



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

**COASTAL BEND COLLEGE  
R.W. DIRKS STUDENT SERVICES BUILDING  
ROOM # 119  
3800 CHARCO ROAD  
BEEVILLE, TX 78102  
TUESDAY, OCTOBER 12, 2021**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, October 12, 2021 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  
Kevin Behr, Chief of Police and Emergency Management  
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  
Dr. Michelle Lane, Executive Director of Institutional Effectiveness &  
Research  
Amador Ramirez, Director of Information Technology  
Audrey Ramirez, Director of Human Resources  
Dr. Patricia Rehak, Provost / Chief Academic Officer  
Bernie Saenz, Director of Marketing and Public Relations  
Drue Strickland, Chief Financial Officer

*Members Absent:* Madeline Madden, Executive Director, CBC Foundation

*Visitors Present:* None

Dr. Hoggard called the meeting to order.

1. **WELCOME**

Dr. Hoggard, President

2. **MEMBERS AND VISITORS PRESENT**

None

3. **CONSENT AGENDA**

**A. Consideration and Possible Action to Approve the October 12, 2021 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.

4. **UPDATES**

**A. Dr. Hoggard, President**

CBC is still waiting to hear back regarding the status of the grants applied for.

Regarding the events calendar, Dr. Hoggard will meet with Mary, Beth, and Bernie. After the meeting, events will be added to the calendar and made available. Dr. Hoggard explained that a link with an events calendar is needed. Dr. Hoggard will set the guidelines for the calendar (i.e. defining which type of events are posted on the external website such as student services events versus employee events.) This item will be added to the new action plan (the identify, solve, prevent document.) Once Dr. Hoggard returns from his conference next week, meetings to address items on this document will be set up.

Dr. Hoggard discussed the topic of the Texas Public Information Act (TPIA) with the group. TPIA's are time sensitive. TPIA's need to be worked on and communication needs to occur if an extension is needed or if information is needed from the Attorney General's Office. TPIA's are the law and CBC reaches out to legal counsel when needed. Dr. Hoggard told everyone to please relay this information to their direct reports.

Bernie is the Public Information Officer for CBC. If Bernie comes to you with a TPIA request, please follow through and provide the information.

Drue asked if was it possible to provide a 15-minute overview to explain the TPIA request process. It was decided that a TPIA presentation will be provided during Convocation.

Bernie explained that when the college receives the TPIA request, the clock on the request starts immediately. The email to send TPIA requests to is: [tpia@coastalbend.edu](mailto:tpia@coastalbend.edu).

### • Conference Registration Process

Dr. Hoggard explained that everyone attending a conference needs to have proper permission to attend and needs to fill out a leave form indicating it is for professional development, even if the conference is free or online. This is good for attendance purposes. If someone is having a meeting with outside entities, it should be listed on their work calendar.

It was announced that in two weeks Audrey Ramirez, will be leaving the College, the process to find another HR Director will be happening soon. Her job description is ready to post. Dr. Hoggard will send out an email regarding this and also mention the contact tracing person that CBC just hired as well.

### **B. Dr. Michelle Lane, Executive Director of Institutional Effectiveness & Research** • External Location Debrief

The External Location Debrief is occurring on October 21<sup>st</sup> in the Dirks 119 meeting room starting at 9:00 AM. All Cabinet members, Direct Reports to Dr. Hoggard and Site Directors are to attend. There are ten categories to be discussed. The Site Directors will be coming with strengths and challenges they have at the sites. They will also discuss logistical issues.

Dr. Hoggard mentioned a leadership concept called decentralization. This concept applies to CBC Leadership in which people over their departments need to make decisions regarding their areas. This helps to create shared governance.

### • Cabinet Discussion Opportunities

It was decided that this item was not needed.

