



**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 3, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, May 3, 2022 at 8:30 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, 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 April 5, 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 mentioned that CBC received funds from the Perkins grant, which provided additional money. It is the largest Perkins amount received at CBC in years.

On July 11th-14th a SACSCOC compliance external reviewer will be coming to conduct a mock SACSCOC review. The report needs to have a first draft in order to post in the Fall so people can read it and make comments. The SACSCOC report is due March 2023. The Tuesday morning SACS team meeting sessions have been productive.

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

JC gave an update on the Kingsville Roof project, stating that the roof is complete. Only the installation of the access ladder is remains, the roof was given a 20-year warranty. Pertaining to the sidewalk in Beeville, Beck Bros has brought their bulldozer to begin work. They are also working on the retaining wall. The Retaining wall will serve dual purposes, caliche will go onto the turf and the design is to install support beams to support the fence from high winds. Also, the light post will be moved from the view of the marquee. An additional project Beck Bros will start on is in Dental Hygiene and will start this Friday. In regard to the roof on the Gym, they have obtained some materials and supplies. An anticipated start date is the end of May, maybe middle of June.

Questions pertaining to damage from the Winter storm arose and JC asked what will be covered as far as employee salaries? Only people that showed up to respond, etc.? The winter storm was declared a state of emergency. JC and Prissy will convene regarding this to get more clarity and get the amount that went towards salaries. The dates are listed on the claim paperwork.

The CBC Alice location was affected, and food was purchased for the students that were transported to Kingsville. The Winter freeze claim includes architect and engineer fees. The amount for damage from the Winter storm is \$287,000. However, the insurance claim will only cost CBC \$25,000, as the rest will be covered.

Power washing is continuing around the campus.

An assessment needs to be completed the with the chillers, it will be a large project.

A delivery truck in Alice hit a spectrum wire against the building, it caused an issue with the internet.

Amador will need to use the lift for outside cameras.

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

Dr. Lane is working on the SACSCOC report and hopes to get the report out this week. Also being worked on is planning and budgeting, dates need to be set for budget meetings. Program reviews started yesterday.

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

Bernie received 13 new tickets for the catalog yesterday. Dr. Rehak explained that there will not be another curriculum meeting for the year, that's where the tickets are from.

Bernie is working on the Graduation program.

The Canvass will be done on Friday, May 13th. Dr. Hoggard mentioned that only 2 Board members are needed to conduct the canvass. Then a regular Board meeting will occur on Monday, May 16th where they will be sworn in. Board members will need to be sworn in before Graduation (for attendance, the program, etc.)

Sammy's Burgers and Brew is donating gift cards for Employee Appreciation Day. Other donations are 2 rounds of golf at the Beeville Country Club, buffets, etc. Bernie is checking on tickets to the Hooks game. Dr. Hoggard said he will give a certificate for a day off as well.

- **Paul Cantrell, Director of Athletics / Head Volleyball Coach**

Paul announced that Softball will have a make-up game on Wednesday, and it will be played at AC Jones High School.

There were 94 applicants for the Men's Basketball Coach open position. The 2nd Soccer Coach finalist will be here this week. Nolan Collins will accept the Head E-Sports position.

More students from area high schools are inquiring about CBC. Paul just signed a student from Skidmore to play Volleyball.

There are 2 more payments needed for the bus.

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

Amador mentioned that he is working on an open records request.

Amador announced that the IT department has 2 new technicians, Justin Lopez and George Hernandez.

Texas mandated Cybersecurity training is due in August, but it will be encouraged for CBC employees to complete in June. we need to make sure everyone does it before the faculty leave. Last year we reported 92% completion. A lot of the Knowb4 list of people are not employed at CBC anymore or adjuncts that are not checking their emails. In the next week or 2, a purge of those that are no longer employed, etc. with CBC needs to be done in the KnowB4 system.

