



## EXECUTIVE SUMMARY

**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**

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

**What is the purpose of this contract and why is it needed?** This is to renew the institutional membership with the National Association of Student Personnel Administrators (NASPA). Through this membership, student services administrators can engage in conversations with colleagues across the country on current and emerging challenges, access to journals, assessments, advisory services, webinars, and discounted registration to both regional and national meetings.

**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, this is an expense for FY2024-2025.

**What fund, cost center and line item(s) were used?** FD100, CC0298, Memberships & Sponsorships (65402:Inst).

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

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

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

**Was that return on investment not met, met, or exceeded and how?** Met with Student Services administrators engaged in various professional development opportunities. These opportunities broaden their perspective which enriches their contributions with process improvements and outcomes in their respective departments.

**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?**

Board Item

Meeting of August 20, 2024

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: \$1,456.00 CC0298, FD100, BU301, PG000185

<b>08/20/24</b>	<b>CC0298 · Vice President for Student Affairs</b>	<b>(\$1,456.00)</b>
	FY2024-2025	

**Janice Stubbs**

Janice Stubbs, Vice President of Student Services

7/23/2024

APPROVAL PATH: 12352 NASPA Membership Renewal and Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

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



# MEMBERSHIP RENEWAL NOTICE

**National Association of Student Personnel Administrators**

(202) 265-7500  
<http://www.naspa.org/>

<b>Renewal Number</b>	0468080
<b>Invoice Date</b>	5/7/2024
<b>Due Date</b>	Due Upon Receipt

**Billing Address**

Broward College  
3501 SW Davie Road  
Davie, FL 33314  
United States

**Institution Membership for Broward College from 7/1/2024 to 6/30/2025**

Product Name	Quantity	List Price	Net Value
Institution	1	\$1456.00	\$1456.00

**Total \$1456.00**

Adjust If Needed

**Remittance**

**Account Name** Broward College    **Balance** \$1456.00    **Payment** \_\_\_\_\_

**Mail To** NASPA CL Id# 500016, PO Box  
5007  
Merrifield, VA 22116-5007 United  
States

**Make Checks Payable To** National Association of Student Personnel  
Administrators

**Credit Card**

**Type**  AMEX    **Name** \_\_\_\_\_  
 Mastercard    **Number** \_\_\_\_\_  
 VISA    **Exp. Date** \_\_\_\_ / \_\_\_\_

