



**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
FRIDAY, OCTOBER 28, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Friday, October 28, 2022 at 4:00 PM 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
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

Members Absent: Tracey Bergstrom, Interim Chief Financial Officer
Oscar Rodriguez, Acting CBC Chief of Police and Emergency
Management

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

3. UPDATES

Goal setting has been a topic of conversation. It has been decided that aiding the Business Office is the primary goal at the College. Based on submissions from Cabinet members, the top 3 contenders and next goals to address based on submissions are:

1. Practices and procedures
2. Culture
3. Safety

The work culture is being evaluated. Cabinet members were asked to provide areas they believe can be improved. Topics mentioned amongst the group were needing to be mindful in the way employees speak to and treat one another, reputation, ability to work together, resistance to change, school pride, involvement, and accountability.

Barriers/concerns need to be identified within departments in order to remedy them. After discussion, it was recommended to send out a survey for all CBC employees to complete. The survey will seek feedback from employees regarding areas of concern, etc. Employees would have the opportunity to state issues they have identified. Cabinet members are to talk to their direct reports and encourage them to fill out the survey. Supervisors need to go to their people and explain to them that they are seeking input to create improvements, etc.

The cabinet then discussed what they wanted to ask on the survey. They want to know if employees understand the processes at the College, not just limited to their areas. If there are some they do not understand, has this ever been explained? Do employees know where to find the processes? Which areas within the employee's own department, etc. are the highest level of concern for them? Do they feel there are missing processes and procedures? Knowing the issues can help them become part of the problem-solving mechanism. Fixing practices and procedures and can eliminate dysfunction and make the solution organic to the institution.

It was also stated that some departments will get calls when there are problems but don't know when other aspects are going smoothly. People need to also be told when things are going right.

The survey will be sent out to all employees Tuesday afternoon. Cabinet members were encouraged to speak to their direct reports about the survey before Tuesday afternoon.

Emergenetics profiles are due for submission December 5th.

Dr. Rehak mentioned Convocation and asked the group who would like to speak for this event. Paul said that he would like to speak to shed more light on the Foundation to employees.

It was announced that Frank Rivera will be filling CBC's inventory position.


The Great Colleges survey will come out Spring 2023.

5. OTHER

6. UPCOMING MEETINGS

7. ADJOURNMENT

Dr. Hoggard adjourned the meeting.



Dr. Justin Hoggard, President

