



**PRESIDENT'S CABINET/DIRECT
REPORTS MEETING MINUTES**

**COASTAL BEND COLLEGE
R.W. DIRKS STUDENT SERVICES BUILDING
ROOM # 119
3800 CHARCO ROAD
BEEVILLE, TX 78102
TUESDAY, FEBRUARY 8, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, February 8, 2022 at 8:30 AM in the R.W. Dirks Student Services Building in Room # 119, 3800 Charco Road, Beeville, TX 78102.

Members and Visitors Present

Members Present: Dr. Justin Hoggard, President
Paul Cantrell, Director of Athletics/Head Volleyball Coach
Jacinto Colmenero, Director of Physical Plant
Anna Garcia, Executive Assistant to the President and
Secretary to the Board
Lajuana Kasprzyk, Chief Financial Officer
Dr. Michelle Lane, Executive Director of Institutional Effectiveness &
Research
Dixie "Prissy" Lytle, Director of Human Resources
Amador Ramirez, Director of Information Technology
Dr. Patricia Rehak, Provost / Chief Academic Officer
Bernie Saenz, Director of Marketing and Public Relations

Members Absent: Kevin Behr, Chief of Police and Emergency Management

Visitors Present: None

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

3. CONSENT AGENDA

A. Consideration and Possible Action to Approve the January 4, 2022 Meeting Minutes

Dr. Hoggard asked if anyone had corrections to the minutes. It was decided to give everyone until the end of the day to review the minutes and submit edits. Dr. Hoggard stated that minutes will be uploaded as a pdf and then will be posted on the CBC website.

4. UPDATES

A. Dr. Hoggard, President

- **Days off**

Cabinet members are to let Dr. Hoggard know when they're taking time off of work.

- **Athletic Fee**

Dr. Hoggard discovered an issue with proposing athletic fees. Fees need to be brought before a student fee advisory committee according to statute and policy FD(LEGAL). An advisory committee of students and other personnel will have to be created to review certain fees. Dr. Rehak will look into what other fees will need to go before the student advisory committee because not all fees need to go before the advisory committee. Paul mentioned that none of the Texas Junior Colleges have an athletic fee.

Dixie "Prissy" Lytle, Director of Human Resources

- **Self-Service**

It was announced that leave time in Self-Service is now automatically coming out of employee balances now.

- **Positions Posted**

There are several vacant positions posted on the CBC website. Amador will be stepping down from his current position as Director of Information Technology and will instead be doing Distance Learning and training people in that respect. A Chief Information Technology Officer (CITO) will be hired. Prissy also mentioned that Human Resources is looking to fill the position of Payroll Coordinator.

Lajuana Kasprzyk, Chief Financial Officer

- **Annual Financial Report**

The Annual Financial Report (AFR) is not finished, the auditors are still working on this and ran into issues.

- **System Award Management (SAM) Registration**

The SAM portal is how CBC loads its grants. Lajuana explained that a random business was tied to CBC's SAM account in 2007 for reasons unknown, and they claim it still is tied to our account. In 2013 the business ceased operation. This issue is in the process of being resolved.

- **Travel and Reimbursement**

The college has a business procedure and it's not being followed. People should use the school vehicle when traveling between sites for work purposes, etc. A flat rate is paid for employees to go to the sites when they do not use the school vehicles. Dr. Hoggard told Lajuana to email the procedure and the rates to everyone.

Travel to graduation exercises, etc. are reimbursed at a flat rate, the listing in the procedure needs to be changed to reflect "travel to other sites." The school car should be taken if a vehicle is available. There are times where the request for a vehicle is done but vehicles are not available and employees have to use their own vehicles. The guidelines for travel need to be fixed, this item will be brought back to Cabinet. The College is liable when you take your personal vehicle, the trip has to be for work. Common sense exceptions can be made.

- **COVID-19 Expenditures**

Student reports and institutional reports for COVID-19 expenditures need to be posted on the CBC website. Amador will work on posting this information.

Dr. Michelle Lane, Executive Director of Institutional Effectiveness & Research

- **Registration Survey**

A registration survey will be distributed to students.

