



## The District Board of Trustees of Broward College, FL Regular Meeting, 11:00 AM Minutes

Broward College

Tuesday January 7, 2025 11:00 AM EDT

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

### **Attendance**

#### **Present:**

Members: Donald Astrab, Michael Caschette, Eileen LaMarca, Alexis Yarbrough, Zachariah Zachariah, Mario Zanotti

Guests: Scott Cole

#### I. Call to Order

The regular meeting of the District Board of Trustees of Broward College was called to order at 11:06 a.m. on Tuesday, January 7, 2025, 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. (physical), Trustee Mario Zanotti (physical), Trustee Eileen LaMarca (physical), Trustee Michael Caschette (physical), outside General Counsel Scott Cole (physical), and President Dr. Donald Astrab (physical).

Chair Yarbrough inquired whether the Board had quorum for this meeting. General Counsel Cole confirmed that the meeting has quorum.

 [Mission Statement January 2025 BOT.pdf](#)

#### II. Pledge of Allegiance

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

#### III. Preliminaries

Chair Yarbrough thanked and recognized Student Government Association President, Mr. Zachary Whalen who was joining the meeting under the Student Trustee Initiative.

#### **Motion:**

Chair Yarbrough called for a motion to nominate Mr. Zachary Whalen to serve as Student Trustee through May 2025. Vice Chair Zachariah 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

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 Acknowledgment 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.1, the Standard Contract for Services with Barnes & Noble College Booksellers LLC, to add the backup documentation.

 [Amendment BOT January 2025.pdf](#)


 [Public Notice January BOT 2025.pdf](#)

##### **Motion:**

Chair Yarbrough called for a motion to accept the amended agenda and acknowledgment of the public notice. Vice Chair Zachariah 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

#### V. Approval of the Board of Trustees Minutes

 [The District Board of Trustees - Regular Meeting - December 3, 2024 11 00 AM Minutes.pdf](#)

 [Zachariah \(BOT 12.03.2024\) Abstention Conflict of Interest Form.pdf](#)

##### **Motion:**

Chair Yarbrough called for a motion to approve the minutes of the Board of Trustees Regular Meeting of December 3, 2024. Trustee LaMarca made the motion with a second by Trustee Caschette.

##### **Motion:**

Chair Yarbrough made a motion to amend the minutes to the December 3, 2024 meeting to include Vice Chair Zachariah's abstention form as an appendix 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 Zanolli, Trustee LaMarca, Trustee Caschette

#### VI. Public Speakers

Chair Yarbrough called on Mr. Cole for registered speakers. Mr. Cole stated that there were no registered speakers.

#### VII. Board Comments

Chair Yarbrough commented on the Presidential Search which remains a closed process until finalists are named. She said once finalists are named, several public events will be scheduled for the College and

broader community to hear directly from the finalists. She recognized staff for their hard work and dedication during this extended time with limited leadership. The Chair asked if any Trustees would like to make any comments. Hearing none, 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.


## IX. Action Agenda

### A. Administration

#### 1. CSPi Technology Solutions (ITN-2023-072-OA - IT Managed Services) Amendment 1 (Presenters: Raj Mettai, Chief Information Officer)

Recommendation that the Broward College District Board of Trustees authorize Contract Amendment #1 with CSPi Technology Solutions (ITN-2023-072-OA- IT Managed Services) for the deployment of the Nutanix hyper-converged infrastructure, as well as for network systems, and information security support requiring specialized expertise.

Fiscal Impact: \$2,153,000.00, Cumulative amount: \$7,217,000.00.

 [CSPi Technology Solutions \(ITN-2023-072-OA - IT Managed Services\) Amendment 1 131.pdf](#)

#### **Motion:**

Chair Yarbrough called for a motion to authorize Contract Amendment #1 with CSPi Technology Solutions (ITN-2023-072-OA- IT Managed Services). Vice Chair Zachariah 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

#### 2. HVAC Energy Management System Services (ITB-2021-051-EH) 1st Renewal (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees authorize the extension of the contracts with Thermal Concepts and Pilar Services for one (1) year, amending Thermal Concepts contract to increase pricing during the one (1) year renewal term, and increasing total fiscal authority under HVAC Energy Management System Services (ITB-2021-051-EH) to provide HVAC maintenance, services, and repairs to equipment collegewide.

