



**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, NOVEMBER 9, 2021**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, November 9, 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
Lajuana Kasprzyk, Senior Accountant
Dr. Michelle Lane, Executive Director of Institutional Effectiveness &
Research
Dixie Prissy Lytle, Interim Director of Human Resources
Amador Ramirez, Director of Information Technology
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

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

3. CONSENT AGENDA

A. Consideration and Possible Action to Approve the October 12, 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 complimented everyone that helped out with the Jaure Building Dedication this past weekend for doing a great job. Amador filmed the event and uploaded the video to YouTube. A building dedication will be done in the Spring for former Board member Louise Hall.

• President's Advisory Council (PAC)

The President's Advisory Council (PAC) needs to be redefined. Paul recommended modifying the PAC to be a Staff Senate. Discussion occurred about making it a staff association or redoing the faculty association and creating both a faculty and staff senate. More conversation will be had regarding this at a later date.

• HR Update

Prissy Lytle is the CBC Interim Human Resources Director. The Human Resources Director position has been posted, there are some candidates that have applied. The Inventory Tech position is also posted online. CBC also needs more Nursing Instructors and a Librarian.

• Combined City and College Holiday Event

CBC, the city, and the county are collaborating on a Holiday event, Bernie and Dean Jones are working on this.

B. Paul Cantrell, Director of Athletics/Head Volleyball Coach and Amador Ramirez, Director of Information Technology

• Social Media Accounts

Paul explained that the athletic programs want to be more active with social media and not create multiple accounts. This needs to be a widespread conversation. Need to be able to save the accounts when someone leaves. Bernie explained there is a policy regarding accounts, it must be tied to a CBC email not a Gmail, etc. and the Marketing department needs to be listed as an admin. Bernie said he will look for the email that was previously sent regarding the policy and will share it.

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

Dr. Lane explained that we get requests for reports, etc. Need to clarify who has what report, etc. Dr. Lane explained that they are trying to come up with a form or spreadsheet that lists all reports and their due dates. It was mentioned that a spreadsheet exists but not everything is listed. Dr. Hoggard mentioned that the list needs to be broken down by operational pieces. Dr. Hoggard mentioned to add Title IX due by October 31st to the list. Bernie said he can help Dr. Lane compile the list.

- **Future Proofing our Reporting**

D. Items from the External Site Semester Debrief

- **Trucks and Trailers - Maintenance**

This will be discussed at a later date.

- **Email Distribution List and Emails to Students**

Dr. Lane and Amador have already discussed this.

- **Student ID Numbers**

The Family Educational Rights and Privacy Act (FERPA) information regarding student id numbers needs to be added into the catalog.

- **Locking of Doors (Class roster for Professors) - Safety**

Doors are not being locked when people leave work. Please tell people to make sure the doors are locked at night. If you do not have a key, call the emergency number and maintenance can lock the door. This is just a reminder to everyone.

- **TV Monitors in Hallways**

Events around the campus need to be pushed on TVs, signage, etc. Will need to look at how events are pushed to all forms of signage, flash drive, chrome cast, etc. The mission and core values also need to be displayed. Banners need to be displayed on the exterior light posts. Also, the inactive clocks at CBC will be used to display CBC information. Bernie, JC, and Amador will have a meeting regarding signage.

COMMENTS FROM CABINET MEMBERS/DIRECT REPORTS

Drue Strickland, Chief Financial Officer and Lajuana Kasprzyk, Senior Accountant

Drue explained that the audit is ongoing and is wide reaching and thanked everyone for their submissions. Lajuana explained that the audit is supposed to be presented at the December 14th Board meeting.

Dixie Prissy Lytle, Interim Director of Human Resources

It was decided that a committee would be put together to plan a potential Christmas party. Dr. Rehak will get with the faculty and see what date would work best for a Christmas Party.

Paul Cantrell, Director of Athletics/Head Volleyball Coach

E-sports continues to play on. Bandwidth goes to the ELAM building for gaming after 5:00PM and this helps CBC have a solid internet connection.

The ring ceremony is happening on Friday, December 3rd at 7:00pm in the Gym.

Dr. Patricia Rehak, Provost / Chief Academic Officer

The Industrial Maintenance program is coming to Alice and CBC is trying to roll it out in Pleasanton as well. The CNA program is being beefed up and forensics training is needed.

Amador Ramirez, Director of Information Technology

Amador mentioned that the Ricoh printer bid is going to the Board and the website needs to go before the board. He said he's also been talking to AT&T, Spectrum, and Verizon about broadband access. Dr. Lane explained that her and Amador are working on a grant regarding broadband access.

OTHER

Dr. Rehak mentioned that a conversation needs to occur regarding the CBC float. The float is being requested for parades. Need a process for the float. The truck repair was put into Dean Bleibdrey's budget. There is currently no option in the Kace system to request the float. IT will add that choice to the Kace system. Whoever requests the float will decorate it. A meeting about the float process will occur.

The printer in the ELAM building needs to be looked at. Students should only be able to print in the Library and the Student Success Center, not the ELAM building as well, it's a security issue. Bernie mentioned instructors can email printing@coastalbend.edu to send their print jobs. Dr. Hoggard said the only way a student should be able to print it is by logging on to the computer with their student id.

A conversation needs to be had about the \$118,000 bill received regarding the roofing in Kingsville.

The brochure process will be emailed to the team to discuss and make edits to.

Nurse Pinning will be on December 14th starting at 9:00AM. The Honorable Mayor Francisco Dominguez will give the address at the Nurse Pinning. Jacob Fraire from the Texas Association of Community Colleges (TACC) will be present and JM Lozano will give the speech at Graduation, then the Board meeting will follow. The speaker system needs to be fixed for Graduation and other prep work needs to be done.

Need a projection about how much we will be receiving ARP funds so they can be used to buy air units. Dr. Hoggard said for Bernie to call Congressman Vela and Congressman Cuellar's offices regarding clarification of funds. Drue will seek guidance from Department of Education (DOE) to see the specific ways the money can be used.

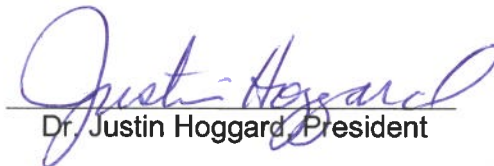
In honor of Veteran's Day, CBC Veteran students and faculty will receive a recognition letter and a pin. Students who are virtual will be sent this in the mail.

5. UPCOMING MEETINGS

A. November 30, 2021 Meeting

6. ADJOURNMENT

Dr. Hoggard adjourned the meeting.


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.

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



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
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- 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

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| <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.

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| 1) Results & Feedback: | |
| 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.

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| 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.

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| 1) Results & Feedback: | On hold pending Benito's replacement. |
| 2) Follow Up Date: | January's Cabinet meeting |
| 3) Date Completed: | |



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

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| 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. |
| 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

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| 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.

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| 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.

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| 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?

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| 1) Results & Feedback: | |
| 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.

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



Maps/Emergency Operation Procedures
Bernie/Kevin Campus Maps

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



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.

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| <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>2) Follow Up Date:</p> | <p>December Cabinet meeting</p> |
| <p>3) Date Completed:</p> | |

