



Academic Leadership - Regular Meeting  
February 7, 2020  
Shared Governance Conference Room

**Present:** Henrietta Romero, Lita Bernal, Brenda Ortega, Geno Castillo, Francisco Apodaca, Maxine Hughes and Mary Duran (Liaison).

**Establishment of Quorum.** A Quorum was established.

**Called to Order.** The meeting was called to order at 1:12 pm.

**Approval of Agenda.** Geno Castillo requested that “Action Items” be moved under “Approval of Minutes” and before Informational/ Discussion Items. Geno Castillo moved to approve the agenda with the recommended change; the motion was seconded by Brenda Ortega. All were in favor – motion carried.

**Approval of Minutes**

– **January 24, 2019.** Dr. Anita Roybal moved to approve the minutes as presented; the motion was seconded by Geno Castillo. All were in favor – motion carried.

--**January 31, 2019.** Henrietta Romero requested that a correction be made to her name and Dr. Anita Roybal requested that she marked as excused absence. With the noted changes Brenda moved to approve the minutes; the motion was seconded by Geno Castillo. All were in favor – motion carried.

**Action Items**

**Approval of Amended Bylaws.** The group agreed to make changes to “Membership” the following changes were agreed on: The removal of all members except the Academic Directors and added Registrar. Geno Castillo moved to approve the bylaws amendment; the motion was seconded by Brenda Ortega. All were in favor – motion carried.

**Informational/ Discussion items**

**Amendment of Bylaws** – This item was discussed and acted on under “Action Items”.

**Budget Meeting Monday, 2/10/2020/ 10:00 am, Finance Department** – Maxine Hughes noted that there will be a meeting/ budget review training; Academic Directors are invited.

**Department Cost Analysis** – Maxine Hughes advised the group that Donna Flores questioned if this is happening. Answer: Will do it this Academic Year and will be used per course.

Brenda Ortega noted that she will be out next Friday.

**Open Bills.**

Bill #2020-02-07.06 – Email Policy. The policy was presented and explained by Maxine Hughes and Vice President Patterson. There was lengthy discussion on when an LCC Email is provided to new Luna employees, who is responsible for this, and when an adjunct instructor should be provided an email. The bill was accepted with revisions. Francisco Apodaca moved to accept the bill with revisions; the motion was seconded by Henrietta Romero. All were in favor – motion carried.

Bill #2020-01-31-04 – Adjuncts Hire. Maxine Hughes presented/ explained the bill: the request is pay for adjuncts in the first two weeks. The group took no action and did not recommend the bill for passage.

Bill #2020-01-24-03 – Need rubric. Maxine Hughes presented/ explained the bill: the request is to decrease teaching experience level to two years. Lita Bernal moved to accept the decrease in the number of years to two year; the motion was seconded by Dr. Anita Roybal. All were in favor – motion carried.

Roll call: Maxine Hughes abstains, Francisco Apodaca – point of order, Brenda-Yes, Dr. Roybal – Yes; bill was accepted.

Bill #2020-01-31-02 – Retention and Destruction of Records. – Henrietta Romero noted that it must be articulated, as there are different sectors for different records disposal. She noted that all Student Records must be approved through the Registrar.

Bill #2020-01-24-06 -Professional Teaching Experience returned from Shared Governance with recommendation that the group have a quorum before forwarding. The group did not agree due to the fact the group met as a committee whole overriding the quorum.

Bill #2020-01-24-03 – Full-Time Faculty Teaching Experience. Returned from Shared Governance with recommendation that the group have a quorum before forwarding. The group did not agree due to the fact the group met as a committee whole overriding the quorum.

**Adjourn.**

Lita Bernal entertained a motion to adjourn the meeting at 2:45 pm; the motion was seconded by Francisco Apodaca. All were in favor - motion carried.

Minutes taken by: \_\_\_\_\_ Approved \_\_\_\_\_

Academic Leadership Chair \_\_\_\_\_ Date \_\_\_\_\_