

### CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: November 7, 2024	MEETING TIME: 3:15 PM - 4:30 PM	MEETING LOCATION: IO Badgers 114
RECORDER: Keri Shelburne	PREVIOUS MEETING: 9/25/24	

**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
	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
Pz	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
	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: Wade Olsen, Program Coordinator EMSP				

## Minutes

Key Discussion Points	Discussion
Old Business:	Subcommittees created and lead/co-leads assigned.
New Business:	<p>Minutes of the meeting on September 25, 2024 were provided before this meeting to the committee by email. An addition of Elisa Alvarado to the data/reporting subcommittee was requested and updated. David Hall motioned to approve the minutes of the meeting of September 25, 2024. Kelly Steelman seconded the motion. Minutes approved.</p> <p>Linda Munoz discussed that subcommittees had met and wanted to allow each subcommittee to present what they had discussed in each of their meetings.</p> <p><b>Data/Reporting Committee</b> David Hall presented an ICLC draft of notes Excel spreadsheet. Hall mentioned welding &amp; SACA are both on the credentialing registry. None of what his area does is on the ACE national registry.</p> <p>Linda Munoz-mentioned if not getting credit for certifications, then maybe AC should post its programs &amp; certificates as some other colleges are currently doing. That way, we'd be in the registry.</p> <p>ICLC's, IRCC's &amp; OSA's and criteria were discussed, still need further clarity.</p> <p>Collin Witherspoon spoke about the ACE National guide and the specific language in the TAC rule that names the national guide, not the linked credential registry. IRCC's will not be submitted until FY 26 and Witherspoon stated he has a list that can be checked beginning FY 26. Munoz added that the national guide links to the credential registry. Witherspoon will email Lee Rector &amp; ask questions. SACA, AWS, NIMS &amp; ASE credentials can't be found; Hall is sending a list of those embedded in curriculum at East. Labor market outcomes discussed. General question throughout discussion of "How do you get funding for your programs if you can't find anything" and registry transparency.</p> <p>Kristen McDonald Willey presented an overview of what they discussed in the subcommittee meeting and proposed that the committee speak about ICLC's at the meeting in January. Verified that requirements are being met. Stressed the importance of making sure that contact hours are equal in course setups.</p> <p>Eric Wallace &amp; Wade Olsen discussed EMT. Wallace stated Basic EMT is ICLC, 6 contact hours; Advanced EMT is Level 1 cert; Paramedic is Level 2 cert. Basic EMT is a pre-req to Advanced EMT. Witherspoon noted that if Basic EMT is reported as ICLC and Advanced EMT is a Level 1, there isn't anything in the rule that says they can't both be reported for funding. A Basic EMT can work in the field. Importance of credential earned provides enough training for someone to enter the field. What is the labor market outcome?</p> <p>Melissa Burns asked if massage therapy is funded, McDonald-Willey confirmed it is reported as a CE certificate.</p>

	<p><b>Rental Policies Committee</b></p> <p>Leslie Shelton presented a document that the committee created at a previous meeting. Rentals should not be majority of things we do based on her experience. Committee worked on the following:</p> <ul style="list-style-type: none"> <li>• Rentals</li> <li>• Facilities agreement</li> <li>• Fees</li> </ul> <p>Co-sponsors: Shelton explained this is where an outside entity brings a trainer and just uses the college space. We are still capturing contact hours through registrations.</p> <p>Concerning rentals: Shelton and committee recommendation is less is more, we are not an event center. Rental committee suggested using three sizes for room rentals-small, medium &amp; large. ½ day is 8:00 AM – 12:00 PM; full day is 8:00 AM – 5:00 PM. \$30 an hour for funded; \$75 an hour for non-funded. Rental should be more than co-sponsor. Discussed increasing co-sponsor rate from \$30 to \$50 an hour. Questions concerning if person renting needs insurance, who has precedence and about a disclaimer policy needs answers. Hall asked about refundable payment-for example, AAF offers space with a fee that is refunded after event if all is well. More discussions will be had in subcommittee. Witherspoon recommended that the business office handle all rentals for buildings. Wallace disagreed and explained the importance of having a designee for each building to decide and schedule rentals. Witherspoon suggested that the CE website have who to contact for rentals in each space. In-Kinds were discussed and are acceptable. Wallace recommended Moore County &amp; Hereford be added to the rental subcommittee as well as Tina Babb. Need cancellation, postponing, illness etc. policies.</p> <p><b>CE Website Committee</b></p> <p>Kevin Cheek spoke about what was discussed in their first meeting that included communications &amp; marketing employees- Connie DeJesus &amp; Sadie Newsome: SEO Search Engine Optimization-SEO stands for “search engine optimization” it is the process of improving your website to increase visitors from other search engines whenever others search for certain information on your site. Looked at the multiple tabs on CE website and discussed how to make it more streamlined.</p> <p>Broke it into 3 buckets:</p> <ul style="list-style-type: none"> <li>• Community Enrichment</li> <li>• Workforce Training</li> <li>• Corporate Training</li> </ul> <p>Committee would like to clean it up and have less clicks.</p> <p><b>SOP committee</b></p> <p>Munoz presented that the committee is in the process of creating standard operating procedures with an administrator guide and a public facing guide. Munoz shared a possible Table of Contents for both. Munoz suggested subcommittees meet again in December 2024 and that the CE workforce committee meet again the second or third week of January 2025.</p>
Curriculum Decisions:	None at this time.
Acronyms:	See previous meeting minutes.

Other:	None.
ACTION ITEMS:	Subcommittees continue meeting. Schedule CE workforce committee meeting at IO for Thursday, January 9, 2025, at 3:15 PM.
Adjourn Time:	4:45 PM
Recorder's Signature & Date:	<i>Keri Shelburne</i> 01/27/2025
DIVISION DEAN'S SIGNATURE & Date:	<i>Linda Munoz</i> 01/30/2025
Next Meeting:	January 9, 2025 @ 3:15 PM.