

CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: January 23, 2025	MEETING TIME: 3:30 PM - 5:00 PM	MEETING LOCATION: IO Badgers 114
RECORDER: Keri Shelburne	PREVIOUS MEETING: 11/7/24	

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
	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
	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
	Kim Crowley	Dean of Nursing	kacrowley@actx.edu	806-354-6087
	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	
Others present:				

Minutes

Key Discussion Points	Discussion
Old Business:	Subcommittees meet regularly and update at CE Workforce meetings.
New Business:	<p>Minutes of the meeting on November 7, 2024 were provided before this meeting to the committee by email. Collin Witherspoon motioned to approve the minutes of the meeting on November 7, 2024. Jeff Wallick seconded the motion. Minutes approved.</p> <p>Linda Munoz asked that leads for subcommittees give their updates.</p> <p>Data/Reporting Committee Wallace requested to present forms to petition approval and to inform of the petition process. Wallace and Kristin McDonald-Willey met previously to discuss his needs on the forms and McDonald-Willey modified the documents. Wallace presented the Criminal Justice Basic Jailer County Correction form to the committee for viewing and approval. Jeff Wallick motioned to approve and Kevin Cheek seconded. Motion approved. Wallace presented the Criminal Justice Basic certification for Correction Officers form to the committee for viewing and approval. David Hall motioned for approval and Collin Witherspoon seconded. Motion approved. Wallace presented the EMSP Basic EMT certification form to the committee for viewing and approval. David Hall motioned for approval and Leslie Shelton seconded. Motion approved.</p> <p>Whitney Fernandez requested a copy of the modified forms.</p> <p>Committee discussed the need to submit the forms to Institutional Effectiveness and ask to add to ICLC. We may need to send in a spreadsheet to show who completed, but they might be able to pull it themselves with CBM.</p> <p>Rental Policies Committee Leslie Shelton-redoing co-sponsor agreement to move from \$30 to \$50. Working on making changes to the previous agreement. Tiffany Oneal will send everyone on committee all of the forms that were used in the past in a word document.</p> <p>CE Website Committee Kevin Cheek-some small changes were made to CE website. They are working to clean it up & streamline it. CMS test site will be able to view before going live.</p> <p>SOP committee Munoz-still updating the administrator(internal) & public facing guide. Discussed bringing back a CE catalog- due to costs it was moved to online only. This would need to go through committee approval & need Dr. Sobey's approval.</p> <p>Tiffany Oneal gave instruction on where to locate the CE Portal: AC Connect, Self Service, Registrar portal, Cont. Ed (hover over) and select CE Resources.</p>

Curriculum Decisions:	None at this time.	
Acronyms:	See previous meeting minutes.	
Other:	None.	
ACTION ITEMS:	Subcommittees continue meeting. Will schedule next CE workforce committee meeting at a later date.	
Adjourn Time:	4:56 PM	
Recorder's Signature & Date:	<i>Keri Shelburne</i>	04/04/2025
DIVISION DEAN'S SIGNATURE & Date:	<i>Linda Mung</i>	04/07/2025
Next Meeting:	TBD	