact: \$2,500.00

 [KX2 ART LLC FY2024-2025 Art Work Exhibit 11922.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (contract for services) with KX2 ART LLC to exhibit the art work at the Rosemary Duffy Larson Gallery for the Art program during the 2024-2025 academic year. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanoliti, Trustee LaMarca, Trustee Caschette

27. SEFLIN Membership Renewal and Dues FY2024-2025 (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Southeast Florida Library Information Network (SEFLIN) for membership renewal and dues for FY2024-2025 with Broward College Libraries.  
Fiscal Impact: Estimated \$4,400.00

 [SEFLIN Membership Renewal and Dues FY2024-2025 12301.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (purchase order) with the Southeast Florida Library Information Network (SEFLIN) for membership renewal and dues for FY2024-2025 with Broward College Libraries. Trustee LaMarca made the motion with a second by Trustee Caschette.


THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

28. All American Commerical Laundry, Inc. - Health Sciences Laundry Services (FY2024-2025) (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (blanket purchase order) with All American Commercial Laundry, Inc. for pick up and drop off linen services on an as-needed basis during FY2024-2025 for the Ultrasound and Radiography Program.

Fiscal Impact: \$3,000.00

 [All American Commerical Laundry, Inc. - Health Sciences Laundry Services \(FY2024-2025\) 12238.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (blanket purchase order) with All American Commercial Laundry, Inc. for pick up and drop off linen services on an as-needed basis during FY2024-2025 for the Ultrasound and Radiography Program. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

29. All American Commerical Laundry Inc. FY2024-2025 Nursing Program) (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (blanket purchase order) with All American Commercial Laundry, Inc. for linen pick up and delivery services for the Nursing Department on an as-needed basis during FY2024-2025.

Fiscal Impact : Estimated of \$2,000.00

 [All American Commerical Laundry Inc. FY2024-2025 Nursing Program\) 12153.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a standard agreement (blanket purchase order) with All American Commercial Laundry, Inc. for linen pick up and delivery services for the Nursing Department on an as-needed basis during FY2024-2025. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

30. All-American Commercial Laundry, Inc. FY2024-2025 (Sim Center) (Presenters: Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with All-American Commercial Laundry, Inc. for linen pick-up/deliver services for the Simulation Center on an-needed basis during FY2024-2025.

Fiscal Impact: Estimated \$1,000.00

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

 [All-American Commercial Laundry, Inc. FY2024-2025 \(Sim Center\) 12208.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (blanket purchase order) with All-American Commercial Laundry, Inc. for linen pick-up/deliver services for the Simulation Center on an-needed basis during FY2024-2025. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

31. SACRAO Membership and Renewal Dues FY2024-2025 (Presenters: Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the Southern Association of Collegiate Registrars & Admissions Officers (SACRAO) for membership and renewal dues for FY 2024-2025 for the Registrar's Office. Fiscal Impact: \$300.00.

 [SACRAO Membership and Renewal Dues FY2024-2025 12339.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with the Southern Association of Collegiate Registrars & Admissions Officers (SACRAO) for membership and renewal dues for FY 2024-2025 for the Registrar's Office. Trustee LaMarca made the motion with a second by Trustee Caschette.

The motion passed unanimously. AYES: Chair Yarbrough, Vice Chair Zachariah, Trustee Zanotti, Trustee LaMarca, Trustee Caschette

32. Airgas USA LLC - FY2024-2025 (Sim Center) (Presenters: Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with AIRGAS USA LLC for rental of cylinders for Oxygen in the Health Sciences Simulation Center on an-needed basis during FY2024-2025. Fiscal Impact: Estimate \$5,000.00

 [Airgas USA LLC - FY2024-2025 \(Sim Center\) 12239.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the standard agreement (purchase order) with AIRGAS USA LLC for rental of cylinders for Oxygen in the Health Sciences Simulation Center on an-needed basis during FY2024-2025. Trustee LaMarca made the motion with a second by Trustee Caschette. Vice Chair Zachariah declared a conflict of interest and abstained from voting.

