



Coastal Bend COLLEGE

PRESIDENT'S CABINET/DIRECT REPORTS MEETING MINUTES

COASTAL BEND COLLEGE
ROBERT J. BEASLEY, JR. ADMINISTRATION BUILDING
PRESIDENT'S CONFERENCE ROOM
3800 CHARCO ROAD
BEEVILLE, TX 78102
TUESDAY, MAY 24, 2022

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, May 24, 2022 at 9:00 AM in the Robert J. Beasley, Jr., Administration Building, President's Conference 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
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 May 3, 2022 Meeting Minutes

It was decided to give everyone until the end of the day to review the minutes and submit edits.

4. UPDATES

A. Dr. Hoggard, President

- **Identify, Solve, Prevent**

Dr. Hoggard announced that summer hours began at CBC this week. CBC will be open from Monday through Thursday from 7:00AM to 6:00PM, with the campus closed on Fridays.

Dr. Hoggard will be conducting performance evaluations this week for his direct reports. Program reviews are underway. Dr. Hoggard has a list of projects that Cabinet members are working on and will follow up when the evaluations are held.

Dr. Hoggard attended a Texas Higher Education Coordinating Board (THECB) listening tour online which involved the South Texas Region. There was a discussion about financing and dual credit infrastructure. A survey will go out about which colleges in the region are using Blackboard, Colleague, Banner, etc. Dr. Hoggard then mentioned that he will need to get the number of Continuing Education (CE) students CBC currently has from Dr. Lane. There could be higher funding for Dual Credit.

Dr. Hoggard then went to Austin for a HillCo event. He met Senator Joan Huffman, Senator for the Finance Committee. New challenge coins will arrive June 15th. A challenge coin will be sent to Senator Huffman with a thank you note.

Dr. Hoggard asked that the Cabinet let each other know when they anticipate taking time off for Vacation. A calendar will be built so the group can see when everyone is out for vacation. During the summer Dr. Hoggard will attend a Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) conference, then immediately following he will go to Austin for a Texas Association of Community Colleges (TACC) conference. He will still take care of business via email and Lifesize.

CBC is hiring for 6 faculty positions. CBC just hired an instructor to teach Cosmetology in Pleasanton. A Foundation Executive Director will be announced this week.

Dr. Hoggard mentioned needing to introduce the entire staff to the Board members. At one Board meeting they could meet exempt employees, the next they could meet non-exempt employees, and the next one meeting could be meeting faculty members. That information can also be put in the Around the Bend magazine.

Employee Appreciation Day will be held next year in the Gym. This year CBC gave out \$1,500 in gift cards. There will be a cookout for the custodial staff in the future as a token of appreciation, the Board members can come and help serve BBQ to the facilities crew.

Students signed yesterday with CBC at AC Jones High School. Dr. Hoggard gave out pennants and swag yesterday morning at AC Jones High School.

Dr. Hoggard said there will be a meeting tomorrow to discuss classroom changes.

CBC submitted another Texas Reskilling and Upskilling through Education (TRUE) grant to get a semi-truck. If CBC does not get the grant, they will try to get the semi—truck elsewhere. There are frequent calls regarding CDL. CBC currently has a collaboration with Del Mar College. Dr. Rehak mentioned that Kingsville wanted CDL training as well and said the truck can be moved from location to location.

The sidewalk project in Beeville is almost complete, the crosswalk will have to be painted. The buildings look great after being power washed.

Signage will be added to all the light posts and make the signs in-house double sided. Bernie and JC mocked up a design years ago. Dr. Hoggard mentioned alternating the seal and sign, etc. on each side.

Customer service training is needed for all employees, this is something that could be addressed at Convocation.

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

Dr. Lane explained that policy reviews need to be done to see who the responsible parties for certain policies should be. Need to know what is not in practice and what policies are missing, etc. This will be put into a spreadsheet format. The employee handbook from 2017 is posted in SharePoint. Prissy stated that the 2022 version is almost complete. Dr. Lane said she will make a folder for policy changes for the Cabinet. Then as we change policies, we can amend the handbook. Dr. Hoggard said that the Institutional Effectiveness department can come up with a template. Prissy mentioned that she had a handbook template from the Texas Association of School Boards (TASB) and will send it to Dr. Lane.

