



**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, MARCH 4, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, March 4, 2022 at 8:30 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
Kevin Behr, Chief of Police and Emergency Management
Paul Cantrell, Director of Athletics/Head Volleyball Coach
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

Members Absent:

Visitors Present: None

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

3. CONSENT AGENDA

A. Consideration and Possible Action to Approve the February 8, 2022 Meeting Minutes

Everyone will have until the end of the day to review the minutes and submit edits.

- **Updates**

Dr. Hoggard will be having meetings with certain Cabinet members later to discuss specific items in more depth.

Dr. Hoggard and Dean Bleibdrey are meeting with Louie Alaniz regarding Electric Vehicles (EV). CBC could possibly acquire a charging station; and electric car as well. Armando will be trained for EVs.

Interviews for the Executive Director of the CBC Foundation will be happening next week.

Pathways will be occurring the second week of April.

A concert will be held Wednesday, March 16th in the Jones Auditorium. The Texas Hill Band is playing in the Valley and CBC is catching them in transit. The concert is courtesy of the CBC Foundation.

It was mentioned that when situations occur supervisors need to be made more aware of situations, they need to be clued in. This can be achieved by for example by cc'ing the director in the mail to the individual you are reaching out to.

CBC was praised on the 2022 registration survey. Dr. Rehak explained that in course evaluations, students are very complementary of the faculty. Dr. Lane explained that we need to go into the KACE work system and pull how many requests have been made for each category because that information is needed.

JC mentioned they are 95% done with the roof in Kingsville

Dr. Hoggard mentioned looking at the Cougar Field at Veteran's Memorial park. It is improved, with the wind screen added to the Softball field. Dr. Hoggard will have to talk to Vice Chair Rodriguez and Paul about the planned phases for the field. Paul explained that electricity has been run to the press box. Handicap seating will also be added. Paul also mentioned that there is another step to be taken, the severing of the ISD (softball field usage).

Another topic was brought up regarding job descriptions. It was decided that the job description folder would be shared with everyone, since it is not listed on the Cougar Den anymore.

An employee appreciation event will be happening on May 6th. Employee recognition awards will be given.

- **THECB visit**

Dr. Hoggard explained that the visit went well. The Texas Higher Education Coordinating Board (THECB) has been at CBC 3 times in 15 months. THECB will be presenting their findings to the Board. Two issues were found; one is pressing but is being remedied. THECB gave advice regarding receiving. It was mentioned for CBC to get different ink for tags because they are smearing and/or different stickers. Once something is listed in Perkins inventory, it stays there. THECB said CBC was a different place from their last visit. They said Thank you and that they appreciated the hospitality and the respect they received.

Dr. Hoggard reflected on what challenges have been overcome. CBC was removed from THECB Heightened status, CBC completed a Perkins desk review, THECB Audit, Rad Tech received accreditation (there were six slight standings and the issues have been resolved). For Commission on Dental Accreditation (CODA) there no issues and have continued accreditation, and for SACSCOC CBC received a clean slate. Cabinet members should tell their staff members thank you for their hard work.

- **SACSCOC**

An outside reader will conduct a mock Southern Association of Colleges and Schools Commission on Colleges SACSCOC visit at CBC in July. The aim is to have a draft of the report available for public view by then. Dr. Lane will do a deep dive regarding SACSCOC standards and email everyone. Dr. Rehak explained that we need to know when everyone is ready with their SACSCOC sections and when they are ready to share information with the SACSCOC committee. The Facilities master plan will be the one of the biggest challenges to put together.

- **Identify, Solve, and Prevent**

Everyone is to add to this section if they have any completed tasks.

Dr. Hoggard then exited the meeting to attend another meeting.

- **Athletic Transcripts**

This item is complete, there is a process in place we need to monitor.

- **Procurement**

Five procurement training sessions were held; this item is complete.

- **Contracted companies**

The President will hold a conversation between Kevin, Bernie, Amador and himself on a communications plan.

- **Asset transfer form**

Lajuana explained this is pending the replacement of the inventory specialist position. Amador said Erica created an electronic version of this form. This form needs to be revised. It was suggested that there could be a separate attachment where you can itemize items, if it's a group transfer. There should not be any items moved until all signatures are all obtained. It was mentioned that the form is effective but it takes too long, however this was intentional so people would not be moving items whenever at will. A few challenges are people submitting forms in not enough time and not knowing the process. It was also suggested that maybe an email could prompt the individuals who have to sign the form through Colleague or Kace. The soccer field should have its own storage area as well as other areas. Dr. Lane will start a draft of the form and will have a conversation with JC and Amador.

