




June 17, 2019

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Use of College Personnel and Facilities

Item Description

This item further delineates the College's Memorandum of Understanding (MOU) with the Tallahassee Community College Foundation (Foundation) and requests Board of Trustees (Board) approval for the specified use 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 College's Office for Institutional Advancement and its staff support the College and its mission, including fund-raising efforts for TCC's Foundation. These fund-raising efforts are monitored and updates are provided at the monthly Board meeting. The following represents the amount of College resources utilized for Foundation DSO activities during the current fiscal year. Some of the highlighted support received by these efforts, which totaled **\$1,003,106.03** this fiscal year, are also presented. A complete list of program support received by the College can be provided by Institutional Advancement staff.

College Resource	Resources Utilized for DSO Activities	DSO Support Received	DSO Student Scholarships Provided
Personal Services	\$89,168.26		
Facilities	\$21,745.06		
Property	\$0.00		
Classroom Renovations		\$50,000.00	
Instructional Equipment		\$55,743.41	
COCA Facilities		\$73,162.50	
College Innovation Grants		\$26,760.55	
Student Scholarships			\$497,918.30
Total	\$110,913.32	\$205,666.46	\$497,918.30

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 to the College by the Foundation DSO.

The estimated resources designated for Foundation DSO related activities for FY 19-20 are projected to be \$140,413, or 19.2% of the Office for Institutional Advancement's total budget. The amount of resources utilized for Foundation DSO related activities totaled \$110,913.32 this fiscal year, or 16.8% of the Office for Institutional Advancement's total budget as certified by the College's review of the Office for Institutional Advancement's expenses.

College Resources	Office of Institutional Advancement FY 19-20 Budget	Projected Foundation DSO Related Resources
Personnel Services	\$639,149.00	\$116,384.00
Facilities		\$11,032.00
Property		\$0.00
Other Services & Expenses	\$91,154.00	\$12,997.00
Total	\$730,303.00	\$140,413.00

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 DSO related activities.

Past Actions by the Board

The Board had previously approved a Memorandum of Understanding with the Foundation in October 2013.

Funding/Financial Implications

The funds allocated for Foundation DSO related activities are included in the Board approved FY 2019-20 College Operating Budget, as part of the Office for Institutional Advancement's budget.

Staff Resource

Barbara Wills

Recommended Action

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