The motion passed. AYES: Chair Yarbrough, Trustee Zanotti, Trustee LaMarca, Trustee Caschette; ABSTAIN: Vice Chair Zachariah

Trustee Zanotti left the meeting at 10:48 a.m.

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL  
UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

X. Information Items

A. President's Report

President Astrab reported on various matters including new leadership appointments, progress on the dissolution of BCEduventures, and College accreditation.

B. Report of Contracts Authorized and Executed per Policy 6Hx2-1.14

Chair Yarbrough asked if any trustees would like to discuss any of the reported information items. Hearing none, the Chair moved to meeting adjournment.

1. Revenue Generating

- a. BARNES & NOBLE BOOKSELLERS, LLC (Amendment 4- 6 month extension)  
(Presenters: Dr. Donald Astrab, Interim President and Executive Vice President,  
Chief Operating Officer)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute a 6 month extension (180 day extension authorized in the RFP) with BARNES & NOBLE BOOKSELLERS, LLC (ITN 2014-171-ZR) for Comprehensive Bookstore Service.

Fiscal Impact: Revenue \$550,00.00 (based on revenue generating from July to October FY2023).

 [BARNES & NOBLE BOOKSELLERS, LLC \(Amendment 4- 6 month extension\) 11839.pdf](#)

- b. Certiport - Site Licenses and Exam Vouchers (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the non-standard agreement with Certiport to purchase the Project Management Institute (PMI) Project Management Ready (PMR) e-course license and exam vouchers for Broward College-Continuing Education. This provides access for students to become certified in the field of Project Management.


Fiscal Impact: \$5,025.00. Estimated Revenue: \$249,750.00.

 [Certiport - Site Licenses and Exam Vouchers 12025.pdf](#)

- c. POCKET NURSE ENTERPRISES, INC. (Software Subscription Service) (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to authorize standard agreement (purchase order) with POCKET NURSE ENTERPRISES, INC. for software subscription of Body Interact Educational for Continuing Education Health Sciences courses.

Fiscal Impact: \$5,250.00 Estimated Revenue: 19,750.00


 [POCKET NURSE ENTERPRISES, INC. \(Software Subscription Service\) 11993 .pdf](#)

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL  
UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

- d. Association of Operating Room Nurses, Inc. - ELearning Site Licenses  
(Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to authorize the non-standard agreement with Association of Operating Room Nurses, Inc. (AORN) to purchase E-Learning site licenses (curriculum) for software that is embedded in the Perioperative Nursing Program utilizing the bid waiver exception for educational materials and supplies.

Fiscal Impact: The estimated fiscal impact is between \$62,000 - \$72,000 (site license cost), anticipated revenue: \$252,220.00.

 [Association of Operating Room Nurses, Inc. - ELearning Site Licenses 12161.pdf](#)

## 2. Expenditures

- a. Symplicity Corporation - Amendment 1 (Presenters: Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the amendment, increasing fiscal authority with Symplicity Corporation for a custom Security Assertion Markup Language (SAML), including a one-time set up fee and continuing maintenance fee by utilizing the bid waiver information technology.

Fiscal Impact: \$5,500.00 (cumulative \$43,041.26)

 [Symplicity Corporation - Amendment 1 12063.pdf](#)

- b. Simple Systems Group LLC DBA Simple Syllabus (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the PO (non-standard agreement) with Simple Systems Group LLC DBA Simple Syllabus for a syllabus management software utilizing the bid waiver (information technology).


Fiscal Impact: Estimated \$30,600.00 spent over one year.

 [Simple Systems Group LLC DBA Simple Syllabus 11978.pdf](#)

- c. OneSourceVirtual FY2024-2027 - Renewal Agreement for Federal Payroll Tax Reports (Presenters: Rabia Azhar, Chief Financial Officer)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute a three (3) years renewal of the non-standard agreement with OneSource Virtual, Inc. to file Federal Payroll Tax Reports by utilizing the bid waiver exception for professional services.