Fiscal Impact: Estimated \$3,000,000.00 (cumulative \$9,527,000.00).

[HVAC Energy Management System Services \(ITB-2021-051-EH\) 1st Renewal 12480.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the extension of the contracts with Thermal Concepts and Pilar Services for one (1) year, amending Thermal Concepts contract to increase pricing during the one (1) year renewal term, and increasing total fiscal authority under HVAC Energy Management System Services (ITB-2021-051-EH) to provide HVAC maintenance, services, and repairs to equipment collegewide. Vice Chair Zachariah 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

3. Commercial Painting Services (RFP-2019-147-EH) Contract Extension (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees authorize the contract amendment to the contract RFP-2019-147-EH with Pro Painting Enterprises, Inc. and Thousand and One Painting Corp. to provide commercial painting services and building envelope water proofing projects collegewide.  
Fiscal Impact: Not seeking additional fiscal authority (Cumulative \$4,600,000.00).

[Commercial Painting Services \(RFP-2019-147-EH\) 3rd Renewal 12537.pdf](#)


**Motion:**

Chair Yarbrough called for a motion to authorize the contract amendment to the contract RFP-2019-147-EH with Pro Painting Enterprises, Inc. and Thousand and One Painting Corp. Vice Chair Zachariah 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

4. Promise Neighborhood Subaward for expenses prior to October 1st. Did not go through Contract Committee (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Recommendation that the Broward College District Board of Trustees authorize the Subaward agreement with Florida Atlantic University for Promise Neighborhoods grant expenses prior to October 1.  
Total Grant Amount: \$739,711.07, Match Required: Yes, Match Amount: \$739,711.07

 [Promise Neighborhood Subaward for expenses prior to October 1st 191.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the Subaward agreement with Florida Atlantic University for Promise Neighborhoods grant expenses prior to October 1. Vice Chair Zachariah 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. Policy 6Hx2-1.18 DSOs (Presenters: Scott Cole, General Counsel)

Recommendation that the Broward College District Board of Trustees accept the revisions to Policy 6Hx2-1.18 DSOs.

 [6Hx2-1.18 Proposed Revisions.pdf](#)

This item was previously on the Consent Agenda as item 10-A-1, but was moved to the Action Agenda as item 9-A-5 for discussion and separate action.

**Motion:**

Vice Chair Zachariah made a motion approve revisions to policy 6Hx2-1.18 and to further amend with the following revisions: References to the Foundation should be changed to DSO; references to investment advisor should also include or investment manager; add a provision that in the event of a conflict between this policy and DSO bylaws or other governing documents, that this policy prevails; add that in the event a DSO does not have a Finance and Investment Committee, the College CFO will serve as ex-officio non-voting member of the DSO. Trustee LaMarca seconded.

**Motion:**

Chair Yarbrough made a motion to amend Vice Chair Zachariah's motion to approve policy 6Hx2-1.18 with his proposed amendments and to further amend to add that any auditor will meet the minimum qualifications established by the CFO of the College. Vice Chair Zachariah seconded.

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

Chair Yarbrough called for a vote on the motion to approve Policy 6xH2-1.18 as amended with the language provided.

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

6. Broward College Foundation 2023 Audit (Presenters: Scott Rivinius, Vice President and Executive Director, Broward College Foundation)

Recommendation that the Broward College District Board of Trustees accept the Broward College Foundation 2023 Audited Financials.  
Fiscal Impact: None.

 [Broward College Foundation 2023 Audit 12585.pdf](#)

This item was previously on the Consent Agenda as item 10-A-2, but was moved to the Action Agenda as item 9-A-6 for discussion and separate action.

