



**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 21, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, October 21, 2022 at 4:00 PM 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
Dr. Patricia Rehak, Provost / Chief Academic Officer

Members Absent: Oscar Rodriguez, Interim CBC Chief of Police and Emergency
Management

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

3. UPDATES

Everyone was given the task to pick areas at the College that they believe goals can be developed. Goals will be gathered and grouped together and aligned with the strategic plan. Dr. Hoggard said he wants to incentivize this process, and score will be kept. Everyone then presented:

Jacinto Colmenero, Director of Physical Plant

- 1.) Personnel and staff: Challenges to complete the processes
- 2.) Work request: Who is authorized to submit those, should we all have access? We do not always have all the information for this.
- 3.) Projects for departments: Each department should have their own priorities (college community demands)

Amador Ramirez, Director of Information Technology

- 1.) Interdepartmental collaboration
- 2.) Need to be more procedural (i.e., favoritism, sidewalk conversations)
- 3.) Approachability
- 4.) Accountability

Dixie "Prissy" Lytle, Director of Human Resources

- 1.) Professionalism
- 2.) Accountability
- 3.) Not passing the work to another department to complete it
- 4.) Integrity

Vicente "Vinny" Garza, Interim Athletic Director

- 1.) Community cultural engagement/CBC professors/ISD's involvement, etc. (reading nights, math lessons for the youth, etc.)
- 2.) Meet the cougars (athletics) kids' day/kids' night (need to be heavy on community engagement)

Oscar Rodriguez, Interim CBC Chief of Police and Emergency Management

Oscar was absent from the meeting, but Dr. Hoggard read Oscar's submissions to the group.

- 1.) College promotion
- 2.) Interdepartmental Collaboration

Prissy also added that mental health and wellness is needed for students and employees as well. Mental health wellness days are days where employees can take time off if they need it. Dr. Hoggard mentioned that a wellness committee is needed to create a healthy environment. It was decided that Prissy can head that committee.

Paul Cantrell, Executive Director of the CBC Foundation

- 1.) Reputation
- 2.) Appearance/enrollment
- 3.) Middle management leadership

Dr. Patricia Rehak, Provost / Chief Academic Officer

- 1.) Culture (define what we mean by this, could be accountability, self-regulation, emotional intelligence, self-directed behavior)
- 2.) Policies, practices, and procedures (publication of these)
- 3.) Communication (visual, verbal, electronic, where to go to get what we need, and creates a safe environment)

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

- 1.) Cultural
- 2.) Communication
- 3.) Institutional IQ

Tracey Bergstrom, Interim Chief Financial Officer

Tracey mentioned that processes and procedures are needed and that some areas need to be tightened and others loosened. She explained wanting to get rid of petty cash and credit cards. When employees are ordering and buying items, they need to keep up with how much money their department has. Vendors also need to be paid on time.

After discussion and reviewing what the Cabinet members brought forward it was decided to prioritize the Business Office.

5. Other

Dr. Hoggard explained that Rene is the receiving person now. This will alleviate items being dropped off with whoever and will now have a central person signing for them. Interviews are happening for an inventory person. Employees are to call Rene when any large package arrives. Processes will be created and then will be brought to Cabinet for approval.

Dr. Hoggard assigned everyone to read the first part of the book, *The 4 Disciplines of Execution*.

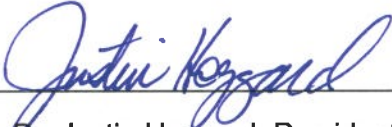
Dr. Hoggard encouraged the team to have more face-to-face discussions as opposed to email.

JC and Amador will meet next week with Dr. Hoggard.

It was decided that Great Job Nominees are Betty Trevino and Francisco Rivera. Two faculty member nominees are Kurt Villarreal and Bryan Cornelius.

6. UPCOMING MEETINGS

7. ADJOURNMENT



Dr. Justin Hoggard, President

