

# EVERGLADES

C O L L E G E

May 21, 2001

VIA FEDERAL EXPRESS

Internal Revenue Service  
Exempt Organizations  
Attn: John Jennwein, ID#: 31-07208  
Room 4508  
550 Main Street, Federal Building  
Cincinnati, OH 45202

Internal  
Revenue Service  
Cincinnati, Ohio  
MAY 21 REC'D  
Received  
TEGE DIV.

RE: Everglades College, Inc.  
Form 1023, Application for Exemption Pursuant to Code Section 501(c)(3)  
IRS Letter dated May 3, 2001

Dear Mr. Jennwein:

The following information is being submitted in support of the Application for Exemption and in response to the Internal Revenue Service letter dated May 3, 2001.

Number references are to references in such letter.

I. Racial composition of the College for two school years

(a) Student body: total of 171

55% White  
23% Black  
13% Hispanic  
1% Asian  
5% Unknown

(b) Faculty: total of 13

69% White  
15% Black  
8% Hispanic  
8% Asian

(c) Administrative staff: total of 18

67% White  
17% Black  
16% Hispanic

2. Resolution certified by an officer that records will be maintained in accordance with Rev. Proc. 75-50. ATTACHED
3. Everglades College, Inc. will comply with the requirements in Rev. Proc. 75-50, Section 4.03 and all future newspaper advertisements.

Everglades College will use a minimum of 12-pt. boldface type when stating its racially nondiscriminatory policy in advertisements. Additionally, Everglades College will annually publish the nondiscriminatory policy as to students as specified in 4.03 of Rev. Proc. 75-50 and stated below (heading in 12 pt. bold face type and text in 8 pt. type). This will be published in section A of the Sun-Sentinel newspaper (a newspaper of general circulation published in Ft. Lauderdale, Florida) in a space no less than 3 column inches. ATTACHED.

#### NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Everglades College, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

4. The staff of Everglades College, Inc., their experience and/or qualifications for the functions which they perform are set forth below:

Susan Ziegelhofer, President

Qualifications/Experience:

- M.A. degree in Psychology,
- Over fifteen years experience in higher education at Baldwin-Wallace College (OH), University of Toledo (OH), and Keiser College (FL)
- Six years as Director of Admissions at Keiser College
- One year as Associate Campus Director at Keiser College

Responsibilities at the College:

- CEO of the College responsible for the organization and administration of daily operations at the College
- Make policy and personnel recommendations to the Board of Trustees
- Execute all policies approved by the Board of Trustees

Compensation:

- Annual salary of \$77,500, determined by experience and salary history in higher education and current job responsibilities. Annual increases are merit based.

Grace Klinefelter, Dean of Academic Affairs/Program Director of Business Studies  
Qualifications/Experience:

- D.B.A. degree in Business Management, M.L.S. degree
- over 10 years experience in higher education as an instructor and dean
- SPIIR certification
- Member of Soc. For H.R. Management and the Am. Soc. For Training and Development

Responsibilities at the College:

- Interviewing, hiring, and supervising all faculty and program directors
- Developing and monitoring business programs
- academic advising of students

Compensation:

- Annual salary of \$60,000, determined by experience and salary history in higher education. Annual increases are merit based.

Ross McLoud, Program Director of Aviation Studies

Qualifications/Experience:

- over 10 years experience in higher education as an instructor and program director
- 20 years experience as an air traffic controller, supervisor, and manager
- member of the University Aviation Association

Responsibilities at the College:

- interviewing aviation instructors
- teaching aviation courses
- developing and monitoring aviation programs
- academic advising of students

Compensation:

- Annual salary of \$53,000, determined by experience and salary history in higher education and job responsibilities. Annual increases are merit based.

Nadine Smith, Program Director of Information Technology

Qualifications/Experience:

- M.S. degree and doctoral candidate in Computer Science
- over 6 years experience in higher education as an instructor and program director
- 21 years at IBM as a systems engineer, programmer, application developer, programming manager, instructor, solutions analyst and integrator
- member of IEEE and IEEE Computer Society

*Responsibilities at the College:*

- interviewing information technology instructors
- developing and monitoring the information technology program
- academic advising of students

*Compensation:*

- Annual salary of \$30,000 plus an additional \$1,200 per additional class taught (determined by part-time hours, job responsibilities, experience and salary history in higher education. Annual increases are merit based.

Henry Georget, Librarian

*Qualifications/Experience:*

- MLS and MA degree
- Over five years library experience

*Responsibilities at the College:*

- library orientation for students and new faculty
- assisting students in the library
- writing and updating Everglades College library manual
- maintaining, organizing, and cataloging all library materials

*Compensation:*

- Annual salary of \$31,000 based on experience and job responsibilities. Annual increases are merit based.

