



MINUTES  
Academic Leadership Committee  
**July 17, 2025**  
10:00 am LCC Library

- I. **Establishment of Quorum- 10:05 AM**
- II. **Call Meeting to Order- Tycie Jackson**
- III. **Approval of Agenda- July 17, 2025- Erick Wright motioned to approve the agenda, and Maxine Hughes seconded the motion.**
- IV. **Review of Minutes –**  
There were no minutes to review.
- V. **Informational/Discussion Items**
  - A. Purpose of the Academic Leadership Committee-  
A discussion occurred about revising the purpose as stated in the bylaws. The discussion centered around removing the phrase “LCC Strategic Plan” and replacing it with language that more accurately defines the purpose of the Academic Leadership Committee.
  - B. Academic Leadership Membership Voting Members  
The committee discussed who currently fills these roles at the institution.
    - ✓ Academic Directors- Tycie Jackson, Randy Krutsch, Valerie Montoya, Dr. Chris Smith, Erick Wright.
    - ✓ Manager of College and Career Readiness Institute- Karen Torres stated there is no manager and that Gloria Ortiz is the Academic and Career Planning Director. Kraig Bellows is the Adult Education Director.
    - ✓ Satellite Director- This needs to be redefined, as there is no satellite director.
    - ✓ Library Manager- Discussion occurred about removing this role as they are not connected to Academic Leadership.
    - ✓ IR Director- Jeff Gamblin
    - ✓ Athletic Director Section- Randy Krutsch- The bylaws state that the Athletic Director is a member “at large,” but the committee would like to revise the bylaws to have the Athletic Director be a voting member.
    - ✓ Quorum-1/2 or-- A quorum will consist of half of the membership plus one of the Academic Leadership Committee members. A quorum of the Committee must be present to conduct business.- To pass a vote, there would need to be five out of nine members present.

C. Discussion Items:

- a. Sufficient Voting Members or do we need to update- This was discussed and determined as noted.
- b. Admin Liaison- keep or change bylaws- It was discussed to keep an Admin Liaison. The Admin Liaison will be delegated by the chair.
- c. Website Updates-This was tabled until the next meeting.
- d. Elections- As follows.

V. **Action Items**

- a. Chair Election- Tycie Jackson nominated Erick Wright to be the chair, and Erick accepted the nomination. There were no other nominations. Tycie Jackson called for a vote, and it was unanimous that Erick Wright would be the chair.
- b. Vice-Chair Election- Karen Torres nominated Jeff Gamblin, and Maxine Hughes seconded it. Erick Wright nominated Randy Krutsch. A vote was taken: four votes were for Jeff Gamblin, two votes were for Randy Krutsch. Jeff Gamblin was named the Vice-Chair.
- c. Admin Liaison keep or change- It was discussed to keep an Admin Liaison. The Admin Liaison will be delegated by the chair.
- d. Frequency of meetings- A discussion of different times and days was made. Erick Wright motioned the first Thursday of every month at 3 P.M. Jeff Gamblin and Dr. Chris Smith seconded the motion.
- e. Meeting place- Tycie Jackson wanted to find a neutral place for the meeting, she suggested the room behind the Board Meeting Room. Karen Torres suggested her office as she has a big conference table. Tycie Jackson motioned that the room behind the Board Meeting Room would be where meetings would be held. Erick Wright seconded the motion, and Maxine Hughes moved to make it happen.

VI. **New or Follow-up Items for Next Meeting -**

Elect two shared governance.

A special meeting will be held on Thursday, July 31<sup>st</sup> at 3:15 P.M. to discuss changing the bylaws. Erick Wright will send an email to the committee as a reminder.

**Next Regular Meeting:** Thursday, August 7, 2025, in the room behind the Board Meeting Room.

- VII. **Adjournment:** Tycie Jackson called for a motion to adjourn the meeting. Karen Torres made the motion, and Jeff Gamblin seconded the motion.