



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the American Association of Collegiate Registrars & Admissions Officers (AACRAO) for membership renewal and dues for year 2024-2025 for the Registrar's Office. Fiscal Impact: \$2,300.00.**

**Presenter(s):** Donald Astrab, VP, Academic Operations, Analytics, & Comm

**What is the purpose of this contract and why is it needed?** The American Association of Collegiate Registrars and Admissions Officers (AACRAO) is a non-profit, voluntary, professional association working to make higher education more responsive to learners. It offers membership to 2,300+ institutions in more than 40 countries. The association provides advocacy, research, and policy-based guidance and training to higher education professionals to smooth the path for learners at every stage of their journey and allows Broward College to benefit from the resources and guidance offered. This agreement is for the period July 2024 - June 2025.

**What procurement process or bid waiver was used and why?**

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

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

Yes, it was a budgeted expense that was approved at the June 2023 Board meeting.

**What fund, cost center and line item(s) were used?** Fund - FD100, Cost Center - CC0483, Line Item - 40700.

**Has Broward College used this vendor before for these products or services?** Yes, Broward College has enjoyed a long-standing membership arrangement with the American Association of Collegiate Registrars and Admissions Officers.

**Was the product or service acceptable in the past?** Yes, the membership was advantageous in the past. It has allowed Broward College to remain current in providing services to its students and former students in keeping with the norms of the industry (it can be bench-marked against other institution) and utilizing the technology available in the industry.

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

**Was that return on investment not met, met, or exceeded and how?** The return on investment was met, because it has allowed Broward College to garner industry specific information and knowledge that can be used to improve its service delivery.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** The services provided feeds indirectly into the Social Enterprise tactics because it allows Broward College to bench mark its services against industry leaders and to use this to improve its services to the community.

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

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

**FISCAL IMPACT:**

Description \$2,300.00 Worktags: CC0483, FD100, BU312, PG000182.

06/25/24

CC0483 • District Registrar's Office


(\$2,300.00)

**Jeffrey Nasse**

Jeffrey Nasse, Provost and SVP of Academic Affairs

6/4/2024

APPROVAL PATH: 12187: American Association of Collegiate Registrars & Admissions Officers


**Workflow**
Edit View
Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Karen Lee Murphy	AVP/Registrar Review		Completed	
2	Donald Astrab	Vice Provost Review		Completed	
3	Jeffrey Nasse	Provost and SVP of Academic Affair		Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		Completed	
5	Zaida Riollano	Procurement Approval		Completed	
6	Rabia Azhar	CFO Review		Completed	
6	Christine Sims	Budget Departmental Review		Completed	
6	<b>Legal Services Review Group</b>	Review and Approval for Form and		Completed	
7	Board Clerk	Agenda Preparation		Completed	
8	District Board of Trustees	Meeting	06/25/24 01:00 PM	Pending	
9	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig		Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		Pending	



# AACRAO

## INVOICE

**Bill To:**

Broward College  
Karen Lee Murphy  
4205 Bonaventure Blvd.  
Weston, Florida  
33332

**Order Number: 000594361**

25 April, 2024

Term: July 1, 2024 - June 30, 2025

Item Description	Price	Total
AACRAO Membership	\$2,300.00	\$2,300.00

**Total \$2,300.00**

Please remit all payments in U.S. dollars.

Please ensure the billing address listed above is correct and fill in your card info below.

**Credit Card** ☐ Visa ☐ MasterCard ☐ AmEx**Card Number:** \_\_\_\_\_**Name:** \_\_\_\_\_**Exp. Date:** \_\_\_\_/\_\_\_\_ **CVV:** \_\_\_\_ **ZIP:** \_\_\_\_\_**Amount to Charge:** \_\_\_\_\_**Signature:** \_\_\_\_\_**Email to:**

membership@aacrao.org

**Fax to:**

(202) 872-8857

**Mail to:**P.O. Box 37097  
Baltimore, MD 21297