



# Santa Fe College Rules Manual

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**Title: Direct Support Organization Use of College Resources Rule 2.3**

General Authority: FS 1004.70

Law Implemented: FS 1004.70

Effective Date: July 17, 2019

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**Purpose:** To prescribe conditions with which the College's direct support organization must comply in order to use College property, facilities, and personal services.

The District Board of Trustees values accountability of its resources for public purposes consistent with the mission, vision, and values of Santa Fe College.

The District Board supports the use of College personal services, property, and facilities by its direct support organization, the Santa Fe College Foundation, Inc. (Foundation). The Foundation must provide the District Board documentation on an annual basis for any anticipated use of College resources for District Board approval before the use occurs. These resources may be shared by both the College and the Foundation.

Resources requested by the Foundation may include the following:

1. Employee positions that provide personal services for Foundation activities. Each employee's time and effort that supports the purpose and value of these services must be accounted for through their performance evaluation. Applicable personal service costs for Foundation activities must also be disclosed to the District Board annually.
2. The square footage of College office space and related buildings that will be used by the Foundation; and
3. The estimated value of College resources to conduct Foundation business.

#### Rule History

July 2019 (410.561)  
October 2001 (410.315)  
December 1990 (410.146)  
February 1982 (410.95)  
June 1976 (410.58)