



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 7, 2022

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, June 7, 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
Bernie Saenz, Director of Marketing and Public Relations
Oscar Rodriguez, Interim Chief of Police
Paul Cantrell, Executive Director of the CBC Foundation
- Members Absent:* Dr. Patricia Rehak, Provost / Chief Academic Officer
- Visitors Present:* Dr. Kayla Devora-Jones, Dean of Student Services
Jarod Bleibdrey, Dean of Career and Technical Education
Mark Secord, Dean of Transfer and General Education

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 May 24, 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

- **Campus Safety concerns/ Alertus**

CBC was on lockdown yesterday, there was a threat in the Pleasanton area. Oscar requested a lockdown because of this information, luckily nothing occurred at the campus. Due to yesterday's events a debrief was needed. Oscar explained that overall, most employees reacted appropriately. Oscar is writing up a summary of what happened and will send the message out.

Amador asked if the Rave and the Alertus message should go out to all employees even if the emergency is happening only at one location. Dr. Hoggard said the Safety committee will have that conversation, then it will go to Cabinet. Amador and Oscar will discuss and have pre-scripted messages. All alert software will have to be tested to see if they are working correctly. The software is pulling the data from Colleague. Alertus is for monitors and laptops on campus. Alertus yesterday did not hit all computers and Rave was only used for Pleasanton.

Employees are to send observations from the lockdown to Oscar. For example: places without keys, doors that are not closing properly, etc., what went well and what went wrong. People should not be propping open back doors or going out emergency exit doors unless there is an emergency. In Pleasanton, Oscar found an emergency exit open that people go out of and smoke in that area.

Questions came up such as how do we notify people who are not near their computers of an emergency? For example: when the baseball and softball teams are outside practicing. Or how to handle when students are on campus and an emergency situation occurs. The TRIO students were on campus at the time, and they locked down as well. Some were even locked down in offices that they happened to be in. Notification needs to be smoothed out. Not everyone was notified and there are many new hires, and this is the first time some of them have seen an emergency notification at CBC. Oscar will do a safety presentation at Convocation.

CBC is in contact with a 3rd party to conduct an overall safety assessment.

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

This item was moved up to discuss with the Deans.

Bernie mentioned there is an upcoming 50 Women of Distinction event. Five students from CBC will be nominated. They will need to be available on Aug 25th. The Deans have been tasked with nominating five students.

The Deans and Oscar then left the meeting.

- **Convocation**

There needs to be a 10–15-minute presentation from each Cabinet member about important changes during Convocation. An independent 3rd party will come and talk about investments. They are looking into booking Anna Hay to speak at Convocation.

Dr. Lane explained that she wants to do a project called Walk in their Shoes that they learned at a Pathways Pre-Workshop. It is a simulation exercise where you put yourself in the shoes of a student. You have to make decisions as a student, such as how will you pay for classes? You encounter aspects of navigation, such as knowing where the offices are. You also have to make decisions such as what will you do for daycare, etc.

There will be no breakout sessions for Convocation.

- **Identify, Solve, Prevent**

- **Paul Cantrell, Executive Director of the CBC Foundation**

Paul said he is working in the Foundation conference room.

Dr. Hoggard and Paul have been working on the Foundation Memorandum of Understanding (MOU.)

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

Tomorrow Data Scientist Tier II interviews occur.

The Administrative Assistant position to the Executive Director of Institutional Effectiveness and Chief of Police and will report 80/20 to Dr. Lane and Oscar.

The data in Colleague is being sorted and cleaned up.

Ferrilli will be helping with the Texas Higher Education Coordinating Board (THECB) Report of Fundable Operating Expenses (RFOE).

Dr. Lane is working on narratives for Southern Association of Colleges and Schools on Commission on Colleges (SACSCOC) sections.

The budget is underway. Missy has the faculty salaries and benefits. Salaries and benefits need to be added to Dr. Lane's portion. Dr. Hoggard mentioned that people should be going through the budget with their department.

Dr. Lane expressed needing a sandbox in Blackboard to build courses from scratch. Amador said that can be done. Prissy said it is for professional development. Dr. Lane will submit a ticket.

