



Academic Leadership  
Regular Meeting  
November 20, 2020, 1:00 p.m.  
Google Meeting

**Present:** Breanna Gould, Brenda Ortega, Maxine Hughes, Francisco Apodaca, Geraldine Saavedra, Lita Bernal, Dr. John Thompson, Dr. Anita Roybal and Mary Duran (Liaison).

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

**Call to Order.** Chair Brenda Ortega called the meeting to order 1:01 p.m.

**Approval of Agenda:** Brenda Ortega added Institutional Advocacy Information and Maxine Hughes added The Call Center/ Advisors and Covid-Related Purchases. Breanna Gould moved to approve the agenda as amended; the motion was seconded by Lita Bernal. All were in favor - motion carried.

**Approval of Minutes - 11-13-2020.** Brenda Ortega entertained a motion to approve the minutes. Breanna Gould moved to approve the minutes as presented; the motion was seconded by Lita Bernal. All were in favor - motion carried.

**Informational/ Discussion Items**

**Midterm Reports** - The group was reminded that they need to start working on their department reports- due on December 18th.

There was a short discussion about the annual report and compiling the data manually which will be somewhat inaccurate because of the current Covid19 situation. Maxine Hughes noted that the year-to-year data each director will collect will not be comparable as usual but it will give us information on how COVID-19 has affected each department; it is important that the data is analyzed.

Brenda Ortega asked that everyone check with each other in December.

**Current Restrictions** - The group was reminded: if you or your employees are working from home or have reduced schedules, a Time & Effort form showing the work that was done at home must be collected and saved by the Directors.

**Discussion how can directors ensure that their staff is fulfilling their duties while at home.** The following was discussed:

- Time & Effort form works well,
- Advisors can use a google sheet form similar to what the student portal looks like to mark their daily summary about those advised or enrolled for the day.
- Assigning task/project assignments that reflect things they would be doing in the office.

**Institutional Advocacy Information** - Dr. Patterson sent out an email this week and there was a list of items needing response as soon as possible but no later than Monday morning (11/23/20) because that is when he will begin writing his report.

**Call Center/ Advisors.** Francisco Apodaca noted that the call center will start on Monday November 23rd & 24th in the afternoons - there is a list of volunteers who will call everyone to pick up the script. It will continue on November 30 - December 3rd and December 7-10th. Call center workers can either call from the call center

or from their offices. Francisco Apodaca discouraged calling from cell phones. He noted that he would like to see participation from the Academic Directors as well.

Also noted was that each advisor received a binder with their program students, some alumni and their majors along with directions on how to make the calls.

Reminder: Do not forget about dual credit students.

**Covid-related Purchases** Maxine Hughes advised that all items (printers, computers, cameras, etc.) purchased during and because of the COVID pandemic should be tagged; these items should be kept track of now so that no one scrambles later. The reason for the tracking is because LCC could qualify for federal or state compensation for items purchased due to the pandemic.

**New or Follow-up Items for Next Meeting's Agenda.** Brenda Ortega announced that the next meeting will be December 4, 2020 at 1:00 p.m.

**Adjourn.** Brenda Ortega entertained a motion to adjourn the meeting. Lita Bernal moved to adjourn the meeting; the motion was seconded by Breanna Gould. All were in favor - motion carried. Brenda Ortega adjourned the meeting at 1:43 p.m.