Amador and Dr. Lane will need to meet to discuss CIP mnemonics.

Amador will get with Dr. Rehak pertaining to grade extraction.

Amador will need the lift from JC, one of Kevin's last requests was to add additional cameras on the campus.

Amador asked if anyone has any questions about the Ricoh copiers. There are 35 copiers in Beeville and 9 at the other locations. The Xerox copiers are going away.

Bernie mentioned that he is having problems getting toner.

Dr. Lane inquired about printing from cell phones to printers. Amador explained that you have to be on the CBC employee domain. Dr. Lane will do an IT ticket.

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

Dr. Rehak mentioned that Achieving the Dream (ATD) was here at CBC. It's the first time in a while since they have been able to be onsite since COVID. The ATD Coaches are consultants for the college and give recommendations for college planning. They were complimentary of Dr. Lane and Christi Morgan.

Dr. Rehak and Dr. Hoggard attended the South Texas (STX) Regional Hub meeting on behalf of CBC.

The Title 5 grant will be in alignment with the Quality Enhancement Plan (QEP), since it's regarding student support and student services. 3 different actions have been developed and CBC will still implement these even if we don't receive the grant.

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

ATD met with faculty and asked why students don't 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 and 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.

Dr. Hoggard and Dr. Rehak met with Judge Madrid and the Economic Director in Kingsville and Keenan. They will plan more targeted workforce training and gain a better understanding of the educational needs in the community. They are trying to understand what the immediate needs are in Kingsville and how CBC can be flexible and provide educational programming in novel ways.

CBC is hiring and replacing positions. A music instructor, an additional history professor, a speech professor, and 2 biology professors will be hired. CBC is advertising \$20,000 above the going rate for Nursing faculty, but still cannot get people to apply. CBC also needs to hire a staff accountant.

CBC will be offering Chemistry and Physics as videoconferencing courses. The courses are being offered in the Fall. Dr. Hoggard mentioned needing to get the message out to people.

Dr. Hoggard recommended bringing General Education back and build rapport with local ISDs.

Dr. Hoggard mentioned that he was approached by a federal prison representative in George West at an event to see if CBC could provide Continuing Education for inmates.

Braden is working on an academy of lifelong learning, which anyone can enroll in. Amador mentioned to put him down to aid with this program.

- **Lajuana Kasprzyk, Chief Financial Officer**
- **Travel policy – Use of College Vehicles vs. Personal Vehicles**

Lajuana told Cabinet members to abide by the travel policy. She mentioned that there is a large number of employees that are using personal vehicles for travel. Discussion occurred and it was decided that the travel policy will be reviewed, and the rate paid for using a personal car will be evaluated. What is defined as a college wide event, graduation, etc. will also be looked at. A

vehicle task force will be created to address this. Dual copies of keys of the cars will also be created to aid with handoff.

Lajuana mentioned that she needed the statement of findings from the Annual Financial Report (AFR).

The schedule of accounts payable deadlines was sent out to employees.

- **Dixie “Prissy” Lytle, Director of Human Resources**

Prissy discussed Employee Appreciation Day. Dr. Hoggard will be giving out awards at that event. A notice of CBC closing at 11:30am needs to be put online.

Fall Inservice for Faculty will be August 15th. The trainings will run through the Provost office and Prissy. Classes will begin August 22nd.

Lindsey Smolik is leaving her position as Payroll Coordinator. Dr. Stephanie Yuma, the Alice Site Director, is leaving CBC as well.

Ideas were discussed about incentives to be offered to employees. Ideas were mentioned such as an extra week of vacation in the summer or giving everyone one extra day as a mental health day or the option for remote work for some individuals. Remote work would have to be defined along with accountability. Dr. Hoggard mentioned for everyone to think about ideas that we might need for policy changes and come up with a list and announce a survey and mention that there are no guarantees for these requests. The Board will also be briefed about this.

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
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- 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>	



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>	



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>	