### • Data Request Form

This item was presented by Dr. Lane. The Data request form is being revised. Data request forms need to be submitted two-weeks in advanced of when they are needed. There is leeway for emergency requests but justification is needed. This justification will go to Melissa Martinez. It was explained that not all requests will be approved, people will instead be pointed in the right direction to the appropriate source, the Integrated Postsecondary Education Data System Report (IPEDS), etc. The back side of the form gives the date, whether it's approved and internal notes for the department. The approval process for the data request form will be requestor, supervisor, and the cabinet member. This form shows that there is a process, part of what CBC has to do is show how data is maintained, data security, and data integrity.

CBC has purchased Survey Monkey. Surveys will come from a central location. Survey Monkey is an institutional platform that will be housed in the Institutional Effectiveness/ Institutional Research (IE/IR) Office. Any kind of survey that is collecting data for institutional research will go through the IE/IR Office. Student Services will still poll students. Survey are done when seeking data, and the request for information where institutional research is being used.

## • Course and Program Fees for Data

Ryan and Scott pulled data regarding program expenses and revenues. Dr. Lane explained that the yellow highlighted sections were brought forward for discussion. It is being determined what is needed in the dashboard. The data was pulled from Power Bi, but needs to be determined what all the fees are. Dr. Hoggard mentioned that the three peats do not need to be listed. A Dual Enrollment fee was added. Dr. Rehak mentioned that the state will not fund a course after a student takes the course three times. Contact reimbursement needs to be included in the dashboard.

## C. Bernie Saenz, Director of Marketing and Public Relations

### • Flyers

The Marketing and Public Relations Department creates flyers. If a department needs a flyer Marketing should be involved in the creation. Marketing can format the flyer and provide consistent CBC styling. Doing this also eliminates unapproved flyers being posted around campus, the community, etc.

### • Brochure Process

Bernie said he met with Dr. Lane and they discussed the Brochure process. The individuals submitting information to Marketing need to provide the written narrative. The Marketing Department are not the content experts.

The question was asked how would one would submit a brochure to the Marketing Department. Only an email is required for submission, a Kace ticket is not required. However, flyers will be submitted through the Kace work order system. Most brochure submissions are from Academics; they need to make sure their submissions have been approved by their appropriate Dean. Other departments who do not report to a Dean need to make sure their brochures are approved by their supervisor.

Regarding step # 3 a sample brochure will be created and sorted by panels which would give an estimated amount of words per panel. It would be written in inverted pyramid style so when edited and cropped, the wording can be deleted from the bottom up. It was decided that Marketing would create a sort of style guideline for individuals to follow.

On step #4 where it says "copy," this word will instead be changed to the word "text." Layout and design is the responsibility of the Marketing Department. The Marketing Department uses APA formatting. Also, the wording for #4 will be changed in entirety.

The Brochure process will be posted on the Cougar Den in the employee cougar support center section. Bernie will work with Erica to post the process when it is finalized.

### Other

Coastal Bend College leadership received an invitation to attend a Texas A&M University Kingsville football game. Dr. Hoggard mentioned if anyone wanted to attend, to let Dr. Rehak know.

The Identify, Solve, Action to do list was sent out and will be displayed on the CBC website. The first item on the list was Athletic Transcripts. Dr. Rehak met with Candy and there are still adjustments to be made. Paul will include Tina in his meetings if need be. Cory Rush, CBC Legal Counsel will give a Procurement Training at CBC, a date is still being set.

The chillers at CBC are down. A mechanical engineer has been contacted. Dirks, Jostes, Hughes, and Dougherty buildings will have heating. CBC will get three bids to fix them and adhere to the Procurement process.

October 18<sup>th</sup> is the go live date for registration just waiting on the bookstore to get prices from Red Shelf.

Dr. Hoggard mentioned that he is planning to have a Forum to provide updates to CBC employees.

Amador reached out to the group to see who wanted be part of the Cybersecurity committee. Kevin and Dr. Lane were recommendations for the committee.

Dr. Hoggard mentioned that he will be needing the Technology, Security, and Facilities Master plans.

Dr. Hoggard explained that a discussion needs to occur regarding the President's Advisory Council (PAC).

