

Memorandum Number 02-41

August 28, 2002

MEMORANDUM

TO: Community College Presidents
FROM: J. David Armstrong, Jr.
SUBJECT: Capital Outlay FTE Projections
DUE: September 23, 2002

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The Division of Community Colleges is requesting the community colleges to submit the Capital Outlay FTE projections by **September 23, 2002**.

The Division annually develops six year Capital Outlay FTE projections. The Capital Outlay FTE projections are used by the Office of Educational Facilities to calculate space needs for the facilities surveys. Because the FTE Enrollment Plan was just submitted by the colleges, the Division is using these projections for the Capital Outlay FTE projections. Colleges are **not** allowed to change the projection totals, but may redistribute the projections by site.

For your information, attached are the 2001-2002 FTE-3 and the FTE Enrollment Plan 2002-2003 projections system summary reports. The 2001-2002 FTE-3 were reviewed and adopted by the August 16, 2002, Enrollment Estimating Conference.

The Division and the Office of Educational Facilities have agreed that the Capital Outlay FTE projections would be calculated only once a year. The community colleges are allowed to make site adjustments to the projections before the projections are given to the Office of Educational Facilities. The projections will remain in effect for the year unless an emergency or special circumstance should occur. The State Board of Community Colleges (which is no longer in existence) adopted this procedure in 1996.

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The Capital Outlay FTE projections are available for download from the Northwest Regional Data Center (NWRDC). The Division will carefully evaluate all adjustments and narratives. The Division will **not** accept adjustments that are not reasonable and fully justified. Instructions are attached.

Each college must submit a Capital Outlay FTE Projection Submission Form to the Division. Attach to the Submission Form all narratives justifying the adjustments to the projections. Please submit the form by **September 23, 2002** to:

Attn: Robert McMullen
Bureau of Research and Information Systems
Division of Community Colleges
1324 Turlington Building
325 West Gaines Street
Tallahassee, FL 32399-0400

Or Fax to SUNCOM 278-9763 or (850) 488-9763.

The instructions and a blank Submission Form will be emailed to the Community College Reports Coordinators.

If you have any questions, please call Robert McMullen (ext. 153) at SUNCOM 278-8597 or (850) 488-8597.

JDA/rm

Attachments

c: Community College Reports Coordinators
Community College Chief Information Officers
Community College Business Affairs Officers