- **Exit process**

When a person exits or changes positions Dr. Lane and Lajuana will need the GL codes. Prissy will add them to the email list from Human Resources that is distributed to certain departments such as removing access. Amador and JC are on that email list. It was mentioned that sometimes there is confusion with adjuncts, if they teach a class or two and leave for a semester and then return, how long do they stay on the list serve, etc.? Prissy explained that

adjuncts stay active online for two years since there is a lot of come and go of adjuncts. People leave and their access needs to be ended and we need to make sure a notification is happening to the appropriate parties to stop access. Dr. Lane and Dr. Rehak have experience with personnel access forms and will send examples to Prissy. The form will inform everyone in the chain. Dr. Hoggard mentioned that any change needs to come from Prissy. He said a checklist should be done. JC also said to add submission of keys to the checklist as well. On Bernie and Amador's side, technology assigned also needs to be added to the checklist. Also, mailbox keys need to be added to the list as well. Prissy will talk to everyone and by the next meeting will bring it forward and we will have a process. The Business Office needs to know in order to regulate Colleague access.

- **Planning Retreat**

A Planning Retreat will be occurring on February 25th, all Coordinators need to be present.

- **External Site Debrief Meeting**

Dr. Rehak said we need to be prepared with solutions. It was recommended to submit issues before the meeting. We have to think about how the day is structured. Lajuana recommended bringing a solution to the session.

Jacinto Colmenero, Director of Physical Plant

- **Roof Project**

JC explained that the Roof project in Kingsville is moving along. However, other areas were found with leaks. A 2x4 fell through the ceiling, a meeting with the architect is occurring regarding the ceiling. In case you get calls, there are more leaks and we are aware of them.

- **Industrial Heaters**

Industrial heaters are running 24/7. \$800 was spent to run the heaters this week. This is what cause the credit cards to lock up. There are reports that some of the rooms are still cold, we are seeing temperatures of 60,68,70. The heat in the vents is coming out hot but is constantly running, other areas will be cool i.e. bathrooms.

- **Key request**

Key requests are supposed to be submitted through the work request method (KACE).

- **Beeville Sidewalk and the Roof**

Minute orders were submitted the for the Board meeting regarding the Beeville Sidewalk and the Roof.

- **Lights**

There are some exterior lights out on campus, maintenance is working on those.

Bernie Saenz, Director of Marketing and Public Relations

- **Copies**

Students have been trying to print copy written material. Discussion occurred about the technology fee. Nothing in the technology fee says students are limited in the number of copies they can print. If a student wants to copy a book, the college cannot because it's a copy-written material. Amador mentioned that they cannot copy software either. Discussion occurred regarding a printing fee, however that in turn would make it a student services fee. Student Services fees are required to go through an advisory committee. It was decided to put a sign near the copy machine that says do not make copies of copy-written materials.

Dr. Patricia Rehak, Provost / Chief Academic Officer

- **Differential tuition**

Dr. Rehak explained that the Deans have been working to propose a recommendation for the March board meeting for a differential tuition. Recommendation for an alternative faculty contract would be strictly online. Every two-year institution is lacking at least one nursing person on staff. RN's are the hardest ones to get. Need to see what we can and cannot do. Looking at online instruction to compete in the market. The highest filed sections at CBC are online.

- **Education to Employment**

Next Wednesday there will be a meeting with Jeff West from Education to Employment. The Meeting will be a report and will provide data. They have been calling and contacting all of CBC students who have stopped out. They are trying to help them come back and help them complete financial aid and applications. This will be shared at the Board meeting.

Amador Ramirez, Director of Information Technology

- **Ricoh Printers**

Amador said that Ricoh confirmed the printers will come in February.

- **Hannon Hill**

Amador will speak to Dr. Hoggard about Hannon Hill, his signature is required for the contract. Amador will email the timeline to implement the new website to everyone.

- **Property Transfer Forms**

Erica will create via Adobe signature a way to sign property forms digitally.

- **Polycomm Rooms**

Polycomm rooms are not being utilized, their usage needs to be maximized.

Paul Cantrell, Director of Athletics/Head Volleyball Coach

- **Corpus Christi Ice Rays Hockey game**

Paul asked about the Corpus Christi Ice Rays Hockey game mentioned previously. Sponsors were needed to get the tickets, CBC did not participate in this.

- **Foundation Scholarships**

Paul asked about Foundation scholarships because he has been receiving questions about this. Former employee Maribel Avila will be assisting with the scholarship process.

OTHER:

- **Printing for the Nursing Department**

Bernie mentioned from a previous conversation, if the Nursing Department could do a work order, the mailroom could do the print outs and staple them for them. Dental Hygiene already does this. Dr. Rehak will speak with Dean Hernandez about this.