The Great Western Dining Contract needs to be reviewed. Dr. Hoggard will meet with Leadership regarding this. Students will be polled on their dining service experience via Survey Monkey.

A student support survey to gain data feedback on tutoring, customer service etc. will also be sent out.

The vending machines in ELAM need to be repaired and stocked.

Budget approval levels have not been determined yet. The initial input was received and a test environment will be set up. This will be a long term project and will not be implemented until the first of the calendar year.

The Annual Financial Report has started. The auditors will not be on campus until November. The deadline for completion is December.

The Kingsville Campus Roof repair is moving along.

Pleasanton has one more unit to install and it should be done by Friday. Workforce Alamo has already been notified.

Platforms have been made for the bee sculptures.

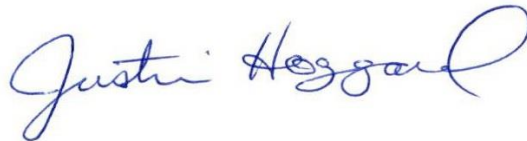
Dr. Hoggard mentioned that the new soccer scoreboard was put up. Photos of the new scoreboard were posted onto social media.

5. **UPCOMING MEETINGS**

- A. October 26, 2021 Meeting
- B. November 9, 2021 Meeting
- C. November 30, 2021 Meeting

6. **ADJOURNMENT**

Dr. Hoggard adjourned the meeting.



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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.

<p>1) Results &amp; Feedback:</p>	<p>Candy and Dr. Rehak met 9/22/21 to discuss how to plug any holes that may exist regarding high school transcripts and athletes. We've added a few new initial steps. Dr. R will meet again with Candy and others to discuss some potential communication opportunities and will share that at a later date.</p> <p><b>International Students:</b> When the I-20 hold is placed on the International Student, Tina/admissions will place a registration hold for Official High School transcripts. The student will not be able to register until they are on file.</p> <p><b>Athletes staying in Dorms:</b> Dean Jones will be adding an additional statement that goes to students in the housing application that indicates that official High School Transcripts should be on file prior to move-in. She will share the list of students who have identified as athletes recruited by CBC athletics with the admissions office to verify that the holds are in place if the official High School Transcripts are not received.</p>
<p>2) Follow Up Date:</p>	
<p>3) Date Completed:</p>	





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

1) Results & Feedback:	Dr. H has college counsel looking for training dates. Should be finalized last week of September.
2) Follow Up Date:	
3) Date Completed:	



## 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:	
2) Follow Up Date:	
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:	
2) Follow Up Date:	
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:	
2) Follow Up Date:	
3) Date Completed:	



External Location Debrief

Debrief will be here. Time to push this forward.

Beeville - calendar availability

Cabinet with site directors

1) Results & Feedback:	Dr. Lane has set the meeting time and agenda
2) Follow Up Date:	October 21, 2021 is date for the External Location Debrief
3) Date Completed:	



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:	Faculty meeting on 10-8-21. Agenda prepared, distributed prior to meeting to meeting.
2) Follow Up Date:	
3) Date Completed:	



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:	



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.

<p>1) Results &amp; Feedback:</p>	<p>Bernie, Kayla, Patricia and J.C. met on Oct. 7, 2021 to discuss this issue. The following is a recap of the meeting:</p> <p>There are gaps in the policies. FLA local only addresses students, no other employees.</p> <p>All community events "outside the walls of CBC" postings must be approved by Bernie. If the requestor would like to post on campus, they will need to have it stamped by Student Services so we can discuss the removal information and where they can post.</p> <p>All student organizations must submit their campus posting requests with flyer to the Student Services Office for approval and manage the removal of information.</p> <p>Once approved, locked bulletin boards will be installed by facilities on-campus and designated for specific postings (i.e. employment opportunities). Can we remove all open bulletin boards throughout the entire college district so they can be managed better?</p> <p>It is recommended that the campus posting process be added to the employee handbook and the policies be updated.</p>
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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:	



# Coastal Bend COLLEGE

## Copiers

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

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