Fiscal impact: Estimated \$99,917.00 (Cumulative \$239,217.00)

 [OneSourceVirtual FY2024-2027 - Renewal Agreement for Federal Payroll Tax Reports 12206.pdf](#)



THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL  
UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING.

- d. GlideScope (Verathon) (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to authorize a non-standard agreement with GlideScope (Verathon) for Health Science Respiratory students.

Fiscal Impact: 8,166.00

 [GlideScope \(Verathon\) 11433.pdf](#)

- e. ZOLL Medical Corporation - Replacement Batteries (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the non-standard agreement with ZOLL Medical Corporation for two AutoPulse Mechanical Resuscitator Li-Ion replacement batteries.

Fiscal Impact: Estimated \$1,971.76.

 [ZOLL Medical Corporation - Replacement Batteries 11961.pdf](#)

- f. West Publishing Corporation/Thomson Reuters - Westlaw Subscription (Presenters: Elizabeth Beavin, Senior Director, Legal and Public Policy Services)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to authorize an Order Form with West Publishing Corporation/Thomson Reuters to upgrade the product mix for subscription services to Westlaw, an online software for legal research on an as-needed basis (blanket purchase order) until October 2026 by utilizing a bid waiver for information technology..


Fiscal Impact: Estimated \$19,500.00

 [West Publishing Corporation/Thomson Reuters - Westlaw Subscription 12205.pdf](#)

- g. inMotionNow.Inc dba Lytho. Inc. (Software Subscription FY2024-2025) (Presenters: Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the one-year standard agreement (purchase order) with inMotionnow Inc. dba Lytho, Inc for Creative Services project management and proofing/tracking ability.

Fiscal Impact: \$18,652.00

 [inMotionNow.Inc dba Lytho. Inc. \(Software Subscription FY2024-2025\) 12215.pdf](#)


- h. Florida State University - AmeriCorps VISTA Program (FY2023-2024) (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute an amendment to the memorandum of understanding with Florida State

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University to serve as administrator for the AmeriCorps Volunteers In Service To America (VISTA) Grant for capacity-building activities to support the Broward UP Promise Neighborhoods Grant and other college-wide areas by utilizing the sole source bid waiver.

Fiscal Impact: \$19,500.00.

 [Florida State University - AmeriCorps VISTA Program \(FY2023-2024\) 11356.pdf](#)

- i. Pearson VUE - SOCE Vouchers for FY 2024-2027 (3 years) (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute a standard agreement (purchase order) with Pearson VUE to purchase vouchers for the FDLE mandated State Officer Certification Exam for Basic Recruit Training at the Institute of Public Safety by utilizing bid waiver -educational materials.

Fiscal Impact: Total Estimated cost of \$150,000.00.

 [Pearson VUE - SOCE Vouchers for FY 2024-2027 \(3 years\) 12035.pdf](#)

- j. College Summit, Inc. DBA PeerForward 2024 (Presenters: Janice Stubbs, Vice President of Student Services)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to authorize the standard agreement (purchase order) with College Summit, Inc. dba PeerForward for a Mentoring Service Management Technology Software.

Fiscal Impact: \$33,333.00

 [College Summit, Inc. DBA PeerForward 2024 11962.pdf](#)

- k. CareerAmerica LLC dba Ocelot - FY2024-2025 - Virtual Platform (Presenters: Janice Stubbs, Vice President of Student Services)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the non-standard agreement and renewal with CareerAmerica, LLC dba Ocelot, featuring FATV to provide students with informational videos about financial aid on the College's website.

