CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: March 20, 2025	MEETING TIME: 3:30 PM - 5:00 PM	MEETING LOCATION: IO Badgers 114
RECORDER: Keri Shelburne	PREVIOUS MEETING: January 23, 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
	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
	John Smoot	Executive Director of Health Care Simulation	jcsmoot@actx.edu	806-356-3688
	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	806-371-2906
Others present:				

Minutes	
Key Discussion Points	**Discussion**
Old Business:	Subcommittees meet regularly and update at CE Workforce meetings.
New Business:	Minutes of the meeting on January 23, 2025 were provided before this meeting to the committee by email. Melissa Burns motioned to approve the minutes of the meeting on January 23, 2025. Leslie Shelton seconded the motion. Minutes approved. Linda Munoz presented forms to petition approval for CSIS. CPMT-1051, ITNW-1004, ITSY-1042. Munoz is writing a new OSA program. Students will not have satisfactory status in courses until they pass the certification. Start & end dates and testing dates were discussed. Double check grades with instructors. Length of dates might change but hours will not change. David Hall moved to approve the forms presented. Shelton seconded. All approved. Hall presented SACA program-OSA 160 hrs. Kristen McDonald -Willey moved to approve SACA as an OSA. Kevin Cheek seconded. Motion approved. Munoz & Hall will send forms to McDonald-Willey, Tiffany Oneal & Elisa Alvarado. Discussion was had on department field from forms. Shelton presented updates/changes to co-sponsorship & rental policies: Co-sponsorships-recommended $50 per hour increase, added a cancellation policy and a 25% cancellation fee charged. Shelton explained co-sponsorships. A couple of corrections were suggested and made to the form-(added minimum of 4 hrs and removed if applicable). Collin Witherspoon motioned to approve co-sponsorship agreement form. Jeff Wallick seconded. Motion approved. For rental policies: rental with be ½ day or full day. Square footage pricing was completed to justify that square foot pricing is in line with half & full day pricing. This was completed for East, West, Innovation Outpost and First Responders Academy. Shelton will reach out to Hereford & Dumas regarding their rental policies and will send recommendations to Chris Sharp. Hall motioned to approve. Whitney Fernandez seconded. Motion approved. SEE ATTACHED FORMS.
Curriculum Decisions:	None at this time.
Acronyms:	See previous meeting minutes.
Other:	Munoz asked committee if Thursday afternoons were good for all to attend meetings and to make sure and submit courses to her asap.
ACTION ITEMS:	Subcommittees continue meeting.
Adjourn Time:	4:55 PM
Recorder's Signature & Date:	*Keri Shelburne* 05/20/2025
DIVISION DEAN'S SIGNATURE & Date:	*Linda Muñoz* 05/20/2025
Next Meeting:	April 22, 2025 @ 3:30 PM.

Advanced Manufacturing CE.OSA.SACA.CSS | New OSA | CIP: 47.011

Program TOTAL Contact Hours: 160

Major Course Requirements

Course	Type (e.g.	New, Rev	ContHRs	Lec/Lab	
INMT 1005	WECM	Existing	48	3	Introduction to Industrial Maintenance - Description: Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out. Learning Outcomes: Learning Outcomes: Identify various types of fasteners common to industrial maintenance; utilize various hand and power tools; utilize precision measuring instruments; and demonstrate proper lock-out/tag-out procedures
ENER 1030	WECM	Existing	64	2/2	Basic Mechanical Skills for Energy - Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-a longs.Learning Outcomes: Use basic hand, hand power, and stationary power tools; select a the ppropriate Bill of Materials (BOM); interpret
IEIR 1004	WECM	Existing	48	3	Alternating Current Circuits for Industrial Applications - Description: Fundamentals of alternating current including series and parallel circuits, phasors, and capacitive and inductive networks. Performance of circuit analysis and measurement. Define the relationship between voltage, current, and impedance; calculate values of apparent, true, and reactive power; and calculate phase angle values of voltage and current.
			160		

Do you have BLC/in Y   The CIS BLC is aware of this program and supports it.

