



June 21, 2021

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Use of College Personnel and Facilities

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**Item Description**

This item further delineates the College's Memorandum of Understanding (MOU) with the Tallahassee Community College Foundation (Foundation) and requests Board approval for the specific usage of College personnel services and facilities for direct support organization (DSO) related activities.

**Overview and Background**

As authorized in Florida statutes 1004.70, TCC's Foundation was established as a DSO to the College with the goal of strengthening connections to the community, promoting excellence in teaching, and expanding student success in a global economy.

The efforts of the entire Institutional Advancement staff support the College and its mission, including its fundraising efforts for TCC's Foundation. These fund-raising efforts are monitored and updates are provided at each monthly Board meeting. The following represents the costs of College resources utilized for Foundation DSO activities compared to their highlighted support to the College, which totaled **\$969,946.46** this current fiscal year. A complete list of program support received by the College can be provided by Institutional Advancement staff.

<b>College Resource</b>	<b>Resources Utilized for DSO Activities</b>	<b>DSO Support Received by the College</b>	<b>DSO Student Scholarships Provided</b>
Personnel Services	\$63,082.20		
Facilities	\$32,202.21		
Property	\$0.00		
Facilities & Room Renovations		\$325,000.00	
College Innovation Grants		\$242,154.97	
Other College Support		\$55,000.00	
Student Scholarships			\$347,791.49
<b>Total</b>	<b>\$95,284.41</b>	<b>\$622,154.97</b>	<b>\$347,791.49</b>

As part of the College's Office for Institutional Advancement, the Board authorizes the use of College property, facilities, and personnel resources for Foundation DSO related activities and provides an annual operating budget for its use. The amount allocated for Foundation DSO related activities shall not exceed 20% of the Office for Institutional Advancement's total budget. In addition to the 20% budget restriction, the amount of resources provided for Foundation DSO related activities shall not exceed the total financial support provided by the Foundation DSO.

The estimated resources designated for Foundation DSO related activities for FY 21-22 are projected to be \$94,298, or 14.1% of the Office for Institutional Advancement's total budget. The amount of resources utilized for Foundation DSO related activities totaled \$95,284.41 this fiscal year, or 14.3% of the Office for Institutional Advancement's total budget as certified by the College's review of the Office for Institutional Advancement's expenses.

<b>College Resource</b>	<b>Office for Institutional Advancement Projected FY 21-22 Budget</b>	<b>Projected Foundation DSO Related Resources</b>
Personnel Services	\$515,357.41	\$64,067.64
Other Services & Expenses	\$154,000.00	\$21,695.18
Facilities		\$8,534.79
Property		\$0.00
<b>Total</b>	<b>\$669,357.41</b>	<b>\$94,297.61</b>

As long as this return on investment exceeds actual College resource costs, the Board authorizes the continued designation of those resources to be provided as support for the designated Foundation activities.

**Funding/ Financial Implications**

The Board approved the use of College resources for Foundation DSO activities at the June 15, 2020 Board of Trustees meeting for the current fiscal year.

**Past Actions by the Board**

The funds allocated for Foundation DSO activities will be included in the proposed FY 2021-22 College Operating Budget as part of the Office for Institutional Advancement's budget.

**Recommended Action**

Approve the use of College resources for Foundation DSO activities as presented.