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

JC turned off some of the exhaust system that was left on and in other areas in Alice. Some existing electrical outlets will be shed. This was done after an energy study to make room for an industrial mechanic program need.

The sidewalk is almost done, it needs striping and signage.

Some framing and concrete have been done for the Baseball stadium. Once the concrete is complete, reinforcing will be done on the fence.

We are still waiting to receive the access ladder for the Kingsville roof. There was a storm in Kleberg County that tore material on the new roof. Units are leaking, there could be rusted drain pans.

In Beeville, roofing assessments will be starting possibly July 5th, depending on materials and availability. They were supposed to have already started fixing the Gym roof but have been delayed; they will have to coordinate with the athletics calendar. Pre-season practices will start for Volleyball.

The dorms are being worked on for the next group of students coming for the Fall semester.

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

Joshua Tanksley's position is temporary, the position will be posted. JD Garcia, former Lead Tech has also left CBC.

Summer moves are being planned out. It is still being sorted where everyone will move to. Those that will be moving are Jack Young, TRIO, Nursing, and Radiology. Cybersecurity rooms also need to be added. JC will need property transfer forms for all moves. Anna is to get with Dean Hernandez to see where all the nurses will be located, Dean Hernandez is to submit this on a piece of paper/map. Amador will need to account for cabling and cat5 and cat6. The college's art collection will be moved into the pottery and ceramics room in the Jostes building.

During the week of June 13th representatives from Ricoh will be available for training and to answer any questions employees may have.

IT is troubleshooting Alertus. IT will get together with Oscar and the safety committee regarding this.

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

Amador will get with Ryan with inbound and outbound for Cornerstone, it is still not working.

It was decided that HR would send an email to all employees notifying everyone of new employees. Ray would take everyone's picture as usual for their id badges. These photos would then be sent to HR and HR would include them in the new employee emails. These emails will also be shared with the Board members.

All employees need to wear their CBC ID badge.

- **Lajuana Kasprzyk, Chief Financial Officer**

Interviews for Business office staff will be happening this Thursday at 3:00PM.

- **Bernie Saenz, Director of Marketing and Public Relations (Continued)**

Bernie mentioned that the right fit campaign is up and running. The commercial discusses choosing CBC because of small class sizes, dorms, student clubs, athletics, etc.

There will be a meeting with Hannon Hill today to discuss the CBC website between Dr. Hoggard, Amador, and Bernie virtually.

5. UPCOMING MEETINGS

6. ADJOURNMENT

Dr. Hoggard adjourned the meeting.


Dr. Justin Hoggard, President





**Identify, Solve, Prevent
Cabinet Meeting 9.21.21**

Members of the President’s Cabinet and direct reports participated in an exercise in which various challenges and barriers across campus were discussed amongst the team. Once identified, the group collaborated together to provide an immediate solution while also generating an action plan for beginning the long-range planning necessary to bring about necessary continuous improvements on campus.

Coastal Bend College recognizes all planning and continuous improvement must take place at all levels and stages across the institution. The current administration demonstrated this process by using three questions to guide their efforts during the Cabinet Meeting on September 21, 2021. The questions are as follows:

1. What is the problem now?
2. What is the solution now?
3. What is the long-term solution to bring about sustainable improvement?

The subsequent information contains the challenges, immediate response, and intended long-term efforts made by the President, members of the Cabinet, and the President’s direct reports. It is the intention of the institution to make these items a priority in the coming weeks and month to provide guidance and facilitation of processes at the institution for all students, faculty, and staff.



Coastal Bend COLLEGE

Athletic Transcripts

- 1) Athletics Audit - Huge amount of info gathering. Admissions does not require a final transcript showing graduation for 6mo - one year.
 - a) Current practice is to wait to eliminate the barriers to students.
 - b) Is it in policy?
 - c) There is a hold on students
 - d) International students need further investigation as well.
 - e) Sent transcripts are not evaluated without a form.
- 2) Dr. Rehak will have an answer for special population by the end of the week.
- 3) The longer procedural processes will take more time. Dr. Rehak to give an update at the next Cabinet meeting.

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



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>	

