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Chair

May 19, 2023

MEMORANDUM

TO: Maryland Association of Community Colleges (MACC)

FROM: Geoffrey Newman, Assistant Secretary for Finance and Administration

SUBJECT: Revisions to the CCS-6 and S-6 Supplemental Reporting

This memo provides guidance on revisions to certain reports that community colleges are required to submit to the Maryland Higher Education Commission (MHEC) annually.

Among the requirements, colleges have historically provided necessary data in the CC S-6 forms that allow institutions to report credit hours of enrollment. This report has been typically due each fall and is used by MHEC's Office of Research and Policy Analysis to aid in the preparation of the annual enrollment projections, which is mandated by law.¹

In addition, MHEC requires submission of the S-6 Supplemental form in July of the following year. This form contains much of the same information included in the CCS-6 but also requires the reporting of weekly student contact hours, which are needed to calculate space allowances on campuses under current capital guidelines.

MHEC has determined that the S-6 Supplemental form can provide the same sufficient data as the CCS-6. Therefore, the CCS-6 is no longer needed for the enrollment projection model. MHEC will no longer require the community colleges to report the CCS-6 each fall and will only require the S-6 Supplemental data each summer. This will go into effect immediately with this fiscal year.

The S-6 Supplemental form due July 1, 2023 is unchanged and should provide data consistent with the CCS-6 form previously submitted by colleges for Fall 2022. There will be no required CCS-6 in Fall 2023. Fall 2023 data will be reported in a form due July 1, 2024. This form will be very similar to the current S-6 Supplemental form, although its format and title may be slightly revised at that time. Thereafter, relevant data will be reported in this form, which will be due each July.

For further questions or clarifications, contact Capital Finance Analyst Dan Schuster at daniel.schulster1@maryland.gov.

¹ 13B.07.04.01 requires that “. The Commission shall establish annually...Enrollment projections to be used by the college to prepare capital construction projects....For purposes of determining the statutory limit on State financial participation in the college capital construction projects, the proposed capacity of the college in number of students shall be the approved projected 10-year full-time equivalent enrollment as adopted by the Commission.”