

Everything You Need To Know About FTES and Apportionment

Continuing Education
Enrollment Management Workshop
May 21, 2018



What is FTES?

- Full-time Equivalent Student
- One FTES equals 525 student contact hours in a semester/term

Continuing Education Student Example

The following examples are both equivalent to **one FTES**:

- One student who completes 525 hours in one semester
- Five students who complete a cumulative total of 525 hours in a semester

Apportionment Report (CCFS 320)

- The report the District submits to generate state apportionment funding
 - Apportionment funding is based upon student contact hours
- Report is comprised of various sections and pages
- Submitted three times each year
 - January 15—First Period (July 1-December 31)
 - April 20—Second Period (July 1-April 15)
 - July 15—Annual (July 1-June 30)
 - November 1—Recal (Revisions to the annual)

Apportionment Report (continued)

- Data reported on the 320 results in apportionment calculations for the district
 - Apportionment = Funding
- District calculations of student contact hours are audited each year
 - Includes compliance with various Title 5 requirements
 - Open enrollment requirements

Sample 320 Report

- Report is basically constructed the same for each period
 - Few exceptions
- Reporting is done online
 - Once complete is *certified*
- A paper report is generated from the online input for approval by the Chancellor/Superintendent; submitted to State Chancellor's office

California Community Colleges
 2016-2017 APPORTIONMENT ATTENDANCE REPORT
 Period: P1
 District: San Diego

PART I. FULL-TIME EQUIVALENT STUDENTS

State Residents (and Nonresidents Attending Noncredit Courses)		
	Attendance FTES	Factored FTES
Summer Intersession (Summer 2016 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3)	960.80	960.80
2. Credit (Parts III.A.1 + VI.A.1)	458.48	458.48
Summer Intersession Courses (Summer 2017 Prior to July 1, 2017)		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	3,593.40	3,593.40
Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	22,526.01	22,526.01
(b) Daily Census Contact Hours (Part III)	2,938.43	2,938.43
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	7,264.56	7,472.32
(b) Credit (Part IV.D)	902.25	928.06
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	3,700.92	3,700.92
(b) Daily Census Procedure Courses (Part V)(Credit)	1,555.90	1,555.90
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	106.92	106.92
Total FTES		
Total Credit FTES	35,675.39	35,701.20
Total Noncredit FTES	8,332.28	8,540.04
Total FTES	44,007.67	44,241.24
Supplemental Information		
Inservice Training Courses		1,373.85
Basic Skills Courses and Immigrant Education (Noncredit)		4,522.08
Basic Skills Courses and Immigrant Education (Credit)		3,048.86

Report Composition

- What information goes into the 320?
 - Contact hours by term and summer (July/August of previous summer, and June of current summer)
 - Credit
 - Non-credit – including Continuing Education
 - Non-credit FTES for Continuing Education is reported within each college
 - No separate institution for Continuing Education
 - Basic Skills hours (supplemental information)
 - In-service (supplemental information)
 - District composite also includes
 - Special Admission PE FTES (2nd period and annual only)
 - Approved Center FTES (annual only)
 - Career Development and College Preparation (CDCP) non-credit FTES
 - AB 540 headcount (2nd period and annual only)
 - Non-resident FTES
 - Not appointment-based
 - Districts retain non-resident fees

Factored FTES (*F-factor*)

- Districts with an approved flexible calendar are funded up to 15 days in an academic year for each instructor's classroom instructional obligation
 - SDCCD has five funded flex days
- Purpose is to provide the same level of FTES that would have been generated if not on a flexible calendar
 - Maximum Calendar length for funding = 35 weeks
 - District has two 16-week semesters plus five flex days = 33 weeks
 - 16.5 term length multiplier
- Total hours that faculty are *released* from classroom teaching for courses that are affected by shortened calendar is reported on the 320 Report
 - Result is the *F-factor*
- *F-factor* may be applied to:
 - Daily census
 - Positive attendance
 - Independent student
 - Non-credit courses

Allocation of Apportionment

- Principal Apportionment Report
 - Derived from data on the 320 Report
- Four reporting periods
 - Advance (late July) – projects for the upcoming year
 - P1 (February) – based upon first period 320
 - P2 (June) – based upon second period 320
 - Recal (February of following year) – final funding (for previous year)
- Generates revenue payments to districts

