



Academic Leadership Regular Meeting  
August 5, 2020  
MEC Auditorium

**Present:** Melissa Cordova Lita Bernal, Maxine Hughes, Dr. Anita Roybal, Brenda Ortega, Francisco Apodaca, Breanna Gould, Seth Ward, Dr. Kenneth Patterson, and Mary Duran (Liaison).

A quorum was established.

**Call to Order.** Chair Brenda Ortega called the meeting to order at 1:37 p.m.

**Approval of Agenda.** Lita Bernal entertained a motion to approve the agenda with the following additions: Dr. Kenneth Patterson – Update and Breanna Gould – Shared Governance Council Membership; the motion was seconded by Breanna Gould. All were in favor – motion carried.

**Approval of Minutes - July 9, 2020.** Francisco Apodaca motion to approve the minutes as presented; Motion was seconded by Breanna Gould. All were in favor – motion carried.

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

Dr. Kenneth Patterson - Update:

- Enrollment for institutional viability we are not in a position of viability of enrollment; we have 227 students enrolled for the fall this am, which is because at this point in time it is more difficult to enroll.

Admissions is working on 168 students on hold for transcripts and 143 ready- to- enroll lists go out every day Advisors and Councilors. We have 7 business days left before classes start. Dr. Patterson passed out list of 1500 students divided by major who have not yet enrolled. The goal is to call the students who were here last year. As we realize they will all register last minute, we do not have to wait, we can call them.

- Suggestions: A call center and dedicated people, verify the major, identify their need, and status.
- There are problems with online registration - many classes are not showing up; Melissa Cordova can fix this– just let her know what is missing. Advisors need to make sure and use what they need to be using is available such as Luna email address; they should check before calling the student.

The group came up with a list of employees who can work the call center. Twelve (12) phones will be set up in the STEM conference room and two STEM classrooms. Matt Bowie will set up phones. Seth Ward also noted that he has a room with phone jacks. Francisco Apodaca will develop a script: example: “are you interested in enrolling/ someone calling you back – we saw you were here last year

Mary Duran  
Sheryl Yara  
Elaine Montano  
Yvonne Pina  
Raymond Varela  
Amanda Tapia

Belanna Apodaca  
Amanda Lucero  
Tutors  
Brenda Ortega  
Bellana Apodaca  
Linda Salazar  
June Lopez  
Ron Duran  
Brian Montano-Baca  
Sara Cantu  
Cathy Schweid

Another list with telephone numbers will be provided for the call center.

The following will supervise the call center: Brenda Ortega, Francisco Apodaca, Maxine Hughes, Dr. Patterson and Raymond Varela.

Breanna Gould will create a google-doc for recording purposes.

- There will be an Auxiliary meeting tomorrow @ 11:00 TE102.

Breanna Gould – Shared Governance Council Membership

- Breanna Gould and Brenda Ortega were nominated by the group to serve on Shared Governance as voting members. All were in favor- motion carried.

**A motion was made by Francisco Apodaca to table the remaining discussion items – motion failed.**

Maxine Hughes reported:

- Enrollment Issues. - already discussed
- Student Access to Campus by Appointment Only – Emphasize to your staff – students may be seen by appointment only.
- The Need to Inform student about Fall - All faculty need to call the students on their class roster to inform them how their course is going to be delivered.
- Quality Matters – We need to know how many people need training; it is \$20 through our college or \$200 offsite.
- COVID-19 procedures and screening will be upcoming and what is being submitted to HED. Also, to include the tool (Non-Contact Infrared Thermometer) and questionnaire when a student comes. We will be screening our employees as well when they come to work daily – All departments will be provided the same tools.
- All Academic Directors need to be here for in-service. Concourse in-service training will be on Monday; once faculty submit their syllabus and the director approves – it will then be released to the students – hopefully by the end of the week.
- Adjunct faculty are invited to participate with in service through google meetings.

- Interim Vice President Maxine Hughes reminded the group of their brief department updates for her presentation to Board of Trustees.

**Adjourn.** Lita Bernal moved to adjourn the meeting; the motion was seconded by Breanna Gould. All were in favor - motion carried. The meeting was adjourned by Chair Brenda Ortega at 3:04 p.m.