Suggeste CompTIA Secure Infrastructure Specialist | CE.OSA.CSIS.CIS

Program TOTAL Contact Hours: 224

Major Course Requirements

Course	Type (e E, R, N	Cont	Lec/L	Other Typ	Notes
					Notes: Students pass only if they earn the industry credential. For CPMT 1051, the certification is CompTIA A+; for ITCC 1014, the certification is CompTIA Network+; for ITSY 1042, the certification is CompTIA Security+. Earning all three certifications, gives you the CompTIA Secure Infrastructure Specialist certification. Earning these three individual certifications, a CEW student can petition for up to nine SCH toward a CIS degree.
CPMT 1051	WECM E	96	2/4	Hybrid	IT Essentials: PC Hardware and Software - **Course Description:** An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to concepts addressed by Cisco and CompTIA A+ certifications. Topics may adapt to changes in industry practices. **End-of-Course Outcomes:** Configure and support PC, mobile and IoT device hardware and software; troubleshoot using system tools and diagnostic software; investigate emerging technologies; demonstrate baseline security skills for IT support professionals; support basic IT infrastructure and networking; implement data backup, recovery, and storage.
ITNW 1004	WECM E	64	2/2	Hybrid	Network I - **Course Description:** Introduction to local area networks (LANs) as a significant tool in the coordination of modern business offices and operations. Examination of various production components to determine the best available system for the present need. **End-of-Course Outcomes:** Identify hardware and software network components and their functionality; and access and use network services.
ITSY 1042	WECM E	64	2/2	Hybrid	Informamtion Technology Security - **Course Description:** Instruction in security for network computer hardware, software, virtualization, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Topics may adapt to changes in industry practices. **End-of-Course Outcomes:** Apply National Institute of Standards and Technology (NIST) guidelines and other best practices; develop backup/recovery procedures to provide for data security; use desktop /device operating system features to implement security; identify computer and network threats and vulnerabilities and methods to prevent their effects; use tools to enhance network security; and use encryption techniques to protect network local and distributed systems data.
		224			

Do you have BLC/indi Y

The CIS BLC is aware of this program and supports it.

Co-Sponsorship Agreement

This is a Co-Sponsorship Agreement between **NWEA** and **Amarillo College's CE Workforce Division** to conduct a two-day, 16-hour "Educational Assessment" on Oct. 3-4, 2025, for a total of **$700.00**.
($50 rate per hour X 16 contact hours)

Company's Responsibilities:
- Provide course outline / curriculum.
- Ensure quality of instruction.
- Provide and compensate instructors.
- Provide all course materials.
- Provide statement of instructor qualifications.
- Provide indirect supervision for the course.
- Maintain liaison responsibilities with Amarillo College.

Amarillo College's Responsibilities:
- Conduct registration at the beginning of the course.
- Ensure quality of instruction.
- Provide training facilities (**AC location and room**).
- Issue Continuing Education Units (CEUs).
- Provide required instructional equipment, as required.

Co-Sponsor Rate: $50 per hour. Minimum 4 hours, half day. Additional rooms are $100 per room, per day.

Special Note: This course will be administered with NO deviations from the approved course curriculum or the established class times and schedule unless BOTH parties give prior approval.

Equipment Responsibility: Amarillo College does not accept responsibility for lost or stolen equipment / materials which are shipped, stored, used or left at training sites or on Amarillo College property.

Enrollment Eligibility Notice: Students with outstanding obligations to Amarillo College will receive written notification and may not be allowed to enroll in or complete future continuing education courses until the obligation is fulfilled. Students who have received a Criminal Trespass Warning from Amarillo College will not be allowed to enroll in courses held on any AC campus unless the warning has been lifted.

Cancellation Policy: There will be no charge if event is cancelled at least 5 business days prior to event start date. If cancelled less than 5 business days prior to event, a 25% fee may be charged on the basic room rate for the time period booked.

Approval Signatures:

Print/type name: Company Representative

Print/type name: Amarillo College Representative

Signature: Company Representative

Signature: Amarillo College Representative

Date

Date

Rev. March 2025

AC Campuses

Rental Fee Schedule for Innovation Outpost, West, East, First Responders Academy

Space Type	Prices	Room #	Capacity	Examples
Large Classroom Space (half day 4 hr.)	$400	Large	80-300	**WCLH; FIRS 1064; IO 161 (when ready); SIM Center Conf Center (when ready)**
Large Classroom Space (Full Day - 8 hours)	$600			
Medium Classroom Space (half day 4 hr.)	$300	Medium	31-79	**WCA 109; WCB 102, 104, 106; EPST 100**
Medium Classroom Space (Full Day - 8 hours)	$500			
Small Classroom Space (half day 4 hr.)	$250	Small	0-30	**WCA 107, 108, 110; FIRS 1057, 1070**
Small Classroom Space (Full Day - 8 hours)	$400			
XSmall Classroom Space (half day 4 hr.)	$100	Small	0-10	**IO 157; FIRS 1008, FIRS 1009**
XSmall Classroom Space (Full Day - 8 hours)	$200			

Amarillo College

Facility Usage Policies and Agreement
CE Workforce Division

General Policies

Rental Agreement

The Amarillo College campuses are available for any **college** sponsored/hosted event in support of college social and educational programs. **Non-college** events may rent some of the rooms on different campuses for workforce training and related activities under the guidelines and policies detailed in this document. Activities prohibited include any fund raising, marketing, sales, or the promotion of partisan causes. Clients who have been approved to use a campus facility must fully complete and sign the Amarillo College Facility Rental Use Agreement. The room will be confirmed once the signed and dated agreement is received back in our offices via electronic or hard copy. The certificate of insurance explained below must be received in our office 5 business days prior to event start.

