

CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: May 7, 2025	MEETING TIME: 9:45 AM -11:00 AM	MEETING LOCATION: IO Badgers 114
RECORDER: Keri Shelburne	PREVIOUS MEETING: March 20, 2025	

MEMBERS PRESENT: (P = Present) Add nonmembers to bottom of table with heading “Others Present.”

	Name and Title (List all)	Title	Email	Best contact number
P-v	Kelly Steelman	Director of Financial Aid	k0151162@actx.edu	806-371-5311
P-v	Kristin McDonald-Willey	Director of Admissions and Registrar	kmw@actx.edu	806-371-5034
P	Kevin Cheek	Executive Director of Workforce Training & Development	kdcheek@actx.edu	806-371-2996
P	Linda Munoz	Dean of Innovation Outpost Operations & Programming	lmunoz27@actx.edu	806-371-2999
	Jeff Wallick	Director of Safety and Environmental Technology Education	j0079278@actx.edu	806-467-3040
P	Melissa Burns	Director of Center for Continuing Healthcare Education	m0084211@actx.edu	806-356-3650
P	Elisa Alvarado	Director of Institutional Effectiveness	eralvarado@actx.edu	806-371-5918
P-v	David Hall	Dean of Technical Education	dhall36@actx.edu	806-335-4309
P	Leslie Shelton	Director of Corporate Training	lgshelton@actx.edu	806-467-3041
P-v	Tiffany Oneal	Associate Registrar	t0114485@actx.edu	806-371-5267
	Collin Witherspoon	Executive Director of Institutional Research	ccwitherspoon@actx.edu	806-371-5142
P-v	Tina Babb	Associate Vice President of Curriculum, Planning, & IE	tmbabb@actx.edu	806-371-5420
	John Smoot	Executive Director of Health Care Simulation	jcsmoot@actx.edu	806-356-3688
P	Eric Wallace	Director of Public Service Programs	ecwallace@actx.edu	806-457-4464
P-v	Olga Kleffman	Accounting Income Supervisor	okleffman@actx.edu	806-371-5002
	Kim Crowley	Dean of Nursing	kacrowley@actx.edu	806-354-6087
P	Kim Boyd	Dean of Health Professions/MLT Program Director	kmboyd@actx.edu	806-354-6060
P	Whitney Fernandez	Director of Enrichment and Wellness	wbfernandez@actx.edu	806-371-2906
Others present: Michele Rupe				

Minutes

Key Discussion Points	Discussion
Old Business:	Subcommittees meet regularly and update at CE Workforce meetings.
New Business:	<p>Minutes of the meeting on March 20, 2025 were provided before this meeting to the committee by email. David Hall motioned to approve the minutes of the meeting on March 20, 2025. Melissa Burns seconded the motion. Minutes approved.</p> <p>Linda Munoz discussed the consent agenda, which included changes to the number of hours for 2 classes (ITCC to ITNW). The committee also discussed petition for CNA and EKG submitting as an ICLC and using new rubrics for EKG. Eric Wallace motioned to approve for CNA, Leslie Shelton approved. Motion passed. Hall motioned to approve for EKG, Elisa Alvarado approved. Motion passed.</p> <p>Tina Babb & Kristen McDonald-Willey clarified that the CNA program was not in the system at all for funding. They caught this and fixed it. It should have been in as a CE certificate for years. Committee decided that Elisa Alvarado, Kristen McDonald-Willey & Tiffany Oneal need to be copied on submissions.</p> <p>Munoz-SOP: updated the team on the petition form for CE programs. The committee agreed to using a single form that includes all necessary information for THECB. A discussion was held regarding adding a column for special topics needs and they plan to send the updated form to Deans, who will distribute to CE program coordinators. The group also agreed to review & refine existing guidelines in the Administrative Handbook.</p> <p>Kevin Cheek- CE website reorg: still working with Connie to try and streamline/update by the end of July. Focus is on providing two main categories: leisure studies and workforce development and proposed that workforce development could be further divided into two sub-categories: one for learners & another for workforce training. Cheek mentioned the need to remove some tabs from the website's main page and suggested that the "Kid's College" section should have its own tile. He emphasized that no changes would be made until everyone agreed and that all will be included to review and approve updates before going live.</p> <p>Munoz-Data: mentioned the new CTE guidelines, that have replaced the GIPWE system. Oneal & Babb confirmed the guidelines are available on the CE page under resources and the IE site. McDonald-Willey reported no significant changes on the CE side. Munoz met with Carol Bevel & Olga Kleffman regarding funded/non-funded and discussed WECM or Non-WECM.</p> <p>Shelton-Rentals: rental rates and updated co-sponsor rate form were submitted to Chris Sharp for approval. Shelton will double check with Sharp to make sure all is good with the agreement & increase and update at next meeting. Shelton will email all forms to committee, once approved. Oneal suggested creating a non-fund by campus so that we can track rental income separately or possibly by GL's. Munoz agreed this would be helpful and clarified that the income generated from rentals goes to an auxiliary fund. Munoz expressed desire to see the rental income in their revenue reports to better understand their income targets.</p> <p>Committee discussed how to handle special topics courses and certificates. Munoz asked about the process for setting up a special topics course for a skills development grant. Babb explained that while it doesn't need to go through the committee, they still need the same information to set it up. McDonald-Willey emphasized the importance of proper vetting and documentation. Oneal clarified the procedures for different course types. The group discussed whether certifications can be shown on transcripts, McDonald-Willey explained that only institutional awards appear on transcripts, while CE classes are on a separate CE specific transcript.</p>

Curriculum Decisions:	None at this time.
Acronyms:	See previous meeting minutes.
Other:	Committee decided to meet the first Wednesday of every month at 9:45 AM.
ACTION ITEMS:	Subcommittees continue meeting. Shelton will follow up with Chris Sharp regarding approval of rental rates and co-sponsor rate increases. Oneal will speak with Carol Bevel about creating separate non-fund numbers for rentals by campus. Munoz will continue to update administrative procedures.
Adjourn Time:	10:45 AM
Recorder's Signature & Date:	<i>Keri Shelburne</i> 07/02/2025
DIVISION DEAN'S SIGNATURE & Date:	<i>Linda Muñoz</i> 07/02/2025
Next Meeting:	July 2, 2025 @ 9:45 AM.