



# 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, AUGUST 2, 2022

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, August 2, 2022 at 9:00 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  
Paul Cantrell, Executive Director of the CBC Foundation  
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

*Members Absent:* Jacinto Colmenero, Director of Physical Plant  
Dr. Patricia Rehak, Provost / Chief Academic Officer

*Visitors Present:*

## **1. WELCOME**

Dr. Hoggard, President

## **2. MEMBERS AND VISITORS PRESENT**

## **3. UPDATES**

- **Budget**

Discussion occurred about the budget and its impact on pay grades. A salary study was done by the Texas Association of School Boards (TASB) last year. Step increases and a Cost-of-Living Adjustment (COLA) between pay grades are being reviewed, need to know the total revenue with the new tax rate. The certified tax values need to be monitored. Once complete the budget will be posted online.

A 10-day notice is required to post to propose the tax rate for a Special Board meeting. Then the Regular Board meeting will follow.

The Octagon room change will be cut from the budget. Money from IT will be cut as well. Renovations and repair conversation needs to be had. Memberships will be reviewed or removed from the budget. Cosmetology went up in the budget. It was decided that the Foundation can pay for the Simon Michael Gallery. Money will be removed from Foundation operations, Human Resources, meals in softball, softball will have one uniform per year. Grants management needs to be reviewed in the budget. In the President's Office section, there are 3 discretionary lines to cut. Pertaining to governmental relations, HillCo, services will increase this year because it's a legislative year and it will cost more when the 6 months are in session. Postage, print, and mail has doubled in the budget, need to check on this. Pitney Bowes machines is listed twice, this can be cut. Advertising has jumped up to \$30,000. Professional services need to be reviewed. Marketing only went up \$500 in total. Adjunct overloads are large in all programs, a conversation needs to be had with the Deans.

Items need to be found in the budget that could be changed or removed, Cabinet will mark the items and be ready if they need to change.

1.2 million dollars has been allotted for project maintenance in the dorms, and 1.2 million dollars for the Student Union Building (SUB) repairs, and \$555,000 for industrial trades. Some of these repairs will be covered with CARES funds, cash is needed initially to pay for it up front. It will have to be taken it out of unencumbered funds. Part time softball salaries will be added to Prissy's copy of the budget. There is a significant increase in Welding and needs to be justified. Revenues were budgeted in flat except without the tax rate and Continuing Education (CE).

A conversation will be had as to whether software is supposed to be in each department's budget or IT. For example, Dental Hygiene got with IT because they need to have renewals. There is a need to focus this for auditing purposes. Some software affects the entire campus. In the Business Office and HR, they additionally have proposed software. Amador will gather a list of what software CBC has and then compare it to the budgets. Also, an evaluation of gadgets and widgets is needed. Software was put into the Business Office department budget, need to check this in order to not have items be doubled up in the budget.

RFPs and RFQs will come out of the business office. All cabinet members need to relay that in the next fiscal year all RFP/RFQ's funds will be coming out of the business office. The Grant and procurement process needs to be listed in grant proposals.

For memberships for student services, all programs put \$500 in advertising for each program to make more brochures, etc., this needs to be evaluated. The library's budget increased as well. Student activities special events also went up. A Constitution Day event is also a required event to happen for Financial Aid that funds need to be allocated for.

The Coastal Bend College Christmas event will be happening again this year and funds will be pulled from Student Services budget and added to the CBC Foundation.

The Athletics budget is higher this year because of lodging and fuel. Volleyball has requested a new software to be added to the budget. This program is to keep stats on the bench. Women's basketball also has a software added to the budget. The coaches will be pulled in for a budget discussion, this is especially necessary because there are all new head coaches, and many were not present for the budget creation. They will have to justify their budget. In the budget the Softball field goes to JC and Softball itself goes to the coaches. JC also has the escrow building and maintenance, budgets as well.

CBC is paying off existing bonds and looking into getting a new bond. The sooner this occurs, the lower the interest rate.

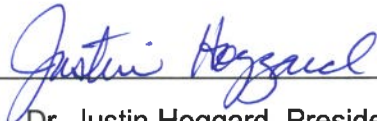
- **Housing Options for the Future**

CBC was offered a potential location for additional apartments; this needs to be looked into further and a decision needs to be made.

