

June 16, 2025

**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 State 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 (3), the 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 the Foundation. These fund-raising efforts are monitored and updates are provided at each monthly Board meeting.

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 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 Foundation DSO related activities shall not exceed the total financial support provided by Foundation DSO.

The estimated resources designated for Foundation DSO related activities for FY 2025-26 are projected to be \$163,726.80, or 17.7% of the Office for Institutional Advancement's total budget. For reference, the resources utilized for Foundation DSO related activities this fiscal year totaled \$153,97.21 or 17.3% of the Office for Institutional Advancement's total budget.

<b>College Resource</b>	<b>Office for Institutional Advancement Projected FY 2025-26 Budget</b>	<b>Projected Foundation DSO Related Resources for FY 2025-26</b>
Personnel Services	\$676,790.64	\$120,061.63
Other Services & Expenses	\$184,000.00	\$32,641.32
Facilities	\$62,141.75	\$11,023.85
Property	\$0.00	\$0.00
<b>Total</b>	<b>\$922,932.39</b>	<b>\$163,726.80</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 TSC Foundation activities.

#### **Funding/ Financial Implications**

The funds allocated for Foundation DSO activities will be included in the proposed FY 2025-26 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 Foundation DSO activities at the June 17, 2024 Board of Trustees meeting for the current fiscal year.

#### **Recommended Action**

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