

**Deans Council**  
**Minutes – September 21, 2017**  
**Ware Student Commons 207, 1:30 pm – 3:30 pm**

**Members Present:** Dr. Tamara Clunis, Frank Sobey, Daniel Esquivel, Becky Burton, Mark Rowh, Kim Crowley, Tina Babb, Toni Gray, Vicky Taylor-Gore, Jill Gibson, Dr. Carol Buse, Renee Vincent, Edie Carter, Megan Eikner

**Others Present:** Collin Witherspoon, Toni Van Dyke

**Members Absent:**

**Enrollment Data**

Enrollment analysis, data shows that headcount is down this year by 1.46%. However, enrollment is up by 1.85%, and dual credit is up by 2.22%. The enrollment data dashboard is projected to go online in Spring 2017 and will only show data for undergraduates.

**Overload – Adjuncts**

In spring, Steve will review overload budgets and adjust the funds as needed in each area.

**Dual Credit stipends**

Dual credit pay is no longer coming out of CTL budgets; funds are now in each department offering dual credit classes.

**Budgets**

Deans are to visit with Steve directly with any concerns regarding CE or contract course money. Email Dr. Clunis with any concerns regarding overload, part-time faculty pay, or appointed personnel. Contact Toni Van Dyke or Melissa Hacker if guidance is needed on monthly budget reconciliations. Each department will need to project out their budgets for next fiscal year.

**FWA**

October 5, 2017, is the deadline to add adjunct names to the Fall II FWA.