Arlene Almas, Director of Financial Aid

*Qualifications/Experience:*

- 15 years experience in Financial Aid
- B.A. degree

*Responsibilities at the College:*

- Counsel students regarding financial aid availability
- Package new and continuing students with IV and other aid

- Enter FASFA data for transmission to Federal processor
- Verify records of students selected for verification

*Compensation:*

- Annual salary of \$40,000 based on experience, salary history in higher education, and job responsibilities. Annual increases are merit based.

Ruffie Phillips, Registrar and Bursar

*Experience/Qualifications:*

- B.A. degree
- Over two years experience in higher education

*Responsibilities at the College:*

- Scheduling students for class
- Entering grades and attendance
- Collecting student payments

*Compensation:*

- Annual salary of \$26,250 plus overtime. Annual increases are merit based.

Hana Karp, Admissions Officer

*Qualifications:*

- B.A. degree in Communications

*Responsibilities at the College:*

- Responding to inquiries about the College
- Interviewing and enrolling students into the College

*Compensation:*

- Annual salary of \$28,000 based on experience and salary history. Annual increases are merit based.

Soraya Soto, Admissions Officer

*Qualifications:*

- B.A. degree in Communications

*Responsibilities at the College:*

- Responding to inquiries about the College
- Interviewing and enrolling students into the College

*Compensation:*

- Annual salary of \$30,000 based on experience, salary history, and job responsibilities. Annual increases are merit based

Margie Farkas, Administrative Assistant/Receptionist

*Qualifications:*

- Over 15 years experience as an administrative assistant

*Responsibilities at the College:*

- Answering phones
- Clerical work including data entry, filing, and typing

*Compensation:*

- Hourly pay of \$9.50 an hour plus overtime, based on experience and job responsibilities. Annual increases are merit based.

Tinajini Bensley, Work Study Student

*Qualifications:*

- Full-time student who qualifies for federal work-study based on DOE guidelines

*Responsibilities at the College:*

- Works part-time assisting the Financial Aid Director and Registrar

*Compensation:*

- Hourly pay of \$6.00 an hour

Adjunct Faculty - varies monthly depending on need

The amounts were determined by comparisons with the market for similar services.

5. *Compensation of the members of the Board of Governors.*

No member of the Board of Governors has received or will receive any compensation for duties performed as a board member.

6. The following members of the Board of Governors are also employees of Everglades College, Inc.

No member of the Board of Governors receives compensation for being an employee of the College.

7. Copies of all pertinent contracts and agreements;  
There are no contracts or agreements to submit.

Instructors and lecturers, their compensation, and the basis for determining their compensation are set forth below.

Salaries paid to instructors:

- An instructor is paid \$1,200 per class if the instructor holds a Master's degree.
- An instructor is paid \$1,500 per class if the instructor holds a Ph.D.

8. Faculty and teaching staff are hired based on the following standards or qualifications:

The minimum qualification to teach at Everglades College is a Master's degree with 18 credit hours in the appropriate subject area. Qualified applicants for teaching positions are then selected based on their interview, teaching experience, and industry experience. These applicants are then required to make a fifteen-minute presentation to the Dean and program directors who rank the applicants on the strength of the presentation before selecting a final candidate.


John Jennwein  
Internal Revenue Service  
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May 21, 2001

The foregoing is respectfully submitted in support of a request for a favorable determination. If there are any further questions to be answered or materials to be provided, please feel free to contact the undersigned.

Very truly yours,

EVERGLADES COLLEGE, INC.

By:

  
Arthur Keiser, President

  
Witness

  
Witness

Enclosures



### CERTIFICATE OF PRESIDENT

The undersigned, President of EVERGLADES COLLEGE, INC., a Florida corporation, does hereby certify that the following Resolutions were duly adopted by the Board of Governors of EVERGLADES COLLEGE, INC. and have not subsequently been revised or revoked:

**RESOLVED**, that this School shall maintain records in accordance with Treasury Rev. Proc. 75-50 Section 7 including specifically:

**"01 Specific Records.** Except as provided in section 7.03, the school must maintain for a minimum period of three years, beginning with the year after the year of compilation or acquisition, the following records for the use of the Internal Revenue Service on proper request:

1. Records indicating the racial composition of the student body, faculty, and administrative staff for each academic year.
2. Records sufficient to document that scholarship and other financial assistance is awarded on a racially nondiscriminatory basis.
3. Copies of all brochures, catalogues, and advertising dealing with student admissions, programs, and scholarships. If the school advertises nationally or in a large geographic segment or segments of the United States it shall maintain a record sufficient to indicate when and in what publications their advertisements were placed.
4. Copies of all materials used by or on behalf of the school to solicit contributions.