**CALIFORNIA COMMUNITY COLLEGES
2016-17 ADVANCE PRINCIPAL APPORTIONMENT
SAN DIEGO COMMUNITY COLLEGE DISTRICT**

December Revision
EXHIBIT C

Workload measures:	Base Funding	Marginal Funding	Base FTES	Growth FTES	Restored FTES	Stability FTES	Total Funded FTES	Unfunded FTES	Actual FTES
Credit FTES	5,004,253394	5,004,253384	35,014,890	695,514	0,000	0,000	35,700,404	0,000	35,700,404
Noncredit FTES	3,009,198394	3,009,198394	2,132,340	41,747	0,000	0,000	2,174,087	0,000	2,174,087
CDCP FTES	5,004,253384	5,004,253384	6,204,790	121,476	0,000	0,000	6,326,266	0,000	6,326,266
Total FTES:			43,352,020	846,737	0,000	0,000	44,200,757	0,000	44,200,757

I Base Revenues +/- Restore or Decline

A Basic Allocation		\$18,006,467
B Revised Base FTES Revenue		\$212,690,357
1 Credit Base Revenue	\$175,223,382	
2 Noncredit Base Revenue	\$6,416,634	
3 Career Development College Prep	\$31,050,341	
C Current Year Decline		\$0
Total Base Revenue Less Decline		\$230,696,824

II Inflation Adjustment

A Statewide Inflation Adjustment	0%
B Inflation Adjustment	\$0
Current Year Base Revenue + Inflation Adjustment	\$230,696,824

III Basic Allocation & Restoration

A Basic Allocation Adjustment	\$0
B Basic Allocation Adjustment COLA	\$0
C Stability Restoration	\$0
Total Basic Allocation & Restoration	\$0

IV Growth

A Target Growth Rate	1.96%	\$4,164,008
B Funded Growth Rate	1.96%	\$4,164,008
C Funded Credit Growth Revenue	\$3,430,487	
D Funded Noncredit Growth Revenue	\$125,624	
E Funded Noncredit CDCP Growth Revenue	\$607,897	
Total Growth Revenue		\$4,164,008

V Other Revenue Adjustments

A Misc. Revenue Adjustments	\$0
B Full-Time Faculty Hiring Adjustments	-\$59,516
C Base Increase FON	\$28,878
D Base Increase Non-FON	\$2,950,128
Total Revenue Adjustments	\$2,919,490

VI Stability Adjustment

	\$0
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VII Total Computational Revenue

(sum of II, III, IV, V, & VI)	\$237,860,322
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VIII District Revenue Source

A1 Property Taxes	\$98,357,707
A2 Less Property Taxes Excess	\$0
B Student Enrollment Fees	\$13,005,283
C1 State General Apportionment	\$86,224,272
C2, Full-Time Faculty Hiring	\$2,305,598
D Estimated EPA	\$34,439,420
Available Revenue	\$234,332,278
E Revenue Shortfall	0.9854960355
Total Revenue Plus Shortfall	\$237,860,322

IX Other Allowances and Total Apportionments

A State General Apportionment	\$88,520,868
B Statewide Average Replacement Cost	\$71,096
Number of Faculty Not Hired	0.00
Full-time Faculty Adjustment	\$0
Net State General Apportionment	\$88,520,868

X Unrestored Decline as of July 1st of Current Year

A 1st Year	\$0
B 2nd Year	\$0
C 3rd Year	\$0
Total	\$0

**Basic Allocation Calculation Before Current Year COLA
College/Center Base Funding Rates (Current Year FTES Thresholds):**