**Motion:**

Chair Yarbrough made a motion to table consideration of the Broward College Foundation 2023 Audited Financials. Vice Chair Zachariah seconded.

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

7. Promise Neighborhoods - Subrecipient Agreement with FAU (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Recommendation that the Broward College District Board of Trustees authorize a subrecipient agreement with Florida Atlantic University for the project "Broward UP Promise Neighborhoods"

Fiscal Impact: Grant Revenue Amount: \$998,015.00 (for year 1) Cumulative Grant Revenue Amount \$3,120,648 (over three years) Cumulative Grant Cost Share/Match: \$3,120,648 (over three years)

 [Promise Neighborhoods - Subrecipient Agreement with FAU CS 124.pdf](#)

This item was previously on the Consent Agenda as item 10-A-17, but was moved to the Action Agenda as item 9-A-7 for discussion and separate action.

**Motion:**

Chair Yarbrough called for a motion to authorize the subrecipient agreement with Florida Atlantic University for the project “Broward UP Promise Neighborhoods.” Vice Chair Zachariah made the motion with a second by Trustee Zanotti.

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

B. Academics

1. Bookstore Management Services (ITN-2023-161-OA) (Presenters: John Thornton, Vice Provost, Academic Operations)

Recommendation that the Broward College District Board of Trustees authorize the Standard Contract for Services with Barnes & Noble College Booksellers LLC for Bookstore Services and Management, online, North, Central and South Campus bookstores. Fiscal Impact: \$0.00, Cumulative Amount: \$0.00, Revenue: \$6,500,000.00

 [Bookstore Management Services \(ITN-2023-161-OA\) 164.pdf](#)

**Motion:**


Chair Yarbrough called for a motion to authorize the Standard Contract for Services with Barnes & Noble College Booksellers LLC. Trustee Caschette made the motion with a second by Trustee Zanotti. 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

C. Student Activity Fees

1. Charles F. Dodge City Center - 2025 Student Life Awards Banquet - Venue Rental (STUDENT ACTIVITY FEES) (Presenters: Dr. Jamonica Rolle, College Provost and Senior Vice President)

Recommendation that the Broward College District Board of Trustees authorize a non-standard agreement with CHARLES F. DODGE CITY CENTER for the venue rental for the 2025 Student Life Awards Banquet by utilizing bid-waiver (single/source). Fiscal Impact: Estimated \$26,472.05.

 [Charles F. Dodge City Center - 2025 Student Life Awards Banquet - Venue Rental 12550.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize a non-standard agreement with CHARLES F. DODGE CITY CENTER for the venue rental for

the 2025 Student Life Awards Banquet. Vice Chair Zachariah 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

2. Woody's Burgers LLC - Food Truck Services - March 2025 (STUDENT ACTIVITY FEES) (Presenters: Dr. Jamonica Rolle, College Provost and Senior Vice President)

Recommendation that the Broward College District Board of trustees authorize the service agreement with Woody's Burgers LLC for Student Life Department college wide events. Estimated Cumulative amount: \$7,911.20, Revenue: \$0.00

 [Woody's Burgers LLC - Food Truck Services - March 2025 92.pdf](#)


**Motion:**

Chair Yarbrough called for a motion to authorize the service agreement with Woody's Burgers LLC for Student Life Department college wide events. Vice Chair Zachariah 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

3. Delou Africa, Inc. - Student Life Event (Black History Performance Presentation) (STUDENT ACTIVITY FEES) (Presenters: Dr. Jamonica Rolle, College Provost and Senior Vice President)

Recommendation that the Broward College District Board of Trustees authorize the service agreement with Delou, Inc for college wide student events for Black History Month. Fiscal Impact: \$1,500.00, Cumulative amount: \$4,500.00, Revenue: \$0.00

 [Delou Africa, Inc. - Student Life Event \(Black History Performance Presentation\) \(STUDENT ACTIVITY FEES\) 121.pdf](#)

**Motion:**

Chair Yarbrough called for a motion to authorize the service agreement with Delou, Inc for college wide student events for Black History Month. Vice Chair Zachariah 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



X. Consent Agenda

Chair Yarbrough said she understands that due to a conflict of interest Vice Chair Zachariah needs to abstain from voting on items 10-A-6 an agreement with United Rentals, and 10-B-6 an agreement with HealthFirst.

