

September 22, 1999

**MEMORANDUM**

**TO:** Presidents

**FROM:** Kennon D. Briggs  
Vice President for Business and Finance

Dr. Brenda Rogers  
Vice President for Administration

**IMPORTANT  
DEADLINES!**

**SUBJECT:** Enrollment Projection Survey

As we prepare to address various legislative issues with the General Assembly in the upcoming Short Session, we find ourselves in need of information critical to our budget planning process. Enclosed are several important documents for your review and comment that comprise a survey to enable us to develop budget models that accurately depict our spending needs and requirements.

Attachment I is a summary that explains the survey. Attachment II is a set of assumptions based on specific trends and their anticipated effects on community college enrollment, as developed by the Joint Enrollment Projection Steering Committee at the System Office. Attachment III contains enrollment projections for headcount and FTE through the Fall Semester 2008. You are given the opportunity to revise the enrollment projections for your college. Attachment IV and Attachment V contain blank grids of the colleges, sites and centers for you to enter actual and projected headcount and FTE enrollment for curriculum and occupational extension by site.

This information will serve as the basis for developing our capital needs model for presentation to the General Assembly. We must identify our enrollment patterns and trends by site in order to predict space needs by site effectively. The data will also contribute to other budget planning models, such as off campus centers and multi-campus colleges.

Please consider your responses carefully, and return your survey to Kim Langdon at the system office by **Monday, October 11, 1999**. If you have any specific questions, please contact Keith Brown or Kim Langdon at the System Office. Your assistance in this very urgent matter is critical to our planning process.

KDB/BR/kdl  
Enclosures  
pc: Institutional Effectiveness Officers

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