



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with State University of New York (SUNY) for membership renewal and dues FY 2024-2025 for Student Conduct & Integrity Training. Fiscal Impact: \$5,304.50

Presenter(s): Janice Stubbs, Vice President of Student Services

What is the purpose of this contract and why is it needed? The SUNY Student Conduct Institute (SCI) platform addresses a critical need for Broward College to ensure fair, equitable, and legally compliant handling of student conduct violations and disclosures. It provides a comprehensive training and resource solution for staff and faculty. Importance and Benefits of utilizing this platform includes: (1) Compliance and Best Practices: The platform offers training on crucial topics like due process, trauma-informed practices, and evidence handling. This equips staff and faculty with the necessary knowledge to comply with Title IX, the Clery Act, and other relevant laws, minimizing legal risks for the institution. (2) Accessibility and Efficiency: With a single annual fee, institutions can train all covered personnel, including diverse roles like Title IX coordinators, public safety officials, and hearing board members. The platform offers both live and on-demand training options, catering to various learning styles and schedules. (3) Cost-Effectiveness: The single fee structure makes compliance training affordable for institutions of all sizes. This is particularly beneficial for smaller institutions that might otherwise struggle with training costs. (4) Tracking and Reporting: The platform tracks individual and institutional completion of training modules, simplifying compliance reporting for institutions. (5) Accessibility Commitment: The SCI platform prioritizes accessible content and provides resources for diverse learners. (6) Nationwide Support: The platform caters to a broad range of public and private institutions, fostering a collaborative approach to student conduct best practices. The SUNY SCI Platform is a valuable resource for Broward College seeking to ensure compliance, best practices, and staff preparedness in handling student conduct matters. Its comprehensive training, accessibility, and cost-effectiveness make it a compelling solution for institutions committed to creating a fair and equitable learning environment for all students.

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

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

What fund, cost center and line item(s) were used? FD201, CC0593 and 64502.

Has Broward College used this vendor before for these products or services? Yes, the dues were always paid through POs.

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

Was there a return on investment anticipated when entering this contract? ROI includes continued compliance with Title IX federal regulations including the new changes for 2024 that we are obligated to comply with by **August 1, 2024**. SCI trains Title IX Personnel at Broward College on how to investigate and adjudicate conduct violations and disclosures fairly and equitably. SCI members access LIVE@distance (webinar) trainings, a large catalog of on-demand training courses and more. Training is tracked by individual and institution to make compliance and education more efficient and accessible. Training topics include due process, trauma-informed investigations and adjudications, questioning and weighing of evidence, and other crucial best practices in the investigation and conduct process that comply with Title IX, the Clery Act and other relevant federal and state laws.

Was that return on investment not met, met, or exceeded and how? Yes - Met 2023 compliance for Title IX personnel training. New Title IX compliance regulations effective August 1, 2024, are in process, on track to be met.

Does this directly or indirectly feed one of the Social Enterprise tactics and how?

- Provide a Best-in-Class Student Experience.
- Examine all points in the student journey and plan for even the most aspirational enhancements to our outreach, processes, services, and programs while monitoring student sentiment and continually responding to our students' needs.
- The safety and well-being of students is enhanced by compliance with federal regulations under Title IX.
- Completion, Retention, and Enrollment are all enhanced by a trained campus community for sexual misconduct, discrimination, and retaliation.

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: \$5,304.50 Worktags: CC0593, FD201, BU301, PG000185.

06/25/24

CC0593/BU301/FD201 · Student Affairs


(\$5,304.50)



Janice Stubbs









Janice Stubbs, Vice President of Student Services


5/23/2024

APPROVAL PATH: 12223: State University of New York (SUNY) Membership Renewal & Dues FY2024-2025

 **Workflow**

 Edit View  Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	David Kenton	Dean		Completed	
2	Janice Stubbs	VP Review		Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		Completed	
4	Zaida Riollano	Procurement Approval		Completed	
5	Rabia Azhar	CFO Review		Completed	
5	Christine Sims	Budget Departmental Review		Completed	
5	Legal Services Review Group	Review and Approval for Form and		Completed	
6	Board Clerk	Agenda Preparation		Pending	
7	District Board of Trustees	Meeting	06/25/24 01:00 PM	Pending	
8	Electronic Signature(s)	Signatures obtained via DocuSig 		Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		Pending	

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DATE 05/20/2024

DUE DATE 06/04/2024

TERMS net 15

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	SCI Membership 2024 - 2025	Student Conduct Training for the period of 7/1/2024 - 6/30/2025	1	5,304.50	5,304.50

BALANCE DUE

\$5,304.50