

CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: September 12, 2024	MEETING TIME: 3:30 PM- 5:00 PM	MEETING LOCATION: IO Badgers 114
RECORDER: Keri Shelburne	PREVIOUS MEETING: 9/5/24	

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

	Name and Title (List all)	Title	Email	Best contact number
	Kelly Steelman	Director of Financial Aid	k0151162@actx.edu	806-371-5311
P	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
P	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	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	Tiffany Oneal	Associate Registrar	t0114485@actx.edu	806-371-5267
P	Collin Witherspoon	Executive Director of Institutional Research	ccwitherspoon@actx.edu	806-371-5142
	Tina Babb	Associate Vice President of Curriculum, Planning, & IE	tmbabb@actx.edu	806-371-5420
P	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	Olga Kleffman	Accounting Income Supervisor	okleffman@actx.edu	806-371-5002

Minutes

Key Discussion Points	Discussion
Old Business:	<p>Logistics: Meeting days/times for academic year (Thursday afternoons at 3:30 PM @IO)</p> <p>SWOT Analysis: Strengths-plan already in place?; CE Portal; committee in place to vet programs Weaknesses- OSA awards truck driving; clarity on OSA award; CE-OSA; receiving & documentation, wild west-bring CE program; administrative processes; CE website Opportunities-historic knowledge in the room, funding (HB8), curriculum committee form (modify), checklist for CB & colleague (for CE); OSA, IRCC, ICLC Threats-Funding (HB8) Prioritizing activities each quarter based on SWOT (most urgent processes): CE committee is responsible for the checks & balances (to vet programs) Create a form (modify curriculum committee form)</p>
New Business:	<p>Minutes of the meeting of September 5, 2024 were provided to the committee. Collin Witherspoon moved to approve the minutes of the meeting of September 5, 2024. Melissa Burns seconded the motion. Minutes approved.</p> <p>Witherspoon & Tiffany Oneal recommended having a sub-committee. Eric Wallace was added to the committee. Jeff Wallick asked for a list of licensures or certifications.</p> <p>David Hall presented a form created to submit new programs for approval. Several changes/updates were discussed and made. Collin Witherspoon recommended removing the options section, as there are to be no options and to add the following: "Does the IRCC appear in the ACE (American Council of Education) inventory?" "Yes or No?"</p> <p>Kristen McDonald asked about getting course completions from departments to submit. Reporting or not? Witherspoon recommended not submitting at this time.</p> <p>A list of tasks required for successful operations of CE activities was provided by Oneal and committee started setting priorities from the list. This is an ongoing task.</p> <p>Linda Munoz will meet with and submit changes for web pages to Connie DeJesus. Publish what we have for priorities and submit increases to board for approval. Oneal & Munoz will meet with Whitney Fernandez, Director of Enrichment & Wellness regarding personal enrichment website & policies.</p> <p>Kelly Steelman emailed a request to committee to discuss thoughts on funding TPEG for CE students who aren't US Citizens/Permanent Residents at next meeting. Per Steelman, they can receive state funding by completing a TASFA application and could potentially be eligible for TPEG as well. She is not sure how it might impact programs that require a license.</p>

	Munoz proposed another meeting date/time for the following week. Discussed the need to meet weekly for the time being to iron things out and then can move to monthly meetings.	
Curriculum Decisions:	None at this time.	
Acronyms	None.	
Other:	None.	
ACTION ITEMS:	Continue to set priorities; need to determine administrative processes; CE website (Innovation Outpost website); Schedule meeting at IO for Thursday, September 19 th at 10:00 AM. *Rescheduled for Wednesday, September 25, 2024 at 3:30 PM.	
Adjourn Time:		
Recorder's Signature & Date:	<i>Keri Shelburne</i>	09/26/2024
DIVISION DEAN'S SIGNATURE & Date:	<i>Linda Muñoz</i>	09/26/2024
Next Meeting:	Wednesday, September 25, 2024	