



Academic Leadership  
Regular Meeting  
November 13, 2020, 1:00 p.m.  
Google Meeting

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

Excused Absence: Dr. Anita Roybal

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

**Call to Order:** Chair Brenda Ortega called the meeting to order at 1:04 p.m.

Chair Brenda Ortega began by welcoming the new Registrar Geraldine Saavedra to the group.

**Approval of Agenda.** Brenda entertained a motion to Amend the Agenda - to add under Information/ Discussion Items: Process for selecting a member from Academic Leadership to the Presidential Search as per direction from Administration. 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.**

**Minutes- 9/30/2020.** Breanna Gould moved to approve the minutes as amended; the motion was seconded by Francisco Apodaca. All were in favor - motion carried.

**Minutes- 10/16/2020.** Francisco Apodaca moved to approve the minutes as amended; the motion was seconded by Breanna Gould. All were in favor - motion carried.

**Minutes- 10/30/2020.** Francisco Apodaca moved to approve the minutes as presented; the motion was seconded by Breanna Gould. All were in favor - motion carried.

**Minutes- 11/6/2020.** Francisco Apodaca moved to approve the minutes as presented; the motion was seconded by Breanna Gould. All were in favor - motion carried.

**Informational/ Discussion Items**

**Bylaws Continued Review and Revisions.**

Chair Brenda Ortega continued with Section 8 Duties and Responsibilities of Officers through the end of the bylaws.

Update: Section 8 Duties and Responsibilities of Officers

*The Officers shall possess such powers and perform such duties as shall be determined by the Academic Leadership Bylaws.*

*The Chair of the Academic Leadership shall:*

*Preside at all meetings of the Academic Leadership.*

- A. *Schedule the committee meetings and create the meeting agendas.*
- B. *Review minutes prior to approval.*
- C. *Represent the Academic Leadership at Board of Trustees meetings as needed.*

*The Vice-Chair shall:*

- A. *Assist the Chair in his or her duties.*
- B. *In the absence of the Chair will assume all duties of the Chair.*

*The Administrative-Assistant Liaison shall:*

- A. *Create the agenda with the Chair's direction.*
- B. *Attend all meetings and take minutes.*
- C. *Assign a substitute in his/her absence to take the minutes.*
- D. *Prepare minutes for review by Chair and Academic Leadership.*
- E. *Post all meeting agendas and approved minutes on LCC website.*

### Section 9 *Parliamentary Authority*

*The most recent edition of Robert's Rules of Order shall serve as the Parliamentary Authority for Academic Leadership.*

## **ARTICLE III. AMENDMENTS**

### Section 1 *Amendments*

*Academic Leadership shall review the Bylaws annually. In order to amend the Bylaws, notice of the proposed amendment shall be delivered electronically to the Chair at least two weeks prior to the time of the vote on the proposed amendment. The Chair will present proposed revisions for ratification of the bylaws to the Committee at the next regularly scheduled meeting. Bylaws and revisions shall be presented to the Board of Trustees for approval.*

### **COVID 19 Plan for Possible Closure**

Vice President Maxine Hughes advised that most of the plans have been turned in, and they can still be turned in; we do not want to do it in a panic.

There was discussion on being a little more informed, specifically regarding news and updates from the Administration.

Maxine Hughes announced: Per President Kenneth Patterson all Luna employees must report to work on Monday. On Monday LCC will begin the reduction of the work force and work from home to comply with the Governor's Orders of 11/13/20.

**End of Year Report.** The format will not be changed from last year's report but a standardized way of entering the data will be added. Everyone was reminded that it is a compilation of data which has been done for 3 or 4 years. Each of the categories answers specific HLC questions. Maxine Hughes sent the word document to everyone.

There was a brief discussion on data synopsis about retention and completion before COVID and after the transition to the online format of all classes such as:

- Regular online courses
- Face to Face classes
- The number of dropped courses
- QM certified classes versus all others

Maxine Hughes reported that all Advisement binders will be hand delivered to all Advisors this week so that they can participate in the “call center” FA21 registration drive.

**Action Items**

**Approval of Bylaws revisions.**

Breanna Gould moved to approve the Academic Leadership Bylaws as amended; the motion was seconded by Francisco Apodaca. All were in favor - motion carried.

**New or Follow-up Items for Next Meeting’s Agenda - next meeting Friday, November 20, 2020.** Reports due by December 18, 2020.

**Adjourn.** Breanna Gould moved to adjourn the meeting; Maxine Hughes seconded the motion. All were in favor - motion carried. Chair Brenda Ortega adjourned the meeting at 2:00 pm.