



**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, NOVEMBER 29, 2022**

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, November 29, 2022 at 9:00 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  
Tracey Bergstrom, Interim Chief Financial Officer  
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  
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:* Dr. Michelle Lane, Executive Director of Institutional Effectiveness &  
Research

## **1. WELCOME**

Dr. Hoggard, President

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

## **3. UPDATES**

It was decided to begin with Item C.

### **C. Dr. Hoggard, President**

#### **• Announcements**

An email will be sent out about the centers closing on Friday, December 9<sup>th</sup> from 11:00AM-2:00PM for the Christmas Luncheon. The Beeville location will close at 12:00PM. Amanda will need to create a banner pertaining to CBC closing on Friday, December 9<sup>th</sup>. Dr. Rehak will inform the Site Directors of the closure.

On December 2<sup>nd</sup>, "A Coastal Bend Christmas" will be happening at the Beeville campus.

College Day will be happening in January at the Texas Capitol. There will be a meeting tomorrow to discuss logistics.

Dr. Hoggard mentioned wanting centralized purchasing and fleet cards.

Tracy joined the meeting.

#### **• Travel Procedures**

Dr. Hoggard reiterated that all travel will go through the President's Office, attention Mary Cowan, and need to be approved by the employee's supervisor.

### **A. Paul Cantrell, Executive Director of the CBC Foundation**

#### **• December 8th Wildlife Event**

The CBC Foundation is joining forces with the organization Wildlife in Focus. They will be having the Wildlife Calendar Reveal and Wildlife in Focus Holiday Photo Exhibit from 6:00 PM-8:00 PM in the Simon Michael Gallery.

### **B. Jacinto Colmenero, Director of Physical Plant**

#### **• CDL training locations for Beeville Campus**

JC said he received a message from Continuing Education (CE) Director Braden Becknell pertaining to the parking lot and the training area. It was mentioned that there is not enough space.

After discussion, it was determined to start looking elsewhere to have the trainings.

- **Athletics Dept. Busses, Mobile Labs, and CDL Truck Parking/Storage**

Alaniz & Perez Tire Pros Auto Repair Shop will need to be called to have them check the CBC bus. The Dooleys will go to Alaniz as well.

- **Student & Public Parking - backside of Gym**

A school bus from Skidmore ISD goes to the CBC Beeville parking lot Monday through Friday. The parking lot has been a pickup and drop off site for years for Beeville students going to school in Skidmore.

- **School bus stop/drop-off designated area\* CDL training for Beeville campus**

CBC had blocked the area off for the Skidmore ISD bus student pick up and drop off, however, due to CDL training, a conversation needs to be had with the school district. They will discuss a place where the Skidmore bus can pick up and drop off the students. If it's not suitable, CBC can help them find another location to for pick up and drop off. Parents also need to stop moving traffic cones.

- **Updates**

JC said he will submit information pertaining to a windscreen for Joe Hunter Field to the board.

There will not be any students in the dorms over the Christmas break

The Master plan needs to be reviewed and the program review for Career and Technical Education (CTE) was just added.

Dr. Hoggard expressed that predicting enrollment will be difficult and that only Atascosa County grew in CBC's service area. This information is needed for space utilization to incorporate into the master plan.

Dr. Hoggard explained that they need to speak with Victor Quiroga from Specialized Public Finance, Inc. about possibly paying off current maintenance tax notes and then obtaining another for building repairs.

- **Vicente "Vinny" Garza, Interim Athletic Director**

Athletics will volunteer for the Christmas event.

There is a Men's' Basketball game at 2:00 PM this Saturday. Monday there will be Women's Basketball game against Southwest Texas Junior College at 5:00 PM at CBC. There will also be a Double Header on December 10<sup>th</sup> at 10:00 AM and 2:00 PM, which will conclude the home game schedule. Kicker radio station needs to be approached and flyers need to be passed out.

4 Coaches will be attending CPR training on December 9<sup>th</sup>.

The scoreboard will be completed this December.

The Volleyball team is decorating the Christmas tree and will be done tomorrow.

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

The job description for the inventory position needs to be approved.

CBC has been revamping all faculty job descriptions. Faculty were spoken to, and letters of intent and new job descriptions will be sent out.

Retention numbers were sent out and CBC has only lost 4 people in 3 months.

There are 3 or 4 candidates for Chief Financial Officer (CFO) and interviews will start next week.

3 Christmas trees were donated. Student Services, Athletics, and Human Resources (HR) will be decorating the trees.

The Ugly Sweater Contest will happen next Monday. Employees who wish to enter are to upload a photo of the sweater online. Eventually the voting will occur via email and sent to all employees.

Prissy mentioned needing Great Job Nominees for November. Dr. Hoggard then asked Dr. Rehak to reach out to the site directors and see if they have someone that has gone above and beyond.

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

Narratives 2, 3, and 4 need to be sent out to all CBC employees for review.

Narrative 5 is written but needs corrections, 6 is close, 7 and 8 need to be reviewed. The Annual Financial Report (AFR) rough draft is needed to write the financial section of narratives.

The SACSCOC Decennial report is due March 1<sup>st</sup> and the Quality Enhancement Plan (QEP) is due September.

Dr. Rehak mentioned that Pleasanton has a new Site Director named Jennifer Blanton and new faculty member, Robert Ray Molina who will be part of the Industrial Mechanics.

A new CDL instructor named John Richardson was hired and also a new Librarian, Tammy Rands.

- **Tracey Bergstrom, Interim Chief Financial Officer**

Tracey explained they are working on the AFR. They are currently working on drawdowns for grants. A training needs to be done with people who handle grants.

CFO interviews are being scheduled.

Budget planning will gear up at the end of February.

Dr. Hoggard explained that he wants the budget and planning to go live with Strategic Planning Online (SPOL).

Tracey said she wants the Business Office to start printing checks once a week.

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

Amador gave an update on work that IT has been doing for the Vocational Nurses (VN). He mentioned that the 4 labs for VN will be up and running in Jostes by tomorrow end of day. They will move computers to CBC Alice for Allied Health. Frank Rivera will work with Amador on the tracking of these items. The priority is the VN and RN labs, where our immediate needs are and then the cybersecurity classrooms.

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

Oscar mentioned that he is working on emergency action plans for the Christmas event and Graduation.

He said he has also been working extra hours because they were unable to obtain additional security.

Dr. Hoggard told Oscar that he wants him to look and see if there is a grant that can fund safety locking door mechanisms for CBC.

#### **4. UPCOMING MEETINGS**

#### **5. ADJOURNED**

Dr. Hoggard adjourned the meeting.

*Justin Hoggard*  
Dr. Justin Hoggard, President