Dr. Lane announced to everyone that they need to let Beth know if they have any SACSCOC narratives that are ready to present at the next SACSCOC meeting.

Departmental procedural manuals need to be developed. This will not just be evidence for SACSCOC but will be beneficial for when there is turnover. This will be added into Strategic Planning Online (SPOL) and will help with internal and external individuals.

Implementation of SPOL will be online in June. SPOL will help with planning. This is a secure place to put planning, budgeting and credentialing. Employees won't have to start from scratch each time someone leaves. It is a way to futureproof the college. Dr. Lane mentioned that Planning will first go into Strategic Planning Online (SPOL), it can be set up in June. Credentialing can be set up in SPOL in July.

Dr. Lane mentioned that they will be needing to hire an assessment person. She will create questions and set up the committees.

Dr. Lane and Oscar will meet regarding hiring an administrative assistant since this person's time and duties will be split between them, they need to discuss salary.

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

Robbie Calvert, the new Director of Accessibility, should be starting in June and will be located in Alice. He will be working with students and Student Success Coaches. Katryna Rincon has moved to the position of Student Success Coach. They will start looking for an assistant for Dean Jones. Amanda Majek has moved into a Success Coach role now as well. Harold Hillyard will become the new Residence Life Director and should be arriving in a few weeks from New Jersey, Nolan Collins will then move to the apartments to supervise. There have not been any applicants for the Director of Library Services.

Loana became Director of the Nursing program in January of last year. She put a plan in place, all curriculum changes have gone through committees. The Level I VN program, has been non TSI. The program is being made into a Level II, next year students will have to be TSI certified. This will demonstrate an aptitude for success.

The Title V grant is about the student, and improving services for students, want to change the cougar centers at all locations, so students can have access to all support, both academic and non-academic. Goals include:

1.) Expanding the Cougar Center to be more inclusive of wrap around services and connection to external resources. For example: The Color Express, which is a shuttle service.

2.) Office of Equity and Inclusion

Achieving the Dream (ATD) met with faculty and asked why students do not onboard? This was because of the difficulties students have such as personal matters, etc. With this office, students will be able to utilize the assets CBC has. This office will help with students, faculty, and staff.

CBC will conduct the ICAT survey again to get a baseline pertaining to equity scores. Many people did not know how to answer some of the questions.

3.) Infrastructure

CBC is looking into several student management platforms. This will allow the connection to student success issues, want students to be able to look at degree plans and go through registration. E-portfolios are being looked at. This will help students put their credentials and capstones in one location and take them with them when they graduate from CBC. CBC will use the asset-based mindset to look at students from the strengths they have and how CBC will fix this for them.

Dr. Hoggard and Dr. Rehak need to get with Rural Economic Assistance League (REAL) transportation and have a meeting with them. An internal CBC meeting needs to be set up first.

Braden has been working on creating an Academy of Lifelong Learning. This will tie into the Strategic plan and help meet community needs. A plan of action has been developed and will be piloted in Beeville. This will start in Beeville before it is launched in all locations. The Academy of Lifelong Learning will have a series of events such as field trips, classes on photography, etc. Amador is interested in helping with this.

Dr. Rehak mentioned that CBC has the kiln and the ceramics but can't offer them as credit. The students are only taking the core classes and financial aid only takes what is on the plan. CBC is trying to find an avenue for community and students. Dr. Hoggard mentioned that programs can count for credit. The Pell grant can cover class fees. Students can use their refund to take those classes. Certain courses could be done for Continuing Education (CE). These could potentially be a conversion to credit. The Judge and Mayor of Kingsville are always looking for

things for Seniors and the community to do. A health and wellness organization approached Keenan to offer community painting in Kingsville. It was to get people out of their homes for mental health and wellness.

Kids' Camp will not happen this year.

- **Jacinto Colmenero, Director of Physical Plant**

CBC Alice is over kilowatts and a ticket has been submitted. The electrical engineer is in conversation with Bill Wilson. He will have a quote submitted for that but is not sure of the cost. The hold up on projects is materials and supplies. A backup plan for Alice is to relocate the existing electrical and can go back and connect the others later. JC is meeting with Bill on campus tomorrow and has inspections in process.

