



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

**COASTAL BEND COLLEGE  
VIRTUAL MEETING  
3800 CHARCO ROAD  
BEEVILLE, TX 78102  
TUESDAY, NOVEMBER 15, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held via Lifesize, with some members present throughout 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  
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

### **1. WELCOME**

Dr. Hoggard, President

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

### **3. UPDATES**

Dr. Hoggard asked everyone to mention what the status of their WIGs are.

Amador's WIG met with the Distance Learning (DL) committee chair to transition onboarding training. He said they had a great meeting and will follow up on it and have to get with Prissy later.

JC's WIG was to meet with the custodial staff. They all met this past Friday at 3:00PM and to discuss the cleaning inspections.

For Oscar's WIG, he will be having a conversation with Dr. Hoggard pertaining to this.

Dr. Lane's changed her WIG to create an internal phone directory with extensions, titles, and names. This WIG is in progress.

Dr. Rehak's WIG was to work to identify a platform with her team to centralize projects and workflow, they all agreed to use TEAMS.

Vinny's WIG was to utilize Cougar Mail for CBC Athletics to inform staff, students, and faculty of games. Athletics will also be broadcasting the games online and sharing this information. He said they were able to send the information out twice last week for the Women's Basketball games.

Prissy's WIG was to update personal time for each employee. The standard 3 personal days each employee receives was added to everyone's account instead of having the time accumulate throughout the semester. Prissy also completed the turnover report, it showed that employee turnover rate is decreasing, this report will continue to be monitored.

Paul's WIG was to assist with the Veteran's Day Luncheon, this was completed.

Anna's WIG was to distribute post board meeting information (signed contracts, etc.), this was completed.


Dr. Hoggard said he would like for everyone to finish up their WIGs if they have not finished. He said he will follow up with the team on their progress at the next Cabinet meeting.

Dr. Hoggard will return from his Conference on Thursday.

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

#### **5. ADJOURNMENT**

Dr. Hoggard adjourned the meeting.

  
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Dr. Justin Hoggard, President

