



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, JUNE 28, 2022

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, June 28, 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
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
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:

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

All Deans were invited to the meeting to debrief on the lockdown.

3. CONSENT AGENDA

A. Consideration and Possible Action to Approve the June 7, 2022 Meeting Minutes

The minutes were sent to everyone's email address, to review and make edits by the end of the day.

4. UPDATES

A. Dr. Hoggard, President

- **Updates**

At the Bee Development Authority meeting last night it was mentioned that 20 jobs are coming to the area. The jobs are pertaining to Industrial mechanics and welding and are affiliated with the company Steel Dynamics out of Taft.

There may be a housing issue with the new jobs and the new students coming to town. CBC is looking into Capehart apartments and Dr. Hoggard will be calling the Yonder Inn and OYO Hotel. Dean Jones was told to hold 40 spots for Soccer, the numbers need to be verified, it's difficult to find places to rent in town.

- **Newspaper Articles**

The Bee Picayune newspaper wants 6-8 CBC employees to write a 250-word essay each on what is going on at the College. The Bee-Picayune is not just shared in Beeville, it is shared in a total of 9 newspapers. Dr. Hoggard, the Deans, Paul for CBC Foundation, will be 6 of the 8 people. They will decide on the two additional individuals at a later time. This will be good publicity for the College. CBC made it into the Bee Picayune newspaper last week with the Alaniz story and Dr. Hoggard for being put in the Workforce group for another term.

There is a potential for an addition to be on the CBC campus at the Hughes building. Lajuana and JC are to look at where people have rented spots such as daycare, workforce, need to see how much they should charge for rent. In order to give the organization a price/estimate. We will look at how much CBC has rented the spaces for and get an average price.

We will be sending out a master calendar of reports for Cabinet to fill out listing reports that need to be completed. Cabinet members are to update the list. Then the master calendar will be on file and can be updated as needed.

An update was given regarding the recent office moves. TRIO- Talent Search is moving to where Dual Credit is located. IT is prepping computers for the VN. The veteran's representative has moved. Sherri Benson has already moved to Jostes, and Matthew has moved from Dual Credit. Property transfer forms have already been completed.

We cannot wait and we are doing cleanup and we designate a part of the day to complete moves. They are doing a good job. We have a spreadsheet where we have been documenting everything, it will be connected with the property transfer forms. We need to make sure the surplus products are at either end of life or are broken. Justin from IT has started working on this project. Justification will be added in connection with the spreadsheet. For Perkins you do not remove anything off of this.

This Monday and Tuesday there will be a visitor on campus to conduct a mock SACSCOC visit.

A few employees will be flying to a SACSCOC Conference in Florida later in the month.

- **Paul Cantrell, Executive Director of the CBC Foundation**
- **Online social media giving campaign: 11-2 Happy Birthday to the College 57 years celebrate by making a gift of \$57**

Paul mentioned wanting to do a Day of Giving on CBC's Birthday. This would include making a gift of \$57, which is the number of years CBC/Bee County College has been a Community College.

- **9-1-23=25 Years of Coastal Bend College/Online social media giving campaign: National Giving Day**

Paul is also planning to do the first e-solicitation ever done at the College. Coastal Bend College's 25th birthday is coming up next year, everyone will be addressed at Convocation.

Currently 9 employees automatically give a donation from their paychecks every month to the Foundation.

Paul is proposing that anyone who joins/donates to the CBC Foundation is immediately entered in a drawing for a gas card. This idea still needs to be voted on. That will be the first step, then any department that enters in entirety is entered into its own separate gas card drawing. Then if the campus reaches 10% participation you have another chance to win a gas card. The drawing will happen every month and drawings will continue throughout the year.

Paul will speak about Employee Giving during Dr. Hoggard's time during Fall Convocation.

- **Drag show**

A student approached the CBC Foundation to have a drag show to raise money for the Cosmetology program. Details are being ironed out and the event is awaiting approval.

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

Dr. Lane is working on the Strategic Planning Online SPOL implementation. She asked the group questions on approval chains such as who is running with the Barnhart workshops, now that Jayne Duryea has retired. It was decided Paul would be in charge of the Barnhart workshops.

Dr. Hoggard mentioned that Kids College will happen next year it will be run through Continuing Education but funded through the Foundation. Lajuana mentioned that Amber said they did not fund Kids' College this fiscal year because of COVID. Braden will need assistance with Kids' College at the four CBC locations.

Dr. Lane is going over all sections in the College in order to evaluate the budget. It was said that Mark Secord has been in charge of Bee Campus in the past.

Coordinators and Deans will be put in the approval chains for planning and budgeting. It will be open for a time period to build the budget, as it's moving it will show everyone that has viewed it. It will not be tied into Colleague. You can give everyone access to the Budget in SPOL but not Colleague. Coordinators and Deans will have access to view the budget in SPOL, but not edit in Colleague.

- **Institutional Key Terms and Definitions**

Dr. Lane is trying to create a Glossary of Terms to put into Strategic Planning Online (SPOL). Cabinet is to send words and definitions, and she will put them in the folder with the policy matrix. It will help show how CBC goes about processes and will create a repository. Managers are to provide a quick blurb and an accountability piece. In the future you will be able to pull all the planning reports together. This information will all tie into the strategic plan. The team is to

first start with who gets what project and the approval chain. Dr. Lane needs this information by the end of July.

