



**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, JANUARY 4, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, January 4, 2022 at 2:00 PM 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
Kevin Behr, Chief of Police and Emergency Management
Paul Cantrell, Director of Athletics/Head Volleyball Coach (*via telephone*)
Jacinto Colmenero, Director of Physical Plant
Anna Garcia, Executive Assistant to the President and
Secretary to the Board
Lajuana Kasprzyk, 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
Bernie Saenz, Director of Marketing and Public Relations
Drue Strickland, Chief Financial Officer

Members Absent: None

Visitors Present: None

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

3. CONSENT AGENDA

A. Consideration and Possible Action to Approve the November 30, 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

- **Future Meetings**

Dr. Hoggard explained that he will start meeting with smaller groups of Cabinet members or individual members. Cabinet will continue to have meetings as a large group.

- **SACSCOC report**

CBC's SACSCOC Decennial report will need to be in its third draft by the time we go on Christmas break 2022. SACSCOC will be on site during Fall 2023.

- **Training**

Dr. Hoggard is trying to get a group to provide training for Cabinet members.

- **Grant**

CBC has a grant being reviewed by the Department of Commerce for broadband access.

Kevin Behr, Chief of Police and Emergency Management

- **Training**

A round table training scenario will also occur. This scenario will occur in Beeville. It will be very basic, eventually a real scenario will be conducted, training is needed beforehand. The round table scenario will occur on Feb 25th. A calendar invite will be sent. Kevin explained that six hours of safety training is required for each employee per year. Kevin will re-send the link for FEMA trainings for Cabinet members and center directors to complete. He asked Prissy if there were any Safe Colleges Training that could count toward the Safety training required hours. She mentioned that there were some that would count.

- **Maps**

Dr. Hoggard and Kevin need to meet regarding the creation of the updated CBC campus maps. Still trying to figure out which building will be the Louise Hall building. The Automotive Building is changing its name as well. Dr. Rehak said Colleague has been updated to reflect the new Jaure building name.

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

- **Planning/Assessment**

Dr. Lane explained that Dr. Hoggard wants to have a conversation with some people first before dates are scheduled for the planning retreat. There will be a Board Retreat in Beeville on Jan 15th. She explained that she is working on the assessment with Faculty – Program Reviews and the End of Year report.

Lajuana Kasprzyk, Chief Financial Officer

- **1098's**

Lajuana mentioned that 1098's already went out.

- **Annual Financial Report**

There is a 2:30PM meeting happening today with the auditors about the Annual Financial Report (AFR). Dr. Hoggard and Lajuana will have a meeting following the 2:30PM meeting.

- **Inventory Specialist Position**

The search for a new Inventory Specialist is on hold due to the audit.

Bernie Saenz, Director of Marketing and Public Relations

- **Clocks in Beeville**

Dr. Hoggard then asked Bernie, JC, and Amador about the clocks in Beeville. The art work is not complete, measurements for the clocks have been taken. It was discussed to put the vision and mission on the clocks.

- **Mission and Vision**

Old mission statements need to be removed from the walls in Pleasanton and new ones put up in the same frames. The mission and vision statements will be added to the TV's. Dr. Hoggard, Amador, and Bernie will meet about the TV's and thumb drives.

- **Catalog and Curriculum**

Bernie will double check the information that was sent to him for this semester. Everything has to match for SACSCOC in the catalog.

- **Around the Bend (ATB) Magazine**

ATB will be published quarterly. Enough information was received to send it out soon. Hard copies will be printed and dropped off at local businesses. Amador mentioned that a button was added to the webpage. On the virtual version, you have a virtual slideshow of the magazine. A QR code will be added to the magazine to access trainings from convocation.

- **Grant Award Notification (GAN)**

Bernie will follow up with Congressman Vela's office, will speak with Maggie from Cuellar's office regarding reporting on funds from the Grant Award Notification (GAN).

- **Marketing**

Another marketing push was sent out about registration for classes. An additional push was also done in print in the newspaper. Berne is also scheduling an insert for flex courses which will cost \$300.

Spots were running during the Cowboys' football game and the Texans football game. The cost for running a spot is more affordable in the Victoria market. It was \$300 for the Cowboys game. Bernie explained that he already has a list of students enrolled by city but want to see if enrollment goes up with this year's marketing campaign strategy. It was stated that this could be part of Bernie's Unit plan.

Amador Ramirez, Director of Information Technology

- **Cybersecurity Team**

Dr. Lane, Kevin, and Dr. Hoggard will have a conversation regarding the creation of a cybersecurity team. Dr. Lane will have a meeting with Dr. Hoggard regarding student Id #'s.

- **Ricoh**

The Board of Trustees approved the Ricoh contract and it is on its way.

- **Hannon Hill Website Contract**

Not everything from the old CBC website needs to migrate over to the new CBC website upon creation. We have to have our website in order for our SACSCOC Decennial Report.

Jacinto Colmenero, Director of Physical Plant

- **E-Waste**

Dr. Hoggard explained that the Inventory specialist position will be in charge of the E-waste program. The shipping container now houses e-waste. Dr. Hoggard mentioned that an e-waste process is needed.

