



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

**COASTAL BEND COLLEGE
ROBERT J. BEASLEY, JR. ADMINISTRATION BUILDING
CENTER FOR EXCELLENCE AND COLLABORATION (CEC) ROOM
3800 CHARCO ROAD
BEEVILLE, TX 78102
TUESDAY, JANUARY 10, 2023**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, January 10, 2023 at 8:30 AM in the Robert J. Beasley, Jr., Administration Building, Center for Excellence and Collaboration (CEC) 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
Vicente "Vinny" Garza, Interim Athletic Director
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
Oscar Rodriguez, Acting CBC Chief of Police and Emergency
Management

Members Absent: Tracey Bergstrom, Interim Chief Financial Officer

1. WELCOME

Dr. Hoggard, President

2. MEMBERS AND VISITORS PRESENT

3. UPDATES

- **Dr. Hoggard, President**

Cabinet members need to submit their self-evaluations.

Dr. Hoggard will soon be President of the National Junior College Athletic Association (NJCAA) athletic conference and the Beeville Chamber of Commerce Chair.

Employees are to read and acknowledge the Travel procedures and need to follow the travel procedures. Cabinet members are to share these procedures with their direct reports. CBC has new employees who need to read the procedures. All employees need to read the procedures and sign as their acknowledgement.

Dr. Lane and Dr. Rehak are working on the SACSCOC Decennial Report.

Cabinet members who owe Dr. Hoggard items from the To-do list need to submit them.

Dr. Hoggard is going to start a President's Leadership Academy. Meetings will occur 1 Friday per month. The academy will focus on leadership and will look at what CBC is doing and what it means for CBC in the next 3-5 years.

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

Prissy mentioned that W-2s for employees are complete, HR can print them for employees if need be.

Everyone in Cabinet needs to submit their Emergenetics profiles to her. The profiles will be used in the April Emergenetics training.

- **Oscar Rodriguez, Acting CBC Chief of Police and Emergency Management**

Oscar said he is working on end of the year reports for Texas Commission on Law Enforcement (TCOLE.) He mentioned that they should be receiving the racial profiling report to present to the Board.

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

ELAM room 111 will be where employees will go in person to watch the President's Cabinet updates.

Tammy Rands, the new CBC Librarian, has been working on new library services. She will give a presentation at employee Convocation in Fall.

The RN lab is ready, they can move in and start working in the lab.

The Property transfer form and process will be discussed during the Cabinet update.

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

Dr. Lane mention that they have been populating planning units.

Scott Randle will be retiring, and his last day is February 9th.

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

Dr. Rehak explained that she is requesting documentation for the SACSCOC Decennial report, all employees are to assist when able to.

The Quality Enhancement Plan (QEP) is due in September.

Beth Meek, Senior Administrative Assistant to the Provost retired and they will begin interviewing for a new admin assistant to fill her place.

Dr. Hoggard mentioned to the group that they might be called in to work on a Saturday to work on the SACSCOC report.

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

3 new foundation Board members are coming onto the Foundation Board.

A tax abatement with CBC and Avengrid Renewables occurred in 2018. It was pertaining to the sidewalk project at CBC and dual enrollment scholarships. Paul explained they want to redesignate the funds to Industrial Mechanics program. The money in the account has been sitting in a CD and that is the only money it has earned this year.

- **Vicente “Vinny” Garza, Interim Athletic Director**

Athletics had a 90% pass rate in their courses. Volleyball received the athletic GPA award. Men’s Basketball is playing at Tyler Junior College. There will also be a Women’s Basketball home game at 5:30PM. Athletics is preparing for the start of Softball and Baseball season, open is January 27th. The Men’s Basketball team also did had a good GPA.

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

Facilities is completing all the moves for the CTE programs.

The auditorium carpet will be on the Board agenda.

Beck Bros is not finished with the sidewalk and provided a date of January 15th to get it all done.

The heaters were received the first day we got back from the holiday break and reinstalled in the dorms and the library.

At the last Board meeting Bill Wilson, Architect, notified us that the mechanical engineering group stepped away and are moving on. The new group came in and brought up new ideas that we will entertain.

There is a difference in the material for the wind screen at the stadium. There are choices of a black or green wind screen or a blue windscreen with the graphics printed on it. More than likely, the blue windscreen will be chosen because the material is less probable to create holes. This being done through the TIPS Co-op.

Softball Field is having regular maintenance done to it. The bases were on soft dirt, but they were moving everywhere.

4. UPCOMING MEETINGS

5. ADJOURNED

Dr. Hoggard adjourned the meeting.

Justin Hoggard
Dr. Justin Hoggard, President

