



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
THURSDAY, JULY 14, 2022

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Thursday, July 14, 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
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

Members Absent: Jacinto Colmenero, Director of Physical Plant

Visitors Present:

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

3. UPDATES

Marketing and Public Relations

The Marketing and Public Relations department is currently reporting to Dr. Michelle Lane. The Catalog is being taken care of and the department is resolving open KACE tickets. Texas Public Information Act (TPIA) requests will continue to be sent to tpia@coastalbend.edu. They will be forwarded to CBC Legal Counsel Cory Rush who will also serve as the TPIA Officer. Marketing is still working on upcoming events such as the Women of Distinction, Veteran's Day, etc. Kicker 106 radio station is wanting to redo programming and wants to include CBC. Amador mentioned that CBC can produce their own shows for Kicker 106. He said CBC has everything ready to go.

Multi Hazard Emergency Operations and Disaster Mitigation Plan

The Lines of Succession on the Coastal Bend College Multi Hazard Emergency Operations and Disaster Mitigation Plan were discussed. It shows who is in charge in certain situations if the lights go out, internet, etc. During an emergency (active shooter, etc.) Oscar will become the Incident Command Officer. Dr. Lane will be the Public Information Officer. Marketing will create a banner for Amador then it will be pushed out. A meeting needs to be had between Dr. Lane, Amador, and Oscar pertaining to the messaging.

Training

Trainings will be created, tailored to the areas within the College. Employee will have the opportunity to obtain additional hours of training in house and have cross training, etc. This will be in addition to normal professional development. Dr. Hoggard will speak with Braden and Dean Bleibdrey about this, and they will create training for each department. Dean Bleibdrey will have to correspond with the IT department, etc. so they can know what is needed in each department.

Foundation

The Foundation received the 2nd largest gift to the College. Foundation has fully vetted the employee giving program. There will be drawing for gas cards, everyone who gives will be entered into a drawing. If 100% of a department gives, that will go into a separate drawing. Each month something will be given away.

SACSCOC

Dr. Stephenson, an SACSCOC external reviewer visited the campus and said he was impressed with the CBC team. Dr. Lane will create a survey for everyone who sat in the SACSCOC meetings with Dr. Stephenson and obtain feedback. Writing narratives will be broken down into a smaller writing group. Documentation needs to be added online into the SACSCOC folder. Processes need to be put in place for consistency and how the narratives are assembled.

Board

The Budget will be sent to the Board. A Board Budget Workshop will be held on July 26th at 5:30pm in the Sandy Dirks Board Room. A Board agenda item pertaining to action on the surplus items is needed for the August 16th Board meeting. The Board has to take action on the surplus items due to the items being purchased with public funds.

Office/Classroom Moves

The move process is going well for nursing, etc. Dr. Rehak thanked everyone for their help. CBC is running low on storage space. There are not many places to put additional items. A list of items needs to go to the Board. The new desks for the nurses are coming in and they are being put in the band hall since it will not be used for class.

Business Office

Lajuana announced to everyone to stop blank purchase orders and stop spending money in order to close out the budget. Lajuana explained that many people are still ordering items and June 4th was supposed to be the end date.

Grants

News crews were on campus obtaining information about state grants CBC received. Students can join these programs for free. One grant program is an accelerated program for industrial mechanics and is 98% online. The second grant is a 6-month course to become an EMT. There are 15 spots for each program. The industrial mechanics program had over 100 students interested.

Job Positions

The inventory control position job description will be sent to Dr. Lane and Lajuana to work on next week. They are talking about making it part of a grant. This position will do compliance and property management. The job description has been written but are adding a grant compliance portion to it. Diana Landreth will be the new Administrative Assistant for Dr. Lane and Oscar. She will not be transitioned until they hire a replacement for her position in Dual Credit. Kevin Keller will be the Administrative Assistant for Paul Cantrell.

CBC Spam Filter

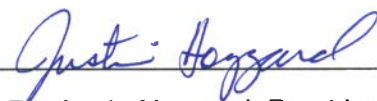
The CBC spam filter, Barracuda, settings are good. However, because of these filters, emails can be missed, if there is an email you are expecting let Amador know. There are reasons emails do not go through. Ryan Franco checks Barracuda every day. Barracuda does not like run-on sentences and can block emails because of this.

4. UPCOMING MEETINGS

The August 9th Cabinet meeting will be held on the Kingsville campus.

5. 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

1) Results & Feedback:	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. 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.
2) Follow Up Date:	January Cabinet meeting
3) Date Completed:	



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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:	



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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>