Chair Yarbrough asked if anyone would like to remove any items from the Consent Agenda for separate discussion. The Chair asked that item 10-A-1 revisions to Policy 6Hx2-1.18 DSOs, item 10-A-2 the Broward College Foundation 2023 Audited Financials, and item 10-A-17, the subrecipient agreement with Florida Atlantic University for the project “Broward UP Promise Neighborhoods” be moved to the Action Agenda for separate action.

**Motion:**

Chair Yarbrough called for a motion to approve the Consent Agenda as amended. Vice Chair Zachariah made the motion with a second by Trustee LaMarca. Vice Chair Zachariah is abstaining from voting on items 10-A-6 an agreement with United Rentals, and 10-B-6 an agreement with HealthFirst.

All items on the amended Consent Agenda received a unanimous vote of five ayes, with the only exceptions being items 10-A-6 an agreement with United Rentals, and 10-B-6 an agreement with HealthFirst which received four ayes, with Vice Chair Zachariah abstaining.

A list of the items on the Consent Agenda are:

A. Administration

1. Crown Castle Fiber LLC (ITB-2019-068-JH) Amendment #2 (Presenters: Raj Mettai, Chief Information Officer)

Recommendation that the Broward College District Board of Trustees authorize Contract Amendment #2 with Crown Castle Fiber LLC (ITB-2019-068-JH) for Internet Circuit Services in various college-wide locations to revise the College’s invoice contact and extend payment terms from Net 30 to Net 60, allowing adequate time to process payments without late fees.

Fiscal Impact: 0.00 (cumulative amount \$484,540.00).

 [Crown Castle Fiber LLC \(ITB-2019-068-JH\) Amendment #2 CS 103.pdf](#)

2. Gun Range Specialized Cleaning Services (ITB-2024-103-OA) (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement with Best Technology Systems, Inc. (ITB-2024-103-OA - Gun Range Specialized Cleaning Services) to provide labor and materials for the specialized cleaning at the Institute of Public Safety (IPS) gun ranges. Fiscal Impact: \$579,780.00, Cumulative amount: \$0.00, Revenue: \$0.00

 [Gun Range Specialized Cleaning Services \(ITB-2024-103-OA\) 116.pdf](#)


3. Gun Range Equipment Services (ITS-2025-009-OA) (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees authorize the standard contract for services with Action Target, Inc. for ITS-2025-009-OA - Gun Range Equipment Services to provide gun/firing range equipment services. Fiscal Impact: \$90,000.00, Cumulative amount: \$0.00, Revenue: \$0.00

 [Gun Range Equipment Services \(ITS-2025-009-OA\) 115.pdf](#)


4. United Rentals Inc. (Equipment Rental & Repair) FY2024-2025 (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with United Rentals Inc. for rentals, repairs and maintenance of machines on as needed basis during FY2024-2025. Fiscal Impact: Estimated \$35,000.00

 [United Rentals Inc. \(Equipment Rental & Repair\) FY2024-2025 12033.pdf](#)


5. Sullivan Electric & Pump, Inc. (Equipment, Parts and Repairs) FY2024-2025 (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees authorize the non-standard agreement with Sullivan Electric & Pump, Inc. for irrigation, domestic water, booster stations and sewage lift station parts repairs and service as needed collegewide for FY2024-2025. Fiscal Impact: Estimated \$10,000.00

 [Sullivan Electric & Pump, Inc. \(Equipment, Parts and Repairs\) FY2024-2025 12104.pdf](#)

6. Rechten International Trucks, Inc. (Heavy Duty Commercial Truck Parts & Services) (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with Rechten International Trucks, Inc. for Heavy Duty Commercial Truck Parts and Services on as needed basis during FY2024-2025 for the Fleet Department. Fiscal Impact: Estimated \$10,000.00