- **Surplus Auction:**

This item is on hold until an inventory is gathered of what is already surplus. It was decided to bring someone/a company in to do the auction and the surplus.

- **Changes in salary scale**

Discussion occurred and Prissy will meet with Dr. Hoggard about part time employees and raises. Bernie will make a copy of the TASB book presented to the Board regarding changes in salary scales for Lajuana.

- **External calendar**

Dr. Hoggard, Beth, and Mary met regarding this. This item is on hold.

- **Bulletin Board Communication**

Bernie and Kayla and him are working on this. This messaging is clear and working very well. The question was asked if what happens if an external person wants to post a flyer at CBC. Bernie said they would go to the Site Directors or the President.

- **Maps**

Some parts of the map had to be redrawn. Kevin already created the map and will give it to Bernie and he will print maps. The map listed online needs to be changed. Bernie will send Kevin a vector map with the new building names. The Automotive building is changing its name as well. Ms. Hall's building dedication will be on Saturday, March 26th. The Louise Welder Hall Business Center will need to be added to the new catalog.

Kevin suggested adding a "you are here" marker on the campus.

Amador mentioned a labeling issue in the system. RCI came and numbered items differently than CBC's new numbering system. Instead, RCI used the old CBC numbering system. The old maps still have to be referenced in order to interpret the system. Amador mentioned that he needs to have a meeting with Bernie, JC, and Kevin.

Paul also brought up an issue. If you search for Cougar Field, it takes you to automatically to Joe Hunter Field (JHF). An emergency specific address is needed for the field, gym, etc. Kevin will look into this.

- **Copies**

There was a snag in pushing the printer drivers. IT is working with Weaver Technologies to remedy this. The aim is to have the done by the end of today. The larger copiers should be done by the end of the day. The small printers are expected to be done by Wednesday. A few cabinet members will be receiving small copiers.

Paul Cantrell, Director of Athletics/Head Volleyball Coach

- **Workorder System/ Modify my Kace to Kace / Colleague Notification System**

Paul asked if there is a way to add auto communication into the KACE work order system for budget transfers. He said this could be useful for communication since it exists in the work order process.

- **Spring Events at Baseball Games (Alumni Weekend, Beeville, CASA etc.)/**
- **Spring Alumni Event**

Mary Hardin Baylor is a CBC alumnus and played Baseball here. He is an employee Sheryl Benson's brother that will be speaking to CBC at the Baseball Field. The date in April is TBD. The CBC team will wear red jerseys.

It will be discussed later as to which desk the message regarding the event would come from, Paul's or Dr. Hoggard's. A consolidated Spring Fest event with the community will be occurring on April 10th from 1:00PM-5:00PM at a 200 acre park the Saturday before Easter.

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

- **Quality Enhancement Plan (QEP) Update**

The QEP group had a meeting. The meetings are going well and the group was assigned a book. This is getting expanded to Student Services support areas. The Enrollment management team will be part of this group as well. The QEP Is a 5-year plan quality initiative and has to be monitored.

- **Enrollment Management Team**

Dr. Rehak reviewed the old plan, it needed more data and context. An understanding of market area helps in finding the gaps. After the first meeting the group came back and met with Dean Bleibdrey and looked at what the group is currently doing. Different metrics need to be identified and the group needs to make sure we are doing those particular behaviors. Context and metrics are being put together to share. The Employment 2 Education (E2E) and Achieving the Dream (ATD) will fall into the action plan. Extra money was set aside for ATD and CBC opted for a data coach. E2E will be coming to do a presentation for the Board if it's approved by the Board we can capture some of the students we have lost due to COVID. Monday March 7th Dr. Lane and Dr. Rehak have a meeting with the Strategic Planning Online the (SPOL) program makers. CARES money will pay for this technology. With SPOL CBC would have a warehouse to build a historical narrative about why CBC has done what it has done and track successes.

CBC needs to capture and track data on the Continuing education (CE side). Dr. Rehak recommended looking at CCSSE data. Dr. Lane mentioned having housing exit survey questions about student life. The questions are on the survey currently. Dr. Lane mentioned

including the Texas Pathways equity diversity is the focus group. Dr. Rehak asked when would be the deadline for unit plans and budgets? Dr. Hoggard mentioned needing to to speak with Lajuana about this.

