

## CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz			
MEETING DATE: July 2, 2025	MEETING TIME: 9:45 AM -11:00 AM		MEETING LOCATION: Teams online
RECORDER: Keri Shelburne	PREVIOUS MEETING: May 7, 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
	Kristin McDonald-Willey	Director of Admissions and Registrar	kmw@actx.edu	806-371-5034
	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
P	Tina Babb	Associate Vice President of Curriculum, Planning, & IE	tnbabb@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
P	Kim Crowley	Dean of Nursing	kacrowley@actx.edu	806-354-6087
P	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:				

<b>Minutes</b>	
Key Discussion Points	Discussion
Old Business:	Subcommittees meet regularly and update at CE Workforce meetings.
New Business:	<p>Minutes of the meeting on May 7, 2025 were provided before this meeting to the committee by email. Collin Witherspoon motioned to approve the minutes of the meeting on May 7, 2025. Leslie Shelton seconded the motion. Minutes approved.</p> <p>Linda Munoz clarified with Dr. Sobey that this committee is just CE workforce and not all of CE.</p> <p>Munoz mentioned that she thought that she would be getting some new programs for Health Sciences. Melissa Burns will be submitting something new at the meeting in September.</p> <p><b>Munoz-SOP:</b> noted that the SOP's are continuing to be worked on and hopes to have it finished by the September meeting.</p> <p><b>Burns- CE website</b> nothing new to report at this time.</p> <p><b>Witherspoon-Data:</b> nothing new to report at this time.</p> <p><b>Shelton-Rentals:</b> Shelton reported that rental rates and updated co-sponsor rate form were approved by board per Chris Sharp. Shelton will send this approved documentation out to the committee soon. Shelton mentioned that Mark White is revising some of the policies.</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. Burns will work with Munoz on setting up new programs in spreadsheet if needed.
Adjourn Time:	9:54 AM
Recorder's Signature & Date:	 09/23/2025
DIVISION DEAN'S SIGNATURE & Date:	 09/25/2025
Next Meeting:	September 3, 2025 @ 9:45 AM.