 [Rechten International Trucks, Inc. \(Heavy Duty Commercial Truck Parts & Services\) 12491.pdf](#)

7. City of Pembroke Pines South Campus Sports Complex MOU (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees (i) authorize the Memorandum of Understanding with the City of Pembroke Pines for one (1) additional

year of shared use of the South Campus Sports Complex and (ii) give authorization to the President to explore a longer term lease agreement with the City of Pembroke Pines, subject to Board of Trustees final approval. Fiscal Impact: \$0.00, Cumulative amount: \$0.00, Revenue: \$0.00

 [City of Pembroke Pines South Campus Sports Complex MOU CS 119.pdf](#)

8. Battersby Golf LLC (Summary of Basic Lease Information) (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees authorize the President to (i) negotiate a non-binding Letter of Intent with Battersby related to the operation and management of a golf driving range and instruction center on the North Campus based on substantially the same terms set forth in the Executive Summary and any additional terms determined to be in the best interest of the College and (ii) negotiate a final lease agreement with Battersby based on the Letter of Intent, subject to Board of Trustees final approval. Fiscal Impact: \$0.00, Cumulative amount: \$0.00, Revenue: \$0.00

 [Battersby Golf LLC \(Summary of Basic Lease Information\) 126.pdf](#)


9. Representative Marie Woodson Facility Lease Agreement (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

Recommendation that the Broward College District Board of Trustees authorize the Facility Lease Agreement with Representative Marie Woodson for the use of office space, storage, and lobby area at South Campus Bldg. 73. Fiscal Impact: \$0.00, Cumulative Amount: \$0.00, Revenue: \$9,129.33

 [Representative Marie Woodson Facility Lease Agreement 171.pdf](#)

10. National Institute of Governmental Purchasing (NIGP) Membership Renewal & Dues FY2024-2025 (Presenters: Rabia Azhar, Chief Financial Officer)


Recommendation that the Broward College Board of Trustees authorize a standard agreement (purchase order) with the National Institute of Governmental Purchasing (NIGP) for membership renewal and dues for FY2024-2025 for the Procurement department.  
Fiscal Impact: \$595.00

 [National Institute of Governmental Purchasing \(NIGP\) Membership Renewal & Dues 12499.pdf](#)

11. 2025 FPELRA Membership and Renewal Dues (Presenters: Dr. Sophia Galvin, Vice President, Human Resources, Talent and Culture)


Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Florida Public Employer Labor Relations Association (FPELRA) for membership and renewal dues for 2025 for Accessibility Resources. Fiscal Impact: \$225.00, Cumulative amount: \$225.00, Revenue: \$0.00

 [2025 FPELRA Membership and Renewal Dues 98.pdf](#)

 [-2025 FPELRA Dues Invoice - Agency Membership - Broward College \(1\).pdf](#)

12. Gehring Group (RFP-2021-005-OA - Employee Benefits and Insurance/Brokerage Consulting Services) Amendment (Presenters: Dr. Sophia Galvin, Vice President, Human Resources, Talent and Culture)

Recommendation that the Broward College District Board of Trustees authorize the contract amendment with Gehring Group, Inc. (RFP-2021-005-OA - EMPLOYEE BENEFITS AND INSURANCE/BROKERAGE CONSULTING SERVICES) to revise the statement of work and pricing based on the College transferring to the State Group Insurance Program effective January 1, 2025. Fiscal Impact: \$3,865.00, Cumulative amount: \$0.00, Revenue: \$0.00

 [Gehring Group \(RFP-2021-005-OA - Employee Benefits and Insurance/Brokerage Consulting Services\) Amendment 167.pdf](#)

13. Employment of Full-Time & Part-Time Personnel and Resignation & Termination of Personnel (Presenters: Dr. Sophia Galvin, Vice President, Human Resources, Talent and Culture)

Recommendation for the Broward College District Board of Trustees to authorize the employment of full-time and part-time personnel and resignation and termination of personnel, in alignment with Broward College Policy 6Hx2-3.25 (Resignation and Termination of Non-Instructional Personnel) and Policy 6Hx2-3.01 (Appointment of Personnel).