The lessee shall provide a certificate of insurance showing evidence of general liability coverage with minimum limits of $1,000,000 per occurrence and in the aggregate. The certificate must evidence that the general liability policy has been endorsed to name Amarillo College as an additional insured.

Cancellation Policy

If you need to cancel a room after the room has been confirmed, there will be no charge if cancelled at least 5 business days prior to event start date. If cancelled less than 5 business days prior to event, a 25% fee may be charged on the basic room rate for the time period booked.

Inclement weather: If a rental is cancelled by the facility user due to inclement weather but the college is still officially open, standard cancellation fees apply. If the college is officially closed due to inclement weather, all classes and events will be cancelled and no fee is charged. College closure will be announced on local media.

Room Rentals

Room rentals will be in 4-hour increments. Unless other arrangements are agreed upon in advance, rental fees will be charged in accordance with Amarillo College's standard rate schedule and is due and payable within 30 calendar days from the invoice date.

Amarillo College reserves the right to move any scheduled activity to another comparable room on the same campus.

Audiovisual (A/V) Equipment Usage Policy

Many rooms are equipped with standard audiovisual equipment, which may include internet access, built-in computers, projectors or monitors, speakers, a document projector, and the ability to connect to a laptop. If your laptop or other equipment requires special adapters or connections, you are responsible for providing them.

Guest WiFi access is generally available.

Our IT staff is generally not available to remain on-site throughout your event or training but may be available to troubleshoot if needed. In special circumstances, IT personnel may be scheduled in advance for an additional charge.

For any A/V-related questions or special requests, please contact your AC event coordinator prior to your event.

Decorations and Room Setup

For the campus you wish to hold your event, see the rental sheet for a description of what is included in the standard room set up for each room type. Facility users wishing to arrive more than 30 minutes prior to their event to set up their meeting/event rooms, displays, etc. must make prior arrangements with the staff on that campus. Additional charges may apply for the setup requested the day prior to the event. Early morning, after hours and/or weekend setup or rentals may incur additional charges. (e.g., custodial, security, IT)

Decorations may not be attached directly to any part of the building structure or surface without prior approval from AC staff.

Rooms will be prepared based on the room setup described in the "Facility Usage Agreement" form. Substantial changes to the room setup requested less than 24 hours prior to the class/event up to the start of the event will incur a room customization fee and furniture may only be moved by Amarillo College staff. Furniture may not be moved by the facility user. If an event setup form is not received, Amarillo College reserves the right to setup the room based on event type and provided attendance. Changes to this default setup will incur a customization fee.

All equipment, supplies and materials belonging to the facility user must be removed at the conclusion of the event or additional fees may be assessed for removal and/or cleanup. Such fees will be commensurate with Amarillo College's standard rate schedule and will be billed in four-hour increments. Should any of the above named items interfere with another scheduled event, the Campus reserves the right to move the items into temporary storage. The facility user will be responsible for all transportation and storage costs. Amarillo College does not accept responsibility for lost or stolen equipment/materials which are shipped, stored, used or left at training sites or on Amarillo College property.

Marketing/Advertising

Signs, posters, booths, decorations etc. may not be displayed on Amarillo College property without the consent of the Amarillo College administration.

The sales of services, materials, supplies, food and drinks in connection with the use of these facilities is prohibited.

Unauthorized use of the Amarillo College logo in any form, whether partial or whole in print or digital media, is strictly prohibited in marketing, advertising and presentation materials for your event. For questions regarding usage of the AC logo, contact your AC event coordinator.

Please identify the Campus location in the following format: (*EXAMPLE*)

Amarillo College Innovation Outpost
1220 S. Polk Street
Amarillo, TX 79101

Food and Beverages (including alcohol and tobacco use)

Outside food vendors are permitted. The facility user will be responsible for arranging any food items or drinks and may use any caterer. The facility user will be responsible for food safety and quality provided by outside vendors.

Food and drinks are not allowed in any computer lab.

The use of alcohol and tobacco is not permitted at any Amarillo College Campus. Effective August 1, 2016, smoking of any tobacco products and the use of electronic or vapor smoking devices are prohibited on all Amarillo College properties, in buildings and facilities on all campuses and locations, including parking areas, green spaces, and walkways. (College District Policy)

If alcohol use is permitted, additional fees may apply if the College District police presence is required for the event. For approval requests or further information, event organizers should contact the appropriate College representative.

