



Coastal Bend COLLEGE

PRESIDENT'S CABINET/DIRECT REPORTS MEETING MINUTES

COASTAL BEND COLLEGE
ROBERT J. BEASLEY, JR. ADMINISTRATION BUILDING
PRESIDENT'S CONFERENCE ROOM
3800 CHARCO ROAD
BEEVILLE, TX 78102
TUESDAY, APRIL 5, 2022

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, April 5, 2022 at 8:30 AM in the Robert J. Beasley, Jr., Administration Building, President's Conference Room, 3800 Charco Road, Beeville, TX 78102.

Members and Visitors Present

Members Present: Dr. Justin Hoggard, President
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
Amador Ramirez, Director of Information Technology
Dr. Patricia Rehak, Provost / Chief Academic Officer
Bernie Saenz, Director of Marketing and Public Relations

Members Absent: Dixie "Prissy" Lytle, Director of Human Resources

Visitors Present: None

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

3. CONSENT AGENDA

A. Consideration and Possible Action to Approve the March 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.

4. UPDATES

A. Dr. Hoggard, President

- **Identify, Solve, Prevent**

- **Special Board Meeting**

Dr. Hoggard mentioned that there will be a Special Board meeting happening on Monday, April 11th. Anna will reach out to the Board members to see if we have quorum. The items on the agenda will consist of mostly executive session topics.

- **Election**

The election was mentioned, and it was said that people cannot campaign at the College. An email will be sent college-wide regarding election guidelines. Employees are not to use college time, resources, or physical space pertaining to campaigning. Employees also cannot share campaign material from their college email addresses or during work hours.

- **Upcoming Events**

May 17th is the Nurse Pinning Ceremony and May 18th there will be two Graduation ceremonies. The Mayor of the City of Alice is the speaker for Graduation. Dr. Hoggard mentioned that we need to look for local spots to have graduation in the future. Other upcoming events are the April 19th Christene Chapa story, Color Run on April 30th, the Sleeping Beauty Ballet on April 30th, and June 4th is the Alaniz building dedication. Lola Castro from the Foundation Board said she will put the flyers on the Beeville campus for the Sleeping Beauty Ballet. Bernie recommended 100 copies double sided. Amador is doing the radio spot for the ballet today. The ballet is running the spot on TV, the college is not mentioned, the commercial just mentions to go to Ticketmaster online.

- **Bernie Saenz, Director of Marketing and Public Relations**

- **Marketing**

More students are coming back to campus. Dr. Hoggard mentioned that CBC needs to get the word out about programs offered. CBC has commercials playing in the Victoria market. Dr. Hoggard mentioned that CBC will have new programs in Cybersecurity, FARO, and Industrial Mechanics. Bernie will need bullet points based on these programs. FARO will be the first program. A story will be done every week. The news will be spread to the Caller Times, the Pleasanton Express Newspaper, and social media. Brochures/Information sheets will be needed for all programs. Dr. Rehak will send this information to Bernie.

CBC will create a new commercial and Dr. Hoggard will be featured in it.

Bernie then showed some marketing fold outs. He had a fold out on a water bottle and some ideas were mentioned about what to add on a fold out, questions such as, how to register? How to do the FAFSA? A Campus map, and how to declare your major?

- **Events**

Bernie mentioned that he is working on Graduation, the Radiology Technology banquet, the Phi Theta Kappa (PTK) ceremony, the Catalog, and Web Banners.

- **Catalog**

The catalog being worked on is the one that will be submitted to SACSCOC, it will need to be reviewed. Catalog completion is pushing late July. It was decided that every person responsible for their section in the catalog will review their areas again and make sure the information is right. The building names in the catalog, the schedules, and the campus maps have to be changed. Dr. Lane will confirm with Scott if this has been changed in Colleague/turned on in Colleague. Dr. Hoggard explained that in some sections of the catalog only the descriptions are changing. The description will have to be changed in the automotive center section, along with the eventual name change to the Luis P. and Joe Henry Alaniz Automotive Technology Building.

- **Employee Appreciation Day**

Bernie mentioned that the Employee Appreciation committee met regarding the upcoming Employee Appreciation Day celebration. They are looking at going with a fiesta theme. Dr. Hoggard acquired donations for the event. Dr. Hoggard needs a letter to send to establishments that CBC does business with.

- **Dr. Patricia Rehak, Provost / Chief Academic Officer**
- **Industrial Mechanics**

Dr. Rehak mentioned that the Industrial Mechanics Instructor is excited to start working and has a great deal of experience. Dr. Rehak mentioned that Industrial Mechanics has been approved for Continuing Education from the Texas Higher Education Coordinating Board (THECB). CBC anticipates for credit next Spring. The new program will provide jobs.

- **EMT room and simulator**

JC worked with Lajuana regarding the EMT room and simulator. They are not sure when the procurement will be ready. Dr. Rehak will get an update.