Fiscal Impact: \$14,157.00 (cumulative \$139,113.00)

 [CareerAmerica LLC dba Ocelot - FY2024-2025 - Virtual Platform 12067.pdf](#)

- l. Qualtrics LLC - FY2024-2025 - Survey Tool Subscription Renewal (Presenters: Raj Mettai, Chief Information Officer)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to authorize the standard agreement (purchase order) and renewal with Qualtrics, LLC for the subscription of a survey tool, utilizing the bid waiver (information technology).

Fiscal Impact: \$35,257.95 (Cumulative \$99,257.95)

 [Qualtrics LLC - FY2024-2025 - Survey Tool Subscription Renewal 12201.pdf](#)

- 3. No Fiscal Impact

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- a. TASS Conference Amendment (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the amendment to agreement 10495 TASS (Teaching Academic Survival & Success) Conference MOU


Fiscal Impact: None.

 [TASS Conference Amendment 12154.pdf](#)

- b. Assessment Technologies Institute, L.L.C., dba National Healthcareer Association ("NHA") (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the agreement with Assessment Technologies Institute LLC dba National Healthcareer Association (NHA) to offer Pre-Externship testing allowing Phlebotomy Technician students to access certification exams before externship placement.

Fiscal Impact: None.


 [Assessment Technologies Institute, L.L.C., dba National Healthcareer Association \("NHA"\) 12344.pdf](#)

- c. Florida Atlantic University (FAU) Memorandum of Understanding B33 Weather Monitoring System (Presenters: Ana Ovalles, Associate Vice President, Facilities Planning & Capital Budgets)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the Memorandum of Understanding between

Broward College and Florida Atlantic University (FAU) for the installation of a weather monitoring system at the Downtown Fort Lauderdale Joint-Owned Building.

Fiscal Impact: None.

 [Florida Atlantic University \(FAU\) Memorandum of Understanding B33 Weather Monitoring System 11885.pdf](#)

- d. Dr. Michael Maruri (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the affiliation agreement with Dr. Michael Maruri for the Dental Hygiene and Dental Assisting Program.

Fiscal impact: None.

 [Dr. Michael Maruri 12114.pdf](#)

- e. Assessment Technology Institute, LLC dba ATI (Amendment 2) (Presenters: Dr. Jamonica Rolle, Vice Provost, Academic Affairs)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the

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second amendment to extend the contract with Assessment Technologies Institute LLC dba ATI for provide NCLEX Predictor Testing and Live Review Solution services by using a bid-waiver educational materials and supplies.  
Fiscal Impact: None (Cumulative: \$283,614.00)

 [Assessment Technology Institute, LLC dba ATI \(Amendment 2\) 12368.pdf](#)

- f. Non-MinuteTraq Bid Waivers Report FY2023-2024 (Presenters: Rabia Azhar, Chief Financial Officer)

Broward College District Board of Trustees authorized the bid waivers and report pursuant to College Procedure 6Hx2.6.34 for FY2023-2024.  
Fiscal Impact: \$1,852,786.53.

 [Non-MinuteTraq Bid Waivers Report FY2023-2024 12361.pdf](#)

- g. EMSI (Lightcast): Alumni Pathways Amendment 1 (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the amendment to acquire signatory authorization for a previously approved non-standard agreement with EMSI (dba Lightcast) for the Alumni Pathways Software Subscription, a web-based software package for Broward College alumni employment outcome data.

Fiscal Impact: None

 [EMSI \(Lightcast\): Alumni Pathways Amendment 1 12074.pdf](#)

- h. Arthritis@Work Web Portal (Presenters: Dr. Sophia Galvin, Vice President, Human Resources, Talent and Culture)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the non-standard agreement with the Arthritis@Work for access to the Arthritis@Work web portal containing educational materials.

Fiscal Impact: None

 [Arthritis@Work Web Portal 11038.pdf](#)

XI. Adjournment

There being no further business and no objection to adjourn, the regular meeting was adjourned at 10:57 a.m.

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Dr. Donald Astrab

President, Broward College

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Alexis Yarbrough

Chair, Board of Trustees