- **Pleasanton MOU**

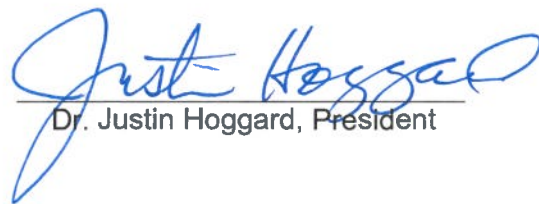
CBC has the opportunity to do a Memorandum of Understanding (MOU) with the City of Pleasanton. The Pleasanton MOU will be on the agenda at this Board meeting. Opportunity to work with the city council and the city manager not entirely different with what we did in Alice and what we're trying to do in Kingsville.

- **CARES Funds**

Lajuana explained that there have been requests from departments to see if their costs are eligible for CARES funds. The purchasing of more COVID tests was discussed for athletes and nursing students. Paul will work with nursing and athletics to get a number needed and give it to Lajuana

ADJOURNMENT

Dr. Hoggard adjourned the meeting.


Dr. Justin Hoggard, President





**Identify, Solve, Prevent
Cabinet Meeting 9.21.21**

Members of the President's Cabinet and direct reports participated in an exercise in which various challenges and barriers across campus were discussed amongst the team. Once identified, the group collaborated together to provide an immediate solution while also generating an action plan for beginning the long-range planning necessary to bring about necessary continuous improvements on campus.

Coastal Bend College recognizes all planning and continuous improvement must take place at all levels and stages across the institution. The current administration demonstrated this process by using three questions to guide their efforts during the Cabinet Meeting on September 21, 2021. The questions are as follows:

1. What is the problem now?
2. What is the solution now?
3. What is the long-term solution to bring about sustainable improvement?

The subsequent information contains the challenges, immediate response, and intended long-term efforts made by the President, members of the Cabinet, and the President's direct reports. It is the intention of the institution to make these items a priority in the coming weeks and month to provide guidance and facilitation of processes at the institution for all students, faculty, and staff.



Athletic Transcripts

- 1) Athletics Audit - Huge amount of info gathering. Admissions does not require a final transcript showing graduation for 6mo - one year.
 - a) Current practice is to wait to eliminate the barriers to students.
 - b) Is it in policy?
 - c) There is a hold on students
 - d) International students need further investigation as well.
 - e) Sent transcripts are not evaluated without a form.
- 2) Dr. Rehak will have an answer for special population by the end of the week.
- 3) The longer procedural processes will take more time. Dr. Rehak to give an update at the next Cabinet meeting.

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



Procurement

- 1) Confusion about procurement
 - 2) Training needed for Cabinet, Admins, Procurement Specialist
 - a) Need to identify other people
 - 3) Review of policies, procedures and current practices
 - a) With TASB
-
- 1) Frustrated Deans and Coordinators with the procurement process. Need to find a way to support each other in completing our collective tasks.
 - 2) Cabinet members are to be involved in all procurement projects so a contact for the project and process is easily identifiable.
 - 3) Clearly identify the role and process of Procurement.
 - a) Identify the role of Procurement Specialist
 - b) Identify the Training Needs of the Procurement Specialist
 - c) Review and revise the process of procurement.
 - d) Train all the process
 - e) Enforce and hold accountable.
 - 4) Drue, Audrey, and Dr. H

<p>1) Results & Feedback:</p>	<p>Five procurement training sessions were held between September and October. All requisitioners and approvers attended the training.</p> <p>Procurement and Policies manual was edited for conciseness and clarity and posted to Cougar Den.</p> <p>Training included requisitions, purchase orders, receiving, request for payments and budget transfers.</p>
<p>2) Follow Up Date:</p>	
<p>3) Date Completed:</p>	<p>10/28/21</p>



Individual Contracted Services/Companies on Campus

- 1) Veterans on Campus
 - a) Couldn't locate the MOU, paperwork for keys, could not find a record of this entity on campus. Who is their point of contact on campus? Who handles the external entities on campus?
- 2) List of every outside entity
 - a) Contact person and their contact information (and a backup)
 - b) Agreements and events
 - c) Identify a point of contact on campus for these entities

President to host a conversation between Kevin, Bernie, Amador on a communications plan.

Emergency Contacts

Notification Plan

Where do we capture non-emergency shutdowns?

How do we communicate with everyone?

- 3) This entire process needs to be written down and made into a procedure. This is a standard procedure moving forward.

