



June 17, 2024

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

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 College resources utilized for TCC Foundation DSO activities compared to their highlighted support to the College, which totaled **\$1,099,300.70** this current fiscal year. 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 by the College	DSO Student Scholarships Provided
Personnel Services	\$77,698.64		
Facilities	\$27,652.18		
Property	\$0.00		
Facilities & Room Renovations		\$49,268.16	
College Innovation Grants		\$185,751.85	
Other College Support		\$60,000.00	
Student Scholarships			\$804,280.69
Total	\$105,350.83	\$295,020.01	\$804,280.69

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

The estimated resources designated for TCC Foundation DSO related activities for FY 2024-25 are projected to be \$128,193.10, or 16.1% of the Office for Institutional Advancement’s total budget. For reference, the amount of resources utilized for TCC Foundation DSO related activities this fiscal year totaled \$105,350.83 or 15.7% of the Office for Institutional Advancement’s total budget.

College Resource	Office for Institutional Advancement Projected FY 2024-25 Budget	Projected Foundation DSO Related Resources for FY 2024-25
Personnel Services	\$560,645.88	\$90,200.87
Other Services & Expenses	\$174,000.00	\$27,994.41
Facilities	\$62,141.75	\$9,997.83
Property		\$0.00
Total	\$796,787.63	\$128,193.10

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 TCC Foundation activities.

Funding/ Financial Implications

The funds allocated for TCC Foundation DSO activities will be included in the proposed FY 2024-25 College Operating Budget as part of the Office for Institutional Advancement’s budget.

Past Actions by the Board

The Board approved the use of College resources for TCC Foundation DSO activities at the June 20, 2023 Board of Trustees meeting for the current fiscal year.

Recommended Action

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