



**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, OCTOBER 4, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, October 4, 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  
Jacinto Colmenero, Director of Physical Plant  
Anna Garcia, Executive Assistant to the President and  
Secretary to the Board  
Vicente "Vinny" Garza, Interim Athletic Director  
Tracey Bergstrom, Interim 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  
Oscar Rodriguez, Interim CBC Chief of Police and Emergency  
Management

*Members Absent:* Dr. Patricia Rehak, Provost / Chief Academic Officer

*Visitors Present:* Beth Meek, Senior Administrative Assistant to the Provost

## **1. WELCOME**

Dr. Hoggard, President

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

## **3. MINUTES**

### **A. Consideration and Possible Action to Approve the August 23, 2022 Meeting Minutes**

The minutes were sent to everyone's email address, to review and make edits by the end of the day.

## **4. UPDATES**

### **A. Dr. Hoggard, President**

#### **• Announcements**

Dr. Hoggard introduced Tracey Bergstrom, who would be the new Interim Chief Financial Officer (CFO).

Dr. Hoggard presented a new method of organization to help create the art of a stress-free work environment. He mentioned that in outlook there is a to-do list is built in. He displayed it on the screen for the group and mentioned that it can be downloaded to an app your phone. Dr. Hoggard told the group that he sent each of the Cabinet members a task on using the outlook to-do list. There is also a note section, a chat function to discuss tasks, files can be attached, etc. If someone has a task for Dr. Hoggard, they are to let Mary and Anna know. Everyone will get a reminder unless the individual's notifications are turned off.

#### **• Web review with Update**

Vitas and schedules were put on hold because of the catalog. The catalog will be housed in the Chief Academic Office (CAO).

Amador is going to make a template and send it out to departments for web content pertaining to the new website.

There will be a meeting pertaining to the website next week, Dr. Lane and Dr. Hoggard are invited.

**•Web page responsibilities**

A web audit will be conducted in the fall and the spring in order to clean up the website. All personnel are to make sure their web pages are current and have the appropriate information. They are to report errors they see on the website on an ongoing basis.

**•Community College Day at the Capitol**

Community College Day at the Texas Capitol is on January 26<sup>th</sup>. Details need to be sorted out, a conversation with Dr. Rehak, Dean Jones, and Phi Theta Kappa (PTK) or Student Government Association (SGA) needs to occur.

Bee County Day is February 8<sup>th</sup> at the Texas Capitol.

**•Board insurance**

The issue with the Board insurance was resolved.

**•Travel**

Mary schedules all travel, if employees schedule travel themselves, they will have pay for it.

**•Reporting calendar**

Dr. Lane put the reporting calendar on an outlook calendar in order to help everyone see what is due. Then Dr. Hoggard can set up a task and a reminder on the outlook app.

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

**•Update: Reporting for October**

The Cleary Report is due October 19<sup>th</sup>, CBM reports are due October 15<sup>th</sup>, and Title IX Certification is due October 31<sup>st</sup>.

The deadline is coming up for end of year reports.

The target date for SACSCOC narratives to be complete is Christmas break.

The Quality Enhancement Plan (QEP) is underway.

**C. Oscar Rodriguez, Interim CBC Chief of Police and Emergency Management**

**•Update: Safety Committee**

The safety committee will have a meeting on Monday at 10:00am.

**D. Jacinto Colmenero, Director of Physical Plant**

**•Update: Jostes building**

JC mentioned that they are still waiting on the creation or the fabrication of the new glass for the Jostes building. The contractor is waiting for door panels to arrive and waiting to receive metal. They hope to be onsite next week.

**E. Amador Ramirez, Director of Information Technology**

**Update: Tech Plan**

The shared technology plan is due October 31<sup>st</sup>. Amador mentioned that Dr. Lane also assisted on the outline.

Amador went through RCI where there is inventory and found a component missing. Fields will have to be added. Everything over \$1,000 is being scanned (not mice, etc.) The drone is located in marketing. Employees need to fill out a property transfer form when moving items.

Amador is working on an obsolescence plan. He needs information from RCI such as what items need to be expired, end of life, etc.

## **5. OTHER**

- **Marketing & Public Relations**

All brochures pertaining to program offerings have been distributed. Everyone is to let Marketing know if they need some so they can print them.

- **SLATE**

A new committee has been created called the Student Learning Assessment Team of Excellence (SLATE) which will look at general education outcomes.

- **Screening**

Charlie Minn had the screening of the Kristine Chapa story. There were 51 students present at the screening. Kristine was not in attendance; but her parents were present and answered questions.

- **Interviews**

Interviews for the Pleasanton Site Director have started.

- **Training**

Kelvin Redd, who conducts Emergenetics training will be coming to CBC on December 16<sup>th</sup> to give this training. 22-25 CBC employees will participate.

- **Cybersecurity committee**

Amador is setting up a cybersecurity committee.

- **Colleague Access Team (CAT) meetings**

Amador will be part of Colleague Access Team (CAT) meetings.

- **Repairs**

The roof in Kingsville has been repaired.

There is discussion with the Texas Department of Transportation (TXDOT) pertaining to the sidewalk in Beeville about the ramp and size.

The Baseball stadium needs the drainage finished.

There was an incident in Pleasanton with the AC. It will cost \$4,500 to get it professionally cleaned.

The gym roof is almost complete.

- **Legal ads for Repairs**

Legal ads will come out of the business office to be submitted to the newspaper. Dr. Lane, Tracey, and JC will meet on this.

- **Athletics**

Vinny mentioned that Women's Volleyball was invited to the First Presbyterian Church. The Church wants to invite a sports program each month.

The athletes participated in the Beeville Western Week parade.

There is a volleyball game happening at CBC at noon today. The game will also be streamed on Texas Sports Radio Network (TSRN.)

- **National Night Out**

National night out is happening tonight at the Student Union Building (SUB).

- **CBC Foundation**

Paul asked the group for ideas for Foundation items. Recommendations were mugs, portable chargers, pop up stands for cell phones, a first aid kit, a sewing kit, etc.

- **Around the Bend (ATB) magazine**

The Around the Bend (ATB) magazine is being circulated around town, being sent to places such as the Bee Area Partnership, the Chamber, banks, etc. Copies of the ATB need to be sent to the other CBC locations. Dr. Lane mentioned that if anyone has any articles to add to the next publication, please get with Marketing. The End of Year issue will be in December. ATB will be a quarterly magazine.


- **Business Office**

Tracey is checking the receivables, to see if they have the right funds, etc. Dr. Hoggard mentioned that anyone who has a grant should be keeping up with what they are using. Tracey will reconcile and then send that report to the grant project director.

## **6. UPCOMING MEETINGS**

## **7. ADJOURNMENT**

Dr. Hoggard adjourned the meeting.

  
Dr. Justin Hoggard, President