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



Budget approvals

- 1) Lots of things being signed off on by Drue and Dr. Hoggard
 - a) Do they need to sign off if budgeted?
 - b) Do we need to approve everything?
 - c) Do we need to raise our threshold of what actually needs to be approved?

- 2) \$10,000 or less should be the threshold. This is an ongoing conversation. Goal is to give leadership and provide autonomy and efficiency.
 - a) Less than \$1000 - initiator to budget officer
 - b) Between \$1000 - \$10,000 - up to Cabinet Member
 - c) Over \$10,000 needs President's approval
 - d) Over \$50,000 needs Board Approval

- 3) This should be codified, set up as a procedure, written down, reviewed, then put forth for action, training, implementation.

Operational GL codes do not need approval. (Automatic Bill Pay).

Drue, business office initially.

1) Results & Feedback:	Long term project to be completed in the summer of 2022. More discussion is need on thresholds and who should approve when. Retooling Colleague for a new approval process will be time consuming. However, Ellucian is releasing an update at the end of 2021 which will make the process easier.
2) Follow Up Date:	Cabinet meeting in February 2022
3) Date Completed:	



Asset Transfer Form

- 1) Office moves, equipment moves, technology moves. Too confusing for everyone.
- 2) Drue, JC, & Amador need to remake the entire process along with the President's Leadership Council.
- 3) Need to see status of Benito's inventory review
- 4) Clearly identified issues with the process which needs to be redone.

1) Results & Feedback:	On hold pending Benito's replacement.
2) Follow Up Date:	January's Cabinet meeting
3) Date Completed:	



Surplus Auction

- 1) We have lots of extra “junk” and space. Having an auction house come in is the recommendation.
- 2) JC and Drue to work on it. Drue to send policies to Dr. Hoggard

1) Results & Feedback:	Work in process. Target day for auction is March 2022. Work to begin on determining what is surplus vs junk. Then begin selection process for auction firms.
2) Follow Up Date:	January Cabinet meeting
3) Date Completed:	



Coastal Bend COLLEGE

External Location Debrief

Debrief will be here. Time to push this forward.

Beeville - calendar availability

Cabinet with site directors

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



Coastal Bend COLLEGE

Cabinet Discussion Opportunities

For other departments on campus to come meet with the cabinet.

Cabinet will plan this out once the external location debrief has occurred.

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



Changes in Salary Scale. Needs to be rolled out to all employees.

Faculty Meetings need to begin. Dr. Rehak
An agenda needs to be made.

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



Coastal Bend COLLEGE

Communication

Calendar of Events (EXTERNAL)

Calendar of Operational Meetings (INTERNAL)

How do we provide the information to everyone across campus?

Get with Mary to figure this one out. Must have a calendar going.

May need to consider committee for this. PAC?

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



Coastal Bend COLLEGE

Bulletin Boards, Flyers, Communication on Campus

Bernie, Dr. Rehak, and Dean Jones need to get together and fix this issue.

Outdated brochures are still in hallways.

Cite and review policy.

Correct and work on the procedure and process.

Bring the draft to the Cabinet to review.

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



Coastal Bend COLLEGE

Maps/Emergency Operation Procedures
Bernie/Kevin Campus Maps

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



Copiers

Email went out to order a fleet of copiers. Looks to be a after the first of the year roll out at this point as it has to be approved by the board.

<p>1) Results & Feedback:</p>	<p>A Request for Proposal RFP#2021-IT001 was issued requesting sealed bids for copier/printer/scanner machines. Three sealed bids were received on Friday October 22, 2021 which was the bid deadline. On Monday October 25, 2021 a review panel comprised of Drue Strickland, CFO, Bernard Sanchez, Director of Marketing and Amador Ramirez, Director of IT met and reviewed the three sealed bids. Lajuana Kasprzyk, Sr. Accountant was present as compliance officer. The three bids were opened by Drue Strickland, CFO and each was evaluated by the panel. The three vendors submitting bids were Knight Office Solutions, Ricoh – USA, Inc. and Xerox Business Solutions Southwest. The selection committee chose Ricoh – USA, Inc. as the vendor of choice. The decision was based on pricing models, service reputation and CBC’s experience with the various machines offered.</p> <p>The board will be asked to confirm the selection of Ricoh during the November Board meeting. Then the copiers will be delivered.</p>
<p>2) Follow Up Date:</p>	<p>December Cabinet meeting</p>
<p>3) Date Completed:</p>	