

**Academic Leadership  
Regular Meeting  
February 5, 10:00 a.m.  
Google Meeting**

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

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

**Call to Order.** Chair Brenda Ortega called the meeting to order 10:05 am

**Approval of Agenda.** Chair Brenda Ortega entertained a motion to approve the agenda. Breanna Gould moved to approve the agenda as presented; the motion was seconded by Francisco Apodaca. All were in favor - motion carried.

**Approval of Minutes - January 29, 2021.** Chair Brenda Ortega entertained a motion to approve the minutes of January 29, 2021. Breanna Gould made a motion to approve the minutes as presented; the motion was seconded by Lita Bernal. All were in favor - motion carried.

**Informational/ Discussion Items**

- **Advisor role / responsibilities.** Brenda emailed LCC's Advisement Handbook to the AL members; and to Bella Apodaca who is the advisory committee secretary so that she can share it with them and so that they can review and revise it. Dr. John Thompson was not present during the discussion therefore Brenda Ortega entertained a motion to table the item until next meeting. Breanna Gould moved to table the item; Francisco Apodaca seconded the motion. All were in favor - motion carried.
- **QM workshops** – Chair Brenda Ortega thanked Larry Paiz for joining the group. Larry Paiz noted that he had sent out an email on January 22, 2021 advising of the opportunity for QM training, however has received one (1) response and it was from a Dual Credit Instructor. Larry Paiz advised that he understands if there is not a need for it. He advised that the training will be March 16 through April 4. There were others that showed interest in the past, but he wanted to give first opportunity to those who need it and because the NC Sara requires anybody teaching asynchronous to be QM certified. At this point in time there is a cost savings of \$150 so we only pay \$50 per person.

A few of the Academic Directors apologized for not responding to Larry's email, and promised to get the names to him as soon as possible.

Larry Paiz reminded the group that 25 is the class cap and there are other schools who are also involved with the QM training. He advised the group that he would resend the email and to please get the information to him by Monday so that he can get them set up.

Maxine Hughes advised the group to go to the LCC website under students and under distance learning there is a link to NC Sara standards that we must follow. IT distance Ed committee is going through this to assure we are meeting standard.

- **NC Sara Workshops Webinar.** Maxine Hughes noted that she sent an email out on Tuesday, January 12<sup>th</sup> to the Academic Directors with a list of NC Sara upcoming webinars, and being that we are members of NC Sara it would be a good idea to take part in some of the webinars provided to us. There are also recorded webinars on the NC Sara that we can participate in. There is a webinar on February 9<sup>th</sup> on institutional data reporting and on March 11<sup>th</sup> and 12<sup>th</sup>. The webinars are not required, but good to become familiar with NC Sara and to increase our knowledge base. It was noted that the even though the offers are relevant they are at conflicting times with other responsibilities. Maxine Hughes advised that there are other things going on. May 15<sup>th</sup> and June 15<sup>th</sup> and will need information to present to Sharon Martinez. It was noted that Sharon will be invited to another Academic Leadership meeting, as she was unavailable today.
- **Reminder: Get Department Reports to Maxine before or no late than noon on Monday by 2/28/21.** Chair Brenda Ortega reminded the group. (correction: Monday 3/1/21 correct date.)
- **What's going on with Shared Governance Committee.** Breanna Gould noted that there have been leadership changes and there has not been a meeting recently. Breanna Gould added that Jason Killian stepped down due to medical reasons about a month ago and Lawrence Vigil has stepped in, and there has not been a meeting since. The meetings were for the benefit of the Institution and because we are not on campus the structure has been teetering and we are not having meetings on Fridays as we were before, therefore an Administrative mandate would be for the benefit of Institution.

Chair Brenda Ortega asked if maybe Administration (Academics Vice President & President) should assign people to committee positions for things to continue, as it is at a standstill. It is important to the institution and it must keep going, therefore directive from Administration is necessary.

The was lengthy discussion regarding an Administrative mandate. It was mentioned that HLC did not mandate us; we chose to self- structure as supported in our reporting to HLC. There was also mention about there being no meetings because there are no bills to approve. They discussed the importance of the Shared Governance' role to make suggestions and the major roles being Criteria 2A and 5A. There was discussion on the budget and Board violation/ contradiction under Criteria 2. Maxine Hughes clarified that the budget information presented to the Board has already been presented to the President, Chief Financial Officer and Vice President of Academics, meaning it is presented for informational purposes only. The Board is a policy making board not an institutional board.

Breanna Gould shared the Share Governance bylaws with the group and referred to the area where it notes the responsibilities of Administration. Breanna Gould also referred to a clause on the bylaws about Shared Governance meeting 10 times a year. All agreed we that maybe we should ask Administration to lean in and ask Shared Governance to meet and take care of business.

- **Bills - Next Steps.** This was also part of the discussion under What's going on with Shared Governance Committee.

**New or follow up items for Next Meeting's Agenda:** 1) Advisor Roles and Responsibilities, 2) Clearer direction about budgets, what they are expecting and the Board's role after presented to the CFO, President and Vice President, and 3) ACE Lab -- it should be Institutionalized; it should not be under the purview of STEM nor its budget; the ACE Lab supports the entire student body.

Francisco Apodaca briefed a little on the ACE Lab, how it is next to his office, in the past it was paid out of R & C money, and he only oversees Raymond Varela's, however STEM Department is being charged \$5,900, and told to support the lab with STEM's budget. He noted that the tutoring serves every department in the Institution. Maxine Hughes asked Francisco Apodaca to research how other institutions pay for and/or support a tutoring lab so that it can be discussed at the next meeting.

Advisor / responsibility next meeting.

Maxine Hughes asked that all forms be copied to Mary Duran and herself (Maxine Hughes). She apologized for the forms / colors; she feels color is obsolete and they should be uniform.

Chair Brenda Ortega prefers having early meetings if it is okay with everyone.

**Adjourn.** Chair Brenda Ortega entertained a motion to adjourn. Francisco Apodaca moved to adjourn the meeting. The motion was seconded by Lita Bernal. All were in favor, motion carried. The meeting adjourned 11:07 am.