Fiscal Impact: None.

 [Employment of Full-Time & Part-Time Personnel and Resignation & Termination of Personnel 12588.pdf](#)

14. AHEAD 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 AHEAD (Association on Higher Education And Disability) for membership and renewal dues for FY2024-2025 for Accessibility Resources.

Fiscal Impact: \$1,775.00.

 [AHEAD Membership and Renewal Dues FY2024-2025 12561.pdf](#)


15. Sunshine State Health Plan, Inc. - Community Partner Agreement (Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)

Recommendation that the Broward College District Board of Trustees authorize the Community Partner Agreement with Sunshine State Health Plan, Inc., to provide student tuition and instructional materials for Continuing Education Health Sciences certification programs. Fiscal Impact: \$0.00, Cumulative Amount: \$0.00, Revenue: \$100,000.00

 [Sunshine State Health Plan, Inc. - Community Partner Agreement 151.pdf](#)

16. American Databank LLC - Clinical Compliance Solutions FY2024-2025  
(Presenters: Dr. Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships)


Recommendation that the Broward College District Board of Trustees authorize the non-standard agreement with American Databank LLC to provide clinical compliance solutions including background checks, drug screenings, and immunization tracking, for clinical externship placements on an on-needed basis during FY2024-20205.  
Fiscal Impact: Cost \$9,408.00

 [American Databank LLC - Clinical Compliance Solutions FY2024-2025 12490.pdf](#)

## B. Academics


1. Philips Healthcare - Ultrasound System 5300G (ITS-2024-197-YR)  
(Presenters: Dr. Jamonica Rolle, College Provost and Senior Vice President)

Recommendation that the Broward College District Board of Trustees authorize the non-standard agreement with Philips Healthcare (ITS-2024-197-YR - ULTRASOUND SYSTEM) for the purchase of Philips ECompact Ultrasound System 5300G utilizing the bid waiver exception (single/sole source).  
Fiscal Impact: \$71,233.76

 [Philips Healthcare - Ultrasound System 5300G \(ITS-2024-197-YR\) 11680.pdf](#)

2. Image Access, Inc. dba Digital Library Systems Group - KIC Scanner  
(Presenters: Dr. Jamonica Rolle, College Provost and Senior Vice President)


Recommendation that the Broward College District Board of Trustees authorize the non-standard agreement with Image Access, Inc. dba Digital Library Systems Group for the purchase of a multi-purpose scanner for student and archival use, along with a 3-year service agreement.  
Fiscal Impact: \$9,603.47

 [Image Access, Inc. dba Digital Library Systems Group - KIC Scanner 12389.pdf](#)

3. Emergency Educational Training Institute, Inc. - Paramedic Program Training (FY2024-2025) (Presenters: Jeffrey Guild, Vice Provost, Academic Affairs)


Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Emergency Educational Training Institute, Inc. to provide Advanced Cardiac Life Support (ACLS) and Pediatric Life Support (PALS) training and certifications for Health Science Paramedic students during FY2024-2025

Fiscal Impact: Estimated \$9,975.00

 [Emergency Educational Training Institute, Inc. - Paramedic Program Training 12241.pdf](#)

4. The Commission on Accreditation for Respiratory Care (CoARC) - On Site Visit Accreditation Fee (Presenters: Jeffrey Guild, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE for Respiratory Care Accreditation. Fiscal Impact: \$2,754.72, Cumulative amount: \$0.00, Revenue: \$0.00

 [The Commission on Accreditation for Respiratory Care \(CoARC\) - On Site Visit Accreditation Fee CS 122.pdf](#)


5. Scribendi, Inc. - Content Editing (Presenters: Jeffrey Guild, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a non-standard agreement with Scribendi for content editing.  
Fiscal Impact: \$1,302.38