Single College District Funding Rates: Total FTES			Multi-College District Funding Rate: Total FTES			Total Colleges
> 20,000	> 10,000	<= 10,000	Rural	> 20,000	<= 10,000	
\$6,002,155	\$4,801,725	\$3,601,294	\$1,145,092	\$4,801,725	\$4,201,509	\$3,601,294
FTES:	0	0	0	0	2	1
Revenue:	\$0	\$0	\$0	\$0	\$8,403,018	\$3,601,294
						\$12,004,312
State Approved Center: Funding Rates			Total State Approved Centers	Total State Approved Centers Revenue		
0	\$1,200,431	0	0	\$0		
Grandfathered or Previously Approved Center: Funding Rates @ FTES Levels						
> 1,000	> 750	> 500	> 250	<= 100		
\$1,200,431	\$900,323	\$600,216	\$300,108	\$150,054		
Number of Grandfathered or Previously Approved Centers: @ Total FTES				Total Grandfathered or Previously Approved Centers		Total Basic Allocation Revenue
5	0	0	0	0	5	\$18,006,467
Grandfathered or Previously Approved Center Revenue:				Total Grandfathered or Approved Center		
\$6,002,155	\$0	\$0	\$0	\$0	\$6,002,155	

**CALIFORNIA COMMUNITY COLLEGES
2016-17 FIRST PRINCIPAL APPORTIONMENT
SAN DIEGO COMMUNITY COLLEGE DISTRICT**

April Revision
EXHIBIT C

Workload Measures	Base Funding	Marginal Funding	Base FTES	Growth FTES	Restored FTES	Stability FTES	Total Funded FTES	Unfunded FTES	Actual FTES
Credit FTES	5,005.683067	5,005.683057	34,919.010	782.190	0.000	0.000	35,701.200	0.000	35,701.200
Noncredit FTES	3,010.058097	3,010.058097	2,677.720	45.400	0.000	0.000	2,123.120	0.000	2,123.120
CDCP FTES	5,005.683057	5,005.683057	6,285.530	127.390	0.000	0.000	6,416.920	0.000	6,416.920
Total FTES			43,286.260	954.980	0.000	0.000	44,241.240	0.000	44,241.240

I Base Revenues +/- Restore or Decline			V Other Revenue Adjustments		
A. Basic Allocation		\$18,010,301	A. Misc. Revenue Adjustments		\$0
B. Revised Base FTES Revenue		\$212,530,949	B. Full-Time Faculty Hiring Adjustments		\$47,973
1. Credit Base Revenue	\$174,793,497		C. Base Increase FON		\$31,625
2. Noncredit Base Revenue	\$6,254,058		D. Base Increase Non-FON		\$3,070,875
3. Career Development College Prep	\$31,483,394		Total Revenue Adjustments		\$3,150,473
C. Current Year Decline		\$0	VI Stability Adjustment		\$0
Total Base Revenue Less Decline		\$230,541,250	VII Total Computational Revenue (sum of I,III,IV,V,& VI)		\$238,381,449
II Inflation Adjustment			VIII District Revenue Source		
A. Statewide Inflation Adjustment		0%	A1. Property Taxes		\$98,357,707
B. Inflation Adjustment		\$0	A2. Less Property Taxes Excess		\$0
Current Year Base Revenue + Inflation Adjustment		\$230,541,250	B. Student Enrollment Fees		\$11,008,775
III Basic Allocation & Restoration			C1. State General Apportionment		\$87,990,093
A. Basic Allocation Adjustment		\$0	C2. Full-Time Faculty Hiring		\$2,429,430
B. Basic Allocation Adjustment COLA		\$0	D. Estimated EPA		\$35,478,882
C. Stability Restoration		\$0	Available Revenue		\$235,264,887
Total Basic Allocation & Restoration		\$0	E. Revenue Shortfall	0.9669261555	\$3,116,562
IV Growth			Total Revenue Plus shortfall		\$238,981,449
A. Target Growth Rate	1.96%	\$4,164,008	IX Other Allowance and Total Apportionments		
B. Funded Growth Rate	2.20%	\$4,689,726	A. State General Apportionment		\$90,419,523
C. Funded Credit Growth Revenue	\$3,915,395		B. Statewide Average Replacement Cost		\$0
D. Funded Noncredit Growth Revenue	\$136,657		Number of Faculty Not Hired		0.00
E. Funded Noncredit CDCP Growth Rev.	\$637,674		Full-time Faculty Adjustment		\$0
Total Growth Revenue		\$4,689,726	Net State General Apportionment		\$90,419,523
			X Unrested Decline as of July 1st of Current Year		
			A. 1st Year		\$0
			B. 2nd Year		\$0
			C. 3rd Year		\$0
			Total		\$0