- **Cybersecurity**

Amador said he met with Dr. Donovan and Dean Bleibdrey regarding the Cybersecurity program. The Cybersecurity program will have to isolate their network and will have their own network. Dr. Rehak mentioned that the University of Texas San Antonio (UTSA) has a good Cybersecurity program, we can articulate that with them in the future. Dr. Donovan is ready to have cybersecurity course work in place. Dean Bleibdrey said CBC is getting close to obtaining procurement for the cybersecurity rooms for each campus.

- **Positions**

Dr. Hoggard mentioned that CBC has open positions for IT Tech and Chief Information Technology Officer (CITO). Some of the Cabinet members will be called to sit in on CITO Interviews, Sue will set this up. There are eleven candidates for Executive Foundation Director position. Sue will also schedule the Executive Director of Foundation interviews.

Dr. Rehak said Cosmetology hired a new professor in Pleasanton.

In Pleasanton, Braden put a request in for instructors for Continuing Education (CE).

- **Continuing Education (CE) Welding**

CBC will also put the welding trailer in Kingsville for a period of time and see what interest there is in CE.

- **Education to Employment (E2E)**

The partnership for Education to Employment (E2E) was signed. They are going to be hiring a navigator and that person will be here in a few weeks.

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

- **Rural Economic Assistance League (REAL) Transportation**

Dr. Rehak mentioned that we CBC is including REAL Transportation on our applications for the TRUE grant. Dr. Rehak received an email from Pink Rivera and wanted to make sure the plans were still in place for the TRUE grant. Tuition assistance is available to those that qualify, provided by REAL Transportation. Student Services has this information as well. A meeting between CBC and REAL Transportation will be set up to discuss routes.

- **SACSCOC team meetings**

Categories and assignments are being looked at during SACSCOC team meetings.

- **Strategic Planning Online (SPOL)**

Strategic Planning Online (SPOL) is ongoing and CBC is in the process of getting the contract signed soon.

- **Budget Planning**

Budget planning is underway, and everyone has access to what accounts they need.

- **Texas Pathways**

A small group will be leaving to a TX Pathways Conference.

- **Achieving the Dream (ATD)**

On April 28th and April 29th, the Achieving the Dream (ATD) coaches will be on campus.

- **Lajuana Kasprzyk, Chief Financial Officer**

- **Annual Financial Report (AFR)**

The Annual Financial Report (AFR) is anticipated to be presented on April 20th.

- **Job descriptions**

Job descriptions in the Business Office need to be addressed to see alignment with positions.

- **Anna Garcia, Executive Assistant to the President and Secretary to the Board**

- **Board meeting agenda items**

Board agenda items will have to be moved from the Regular meeting to the upcoming Special Board meeting.

- **Jacinto Colmenero, Director of Physical Plant**

- **Repairs**

JC mentioned he received quotes to repair the piping for the hot water and AC. He said they still have on the cold air side. For the quotes he received, one had to be quoted three different times and did not include abatement. Johnson Controls was to give a quote, however they never replied back. The Tex chiller systems are out of San Antonio, they are on one of the purchasing Co-ops. The price went from \$50,000 only with the piping and about \$105,000 with insulation. They said they might be able to work out a bundle deal. The quote is a 12-15 week lead time to get the pipe.

The library pipe broke 2 or 3 months before the Winter Freeze. The piping first went bad and then the Winter Freeze finished it off. CBC was quoted \$140,000, for part of a tunnel. The piping from the winter freeze has been back and forth with the insurance company. The engineering study would be covered on the claim and the information should have been sent in back to CBC in March. JC will follow up

Dr. Hoggard mentioned that CBC has air conditioning in all of its buildings. JC mentioned that CBC needs a mechanical engineering study to be conducted pertaining to AC in buildings.

JC said he was at the softball field the other day and found that the foul poles were crooked. JC said he met with Riojas Turf and met with Mr. Diaz, the park Superintendent. Infield was

realigned and will be off by a little and moved the pole over to line up with 3rd base. The field has been corrected and meets field regulations. The 1st and 3rd base are at the edge of the base of the foul line. JC got with Coach Roland, and he got his rule book out, and they discussed the field.

- **Kingsville roof**

The Kingsville roof had a certification inspection done last week. The access ladder is being treated to be galvanized will have that installed. He said they are 98% complete with this. There are no longer roof leaks in Kingsville. The roof is brand new and slippery. One has to wear glasses on the roof because of the Sun. The last thing needed is pressure washing on the buildings. JC took many before and after photos and will use the pictures for the Board meeting.

- **Amador Ramirez, Director of Information Technology**

- **Video conferencing technology**

Amador mentioned that they are looking at the Delcom video conferencing technology. Representatives from Delcom will be coming the week after next. Delcom is out of Houston. They will walk around the campus and give us ideas regarding digital signage. Amador will send an email and send a tentative date inviting Cabinet members for a walk through.

