



Academic Leadership Regular Meeting  
September 30, 2020 11:00 am  
Recorded -Google Meeting

**Present:** Brenda Ortega, Lita Bernal, Dr. Anita Roybal, Melissa Cordova, Francisco Apodaca, Breanna Gould and Maxine Hughes.

Minutes were recorded.

A quorum was established.

**Call to Order.** Chair Brenda Ortega called the meeting to order at 11:02 a.m.

**Approval of Agenda.** Dr. Anita Roybal moved to amend and approve the agenda by adding under Informational/ Discussion Items, F. 8-Week Courses; the motion was seconded by Lita Bernal. All were in favor – motion carried.

**Approval of Minutes** – Lita Bernal moved to table the minutes presented and to be presented at next regular meeting with corrections; the motion was seconded by Francisco Apodaca. All were in favor – motion carried.

#### **Informational / Discussion Items Documents**

- **Friday, September 16, 2020 Meeting – did not take place no quorum; items to be placed on next regular meeting's agenda.** – The item to be placed on agenda for next regular scheduled google meeting of November 6, 2020, 1:00 p.m.
- **Time Limits for Speaking** – according to Roberts Rules of orders presenters have 10 minutes to report on each item. The discussion was as follows:
  - This is relevant for public speaking only.
  - Group would like to limit the amount of time each individual has to present.
  - Each person should have their time to report without being interrupted.
  - It was noted that the Chair has the right to keep the meeting moving forward.
- **Academic Leadership Bylaws – Review/Update.** All committee and senates should review and update the bylaws yearly. Francisco Apodaca entertained a motion that we meet on the bylaws as a whole; the motion was seconded by Lita Bernal. All were in favor – motion carried. The group was reminded to review the standing bylaws and come to the table prepared and ready for discussion.
- **Representation/ Membership Officer Positions.** It was noted that a memo came from Interim President Kenneth Patterson reminding everyone of the Academic Leadership's purpose and its role: “to keep all academic departments informed of the Shared Governance Council. The committee's purpose is to provide leadership and vision in the planning, development and implementation of all academic areas led by the LCC strategic plan-including faculty and support staff development, curriculum, instruction, budget, completion and retention, and institutional analysis. The following were also referred to:
  - LCC's Strategic Plan Goals

- Shared Governance Policy 1520 E referencing the Role of Academic Leadership
- Faculty Handbook 2.2.4 which defines and lists the essential functions and tasks of Academic Directors
- Faculty Handbook 2.2.6 Committees which specifies that “committees are appointed by the president with the assistance and consultation of the Administrative staff... and may be dissolved whenever assignments are complete.” And that “the President shall determine the selection, structure, and charge of each committee.”
- There was lengthy discussion on bylaws practices, relooking at the bylaws and rewriting them, whether the group is a club or committee, who should or should not serve on the committee (interim or those assuming director duties) and that the groups guide should be the LCC Staff Handbook which specifies: full-time, part-time, temporary and interim positions.

Francisco Apodaca moved to dissolve the Academic Leadership Committee; The motion died due to lack of a second motion.

- It was emphasized that every single person is a full member who is representing their department.
- It was also noted that Maxine Hughes serves the Academic Leadership as the Nursing director and if needed it can be stated and sent out in a memo to the membership.
  - Francisco Apodaca stated that Maxine Hughes needs to decide to either serve as the colleges Interim Vice President of Academics or as the Nursing director.

Francisco Apodaca resigned from Academic Leadership Committee meeting.

- Chair Brenda Ortega reminded the members that Maxine Hughes serves the Academic Leadership as the Nursing Director and shall sit as the Vice-Chair as elected; and that she (Brenda Ortega) and Breanna Gould are the Shared Governance representatives as approved by the Academic Leadership.
- **Meeting Times and Frequency.** The group agreed that they would meet the first Friday of every month at 1:00 p.m., unless more time is needed for agenda items or if a bill requires Academic Leadership approval. The next Academic Leadership meeting will be November 6, 2020 at 1:00 pm.

The following concerns were brought up:

- Problems registering for an 8-week course was noted. The error noted: “Registration is closed for the Fall”. The problem was referred to Melissa Cordova – she will meet with Mathew Bowie to correct the problem.
- In the class HB260 there are students in there who should not be – asked that advisors be made aware, thanked them for all their efforts.
- Breanna Gould thanked everyone and appreciates the support of most of the membership in her role as an academic director and a voice for Allied Health. The group agreed that it is the right thing to do.

**New or Follow-up Items for Next Meeting Agenda.** Special meeting to work on bylaws TBA. Next regular meeting - November 6, 2020 at 1:00 p.m.

**Adjourn.** Lita Bernal moved to adjourn the meeting; Maxine Hughes seconded the motion. All were in favor - motion carried. Chair Brenda Ortega adjourned the meeting at 11:55 am