#### **4. UPCOMING MEETINGS**

**5. 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.

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 &amp; 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.

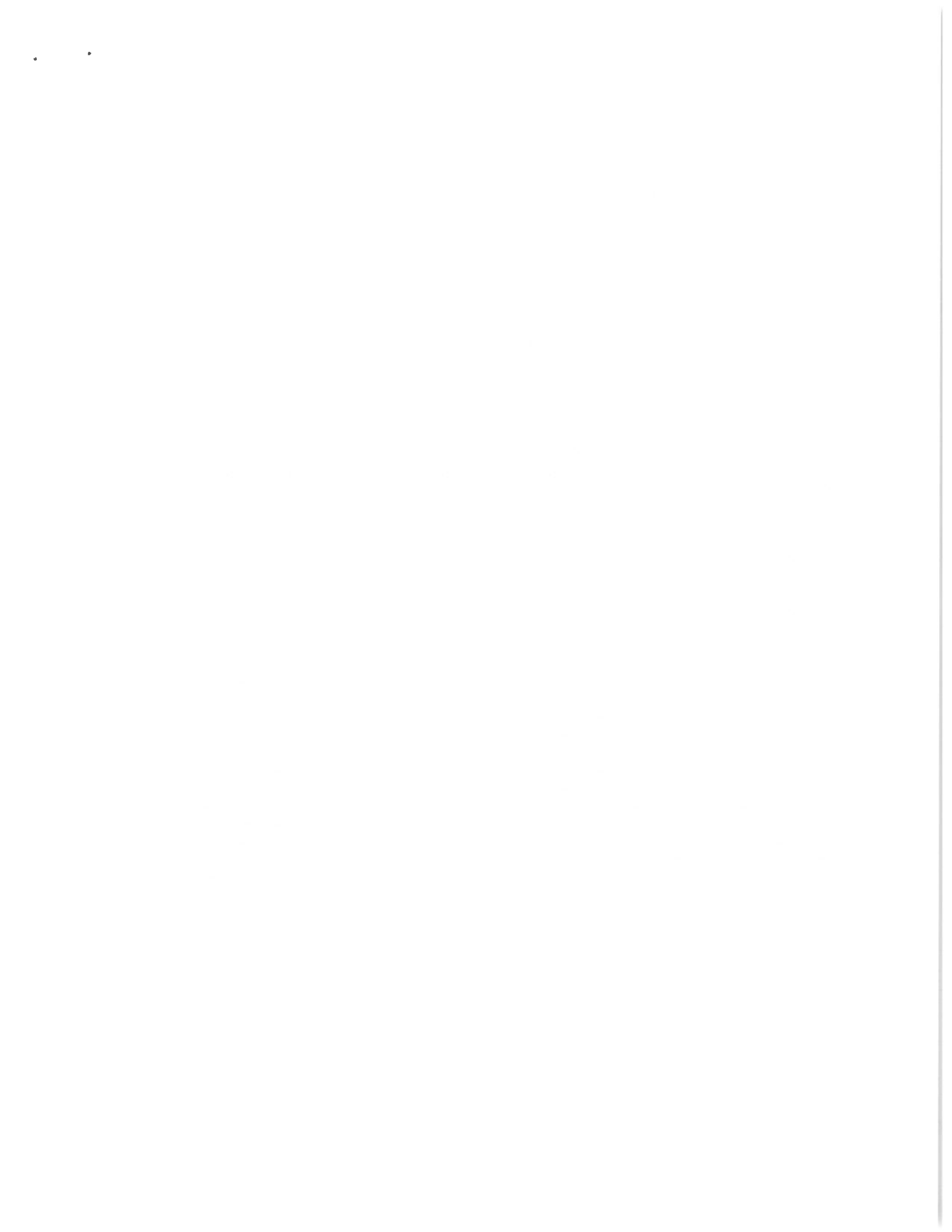
<p>1) Results &amp; Feedback:</p>	<p>Long term project to be completed in the summer of 2022. More discussion is need on thresholds and who should approve when. Retooling Colleague for a new approval process will be time consuming. However, Ellucian is releasing an update at the end of 2021 which will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



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 &amp; Feedback:</p>	<p><b>On hold pending Benito's replacement.</b></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

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.  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.
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:	



**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:	





# 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:	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 &amp; 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 &amp; 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>	