- **2021-2022 List of Accomplishments**

Dr. Lane is trying to put together a list of accomplishments, Dr. Hoggard is to submit them to her by Monday.

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

JC has a meeting with Engineering services tomorrow regarding the tunnel, welding, and the law enforcement building. That meeting will also shed some light on the status of the HVAC in the law enforcement building for Fall.

JC is checking on the Texas Department of Transportation (TXDOT) complaint and will talk with Bill Wilson about the ramp. They will be walking around all the buildings, the tunnels, and the baseball stadium. Cracks were already forming on the retainer wall, so they will check on that as well.

All repairs at the Kingsville Site are almost complete, JC will meet on Thursday with the architect and the roofer.

In Alice, phase 1 has already began, they are waiting for the power shedding and repurposing of the outlets.

Pertaining to office and lab moves in Beeville, staff have not been ready to move their items, so the moves have been delayed. A lot of items are getting e-wasted and being added to surplus. The warehouse is stocked with items. Items need to be inventoried before an auction company comes.

Before items are disposed of, pictures are needed, and the items need to be checked to see if any are grant purchases.

Lajuana explained that any property forms go to the person that initialed the form and one copy stays with her.

There is concern in disposing items in surplus, how to determine what can be thrown or not? Nursing beds and the electronics get put into surplus. It will be looked into how much would it cost to repair the old nursing beds or donate them to a nursing home. If neither option can happen, the nurse beds would have to be taken to the landfill to be disposed of since they are composed of metal.

Amador mentioned that for the old Cisco phones, CBC was going to be charged to do E-Waste. CBC will have to go through the process to sell them, if the board grants permission to do so, even for surplus items, the board will have to declare them. After Board approval then the items could go to an auction, etc.

The question was asked if there is a place for surplus for IT equipment? Amador said they are cleaning the IT area but it is full. JC said the surplus is full as well. When the inventory person comes, they can help solidify processes.

Drafting will now be located in the Elam building with the tech programming. The Drafting equipment was not E-Wasted. Jack Young's classroom and Nursing will take the longest to move, those are to be put on the priority list. Kinesiology has already moved, and Early Childhood is packed up. The nurses are moving to the Jostes building. Dean Hernandez will be conducting inventory for the Nurses. The computers for nursing have arrived. They are all going to Beeville first and then will go to the other locations.

Lajuana mentioned that any item bought with public funds you are restricted with what you can do with them.

Facilities will also be working to prepare the dorms for the Fall.

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

IT wrapped up the Ricoh Copier training. Amador has some emails from Marshall pertaining to the training and will send them to the people that were in attendance. Ryan Franco and Marshall went to the Business office and were troubleshooting that copier. They are looking into the issue with the copier there.

Joshua Tanskley is back at CBC on an interim full-time basis. JD is gone and IT is still missing someone for his position. IT also has a workforce intern currently helping in the department.

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

Thomas Garabrant, Bee County College Alumni came by yesterday, the flag event will be held on November 11th, Veteran's Day.

Charlie Minn wants to see if CBC can do a showing of the Kristene Chapa documentary in September. They want to try to have the showing at the theater in Beeville. A local business can be promoted with a national event in conjunction with CBC. Dean Jones purchased some of Charlie's films to be checked out at CBC.

Marketing is working on the Year-End issue of the Around the Bend magazine, it is moving along well. Lara has volunteered to do the Around the Bend magazine.

Bernie followed up with Beth regarding the catalog. Dr. Rehak mentioned that the catalog was sent to all the Deans, and they are reviewing it. Bernie mentioned if the other parts are fine, he will just add a page and said he will take the edits in chunks. He will write the descriptions for the Jaure, Hall, and Alaniz buildings. Changes still need to be made to the catalog.

The Women of Distinction event is happening on August 25th in the Gertrude R. Jones Auditorium. People that are nominating individuals need to submit a small paragraph about the person/ mini bio. There are no set criteria for nominations.

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

We ordered great job buttons, similar to challenge coins but to give to employees in recognition for their hard work. Paul nominated Zhe'anna to receive a button. The next Cabinet meeting everyone is to bring names of individuals they want to recognize.

For Convocation HR will order pins for everyone to wear. The pins will show who attended Convocation.

Prissy mentioned that Emily's project is putting pictures of the new employees in an email to be sent to all employees for notification.

- **Lajuana Kasprzyk, Chief Financial Officer**

New employees Nick Hinojosa and Cristina Sanchez are joining the Business Office team. Becky Miller has resigned and Zhe'anna will take over her position but will have a different title.

Amber is helping get the Foundation up to date.

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

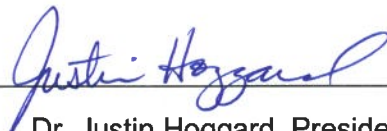
Dr. Rehak is seeking edits from Cabinet members pertaining to CBC Committees. Cabinet members were given a handout to review, edits are due before convocation week. They should put titles and leave the names off. If there are new committees, they will need to be added.

There will not be a Regular Board meeting held during the month of July.

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.

<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.

<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>