**Basic Allocation Calculation Before Current Year COLA
College/Center Base Funding Rates (Current Year FTES Thresholds)**

Single College District Funding Rates: Total FTES				Multi-College District Funding Rate: Total FTES			
>20000	>10000	<=10000		Rural	>20000	>10000	<=10000
\$6,003,433	\$4,802,746	\$3,602,060		\$1,145,692	\$4,802,746	\$4,202,403	\$3,602,060
FTES:							
0	0	0		0	0	2	1
Revenue:							
\$0	\$0	\$0		\$0	\$0	\$8,404,806	\$3,602,060
State Approved Center: Funding Rates				Total State Approved Centers		Total Approved Center Revenue	
0		\$1,200,687		0		\$0	
Grandfathered or Previously Approved Center: Funding Rate @ FTES Levels							
>1000	>750	>500	>250	<=100			
\$1,200,687	\$900,515	\$600,343	\$300,172	\$150,086			
Number of Grandfathered or Previously Approved Centers: @ Total FTES				Total Grandfathered or Previously Approved Centers		Total Basic Allocation Revenue	
5	0	0	0	0	5	\$18,010,301	
Number of Grandfathered or Previously Approved Centers Revenue				Total Grandfathered or Previously Approved Centers Rev.			
\$6,003,435	\$0	\$0	\$0	\$0		\$6,003,435	

**CALIFORNIA COMMUNITY COLLEGES
2016-17 SECOND PRINCIPAL APPORTIONMENT
SAN DIEGO COMMUNITY COLLEGE DISTRICT**

EXHIBIT C

Workload Measures	Base Funding	Marginal Funding	Base FTES	Growth FTES	Restored FTES	Stability FTES	Total Funded FTES	Unfunded FTES	Actual FTES
Credit FTES	5,005,747,445	5,005,747,437	34,919,010	618,090	0,000	0,000	35,537,100	0,000	35,537,100
Noncredit FTES	3,010,096,810	3,010,096,810	2,077,720	1,380	0,000	0,000	2,079,100	0,000	2,079,100
CDCP FTES	5,005,747,437	5,005,747,437	6,289,530	113,930	0,000	0,000	6,403,460	0,000	6,403,460
Total FTES			43,286,260	733,400	0,000	0,000	44,019,660	0,000	44,019,660

I Base Revenues +/- Restore or Decline		V Other Revenue Adjustments	
A. Basic Allocation		\$18,010,483	
B. Revised Base FTES Revenue		\$212,533,682	
1. Credit Base Revenue	\$174,795,745		
2. Noncredit Base Revenue	\$6,254,138		
3. Career Development College Prep	\$31,483,799		
C. Current Year Decline		\$0	
Total Base Revenue Less Decline		\$230,544,165	
II Inflation Adjustment		VI Stability Adjustment	
A. Statewide Inflation Adjustment	0%		
B. Inflation Adjustment	\$0		
Current Year Base Revenue + Inflation Adjustment		\$230,544,165	
III Basic Allocation & Restoration		VII Total Computational Revenue (sum of III,IV,V,& VI)	
A. Basic Allocation Adjustment	\$0		
B. Basic Allocation Adjustment COLA	\$0		
C. Stability Restoration	\$0		
Total Basic Allocation & Restoration	\$0		
IV Growth		VIII District Revenue Source	
A. Target Growth Rate	1.96%	\$4,164,008	
B. Funded Growth Rate	1.72%	\$3,668,462	
C. Funded Credit Growth Revenue	\$3,094,003		
D. Funded Noncredit Growth Revenue	\$4,154		
E. Funded Noncredit CDCP Growth Rev.	\$570,305		
Total Growth Revenue		\$3,668,462	
		IX Other Allowance and Total Apportionments	
		A. State General Apportionment	\$86,355,475
		B. Statewide Average Replacement Cost	\$0
		Number of Faculty Not Hired	0.00
		Full-time Faculty Adjustment	\$0
		Net State General Apportionment	\$86,355,475
		X Unrestored Decline as of July 1st of Current Year	
		A. 1st Year	\$0
		B. 2nd Year	\$0
		C. 3rd Year	\$0
		Total	\$0