- **Surplus Sale/Auction**

It was discussed previously to have a surplus sale or auction. An outside agency would handle the auction; however, they will not offer us a quote until they know what we are offering. Lajuana explained that a list of items is needed for the Board to declare as government property and sign off.

- **Construction**

The roof pre bid meeting occurred, we should be receiving bids in one to two weeks. Tomorrow there will be a reconstruction meeting in Kingsville. Dr. Rehak mentioned that Cosmetology won't be there for two weeks due to construction.

Construction is \$25,000 for Dental Hygiene and only one quote was submitted. Dr. Hoggard mentioned that this will go before the Board. Lajuana mentioned CBC has grant funds out of the Foundation in Victoria pertaining to this. The procurement officer should be involved in the process. JC will do the minute order. Employees from the Business Office need to be present at the meeting to talk about the grant information. If possible, also have the representative from Beck Bros present at the meeting.

Dixie "Prissy" Lytle, Director of Human Resources

- **Human Resources Director Position**

As of yesterday Prissy will assume the role of Human Resources Director. Dr. Hoggard will send the announcement out.

- **COVID-19 Cases**

Prissy provided an update to the group on COVID cases at CBC. CBC is doing its best to mitigate the spread by disinfecting rooms and socially distancing.

- **Evaluations**

Dr. Hoggard explained that the self-evaluation form will not change this year. However, it needs to be looked at for the future. Prissy will make edits to the evaluation template and send it back out to the group. A generic evaluation template has proven to not be one size fits all. There are currently too many non-applicable questions for different departments. The variation between staff is large, for example: Facilities staff vs. Business Office staff questions. The policy needs to be reviewed alongside the SACSCOC requirements. Dr. Rehak will send the SACSCOC requirements to Prissy. SACSCOC requires evaluations to be done. Evaluations do not have to be done annually, just need to be done during regular intervals.

- **W-2's**

W-2's are to be sent to employees by the end of the week.

- **Payroll Position**

The payroll position will be posted online soon. Sonia will only be with CBC until the end of the month.

Dr. Patricia Rehak, Provost / Chief Academic Officer

- **Newspaper- CBC's Accomplishments**

Dr. Hoggard explained that they want to connect with Dennis and Kevin from the Bee-Picayune Newspaper and provide a story about CBC's latest accomplishments. Such accomplishments include receiving over 4 million dollars in grants. CBC revamped and put new equipment in the automotive program. Armando will begin EV training. CBC is also trying to get a car charging station on campus. Radiology has a new machine. Within a year Rolls Royce has committed a jet turbine engine to CBC. CBC has been removed off of heightened monitoring from the Texas Higher Education Coordinating Board (THECB) and made amendments to our SACSCOC report. CBC was also the only college in the nation that Duramax made a deal with. The Dean's Corner articles will be brought back into the area newspapers, but will not appear as frequently.

- **Signs on Campus**

Also to be blasted on the Beeville campus is changing of the name of the Science building to the Jaure building. Dean Jones, Bernie, and Dr. Rehak will blast this. Facilities will post additional signs up around the campus. Also to be added on campus are signs saying "advising" this way, "financial aid," this way. Bernie will get signs done before January 18th.

- **Cybersecurity Grant**

CBC received the grant for cybersecurity. A dedicated cybersecurity room will be needed at all locations. Dr. Rehak, JC, Amador, and Dr. Hoggard needs to visit regarding this.

Other

Dr. Hoggard mentioned that he would like the travel process and the rates provided by Lajuana to ensure everyone is on the same page.

Bernie said will get with Erica to put the Brochure process on Cougar Den.

Lajuana replied to the Bee-Picayune newspaper regarding the Request for Proposal (RFP) about the Tahoe.

Dr. Hoggard said he need information from Amador about the IMACS.

Dr. Hoggard and JC need to have a meeting regarding a previous conversation with Drue Strickland regarding deferred maintenance and cost.

The food truck is back at the CBC Alice Center, Dr. Hoggard, and Kevin will discuss this.

Dr. Hoggard is searching for customer service professional development for everyone

Dr. Hoggard will discuss the online calendar of events with Mary and Beth.

Dr. Hoggard closed the meeting by sharing what Russell-Lowery Hart, President of Amarillo College mentioned what they do at their campus to help students. He explained that they meet the students in the parking lot during the first week of school and walk them to where they need to go. A student has to make one contact that they trust and the likelihood of them remaining in College increases. Dr. Rehak stated that we all have the ability to take a solutions based approach and change our perspective. Dr. Hoggard explained that we have the ability to impact people positively. Attitude should be nothing but gratitude, everyone should lead by example.

5. UPCOMING MEETINGS

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.



Coastal Bend COLLEGE

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.

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
-
- 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

<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.

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.

<p>1) Results & Feedback:</p>	<p>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.</p>
<p>2) Follow Up Date:</p>	<p>Cabinet meeting in February 2022</p>
<p>3) Date Completed:</p>	



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.

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

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

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.

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



Coastal Bend COLLEGE

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.

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?

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.

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



Coastal Bend COLLEGE

Maps/Emergency Operation Procedures
Bernie/Kevin Campus Maps

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.

<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>	<p></p>