

CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: September 25, 2024	MEETING TIME: 3:30 PM - 4:45 PM	MEETING LOCATION: IO Badgers 114
RECORDER: Keri Shelburne	PREVIOUS MEETING: 9/12/24	

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

	Name and Title (List all)	Title	Email	Best contact number
P	Kelly Steelman	Director of Financial Aid	k0151162@actx.edu	806-371-5311
P	Kristin McDonald-Wiley	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
	Melissa Burns	Director of Center for Continuing Healthcare Education	m0084211@actx.edu	806-356-3650
	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
	Olga Kleffman	Accounting Income Supervisor	okleffman@actx.edu	806-371-5002
Others present: Whitney Fernandez; Kim Crowley; Kim Boyd				

Minutes

Key Discussion Points	Discussion
Old Business:	<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. (Update: is in progress.)</p> <p>Publish what we have for priorities and submit increases to board for approval.</p>
New Business:	<p>Minutes of the meeting of September 12, 2024 were provided to the committee. David Hall motion to approve the minutes of the meeting of September 12, 2024. Tiffany Oneal seconded the motion. Minutes approved.</p> <p>Linda Munoz discussed subcommittees. A list of needed subcommittees was provided and CE workforce committee members were assigned. See below.</p> <p>Data/Reporting:</p> <ul style="list-style-type: none">• Collin Witherspoon (co-lead)• Kristin McDonald Willey (co-lead)• Tiffany Oneal (co-lead)• David Hall• Elisa Alvarado• Linda Munoz <p>*This group was asked by Munoz to create a Glossary of Terms & update when new things become available.</p> <p>Rental policies:</p> <ul style="list-style-type: none">• Leslie Shelton (lead)• John Smoot• Eric Wallace• David Hall <p>Website:</p> <ul style="list-style-type: none">• Melissa Burns co-lead)• Kevin Cheek (co-lead)• Connie DeJesus• Whitney Fernandez• Jeff Wallick• Tiffany Oneal

	<p>Standard Operation Procedures:</p> <ul style="list-style-type: none"> • Tiffany Oneal (co-lead) • Linda Munoz (co-lead) • Leslie Shelton • Kelly Steelman • Whitney Fernandez • Kim Boyd • Kim Crowley • Olga Kleffman • Tina Babb • Kevin Cheek <p>Kim Crowley, Kim Boyd & Whitney Fernandez were added to the CE Workforce Committee.</p> <p>Fernandez informed committee of CE's approved list in Constant Contact that can be used to send out announcements.</p> <p>Witherspoon discussed CE programs and having a package of courses to create programs. Criteria for OSA CE to Academic (Programs)</p> <p>Munoz used the following as an example of courses that could be used to create a new program. <u> A+ </u> <u>Network +</u> <u>Security+</u> = (256) (9 SCH 144-359) CPMT 1051 ITCC 1014 ITSY 1042</p> <p>Witherspoon spoke of unique CE courses that satisfy credential of value. Decided on next meeting to be scheduled after Fall break.</p>
Curriculum Decisions:	None at this time.
Acronyms	None.
Other:	None.
ACTION ITEMS:	Subcommittee leads to schedule meetings to discuss needs to bring to CE Workforce Committee meeting for approval and act on proposed items from previous meetings; Schedule meeting at IO for Thursday, November 7, 2024 at 3:15 PM.
Adjourn Time:	4:45 PM
Recorder's Signature & Date:	<div>Keri Shelburne</div> <div>11/08/2024</div>
DIVISION DEAN'S SIGNATURE & Date:	<div>Linda Munoz</div> <div>11/08/2024</div>
Next Meeting:	Thursday, November 11, 2024 at 3:15 PM.