**Basic Allocation Calculation Before Current Year COLA
College/Center Base Funding Rates (Current Year FTES Thresholds)**

Single College District Funding Rates: Total FTES				Multi-College District Funding Rate: Total FTES			
>20000	>10000	<=10000		Rural	>20000	>10000	<=10000
\$6,003,494	\$4,802,795	\$3,602,096		\$1,145,692	\$4,802,795	\$4,202,446	\$3,602,096
FTES:				Total Colleges			
0	0	0		0	0	2	1
Revenue:				Total College Revenue			
\$0	\$0	\$0		\$0	\$0	\$8,404,892	\$3,602,096
State Approved Center: Funding Rates				Total State Approved Centers			
0	\$1,200,699			0			\$0
Grandfathered or Previously Approved Center: Funding Rate @ FTES Levels				Total Grandfathered or Previously Approved Centers			
>1000	>750	>500	>250	<=100			
\$1,200,699	\$800,524	\$600,349	\$300,175	\$150,087			
Number of Grandfathered or Previously Approved Centers @ Total FTES				Total Grandfathered or Previously Approved Centers Revenue			
5	0	0	0	0	5		
Number of Grandfathered or Previously Approved Centers Revenue				Total Grandfathered or Previously Approved Centers Rev.			
\$6,003,495	\$0	\$0	\$0	\$0	\$6,003,495		

In a Nutshell...

- Student contact hours
 - ➔ 320 Report
 - ➔ Principal Apportionment Report
 - ➔ Funding
 - ➔ FTES Base for next year
 - ➔ A Moving Target

SDCCD FTES Projection Model

Timeline for Fall Semester

Activity	Date	Notes
Receive new or revised targets	Prior to beginning of academic year	
Begin Term Projections for Colleges	June	After class schedule is posted to the web
Begin Term Projections for CE	August	After class schedule is posted to the web
Switch College Projections to Actuals (Weekly)		Two weeks after first census
Switch College Projections to Actuals (Daily)		Ten weeks after opening day
Switch College Projections to Actuals (Positive Attendance)		The final week of January
Switch CE Projections to Actuals		The third week of February

Note: Timeline is similar for spring and summer semesters.

Contextual Review

- Review internal and external trends
 - Unemployment rates
 - Demographic shifts
 - Policy changes (e.g. high school agreements)
 - Fill rates
 - Section offerings

Key Components

- Review the registration period
 - Registration appointments compared to last year
 - Number of registration days
- Review new targets
 - Governor's budget plan
 - Established preceding each academic year
 - Updated throughout the year based upon enrollment trends
- Timing of the availability of the class schedule

Data Extraction

- Registration begins
 - Data extraction of enrollment and section data
 - Run yield model
 - FTES yields are calculated at the class section level
 - Review matching vs. non-matching sections
 - Apply average yields to non-matching sections

Weekly Tracking

- Review projections
 - Compare projections to prior semester/annual totals
 - Adjust accordingly
 - Compare projections to the previous week
 - Look for unexplained variances
 - Investigate further to explain discrepancies
 - i.e.: Number of registration days
 - Number of registration appointments
 - Projection adjusted throughout the semester

*Enrollment Management is both an
Art and a Science*

What the Data Tells Us

Associate Degree Initiative Study (2014 – 2015)

- Coordinate scheduling cross disciplinary classes in high demand programs
- Increase evening course offerings in high demand programs
- Careful scheduling of classes for programs that contain requirements that are not offered every semester

Evening Classes Analysis

- There are two different population of evening students:
 - Evening only
 - Primarily day students who take a class in the evening
 - Demographics vary
 - Course taking patterns vary
- Students will enroll in an online section that is also offered during the day more than they will enroll in an evening section over a day section
- About the same percentage of enrollment/FTES in evening (16%) as online (18%)

Enrollment Analysis Report

- Between 2010-2011 and 2014-2015, the proportion of continuing students increased from 64% to 70%
- The percentage of evening only students declined from 18% in 2010-2011 to 12% in 2014-2015

Various Survey Comments

- Students surveys on a variety of topics indicate they want more classes in the evening
- Students report they can't get the class they need to complete their programs
- Students report they want more classes online

Counselor Perspective

Panel Discussion