

THE COLLEGE OF THE FLORIDA KEYS BOARD RULE

Subject	Direct Support Organization (DSO) Accountability	Number: 2.510
Authority	F.S. 1001.64(39), 1001.64(40), 1004.70	Approved Date: 11/17/20
Amended	12/16/1997, 3/21/2006, 10/27/2008, 10/25/2010, 11/17/2020	

Florida College System direct support organizations are permitted pursuant to Section 1004.70, Florida Statutes. The organizations are authorized only after certification by the college that they are operating in a manner consistent with the goals of the Florida College System Institution and in the best interests of the state. They may operate in the name of The College of the Florida Keys only with such certification from the Board of Trustees. In addition, CFK's Board of Trustees is authorized to set any condition with which a college direct support organization must comply in order to use the property, facilities, or personnel services of the college.

The Division of State Colleges has established a requirement that the local boards of trustees set certain conditions regarding information provided to the trustees which assure that the direct support organizations provide full, complete and timely information regarding the operation of the DSO.

Operating Conditions for DSOs

Pursuant to Section 1004.70, Florida Statutes, the direct support organizations authorized by CFK District Board of Trustees are Florida Keys Educational Foundation, Inc., (d.b.a. CFK Foundation). The DSO shall:

1. Ensure that it provides full, complete, and timely information regarding the operation of the direct support organization to the District Board of Trustees.
2. Report DSO activities to the District Board of Trustees.
3. Present two copies of its annual audit within 9 months of the end of the fiscal year to the Vice President of Finance & Administrative Services.

District Board of Trustees Responsibilities

The College of the Florida Keys District Board of Trustees shall review these requirements annually, report the conditions established each year to the Department of Education, Division of State Colleges, and certify that the conditions set by the District Board of Trustees have been met by the direct support organizations.

Authorization in Perpetuity

CFK Board of Trustees authorizes the DSO the following use of property, facilities and personnel services in perpetuity. Any use of assets not included below requires approval by the CFK Board of Trustees.

- Use of facilities to conduct quarterly meetings and special meetings for DSO related business. Meeting minutes are sufficient documentation for tracking use of space and shall be made available upon request. The use of space is considered de minimis and is not subject to rental fees.
- The DSO will not have office space dedicated for its operations. All space requests shall be submitted in accordance with college policies and procedures.
- Use of personnel services of the following College positions.
 - Vice President of Advancement/Executive Director of CFK Foundation
 - Director of Advancement
 - Associate Vice President, College and Community Engagement
 - Assistant Director, College and Community Engagement
 - Coordinator of Alumni and Donor Relations

Use of services for the Vice President, Director of Advancement, Associate Vice President, and Assistant Director must be documented through the use of time and effort reporting. The Coordinator of Alumni and Donor Relations is funded wholly by the Foundation and does not require time and effort reporting. An annual rate of personnel services is approved as part of the annual operating budget. Personnel services are to be paid at a flat monthly rate. An annual reconciliation must be performed by the President's designee to ensure all costs have been reimbursed to the College. Any compensation provided in excess of time and effort reporting is deemed a contribution for salary support. Additional reporting to the CFK Board of Trustees is not required unless cost of personnel services exceed annual contribution.