 [Scribendi, Inc. - Content Editing 12445.pdf](#)

6. HealthFirst - Annual Membership Dues and Renewal (FY2024-2025) (Presenters: Jeffrey Guild, Vice Provost, Academic Affairs)

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with HealthFirst for membership dues and renewal for the Dental Assisting/ Dental Hygiene Program.  
Fiscal Impact: \$1,059.00

 [HealthFirst - Annual Membership Dues and Renewal \(FY2024-2025\) 12401.pdf](#)

## XI. Information Items

### A. President's Report

President Astrab reported on student and staff events around the College, and recognized staff for their hard work and dedication.

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


#### 1. Revenue Generating

- a. POCKET NURSE ENTERPRISES, INC. - Virtual Simulation Software (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 issue a

standard agreement (purchase order) with POCKET NURSE ENTERPRISES, INC. for software subscription of Body Interact Educational for Continuing Education Health Sciences courses.

Fiscal Impact: \$8,455.00 (Estimated Revenue \$29,982.00)

 [POCKET NURSE ENTERPRISES, INC. - Virtual Simulation Software 12482.pdf](#)

- b. Brevo Theatre Inc. (rental agreement) (Presenters: Deborah Czubkowski, Vice President of Facilities Management)

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 FACILITY RENTAL AGREEMENT with BREVO THEATRE, INC. for RENTAL OF BAILEY HALL and breakout rooms.

Fiscal Impact: Revenue \$3,000.00

 [Brevo Theatre Inc. \(rental agreement\) 12284.pdf](#)

## 2. Expenditures

- a. Hyland Software, Inc. Software Subscription (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, Broward College exercised the authority delegated by the Board to accept a non-standard agreement with Hyland Software, Inc. to secure technology for converting print transcripts to the OCR technology by utilizing a bid-waiver (information technology). Fiscal Impact: Estimated \$172,446.72

 [Hyland Software, Inc. Software Subscription 10347.pdf](#)

- b. NVR Solutions, Inc. - Software Renewal 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, Broward College exercised the authority delegated by the Board to issue a standard agreement (purchase order) with NVR Solutions, Inc for the renewal delivery tracking software service during FY 2024-25 by utilizing bid-wavier (information technology)

Fiscal Impact: \$1,595.00 (Cumulative \$16,660.00)

 [NVR Solutions, Inc. - Software Renewal FY2024-2025 12411.pdf](#)

- c. Avaap USA LLC - Workday Support and Advisory Services (Amendment #4) (Presenters: Raj Mettai, Chief Information 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 Fourth Amendment to the Master Service Agreement Statement of Work with Avaap USA LLC for post-production support related to the

implementation of new Workday features and enhancements to assist in College operational needs.  
Fiscal Impact: \$39,775.00 (cumulative total \$117,275.00).

 [Avaap USA LLC - Workday Support and Advisory Services \(Amendment #4\) 12538.pdf](#)

- d. Maxient LLC - Case Management Software - Renewal 2025-2029 (Presenters: Dr. Jamonica Rolle, College Provost and Senior Vice President)

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 renewal of the non-standard agreement with Maxient LLC for case management software by utilizing bid waiver (information technology).  
Fiscal Impact: \$48,750.00 spent over 5 years (Cumulative: \$112,950.00)

 [Maxient LLC - Case Management Software - Renewal 2025-2029 11724.pdf](#)


- e. Ingmar Medical Ltd - RespiPro® Educational Package (Presenters: Dr. Jamonica Rolle, College Provost and Senior Vice President)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to issue a standard agreement (purchase order) with INGMAR MEDICAL LTD. to purchase RespiPro® Educational Package for the Respiratory Care program (ITS-2024-179-OA - RESPIRATORY SIMULATION SOLUTION) by utilizing a bid waiver exception (single/source source).  
Fiscal Impact: Estimated \$75,223.00

 [Ingmar Medical Ltd - RespiPro® Educational Package 12256.pdf](#)

