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MEMORANDUM NUMBER 30-2020-22

TO: Florida College Reports Coordinators

FROM: Juan Mestre

DATE: June 12, 2020

SUBJECT: 2019-2020 FTE Enrollment Plan and Capital Outlay FTE Projections
Due by July 2, 2020

The Division of Florida Colleges (DFC) is requesting your college's input to the one-year Full-Time Equivalent (FTE) Enrollment Plan (FEP) and the five-year Capital Outlay FTE (COFTE).

As in previous years, these projection reports are generated annually and use FTE enrollment data to plan for the 2020-2021 through the 2025-2026 academic year. The FTE projections are for lower and upper division courses and use 30 credit hours per FTE.

The FEP improves DFC's enrollment planning capabilities at both the state and college level. Please review these FTE projections for 2020-2021 and either accept or make adjustments, as needed.

The COFTE projections are used by the Office of Educational Facilities to calculate space needs for the Facilities Surveys. Please review these FTE projections for all actual and planned sites for 2021-2022 through 2025-2026 and either accept or make adjustments, as needed.

The Division Projection Model is based on historical FTE. This process is further described on page 40 of the [FTE Procedures](#). For both the FEP and the COFTE, the college has the option of accepting the Division Projection Model with adjustments, accepting the Division Projection without adjustments or using the college's own projections. Each college must choose one of these three options. The college must submit a narrative justification, including supportive evidence, for all projections explaining the reason for either accepting, adjusting or replacing the Division Projection Model.

DFC carefully evaluates all projections and narratives before forwarding the information to the Enrollment Estimating Conference (EEC) principals. The principals, who consist of staff from the House of Representatives, the Senate, the Governor's Office, and the Office of Economic and Demographic Research, are ultimately responsible for developing and choosing forecasts. At their request, DFC is providing this forecast and supporting evidence for enrollment forecasting based on the information you are providing through this process. **The EEC continues to request a detailed justification for FTE projections. Therefore, the college should provide sufficient details to fully explain all projections.**

The Community College and Technical Center Management Information Systems (CCTCMIS) staff have provided several resources, including instructions and examples of acceptable evidence, to assist with this process. To report adjustments to the projections, please use the attached Excel form. To assist with verifying the FTE projections, reports for Florida public high school graduates, Florida's population, historical FTE and projected FTE are provided. An additional reference is the January 2020 Tier Model projection for 2020-2021.

Please submit the following by **July 2, 2020**:

1. FTE projection spreadsheets (FEP and COFTE),
2. Justification Form, and
3. Certification Form.

If you have any questions, please email Kimberly Pippin at Kimberly.Pippin@fldoe.org.

JM/JM

Attachment

cc: Florida College System Executive Assistant to the Presidents
Florida College System Chief Financial Officers
Kathy Hebda, Chancellor, Division of Florida Colleges
Carrie Henderson, Executive Vice Chancellor, Division of Florida Colleges
Jon Manalo, Associate Vice Chancellor for Financial Policy, Division of Florida Colleges
Lisa Cook, Director of Facilities, Planning, and Budgeting, Division of Florida Colleges
Suzanne Pridgeon, Deputy Commissioner, Finance and Operations
Dottie Sisley, Planning, Budget and Management Coordinator, Finance and Operations