Lajuana mentioned that they we were not charging fees correctly and some were done in the wrong fiscal year. Dr. Hoggard said they would do journal entries and keep things open each month and have to close journal entries. The practice changed in FY 21. Lajuana that many journal entries have no documentation, we will be paying bills on March 11th because of Spring Break. Need information from departments by close of business Monday.


- **Great Colleges Survey**

Dr. Rehak said CBC would delay the submission of the Great Colleges Survey because of Spring Break. Dr. Hoggard said he will look in the drafts section this is coming year again. They are looking for honest feedback, will see it as a climate survey. The survey will start on Sunday. An email will be sent out today, a precursor email.

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.



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:	Complete



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:	The President will hold a conversation between Kevin, Bernie, Amador and himself on a communications plan.
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.

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



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.

<p>1) Results & Feedback:</p>	<p>On hold pending Benito's replacement.</p> <p>Lajuana explained this is pending the replacement of the inventory specialist position. Amador said Erica created an electronic version of this form. This form needs to be revised. It was suggested that there could be a separate attachment where you can itemize items, if it's a group transfer. There should not be any items moved until all signatures are all obtained. It was mentioned that the form is effective but it takes too long, however this was intentional so people would not be moving items whenever at will. A few challenges are people submitting forms in not enough time and not knowing the process. It was also suggested that maybe an email could prompt the individuals who have to sign the form through Colleague or Kace. The soccer field should have its own storage area as well as other areas. Dr. Lane will start a draft of the form and will have a conversation with JC and Amador.</p>
<p>2) Follow Up Date:</p>	<p>January's Cabinet meeting</p>
<p>3) Date Completed:</p>	<p></p>



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

<p>1) Results & Feedback:</p>	<p>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.</p> <p>This item is on hold until an inventory is gathered of what is already surplus. It was decided to bring someone/a company in to do the auction and the surplus.</p>
<p>2) Follow Up Date:</p>	<p>January Cabinet meeting</p>
<p>3) Date Completed:</p>	



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:	



Coastal Bend COLLEGE

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:	Discussion occurred and Prissy will meet with Dr. Hoggard about part time employees and raises. Bernie will make a copy of the TASB book presented to the Board regarding changes in salary scales for Lajuana.
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:	Dr. Hoggard, Beth, and Mary met regarding this. This item is on hold.
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:	Bernie and Kayla and him are working on this. This messaging is clear and working very well. The question was asked if what happens if an external person wants to post a flyer at CBC. Bernie said they would go to the Site Directors or the President.
2) Follow Up Date:	
3) Date Completed:	



Maps/Emergency Operation Procedures
Bernie/Kevin Campus Maps

<p>1) Results & Feedback:</p>	<p>Some parts of the map had to be redrawn. Kevin already created the map and will give it to Bernie and he will print maps. The map listed online needs to be changed. Bernie will send Kevin a vector map with the new building names. The Automotive building is changing its name as well. Ms. Hall's building dedication will be on Saturday, March 26th. The Louise Welder Hall Business Center will need to be added to the new catalog.</p> <p>Kevin suggested adding a "you are here" marker on the campus.</p> <p>Amador mentioned a labeling issue in the system. RCI came and numbered items differently than CBC's new numbering system. Instead, RCI used the old CBC numbering system. The old maps still have to be referenced in order to interpret the system. Amador mentioned that he needs to have a meeting with Bernie, JC, and Kevin.</p> <p>Another topic was brought up regarding job descriptions. It was decided that the job description folder would be shared with everyone, since it is not listed on the Cougar Den anymore.</p> <p>Paul also brought up an issue. If you search for Cougar Field, it takes you to automatically to Joe Hunter Field (JHF). An emergency specific address is needed for the field, gym, etc. Kevin will look into this.</p>
<p>2) Follow Up Date:</p>	
<p>3) Date Completed:</p>	



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>There was a snag in pushing the printer drivers. IT is working with Weaver Technologies to remedy this. The aim is to have the done by the end of today. The larger copiers should be done by the end of the day. The small printers are expected to be done by Wednesday. A few cabinet members will be receiving small copiers.</p>
<p>2) Follow Up Date:</p>	<p>December Cabinet meeting</p>
<p>3) Date Completed:</p>	