



# 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, AUGUST 23, 2022

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, August 23, 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

*Members Absent:*

*Visitors Present:*

## **1. WELCOME**

Dr. Hoggard, President

## **2. MEMBERS AND VISITORS PRESENT**

## **3. MINUTES**

### **A. Consideration and Possible Action to Approve the August 2, 2022 Meeting Minutes**

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

## **3. UPDATES**

### **A. Dr. Hoggard, President**

- **Grants Page on the CBC Website**

The Grants page had incorrect and out of date information. No one knew who was in charge of the Grants webpage, it was decided to delete it.

- **Adding and Dropping Students**

Students have been dropped if they have not paid, but there have been some issues with dual credit.

- **Veteran's Day**

Foundation will be in charge of the Veteran's Day event and will work with Student Services and Marketing and Public Relations on the public side. The public will be invited to the event, and it will be filmed and published live. They will be looking for a keynote speaker for this event. The event will be held on Friday, November 11<sup>th</sup>.

- **Western Week**

Dr. Hoggard will speak with Tracy Florence about Western Week in Beeville which will take place in October. This year there will be a parade, a dance, and food. The Jim Wells County Fair will be happening in Alice from October 19<sup>th</sup>-22<sup>nd</sup>.

Facilities and Physical plant department will be responsible for driving the float for parades, etc., but booking it will be through Student Services. President's Office will no longer oversee the float.

- **Centralized Receiving**

The mailroom will be responsible for receiving incoming goods at the College. This will create a centralized location to receive items. Interviews will be conducted tomorrow for the Inventory Specialist position.

There are new computers that still need to be tagged. A question was asked about where the new computers will go. JC and Amador will get together to set up the new computers. It was said if the computers are for the war room to make sure Ryan Franco is involved until an Inventory Specialist is hired.

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

- **Update: Resident's Life Activities/ Housing**

Benton Hall is 95% occupied. Baseball has 3 rooms on hold until December 2022. E-sports did not fill their spaces so there are extra rooms. The Apartments are 92% occupied, no one is waitlisted. There are 3 rooms open in case of quarantine. There will be a few computers added to the 2<sup>nd</sup> floor of Benton Hall.

Harold donated a TV to the dorms. Move in went smooth and lasted 4 days. In the future it would be a good time to have a welcome BBQ, etc. There was movie night on for the residents on 8/19, they had ice pops and an inflatable projection screen, 15 residents attended. Res Life is attempting to make a programming strategy. It was recommended that the RA's work with the Coaches on this and let us know so it can be included in the calendar. RA's are currently working on Meet your Neighbor and National Night Out which will happen on October 5<sup>th</sup>.

- **Update: Curriculum**

Over 50 syllabi have gone before the curriculum committee. All of the welding and forensics are complete, and they are getting through some of the oil and gas. Allied Health still needs to be completed. This process is now faculty driven. Christi will be added as a permanent member of the committee.

- **Update: Catalog**

The calendar is going before the Board for approval tonight. The catalog is now in the Provost Office and they will be responsible for getting it done. If anyone sees anything in the catalog, etc. with the old mission statement, QEP, logo with the waves, information, etc. needs to be removed, they are to let the cabinet know, standards and styles need to be consistent.

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

- **Update: Strategic Planning Online (SPOL) Implementation**

There will be 2 meetings with Alec from SPOL this week and are having overall integration. Amador and Ryan are invited to those meetings.

Dr. Lane needs the start date for the new Alice Site Director Lisa Castaneda from HR. Cabinet and administrative assistants will be in the first group for SPOL, input will be starting this week. We told THECB we were going to use SPOL. The report will be due to SACSCOC and THECB at the same time. SPOL training will happen at the end of the year, the Budget will then follow and then credentialing.

There will be SPOL trainings for Cabinet members plus their administrative assistants. The first three trainings will be held in Beeville and people will not have the option of videoconferencing.

**D. Amador Ramirez, Director of Information Technology**

- **Update: Alertus/ Rave Update**

On Wednesday at 1:30pm IT will conduct an Alertus test. The test is being conducted so IT can monitor if the messages are being sent and displayed correctly and to see if everyone receives one on their computers. The hallway tvs have not been addressed yet. Everyone that was present for the safety meeting during Convocation was told this test would be conducted.

The question was asked as to how Aletrus and Rave differ? It was explained that Alertus is for full time employees, and it will display on their computers.

It was decided that weather alerts will be removed from Rave. Amador and Oscar need to meet and create a template for emergencies. Dr. Lane and JC volunteered to help write the statements.

The sirens in the auditorium need to be evaluated. Someone will have to be brought in. This could possibly be tied into a FEMA grant.