JC will get with Dr. Hoggard regarding piping for the library, Student Union Building (SUB), and the dorms.

The Facilities department is looking to fill vacancies. They are hiring a lead custodian, an additional custodian, and a maintenance tech. Rene Gonzales was moved into the mailroom and is handling the switchboard.

There is an electrical issue with the Beeville marquee, it keeps jumping.

JC will get with Prissy regarding payroll during the winter freeze. It will be determined who this includes, everyone for the whole week or only those who worked by looking at what other schools have done? JC mentioned that there are other labor costs, and he will verify who from his staff was here during the winter freeze.

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

Amador announced that the IT team has changed. Officially JD has left CBC for another position. Joshua Tanksley came back as a temporary full time, he comes back with some IT knowledge, and is working well with the group.

Delcomm and BlackBoard were at CBC yesterday. With Delcomm, the instructional side was reassessed on videoconference. Polycomm needs to be reevaluated. Amador will provide an update to Cabinet pertaining to the Delcomm visit. They went to the auditorium and gym to get

ideas on those two areas for audio and visual purposes. They also went to the SUB with Delcomm to test their technology for banquets and presentations.

Dr. Rehak and Dean Jones met with Blackboard representatives. Blackboard Ultra is the next generation, CBC is on Blackboard learn. Blackboard has recommended base navigation. Blackboard Ultra will be implemented Fall 2023 and there will be video tutorials. Base navigation will be locked down by IT so individuals outside of IT cannot accidentally change information.

Knowb4 trainings are going well. Employees have to take the state mandated Cybersecurity training as well. Trainings were scheduled in advance so faculty would not have to do them during convocation week.

Amador recently went to a Department of Information Resources (DIR) Connect Conference in Austin. He said he will email the group what he learned and said they spoke about a variety of topics such as Admissions and Foundation

IT is scheduling dates for when Ricoh copiers will be able to scan. The Ricoh in the President's Office will be moved into Dr. Hoggard's office at a later date. Supervisors will decide who from their departments will attend Ricoh training.

Dr. Lane explained that ILP migration might not happen until summer.

A meeting regarding the website is needed to figure out what will be done. Employees need to check the website and see if their sections are up to date. Data migration is needed. By meeting with Hannon Hill, they have consultants to provide CBC with best practices. The demo will be done first, then next week will be the meeting with Amador, Bernie, and Hannon Hill. The website will not be moving over for SACSCOC. If people have changes they wish to make to their section of the website they are to send Amador the files they want uploaded. CBC does not wish to create multiple access points to the website.

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

Prissy is receiving inquiries from employees regarding rising gas prices. This will be discussed at another date.

- **Lajuana Kasprzyk, Chief Financial Officer**

Lajuana is working on the Report of Fundable Operating Expenses (RFOE). THECB is wanting that report, Lajuana cannot submit it until she has all the information. She is waiting on matching contact hours to match courses to the money spent. She said she can go through the financial side, but it has to be tied to the contact hours. It has to match the audit or will not allow submission into the system.

She is also working on completing her SACSCOC narratives for the 10-year report.

- **Bernie Saenz, Director of Marketing and Public Relations**

The first program brochure was submitted by Jack Young and Massi for the engineering program.

200 flyers pertaining to the FARO forensics programs were created and sent to Alice.

A new CBC commercial will be shot featuring local students encouraging viewers to attend CBC.

Bernie is still working on Texas Public Information Act (TPIA) requests. Questions came up regarding TPIA requests. Anyone that submits a complaint, etc., the information can be requested. However, certain information is redacted. It was decided to bring someone in person to conduct a Family Educational Rights and Privacy Act (FERPA) and TPIA training for employees. Cabinet members are to send future professional development topic ideas to Dr. Lane.

5. UPCOMING MEETINGS

6. ADJOURNMENT

Dr. Hoggard adjourned the meeting.

Justin Hoggard
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

1) Results & Feedback:	<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>
2) Follow Up Date:	
3) Date Completed:	10/28/21



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:	



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:	



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:	



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>	<p></p>

