

CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: May 6, 2026	MEETING TIME: 9:45 AM -11:00 AM	MEETING LOCATION: IO 114 & Teams online
RECORDER: Keri Shelburne	PREVIOUS MEETING: March 4, 2026	

MEMBERS PRESENT: (P = Present) (Pt=Present on Teams) Add nonmembers to bottom of table with heading “Others Present.”

	Name and Title (List all)	Title	Email	Best contact number
Pt	Kelly Steelman	Director of Financial Aid	k0151162@actx.edu	806-371-5311
Pt	Kristin McDonald-Willey	Director of Admissions and Registrar	kmw@actx.edu	806-371-5034
Pt	Kevin Cheek	Executive Director of Workforce Training & Development	kdcheek@actx.edu	806-371-2996
Pt	Linda Munoz	Dean of Special Projects	lmunoz27@actx.edu	806-371-5907
Pt	Jeff Wallick	Director of Safety and Environmental Technology Education	j0079278@actx.edu	806-467-3040
Pt	Melissa Burns	Director of Center for Continuing Healthcare Education	m0084211@actx.edu	806-356-3650
Pt	Elisa Alvarado	Director of Institutional Effectiveness	eralvarado@actx.edu	806-371-5918
Pt	David Hall	Dean of Technical Education	dhall36@actx.edu	806-335-4309
Pt	Leslie Shelton	Director of Corporate Training	lgshelton@actx.edu	806-371-2904
Pt	Tiffany Oneal	Associate Registrar	t0114485@actx.edu	806-371-5267
	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
Pt	John Smoot	Executive Director of Health Care Simulation	jcsmoot@actx.edu	806-356-3688
Pt	Eric Wallace	Dean 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
Pt	Whitney Fernandez	Director of Enrichment and Wellness	wbfernandez@actx.edu	806-371-2906

Minutes

Key Discussion Points	Discussion
Old Business:	See previous minutes.
New Business:	Minutes of the meeting on March 4, 2026 were provided before this meeting to the committee by email. David Hall motioned to approve the meeting minutes from March 4, 2026. Leslie Shelton seconded the motion, minutes approved. Kelly Steelman discussed the Workforce Pell Grant Program including the guidelines and restrictions. Steelman is waiting on final rules and is looking for clarification on several items. Workforce Pell is approved and ready to go July 1, 2026. Linda Munoz mentioned WP is a potential funding stream for CE students. Steelman mentioned that in the meantime we still have TPEG funding-80% covered if student submits TPEG application & FAFSA and student pays 20%. Tiffany Oneal stated we need processes in place for new programs. Possibly the SOP committee can create a plan. Oneal asked if we need an application and about staff, reporting & data? Munoz asked if we need an IT representative on the committee or just on the SOP committee? Munoz will check with CIO of IT. For CE changes, Munoz and Oneal will meet more on this over the summer. Kristen McDonald-Willey stated there is nothing new yet regarding data, funding changes and reporting. Leslie Shelton updated committee on rentals: Denese Skinner is taking charge of rentals campus wide and will seek cabinet approval. They are looking at and updating some rates.
Curriculum Decisions:	None at this time.
ACTION ITEMS:	Munoz will speak with CIO Shane Hepler about an IT rep. SOP committee will work on processes for new programs.
Adjourn Time:	Meeting adjourned at 10:17 AM.
Addendum:	None.
Recorder's Signature & Date:	Keri Shelburne07/02/2026
DIVISION DEAN'S SIGNATURE & Date:	Linda Munoz07/07/2026
Next Meeting:	July 1, 2026