- f. CollegeBoard ACCUPLACER Placement Exam Units (FY2024-2025) (Presenters: Priscilla Suarez, Vice Provost, Academic Services)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to issue a standard agreement (purchase order) with CollegeBoard for ACCUPLACER exam units for collegewide placement testing for FY2024-2025 by utilizing the bid waiver (sole source).  
Fiscal Impact: 45,000.00

 [CollegeBoard ACCUPLACER Placement Exam Units \(FY2024-2025\) 12407.pdf](#)

- g. Florida Virtual Campus OCLC Group License Agreement (Presenters: Priscilla Suarez, Vice Provost, Academic Services)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to issue a standard agreement (purchase order) with Florida Virtual Campus (FLVC) for the statewide consortium OCLC Group License and renewal for FY2024-2025 for Broward College Libraries by utilizing bid waiver (Information technology).




Fiscal Impact: \$30,130.74

 [Florida Virtual Campus OCLC Group License Agreement 12483.pdf](#)

- h. Certiport - Adobe Pro Classroom, Apple Swift Classroom, and Cisco Exam Site Licenses (Presenters: Priscilla Suarez, Vice Provost, Academic Services)

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to accept a non-standard agreement with Certiport for the purchase of Adobe Pro Classroom License Full Suite, Apple Swift Classroom License and Cisco Exam Site License by utilizing bid waiver (information technology).

Fiscal Impact: \$15,003.00

 [Certiport - Adobe Pro Classroom, Apple Swift Classroom, and Cisco 12497.pdf](#)

- i. WOnline, Inc - Product Subscription FY2024 -2025 (Presenters: Priscilla Suarez, Vice Provost, Academic Services)


Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to accept a non-standard agreement with WOnline, Inc. to license the annual access to the tutoring and appointment platform.

Fiscal Impact: \$3,750.00 (cumulative \$9,350.00)

 [WOnline, Inc - Product Subscription FY2024 -2025 12487.pdf](#)

- j. 240Tutoring, Inc. - Professional Development and Educational Services (Presenters: Jeffrey Guild, 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 issue a standard agreement (purchase order) with 240Tutoring, Inc. to provide preparation and study materials for TEP students to take and pass the FTCE exams. Fiscal Impact: \$8,325.00

 [240Tutoring, Inc. - Professional Development and Educational Services 12552.pdf](#)

- k. Method Test Prep, Inc. dba Method Learning - Software Platform (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 issue a standard agreement (purchase order) with Method Test Prep, Inc. dba Method Learning for Methodize Online College and Career Readiness Platform for the subscription for the Workforce Education Department. Fiscal Impact: \$7,500.00

 [Method Test Prep, Inc. dba Method Learning - Software Platform 12391.pdf](#)

3. No Fiscal Impact

- a. BC-Barry University BFA (Presenters: Dr. Jamonica Rolle, College Provost and Senior Vice President)

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 articulation agreement with Barry University for a Bachelor of Fine Arts degree with a specialization in Studio Art/Bachelor of Fine Arts with a specialization in Graphic Design.

Fiscal Impact: None

 [BC-Barry University BFA 12476.pdf](#)

- b. Atlantic Physical Therapy at Atlantic Plaza (Presenters: Dr. Jamonica Rolle, College Provost and Senior Vice President)

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 clinical affiliation agreement with Atlantic Physical Therapy at Atlantic Plaza for the Physical Therapist program.

Fiscal Impact: None.

 [Atlantic Physical Therapy at Atlantic Plaza 12226.pdf](#)

- c. Florida Department of Corrections Memorandum of Agreement Renewal (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 renew the memorandum of understanding with The Florida Department of Corrections for educational opportunities for the residents at the correctional facility

Fiscal Impact: No cost to college

 [Florida Department of Corrections Memorandum of Agreement Renewal 12547.pdf](#)

XII. Adjournment

There being no further business and no objection to adjourn, the regular meeting was adjourned at 12:46 p.m.

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Dr. Donald Astrab  
President, Broward College

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Alexis Yarbrough  
Chair, Board of Trustees