

June 15, 2026

MEMORANDUM

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 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 Office of 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 of Institutional Advancement, the Board authorizes the use of College property, facilities, and personnel resources for DSO related activities and provides an annual operating budget for its use. The amount allocated for DSO related activities should not exceed 20% of the Office of Institutional Advancement’s total budget.

The estimated resources designated for DSO related activities for FY 2026-27 are projected to be \$171,993.00, or 17.3% of the Office of Institutional Advancement’s total budget.

College Resource	Office for Institutional Advancement Projected FY 2026-27 Budget	Projected Foundation DSO Related Resources for FY 2026-27
Personnel Services	\$733,842.00	\$126,616.00
Other Services & Expenses	\$184,000.00	\$31,747.00
Facilities	\$78,994.00	\$13,630.00
Property	\$0.00	\$0.00
Total	\$996,836.00	\$171,993.00

For reference, the resources utilized for Foundation DSO related activities this fiscal year totaled \$169,890.01 or 17.4% of the Office for Institutional Advancement's total budget.

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 2026-27 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 16, 2025 Board of Trustees meeting for the current fiscal year.

Recommended Action

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