



**PRESIDENT'S CABINET/DIRECT  
REPORTS MEETING MINUTES**

**COASTAL BEND COLLEGE  
ROBERT J. BEASLEY, JR. ADMINISTRATION BUILDING  
CENTER FOR EXCELLENCE AND COLLABORATION (CEC) ROOM  
3800 CHARCO ROAD  
BEEVILLE, TX 78102  
TUESDAY, NOVEMBER 8, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, November 8, 2022 at 9:00 AM in the Robert J. Beasley, Jr., Administration Building, Center for Excellence and Collaboration (CEC) 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  
Vicente "Vinny" Garza, Interim Athletic Director  
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  
Oscar Rodriguez, Acting CBC Chief of Police and Emergency  
Management

*Members Absent:* Tracey Bergstrom, Interim Chief Financial Officer  
Paul Cantrell, Executive Director of the CBC Foundation

## **1. WELCOME**

Dr. Hoggard, President

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

## **3. UPDATES**

Emergenetics training will occur on Friday, December 16<sup>th</sup>, for those participating, profiles are to be submitted on Monday, December 5<sup>th</sup>.

There will be a Regular Board meeting happening tonight at 5:30PM.

The Pathways Institute will be held in Dallas, Texas on November 14<sup>th</sup>-16<sup>th</sup>. Dr. Hoggard, Dr. Rehak, Dr. Lane, Mark Secord, Loana Hernandez, Luz Miranda, and Christi Morgan will all be attending.

**Reflecting on the last Cabinet meeting, Dr. Hoggard asked for a few takeaways from the book, *The 4 Disciplines of Execution*.**

Amador mentioned that execution is key. He gave kudos to his department for their execution of projects and said that the new individuals have also kicked it up. JC said his takeaway was identifying goals and focusing on one, then putting them on a timeline of completion. Dr. Rehak mentioned that best practices are very important to focus on WIG's and will help ensure CBC is getting to the big picture.

Dr. Hoggard then asked the Cabinet to provide updates in their areas:

### **Dixie "Prissy" Lytle, Director of Human Resources**

Prissy has been working on the evaluation forms and made them fillable. The forms are complete and are posted on the Human Resources (HR) page under the Annual Performance Review file. Prissy wants everyone to try accessing the document to make sure the links are up to date.

Self-Evaluations are due January 15<sup>th</sup>. On February 28<sup>th</sup> Performance Evaluations are to be completed by managers.

Discussion occurred about the policy for personal time. Dr. Hoggard then mentioned that every full-time employee will be awarded with their full 3 days of personal leave effective today, henceforth employees will be granted their personal leave at the beginning of each fiscal year.

A Christmas tree decorating contest, Elf on the Shelf, and an Ugly Sweater Contest will all be held in December by HR. It was decided depending on donations, each Christmas tree can be decorated by groups such as athletics, cabinet, etc., and they would be decorated and given to families in the community.

It was decided to give Great Job pins in recognition to employees: Bryan Cornelius, Francisco Rivera, Betty Trevino, and Kurt Villarreal.

Dr. Hoggard mentioned to Prissy to bring the retention numbers to the next Cabinet meeting so the numbers can be evaluated.

**Vicente “Vinny” Garza, Interim Athletic Director**

95% of E-Sports is enrolled for the Spring Semester.

Athletics has been turning in Citi card statements.

Basketball is starting Friday night.

The Fall Athletic Banquet will be held on November 16th at 6:00PM in the SUB, formal invitations are to come for the Board members.

5 coaches and the Athletic Trainer will go to Victoria on December 9<sup>th</sup> for Professional Development for CPR and AED (heart defibrillator) with Continuing Education (CE).

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

Dr. Lane mentioned she needs a list of phone extensions for employees, a quick access directory. It was mentioned that it used to be created and distributed by the mailroom person. Dr. Lane will get with Rene and Lara about this, she said it would be her WIG.

