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MEMORANDUM NUMBER 30-2021-15

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin, Bureau Chief
Community College and Technical Center Management Information Systems
(CCTCMIS)

DATE: February 17, 2021

SUBJECT: **2020-2021 Full-Time Equivalent (FTE)-2 Estimates**

DUE DATE: **February 24, 2021**

To assist the Florida Department of Education (FDOE) in presenting your data before legislative staff, it is important that the Florida College System provide accurate full-time equivalent (FTE) estimates. An upcoming Enrollment Estimating Conference is planned to review the most recent 2020-2021 College FTE-2 Estimates. The 2020-2021 FTE-2 Estimates have been generated from the Student Database 2020-2021 Summer and Fall end-of-term data as well as the Winter/Spring beginning-of-term data. The 2020-2021 FTE-2 Estimates include both lower and upper division FTEs. As directed by the Enrollment Estimating Conference, 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 affected FTEs because of hurricane activity. When accepting or rejecting the division estimates, use the general comment area to note this impact.

Although no longer funded, the Enrollment Estimating Conference expects to see continuing workforce education FTE estimates. Continuing workforce education FTE estimates still will be included until directed by the Enrollment Estimating Conference.

Community College and Technical Center Management Information Systems (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. In the attachment, you will find instructions for completing and submitting the form.

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Each college must submit an *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 other than the college's estimate, and the justifications must explain these factors. The Enrollment Estimating Conference members expressly stated at prior meetings that a college's estimate is not an acceptable justification. 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 24, 2021**.

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

KP/vg

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, Division of Technology and Innovation