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MEMORANDUM NUMBER 30-2020-19

TO: Florida College System Reports Coordinators

FROM: Juan Mestre, Bureau Chief
Community College and Technical Center Management Information Systems

DATE: February 21, 2020

SUBJECT: 2019-2020 Full-Time Equivalent (FTE)-2 Estimates
Due February 28, 2020

To assist the Florida Department of Education in presenting your data before Legislative staff, it is important that the Florida College System provide accurate full-time equivalent (FTE) estimates. The 2019-2020 FTE-2 Estimates have been generated from the Student Database 2019-2020 Summer and Fall end-of-term data, as well as, the Winter/Spring beginning-of-term data. The 2019-2020 FTE-2 Estimates include both lower and upper division FTEs. As previously directed, the non-credit FTE estimates by program area are the FTEs for the prior year and the credit FTE estimates are generated using the same methodology as in the past.

The Division of Florida Colleges has requested that colleges note any changes to operations (e.g., a site, campus, campus closure) that directly impacted FTEs as a result of hurricane activity. When accepting or rejecting the division estimates, use the general comment area to note this impact.

Although no longer funded, continuing workforce education FTE estimates are requested. Continuing workforce education FTE estimates will continue to be included until directed differently.

The Community College and Technical Center Management Information System (CCTCMIS) staff have generated an *FTE-2 Enrollment Estimates Adjustment Form* for each college to report lower and upper division FTE adjustments. Only colleges making adjustments must submit the form. Instructions for completing and submitting are attached.

Each college must submit *FTE-2 Enrollment Estimates Adjustment Form* narrative justification for estimates to CCTCMIS. A narrative justification must accompany the college's response — even if the enrollment growth is zero or negative. The adjustments must be based on factors

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other than the college's estimate and the justifications must explain these factors. An explanation of how you arrived at your adjustments is necessary.

Please submit the *FTE-2 Enrollment Estimates Adjustment Form*, *FTE-2 Certification Form* and narrative justifications no later than **Friday, February 28, 2020**.

If you have any questions concerning this request, email me at Juan.Mestre@fldoe.org.

JM/km

Attachment

cc: Florida College System Executive Assistant to the President
Florida College System Business Affairs Officers
Kathy Hebda, Chancellor, Division of Florida Colleges
Carrie Henderson, Executive Vice Chancellor, Division of Florida Colleges
Jonathon Manalo, Associate Vice Chancellor, Division of Florida Colleges
Lisa Cook, Director of Facilities, Planning, and Budgeting, Division of Florida Colleges
Stephen Bowen, Assistant Deputy Commissioner, Florida Department of Education