The Cabinet went over the results from the Practice and Culture survey that was issued to all employees. Dr. Hoggard mentioned wanting to present the survey results to the Board of Trustees. There were many key takeaways from the survey results. Cabinet members were encouraged to go through their internal checklists and see if certain tasks are being done in their departments based on the comments in the survey. Dr. Lane mentioned that she can

create an analysis page and weigh the scores from the survey and will code and categorize the information. More employees responded to this survey than the Great Colleges Survey, 109 people took this survey. An email from HR will be sent out to all employees with the organizational chart, etc. as a response to the survey.

Dr. Lane is doing the last bit of Strategic Planning Online (SPOL) training and will have planning units imported.

Dr. Lane explained that Michael is fixing the Kace work order system. He is creating the area where the work order goes to the right approval chain, the supervisors. Kace will be ready by convocation week.

**Jacinto Colmenero, Director of Physical Plant**

JC mentioned that the roof in Kingsville is almost complete, however, another leak was found.

Some campus facilities projects are taking an extended amount of time such as the AC unit in Pleasanton.

The pre-bid conference will start today at 2:00PM for the tunnel boiler, hot water piping. There will be one pre-bid conference today and one in a week or two. JC explained that whoever shows up today will be given the mechanical engineering drawings.

One chiller is down with a Freon leak.

**Dr. Patricia Rehak, Provost / Chief Academic Officer**

Dr. Hoggard explained that Convocation will have a virtual option so some employees can remain in their offices to assist students.

Dr. Rehak will send an email to Cabinet members that will have timeslots listed for each member to present during Convocation. Dr. Rehak wants to send this schedule out before Christmas. Dr. Hoggard explained that Oscar needs to be scheduled for an hour to provide training.

Updates from Cabinet members will be given and will be followed up with an email. The Quality Enhancement Plan (QEP) session will be mandatory for all employees.

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

JC and Amador have been working together because Frank is coming in as the Inventory Specialist. They're trying to make the property transfer process smoother.

Erica is working on Blackboard Live.

Amador explained that he needs exact content, recipients, and the subject line when people send him messages to send via Cougar mail, need to be sure the proper cabinet member approved the message.

### **Dr. Hoggard then asked everyone for their WIG of the week:**

- Dr. Lane's WIG will be the creation of a phone extension directory list.
- Amador's WIG will be working with Distance Learning (DL) committee.
- JC's WIG will be having a meeting with the custodial department. He said he would bring back the inspections and will do a presentation on Monday to show them what is clean and not clean. If an employee receives a rating of a 1 (the best result) on JC's audit, then they can get a gift card for having the cleanest building.
- Oscar's WIG will be having a sit down with Student Services and advising them of his duties and the level of their involvement.
- Dr. Lane then changed her WIG to instead be to give Diana access to Oscar's online items because Diana reports to both Dr. Lane and Oscar.
- Dr. Rehak mentioned wanting to talk to her Provost team so they can be part of the WIG decision.
- Vinny mentioned that his WIG is to get staff more involved in games by getting the word out.
- Prissy's WIG is to work on the employee retention report and have it ready for the next Cabinet meeting.
- Anna's WIG is to complete post-Board meeting activities and follow up by sending various documents to the involved parties.

Tuesday will begin a cadence of accountability. Dr. Hoggard will be attending a Conference but will take a call before the Conference at 8:30AM via Lifesize with the Cabinet Team. Everyone is to bring their WIGs and there will be a 30-minute meeting and each leader will say if they accomplished what they said they would accomplish for the week before.

## **5. Other**


There will be a College Forum on December 1st at 3:30PM. The forum will last 30 minutes. Items to be discussed will be various happenings for example, JC has 4 capital projects going on at the moment. Each department will have an update for the forum. Cabinet members will then send department updates to all full time and part time employees to keep them informed of what is happening. This would be done after they speak at the employee forums.

## **6. UPCOMING MEETINGS**

November 15, 2022

## **7. ADJOURNMENT**

Dr. Hoggard adjourned the meeting.



Dr. Justin Hoggard, President

