



**PRESIDENT'S CABINET/DIRECT
REPORTS MEETING MINUTES**

**COASTAL BEND COLLEGE
R.W. DIRKS STUDENT SERVICES BUILDING
ROOM # 119
3800 CHARCO ROAD
BEEVILLE, TX 78102
TUESDAY, NOVEMBER 30, 2021**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, November 30, 2021 at 8:30 AM in the R.W. Dirks Student Services Building in Room # 119, 3800 Charco Road, Beeville, TX 78102.

Members and Visitors Present

Members Present: Dr. Justin Hoggard, President
Kevin Behr, Chief of Police and Emergency Management
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, Interim 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 November 9, 2021 Meeting Minutes**

4. **UPDATES**

A. **Dr. Hoggard, President**

Dr. Hoggard mentioned that another issue of the Around the bend magazine will be coming out soon.

He also said that interviews for a Human Resources Director are being conducted today.

- **College Day at the Ice Rays**

The Corpus Christi Ice Rays Hockey Team are hosting Community College Night February 12, 2022. They are giving CBC 3,500 tickets for students and staff to attend. This would be a good opportunity for CBC to have a presence at the Ice Rays game. Dr. Rehak will work with Dean Jones on getting students to attend. Transportation will also need to be coordinated with athletics, Paul will look into this.

(It was decided to then move to Paul's item.)

C. **Paul Cantrell, Director of Athletics/Head Volleyball Coach**

- **Special Events on the Horizon:**

Dr. Hoggard mentioned wanting to host a culturally enriching event on campus such as a ballet or a formal dinner. The cost would be \$100 a plate. For example, people will come out for a steak dinner and a traveling troop could be hired to put on a children's play, etc. The first event funds will help raise money for a second event Having community events also ties into the CBC Strategic plan.

- **Spring Fest**

Spring fest will occur before Easter 2022. Bernie's budget will be used to fund this event. Student organizations and the coaches will participate and have games and sell food, etc. The egg hunt will be the main event. Bernie, Dean Jones & Katryna will get together all along with a committee regarding the event.

- **July 4th**

Fireworks for the July 4th event will cost \$20,000. CBC would have to have the Police Department, EMS, and Fire Department present for the fireworks. In addition, CBC have to go to city council to get permission, and use an insured vendor. We will revisit this event at a later date.

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

- **Appendix IV -Procedures for Applying for Grants (Pre-Award Process)**

It was decided that Bernie needs to be part of grant processes early on in order to know the deliverables and if advertisements are needed. Also, depending on the grant, JC, and Amador need to be part of grant processes when pertaining to buildings and computers. The question of how this aligns with the technology plan and facility plan also need to be reviewed.

There is currently outdated information on grants and compliance reporting in the grant business office section within the Cougar Den. The form online does not match and needs revision. Dr. Rehak can work with Dr. Lane and Lajuana about her experience with grants and can provide information that might be missing on the form and then bring it before Cabinet. It was also discussed that grant writing needs to be more centralized and more consistent. Lots of different offices are managing different grants. The idea about potentially hiring a compliance officer and or grant writer who knows EDGAR was discussed. This position may be able to be grant funded. This needs to be reviewed in the next budget cycle. More discussion will follow on this.

5. OTHER

- **Christmas Tree Lighting**

CBC, the City of Beeville, and Bee County will combine forces on a Christmas event happening on December 2nd from 5:30PM-8:00PM. The event will begin with a Christmas Tree Lighting. The CBC Spanish club will also be singing Christmas carols.

- **Community College Day at the State Capitol**

Dr. Hoggard said he would check with Jacob Fraire, when community college day is happening at the TX state capitol. Dean Jones has budgeted for this event, CBC typically takes 200 students to Austin for this.

- **Ring Ceremony**

The Ring Ceremony will be held Friday at 7:00PM in the Gertrude R. Jones Auditorium. The ceremony will be recorded on YouTube. Bernie is working on programs, script, and requested information.

- **E-Sports Playoff Time**

CBC made the playoffs in four out of five E- Sports. Dr. Hoggard will need the full update provided for the President's Report for the Board meeting

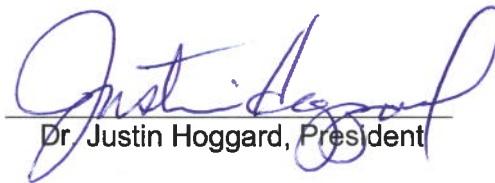
- **Brochure Process**

Need to figure out where it will go, then send an email to the cabinet as to where it will be posted.

6. **UPCOMING MEETINGS**

7. **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:	



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:	
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.

1) Results & Feedback:	On hold pending Benito's replacement.
2) Follow Up Date:	January's Cabinet meeting
3) Date Completed:	



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.
2) Follow Up Date:	January Cabinet meeting
3) Date Completed:	



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:	



Coastal Bend COLLEGE

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:	



Coastal Bend COLLEGE

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:	
2) Follow Up Date:	
3) Date Completed:	



Coastal Bend COLLEGE

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:	
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:	
2) Follow Up Date:	
3) Date Completed:	



Coastal Bend COLLEGE

Maps/Emergency Operation Procedures
Bernie/Kevin Campus Maps

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



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>2) Follow Up Date:</p>	<p>December Cabinet meeting</p>
<p>3) Date Completed:</p>	