



# Coastal Bend COLLEGE

## **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, AUGUST 31, 2021**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, August 31, 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  
Madeline Madden, Executive Director, CBC Foundation  
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:*

*Visitors Present:*

Dr. Hoggard called the Meeting to order.

1. **WELCOME**

Dr. Hoggard, President

2. **MEMBERS AND VISITORS PRESENT**

None

3. **UPDATES**

**A. Dr. Hoggard, President**

Dr. Hoggard mentioned the minutes for this meeting will be discussed at the next Cabinet meeting.

Dr. Hoggard started with an ice breaker and leadership point: Ownership

- **Conference/Travel Procedures**

Travel procedures are listed in the Cougar Den in the Business Office section. Dr. Hoggard reiterated that proper conference/travel processes need to be followed and employees need to seek prior approval. Mary Cowan will sign employees up for conferences.

The travel procedures will be further discussed and updated to reflect what our practices are. Mr. Strickland will be forming a team to review the travel procedures. The committee will be comprised of employees on the President's Advisory Council (PAC), Dr. Rehak, Paul, JC, and other employees.

Policies will have to be updated in order to match with updates to travel procedures. Dr. Hoggard, Dr. Rehak, and Dr. Lane will meet to discuss policies. Questions will be clarified regarding travel to Graduation, Convocation, etc. Employees should be using the company car for travel if it is available.

- **Contracts**

Dr. Hoggard will sign all contracts per Board policy or his designee. Typically, with contracts, the designee is the Chief Financial Officer. In the past there were many contracts at CBC that many were unaware of and doing this will streamline the process and keep compliant with policy.

- **Booking of Rooms on Campus**

A meeting between Mary, Beth, Dr. Rehak, JC, Cynthia, and Amador will occur to discuss internal and external booking of rooms. Employees are not following procedures and are having meetings in rooms without filling out the proper paperwork. Without completion of the proper paperwork, Facilities will not know to disinfect the room. Notification is also important due to other safety and security issues. Also, Facilities has been receiving calls to unlock rooms in the evening that are not listed on the report. Classroom scheduling changes will also be updated in Colleague. The faculty schedule folder will be shared with JC.

## **B. Dr. Lane, Executive Director of Institutional Effectiveness & Research**

- **Colleague Advancement Team (CAT)-Faculty Onboarding Process**

Dr. Lane mentioned that Scott led a Colleague Advancement Team (CAT) meeting that occurred on August 17<sup>th</sup>. Discussion occurred at this meeting and it was determined that processes across the college need to be mapped out. All processes intertwine with one another and sometimes it can be difficult to know when to enter information into Colleague. Also discovered, some employees have a higher security level in colleague than what they need, and this will be remedied.

- **Interdepartmental Communication -Observation & Opportunity**

Following up from the item above, it can be difficult to know how processes in one's own department relate to other departments across the College. Need more communication and streamlining of information.

## **C. Drue Strickland, Director of Finance and Business Operations/Chief Financial Officer**

- **Cross Departmental Communications**

In the middle of September, Drue will be forming a cross functional committee and will have a representative from every office that directly deal with students as part of it. Dr. Rehak mentioned that there is an onboarding team and she will send Drue the list of names to consider for potential members. The Onboarding team consists of Business office admins, Deans, Financial Aid, Admissions, Bernie, Erica, and Cynthia.

Discussion occurred and it was stated that in order to help people better find what they are looking for, an index in the Cougar Den needs to be created with hyperlinks in order to aid in finding information. Also on institutional forms, hyperlinks should be listed on them as well.

Dr. Lane mentioned having face to face focus groups, to ask faculty and staff, what/where their challenge areas are (Cougar Den, etc.) If anyone has specific questions about communication on campus they are to email their questions to Dr. Lane. Dr. Rehak recommended having Student Government Association involved, and students at the other CBC locations.

- **Business Office Affairs**

Drue explained that the Business office has regulatory processes to abide by. The Business office has to follow Government Standards and other rules. The regulations are dictated to CBC by the state, auditors, etc.

Drue stated that everyone has been emailed a Procurement Manual and are to disseminate the manual to their direct reports for them to read and sign when they are finished. Everyone is to sign that they have read the procurement manual two weeks from today's meeting.

The Business Office will be conducting one on one training with each department. The approvers and those that enter requisitions will attend.

JC, Drue, and Dr. Hoggard need to have a conversation about the procurement process and bids. Need to understand what is considered maintenance, construction, etc., for procurement.

#### **D. Amador Ramirez, Director of Information Technology**

- **Upgrade from ILP4 > ILP5 for Colleague > Blackboard**

End of Life (EOL) is July 2022 for ILP4, CBC is converting to ILP5.

Discussion turned to other systems of technology. Web advisor and web extender will be deleted at the same time. An email will be sent beforehand, informing employees when this is going to happen.

- **eSports Update**

IT Technicians are putting computers in the E-arena. Switches are being added. There will be switches dedicated to the E-sports venue. Paul mentioned that the first eSports competition will be held on Monday, September 6<sup>th</sup>. Bernie said he put in a work order to remove the doors and add the stickers to them.

- **RFP for the new Content Management System**

Dr. Hoggard explained that the CBC website needs to be replaced. He explained that CBC will pay for the new website with CARES funds. Access to college information for students is vital. Our system is at end of life. We can/will create obstacles for students utilizing remote services that are dependent on CMS. The RFP for the website needs to be drafted in the next couple of weeks. Dr. Hoggard said for Drue to create a projected revenue unaudited estimation (where we might fall on utilities, etc.) for 2021.

- **Copiers / Printers**

Amador explained that IT has been trying to evaluate the placement of future copier hubs. An RFP will be needed to go out for bids for more copiers and printers. CBC Kingsville currently still needs a copier. When the RFP is written, it needs to mention that the printers need to be able to print securely.

It was decided that student printing will be focused to just the library and the student success center. IT will be looking into ways for students to not have the option to send print jobs to staff printers. Dr. Rehak asked if the copiers are able to keep a count of copies per student. Amador will check and see if he is able to view how much each student is printing through the active directory. It was also mentioned that all students have bank mobile cards and they can use them to pay per print job if the copiers have a card swipe option. So purchasing copiers with a card swipe is an option.

Discussion occurred and it was decided to schedule a future RFP training session to clarify guidelines.

Amador said to let him know if any Cabinet members/Direct Reports need a personal printer.

#### 4. **COMMENTS FROM CABINET MEMBERS/DIRECT REPORTS**

It was mentioned that the CBC logo should not be used without permission. If permission is given, people need be mindful with their use of the logo.

Cabinet members/direct reports need to submit their agenda items for the meeting in advanced.

#### 5. **ADJOURNMENT**

Dr. Hoggard declared the meeting adjourned.



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Dr. Justin Hoggard, President

