



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, SEPTEMBER 21, 2021**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, September 21, 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
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:* Kevin Behr, Chief of Police and Emergency Management
- 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 August 31, 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. 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**

Dr. Hoggard explained that these meetings are solutions-based.

Dr. Hoggard then outlined two leadership concepts.

Leadership concepts:

1. Keep it Simple
2. Circus

Elaboration on each:

Concept 1: This group will report on what tasks need to be accomplished in the future.

Concept 2: In reference to a book called, "Make your Bed." Everyone will be invited to the circus. The circus will always be there; we just have to figure out how to get through it.

There are three simple ideas we will use to address issues:

1. What is the problem now? What is the issue now?
2. What is the solution now? How do we fix it?
3. How do we make long term plans to address the issues and; do we need to make long term plans? Is it a policy now that needs to be adjusted?

Dr. Lane and Anna will discuss policy revisions. The Cabinet Team also needs to review policies and report when they find one that lists an outdated position, etc.

Paul Cantrell mentioned that an admissions issue was discovered per a National Junior College Athletic Association (NJCAA) audit. The Office of Admissions does not require an official transcript showing Graduation from 6 months to 1 year. Dr. Rehak will update the Cabinet/Direct Reports on this at the next meeting.

Discussion then occurred regarding procurement.

- **Procurement**

A Procurement training session will be scheduled with CBC Legal Counsel Cory Rush and Sarah Langlois. Direct reports, business office staff, administrative assistants will need to attend this training. Procurement Training will occur every year at CBC. Anna will get with Cory and Sarah regarding scheduling and availability. If anyone has any procurement questions, they are to create a list and bring them to the training to ask legal counsel. There is a need to have people on the same page regarding procurement. Dr. Hoggard stated that if there is a procurement piece happening, he wants cabinet members involved in that meeting. The Procurement Specialist will be active with the process and walk whoever needs assistance through the process. The role of the Procurement Specialist will also need to be more defined. It was discussed to have a back-up procurement person.

B. Dr. Patricia Rehak, Provost / Chief Academic Officer

- **Clarify who is responsible for dealing with tenants on campus, particularly during an emergency or matters of business. Who should be contacting them and arranging the MOUs/contracts?**

The process for dealing with tenants and external entities on campus needs to be remedied and official for all organizations. It was discovered that there are many discrepancies. Need to know who is the point of contact for weather, etc. so they can be notified when there is an emergency. Audrey recommended having one person as their point of contact and creating a phone tree. It was also suggested to get the organizations on the Rave alert system (Cougar Alert). CBC is currently trying to add external people to the system.

Dr. Hoggard stated he would like a list of every outside entity on campus and a contact person for each and a backup person. A cell phone number needs to be listed as well. This includes rental entities and short term entities. After this, a tree (assigning contacts) will be created to have a master list for a lockdown, etc. Dr. Hoggard said he wants this process to be written down. A conversation between Dr. Hoggard, Bernie, Kevin and Amador will occur to work out the process. Dr. Hoggard said for Kevin to train the cabinet on emergency preparedness and identify gaps in the processes and resolve them.

C. Drue Strickland, Chief Financial Officer

- **Budget Approval Levels**

Drue explained that an employee enters a requisition or voucher and it goes through the process. He stated that everything currently has to have two approvers and Dr. Hoggard and himself are listed on and approving everything.

This needs to be discussed first before retooling.

Dr. Hoggard explained that he is trying to give autonomy.

Discussion was had about what are the appropriate limits and when something should go to the next level.

Dr. Hoggard mentioned that doing this demonstrates faith and commitment to each other. It is being determined if utilities such as the electricity bill need Dr. Hoggard's approval. Signing up for automatic bill pay might be an option. Written procedures need to be created to outline this. Drue will need to investigate on the system side to retool. The proposal was decided to be put on hold and discussed at a later time.

- **Asset Transfer Signatures**

The Asset Transfer form will be redesigned aesthetically. The form was created due to the Texas Higher Education Coordinating Board (THECB) investigation in order to better track inventory. It was mentioned that a cover sheet was created initially to aid with the current asset transfer form. JC found the coversheet and emailed it to the group. JC, Amador, Drue and individuals from Cabinet and the President's Advisory Council (PAC) will work on suggested improvements for revising the form.