Safety and Security

In the event of an emergency, the facility user should contact the Amarillo College Campus Police at 806.371.5911 first. Then contact the staff at the campus where you are holding your event/training or your event coordinator. Facility users must follow instructions given by Amarillo College staff.

In the event of a college emergency, Amarillo College reserves the right to cancel the use of the facility or move any scheduled activity to another room or facility. Any additional rental fee would be waived.

Minors involved in the use of the facility or accompanying individuals using the facility must be under the supervision of the parent, guardian or adult event representative at all times.

Miscellaneous Information

Lost and found articles will be kept for a period of 30 days. Every attempt will be made to contact facility users for items of considerable value; however, Amarillo College will not be responsible for any items left in the facility after an event.

Disclaimer

This document includes selected rooms at AC Innovation Outpost, AC West Campus, AC First Responders Academy and AC East Campus. This document does not include the AC Washington Street Campus or the AC First Bank Southwest Center. For FBSW rental policies, please call 806.371.2906.

Facility Use Agreement

Amarillo College

www.actx.edu/innovationoutpost

Complete and send signed/dated form via email (innovationoutpost@actx.edu), or drop it by our offices.

ORGANIZATION INFORMATION

Organization Name: _____ Contact Person/Phone/Email: _____

Street Address/City, ST, Zip: _____

Invoice name, contact (if different from contact person): _____

EVENT INFORMATION

Event Name: _____ Instructor/Presenter Name: _____

Expected Attendance: _____ Instructor Contact (Phone/Email): _____

Instructor will:☐ use AC equipment;☐ bring own laptop/computer/device. *If using Apple product, please bring VGA/ HDMI adapter.*

Date: _____ Beginning Time: _____ End Time: _____

Date: _____ Beginning Time: _____ End Time: _____

ROOM SELECTION (CAPACITY)

☐ Badgers Classroom 114 (30)
☐ Badgers Classroom 114 & Forum (50)
☐ Classroom 144 (30)
☐ Large Space Room 161 (Various)
☐ Shell spaces – Bays (Various)

☐ Small Conference 157A (5)
☐ Red Raiders Comp Lab (21)
☐ Cybersecurity Lab 154 (12)
☐ Bradley Center 165 (Special)
☐ Commons/Commons Lounge

☐ Large Conference 156 (12)
☐ Buffaloes Comp Lab (21)
☐ Cybersecurity Lab 155 (12)
☐ Food Hall / Café X (30)

ADDITIONAL EQUIPMENT AND INFORMATION

☐ Laptop
☐ Laptop (table stand)
☐ Sound system
☐ Microphone (lapel)

☐ Floor stand mic
☐ LCD Projector (161)
☐ Screens (161)
☐ Stage (161)

☐ Stage set up (Lectern)
☐ Stage set up (Panel) (# chairs __)
☐ 161 set up (Rounds)
☐ Tablecloths (Rounds) Blue | Black

☐ 161 set up (classroom)
☐ 161 Theater seating
☐ Easel/Flip Chart (#_____)
☐ Other:_____

HOSPITALITY AND FOOD

For catered events: Caterer: _____ Set up time: _____ Clean up time: _____

☐ Café X | Attendance: _____ *Confirmed 5 days prior to event. Café X full service calculate $7.00/person per day.*

FACILITY USAGE CHARGE (REVIEW AND INITIAL ACKNOWLEDGEMENTS)

Room Fees	
Setup & Add'l Equipment	
Café X	
TOTAL	

Please read and initial each line. Your event is not approved until these items are acknowledged:

_____ Cancellation fees will apply if an event is not cancelled at least 5 days prior to event.

_____ Additional fees incurred on prep day, day of event, and cleanup day (as requested) will be added to facility usage charge

_____ *I have read and received a copy of the AC | IO Facility Usage Policies and confirm above event DOES NOT INCLUDE ANY PROHIBITED ACTIVITEIS listed in AC's policies unless special request form included.*

ACCEPTANCE AND SIGNATURES

The organization, in consideration to use the facilities as described above, hereby releases, waives, discharges and covenants not to sue Amarillo Junior College District (the "District"), its officers and employees, and also agrees to indemnify and save and hold harmless the District, its officers and employees from any loss, liability , damage, or cost and all claims for damages, personal or otherwise, arising while the organization is using the facility(ies), whether caused by a member of the organization or by any other persons using or enjoying said facility(ies), and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the organization, or the District, or the District's employees.

_____ _____ _____
Printed name of organization representative   Signature of organization representative   Date

_____ _____
Acknowledgement of use (Initial on date of event)   Date