The cost is increasing for Lifesize: CBC also has Teams for videoconferencing. CBC only supports teams and Lifesize. Trying to determine what is more economical Lifesize or Delcom. CBC has 20 physical rooms and Polycomm rooms are not being utilized.

- **Cybersecurity training**

Amador mentioned the upcoming Cybersecurity training will be due August 31st. It is a required TX mandated security training and should not take long to complete.

- **CBC portal**

Erica confirmed that the CBC portal will be open through June of 2024.

- **ILP5**

The ILP5 should be good, ILP4 will be done and migrated by the end of April.

- **Desktop Ricohs**

There are some desktop Ricoh's that need to be setup.

- **Open position**

Seven IT techs have applied for the position of IT tech, at the earliest interviews would be held on April 8th.

OTHER

Dr. Johnson told Dr. Rehak that Poteet wants to come back to CBC.

The Maintenance crew is doing well with the campus. The auditorium and gym will be shiny when complete. This will help efforts when students are brought onto campus. The dorms are not being power washed yet due to the dorms having large windows and the seals being dry rotted.

Respondus is currently having issues.

Brendan is to get quotes for gaming chairs for Esports, this needs to be completed by the Fall.

5. UPCOMING MEETINGS

6. ADJOURNMENT

Dr. Hoggard adjourned the meeting.

Justin Hoggard
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:	Complete



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:	The President will hold a conversation between Kevin, Bernie, Amador and himself on a communications plan.
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.

<p>1) Results & Feedback:</p>	<p>On hold pending Benito's replacement.</p> <p>Lajuana explained this is pending the replacement of the inventory specialist position. Amador said Erica created an electronic version of this form. This form needs to be revised. It was suggested that there could be a separate attachment where you can itemize items, if it's a group transfer. There should not be any items moved until all signatures are all obtained. It was mentioned that the form is effective but it takes too long, however this was intentional so people would not be moving items whenever at will. A few challenges are people submitting forms in not enough time and not knowing the process. It was also suggested that maybe an email could prompt the individuals who have to sign the form through Colleague or Kace. The soccer field should have its own storage area as well as other areas. Dr. Lane will start a draft of the form and will have a conversation with JC and Amador.</p>
<p>2) Follow Up Date:</p>	<p>January's Cabinet meeting</p>
<p>3) Date Completed:</p>	<p></p>



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

<p>1) Results & Feedback:</p>	<p>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.</p> <p>This item is on hold until an inventory is gathered of what is already surplus. It was decided to bring someone/a company in to do the auction and the surplus.</p>
<p>2) Follow Up Date:</p>	<p>January Cabinet meeting</p>
<p>3) Date Completed:</p>	



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:	



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:	Discussion occurred and Prissy will meet with Dr. Hoggard about part time employees and raises. Bernie will make a copy of the TASB book presented to the Board regarding changes in salary scales for Lajuana.
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:	Dr. Hoggard, Beth, and Mary met regarding this. This item is on hold.
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.

1) Results & Feedback:	Bernie and Kayla and him are working on this. This messaging is clear and working very well. The question was asked if what happens if an external person wants to post a flyer at CBC. Bernie said they would go to the Site Directors or the President.
2) Follow Up Date:	
3) Date Completed:	



Maps/Emergency Operation Procedures
Bernie/Kevin Campus Maps

<p>1) Results & Feedback:</p>	<p>Some parts of the map had to be redrawn. Kevin already created the map and will give it to Bernie and he will print maps. The map listed online needs to be changed. Bernie will send Kevin a vector map with the new building names. The Automotive building is changing its name as well. Ms. Hall's building dedication will be on Saturday, March 26th. The Louise Welder Hall Business Center will need to be added to the new catalog.</p> <p>Kevin suggested adding a "you are here" marker on the campus.</p> <p>Amador mentioned a labeling issue in the system. RCI came and numbered items differently than CBC's new numbering system. Instead, RCI used the old CBC numbering system. The old maps still have to be referenced in order to interpret the system. Amador mentioned that he needs to have a meeting with Bernie, JC, and Kevin.</p> <p>Another topic was brought up regarding job descriptions. It was decided that the job description folder would be shared with everyone, since it is not listed on the Cougar Den anymore.</p> <p>Paul also brought up an issue. If you search for Cougar Field, it takes you to automatically to Joe Hunter Field (JHF). An emergency specific address is needed for the field, gym, etc. Kevin will look into this.</p>
<p>2) Follow Up Date:</p>	
<p>3) Date Completed:</p>	



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>There was a snag in pushing the printer drivers. IT is working with Weaver Technologies to remedy this. The aim is to have the done by the end of today. The larger copiers should be done by the end of the day. The small printers are expected to be done by Wednesday. A few cabinet members will be receiving small copiers.</p>
<p>2) Follow Up Date:</p>	<p>December Cabinet meeting</p>
<p>3) Date Completed:</p>	