- **Surplus Auction**

Drue explained that JC, Benito, and himself took a tour of the supply area. He suggested auctioning the excess materials in the storage area. Dr. Hoggard informed Drue to send him the appropriate policies and he will get with Cory to engage the contract.

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

- **Cell Phones and Contact Information**

Dr. Lane shared her cell phone number with the group. The main form of communication between Cabinet/ Direct Reports will be done through text messaging and emails. Drue also gave his cell phone number to the group.

- **External Location Debrief**

Dr. Hoggard explained that this meeting will take the entire day and will give the external sites a chance to listen and go over details and issues they may have at their locations. These meetings will occur once a semester.

- **Bulletin Board Processes**

Dr. Lane went for a walk around the campuses with Bernie and discovered there were many outdated flyers hanging at every campus. Need to fix this system wide.

Dr. Rehak, Dean Jones, Bernie and all the center directors will get together and have a meeting and discuss this. Whoever puts up the flyers should take them down.

Campus maps need to be updated and fit the current CBC branding. A group is being formed consisting of JC, Kevin, Bernie, and Amador.

- **Radiology Accreditation Visit**

Dr. Lane said that the Radiology Accreditation Visit will be occurring on campus on October 4th and 5th, Dirks meeting room 119 will be used.

Bernie asked if something needed to be posted in the newspaper regarding this. Dr. Lane mentioned that she will check on that.

Dr. Lane also said she needs guest Wi-Fi access in Dirks 119.

E. Amador Ramirez, Director of Information Technology

- **Copiers**

Amador stated that the Xerox contracts are done and IT is trying to get printer hubs. Amador also said he will have a conversation with each Cabinet Member/Direct Report to see who needs printers. Drue and Amador will meet about the RFP, this will need to go before the Board for approval possibly in Spring. He said they are trying to accommodate CBC Kingsville so they have a way to print. IT was able to give them a copier in the meantime. Dr. Hoggard, Amador, and Drue will need to have a meeting together to discuss copiers.

- **Website CMS**

Amador stated that an RFQ is needed and they are working on this.

- **Cybersecurity Updates**

This item will be tabled for a later meeting.

5. COMMENTS FROM CABINET MEMBERS/DIRECT REPORTS

Educational degrees will be discussed at a future meeting. Need to have the content of the courses line up with each.

The question about a consolidated calendar of events was brought up and who will maintain the calendar? Parameters need to be established for this process. Dr. Hoggard will speak with Mary and Beth regarding this. The calendar ties into leave time and in general knowing where employees are.

It was said when submitting leave time in self-service, all exempt employees have to take a snapshot of their submission and send it to Prissy in Payroll. Exempt employees are to keep doing this until told otherwise. This is due to a quarterly update with the system, not on CBC's end.

Paul announced that the NJCAA will vote today to confirm if CBC Baseball will be part of Division 1 Baseball.

Paul also announced that E-sports went undefeated yesterday with three wins.

Anna will contact Madeline, Bernie, JC for a Jaure building update. Saturday, November 6th is when the Jaure Dedication will occur. The building change needs to change in Colleague as well, Scott will need to be informed. The building schedule needs to be completed.

6. UPCOMING MEETINGS

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

7. ADJOURNMENT

Dr. Hoggard adjourned the meeting.



Dr. Justin Hoggard, President





Coastal Bend COLLEGE

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.



Coastal Bend COLLEGE

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:	



Coastal Bend COLLEGE

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



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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:	



Coastal Bend COLLEGE

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:	



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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:	



Coastal Bend COLLEGE

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:	



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:	



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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.

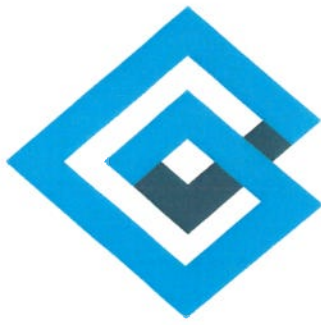
1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



Coastal Bend COLLEGE

Maps/Emergency Operation Procedures
Bernie/Kevin Campus Maps

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



Coastal Bend COLLEGE

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.

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