

## CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz			
MEETING DATE: September 3, 2025		MEETING TIME: 9:45 AM -11:00 AM	MEETING LOCATION: IO 114 & Teams online
RECORDER: Keri Shelburne	PREVIOUS MEETING: July 2, 2025		

**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
	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
P	Kevin Cheek	Executive Director of Workforce Training & Development	kdcheek@actx.edu	806-371-2996
P	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
P	Leslie Shelton	Director of Corporate Training	lgshelton@actx.edu	806-371-2904
Pt	Tiffany Oneal	Associate Registrar	t0114485@actx.edu	806-371-5267
Pt	Collin Witherspoon	Executive Director of Institutional Research	ccwitherspoon@actx.edu	806-371-5142
	Tina Babb	Associate Vice President of Curriculum, Planning, & IE	tnbabb@actx.edu	806-371-5420
Pt	John Smoot	Executive Director of Health Care Simulation	jcsmoot@actx.edu	806-356-3688
Pt	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
Pt	Whitney Fernandez	Director of Enrichment and Wellness	wbfernandez@actx.edu	806-371-2906
Others present: Jill Williams-Pt				

Minutes		
Key Discussion Points	Discussion	
Old Business:	See previous minutes.	
New Business:	<p>Minutes of the meeting on July 2, 2025 were provided before this meeting to the committee by email. David Hall motioned to approve the minutes of the meeting on July 2, 2025. Melissa Burns seconded the motion. Minutes approved.</p> <p>Burns submitted petition for Phlebotomy program-OSA for approval. Committee viewed and discussion held regarding OSA's, ICLC's and funding differences. ICLC leads to a credential, OSA does not have to. Collin Witherspoon stated there is no difference in funding. Hall motioned for approval as an OSA, Leslie Shelton seconded. All approved. Burns asked if this is for Spring 2025 reporting or Fall 2025. Tiffany Oneal stated that Spring 25 has already been completed but not submitted yet. Oneal asked Burns for a list of the 25 students from Spring 25 to be submitted, Burns will get to her. Elisa Alvarado will submit to THECB for approval. Linda Munoz will copy to Kristen McDonald-Willey and Oneal. Oneal talked about CE online registration meetings taking place and the need to align more with academic in that you will have to enroll students into actual programs instead of general CE when registering a student. Witherspoon mentioned that if students do not get registered into programs, the programs will be shut down. Must register into programs.</p> <p><b>Munoz-SOP:</b> noted that the SOP's are continuing to be worked on/updated. The IO is working on bundling courses. CE set up forms will need to be changed. Registration forms will likely need to be changed/updated as well. Oneal discussed one term programs and the need to co-req courses on the setups.</p> <p><b>Kevin Cheek- CE website:</b> nothing new to report at this time, they will be meeting again soon.</p> <p><b>McDonald-Willey-Data:</b> nothing new to report at this time, McDonald-Willey &amp; Witherspoon will be meeting soon. Witherspoon presented data- funding comparison that was shared at cabinet.</p> <p>Eric Wallace asked a question about ICLC's and why we didn't report them. Witherspoon explained they had to have been awarded a certificate. They will not be reported unless it is done during registration—have to be manually put in actual program.</p> <p><b>Shelton-Rentals:</b> Shelton sent out the rental rates &amp; sponsorship documentation out to committee. Shelton mentioned that Mark White is revising some of the policies and she will reach out to him to see if this is completed.</p>	
Curriculum Decisions:	None at this time.	
Acronyms:	See previous meeting minutes.	
Other:	None.	
ACTION ITEMS:	Subcommittees continue meeting. Munoz will continue to update administrative procedures.	
Adjourn Time:	10:24 AM	
Recorder's Signature & Date:	Keri Shelburne	11/05/2025
DIVISION DEAN'S SIGNATURE & Date:	Linda Munoz	11/05/2025
Next Meeting:	November 5, 2025 @ 9:45 AM.	