- **Update: Cougar Den Administration Section - Vision 2020 is Listed**

A replacement for the Cougar Den will soon be needed when the website is revamped. Vision 2020 needs to be removed from the Cougar Den.

College wide committees are located in the Cougar Den. There cannot be old contradicting information listed. The academic integrity has never met. Dr. Hoggard wants to know about that committee. A web audit needs to be conducted.

**E. Paul Cantrell, Executive Director of the CBC Foundation**

- **Update: Scholarship Applications to Date**

There are 12 scholarships available, and the Foundation is 322 applicants up from last year. 5 students have been awarded. The Foundation currently can't find anyone to apply for the Conoco Phillips scholarship. There was a veteran who qualified for the DCP Midstream company scholarship. 2 students qualified for the Alaniz scholarship. Prissy also created a scholarship in memory of her husband.

Dr. Hoggard requested from Lajuana the cost expenses and revenue generated comparison from Pleasanton.

Discussion occurred about classification of students as internet, etc. A conversation needs to happen regarding this.

Tuloso-Midway and CBC have a new partnership. The Superintendent believes the students should go to the college campuses in person for the classes. An Memorandum of Understanding (MOU) between CBC and Tuloso-Midway needs to be worked on.

Amador gave kudos to Beth and Paul for attention to detail on the website. Beth will stay on with CBC until December.

**F. Jacinto Colmenero, Director of Physical Plant**

- **Update on Healthy Vending Machines**

The Healthy Vending Machines have vegetable chips, and kettle chips, etc. A percentage was going to go to the college. However, after consultation the venture is not going forward because a current CBC employee owns the machine.

- **Update on Moves**

All moves have been completed; people are still getting settled. Everything was put in the classrooms and items will be placed where they need them. They then decided to add a printer to the ELAM building for students to use.

#### **G. Lajuana Kasprzyk, Chief Financial Officer**

- **Update: Legislative Appropriations Request**

Lajuana is emailing Andrew Overmeyer from the Legislative Budget Board. Dr. Hoggard will work on the exception this afternoon.

- **Update: Annual Financial Report**

The Business Office has already started the Annual Financial Report (AFR.) They have been sent trial balance in June. There have already been multiple requests for information. The Auditors will be on campus September 28<sup>th</sup>, 29<sup>th</sup>, and October 1<sup>st</sup>. The auditors were given the deadline of December 5<sup>th</sup>.

- **Update: Pinner Report**

As of a conversation on July 21<sup>st</sup>, Ray is working on the financial modeling and the writing of the issues with SACSCOC Standard 13.

#### **4. OTHER**

- **9/11 – Patriot’s Day**

This event is tied into student aid awareness, this is a requirement for title 4 colleges who give this money. This event will happen on September 12<sup>th</sup> and will be done by the Financial Aid Department.

- **Constitution Day**

This is also a Title 4 requirement and will be done by the Financial Aid Department.

- **50 Women of Distinction**

Coastal Bend Publishing is prepping for this event. AC Jones High School Culinary Arts will be providing the food. The event will be held at the Gertrude R. Jones Auditorium. CBC has 10 nominees for the 50 spots. Amador got with Amanda pertaining to the backdrop and the photos for the event. Amanda will add this to the President’s Report.

- **Email signatures**

Email signatures are being redone to be more uniform. The cougar logo is reserved for athletics, and some individuals currently use the ATD logo, and some do not. Dr. Hoggard’s email signature will be the example but without the fax number. Employees can add a pronoun section if they wish. Dr. Lane will bring a style guide to the next Cabinet meeting.

- **Gym roof**

The old roof on the gym has been removed. There was sitting water on top. It depends on the weather to do the concrete mix. JC is to prepare an email and send it out. On August 31<sup>st</sup> is the 1<sup>st</sup> Volleyball conference home match.

- **Facilities**

The asphalt on the sidewalk needs to be redone to make it ADA compliant.

There are 90 different posts to be installed at the Baseball stadium.

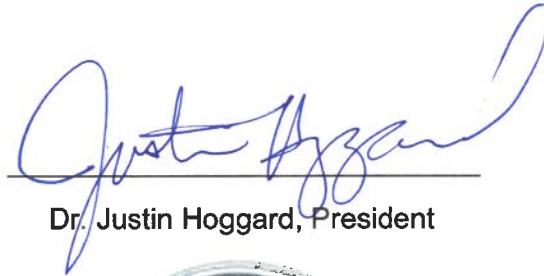
Facilities needs a schedule of courses to know what doors need to be locked and need to be unlocked.

Interviews for custodial grounds and maintenance crews are next week.

## **5. UPCOMING MEETINGS**

## **6. ADJOURNMENT**

Dr. Hoggard adjourned the meeting.



Dr. Justin Hoggard, President