**.02 Limitation.**

1. For the purposes of section 7.01, the racial composition of the student body, faculty, and administrative staff may be an estimate based on the best information readily available to the school, without requiring student applicants, students, faculty, or administrative staff to submit information to the school that the school otherwise does not require. For each academic year, however, a record of the method by which racial composition is determined must be maintained. The school shall not discontinue maintaining a system of records that reflects racial composition of students, faculty, and administrative staff used on November 6, 1975, unless it substitutes a different system that compiles substantially the same information, without the advance approval of the Internal Revenue Service.
2. The school shall not release personally identifiable records or personal information contained therein except in accordance with the requirements of the "Family Educational Rights and Privacy Act of 1974," 20 U.S.C. §1232g (1974). Similarly,

the school shall not keep records the maintenance of which is prohibited under state or federal law.

.03 Exceptions. The records described in section 7.01 need not be independently maintained for Internal Revenue Service use if

1. Substantially the same information that each of these records would provide has been included in a report or reports filed in accordance with law with an agency or agencies of federal, state or local government, and this information is current within one year, and
2. The school maintains copies of these reports from which this information is readily obtainable. Records described in section 7.01 providing information not included in reports filed with an agency or agencies must be maintained by the school for Internal Revenue Service use."

RESOLVED, that the proper officers and counsel for this Corporation be, and they hereby are, authorized to take all such further action, and to execute and deliver all such further instruments and documents, in the name and on behalf of this Corporation and under its corporate seal or otherwise, and to pay such expenses as in his or their judgment shall be necessary, proper or advisable in order fully to carry out the intent and accomplish the purposes of the foregoing resolutions and each of them.

IN WITNESS WHEREOF I hereunder set my hand and seal this 21 day of May, 2001.

  
Arthur Keiser, President

SWORN TO AND SUBSCRIBED before me this 21 day of May 2001.

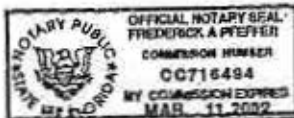
NOTARY PUBLIC

Sign: Frederick A. Pfeffer

Print: FREDERICK A. PFEFFER

My commission expires:

Personally known:    or Produced Identification     
Type of Identification Produced: FEDERAL ID CARD



## NATIONAL

# Virus endangers transplants

## Children's colds studied

By JEFF DORN  
THE ASSOCIATED PRESS

BOSTON • Many heart-transplant failures in children appear to be caused by a common cold virus that infects the organ, scientists say.

Cardiologist Dr. Girish Shirali, who did some of the research at the Medical University of South Carolina, said the same type of virus could be

a much bigger player than we previously thought," said Dr. Kenneth Schowengerdt, a University of Florida cardiologist who reviewed the findings.

The researchers studied heart tissue samples from 149 transplant patients — newborns to 18-year-olds — at Loma Linda University Children's Hospital in California. They did DNA tests and found viral infections in 34 patients, or 23

percent. Among them, 24 patients had the adenovirus.

Following the patients for six years, the scientists found the risk of complications was 11 times higher for children with viral infections.

For children with the adenovirus, the survival rate of the transplant after five years was 62 percent, vs. 96 percent for youngsters with no detected viral infection.

## NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

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**FAX TRANSMISSION**

Everglades College  
1500 NW 49<sup>th</sup> Street  
Fort Lauderdale, FL  
33309

Phone Number: (954) 772-2655

Fax Number: (954) 772-2695

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To: *Mr. J. Jennewein*

Fax: *(954) 263-3662*

From: *Susan Ziegelhofer*

Total pages (including cover page):

*2*

Date: *5-25-01*

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# EVERGLADES

## C O L L E G E

May 25, 2001

Numerical data as to the racial composition of the College for the last two years:

(a) Student body:	<u>1999</u>	<u>2000-5/1/2001</u>
	19 White	89 White
	8 Black	47 Black
	5 Hispanic	25 Hispanic
	1 unknown	2 Asian
		8 unknown
(b) Faculty:	<u>1999</u>	<u>2000-5/1/2001</u>
	5 White	7 White
	1 Black	1 Black
	1 European Indian	1 Hispanic
(c) Administrative staff:	<u>1999</u>	<u>2000-5/1/2001</u>
	2 White	12 White
		3 Hispanic
		3 Black