



# 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, SEPTEMBER 13, 2022

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Tuesday, September 13, 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  
Vicente "Vinny" Garza, Interim Athletic Director  
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.

## **4. UPDATES**

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

#### **• Announcements**

Dr. Hoggard recently traveled to Austin. There are recommendations from the Texas Commission on Community College Finance (TXCCCF). In Austin, Dr. Hoggard also met with Matt Lamon a staffer for JM Lozano.

There will be a short board meeting this month and policies will be discussed.

Dr. Hoggard will send Dr. Rehak a word document with grant opportunities.

Next Cabinet meeting the CE numbers are needed for Dr. Rehak, Dr. Lane, and Dr. Hoggard to review. An unduplicated count for CE for all of the fiscal year is also needed. There were 5200 unduplicated students total for the past year. Dr. Hoggard and Dr. Rehak will have a conversation later about this.

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

#### **• Texas Association of School Boards (TASB) Energy Contract Update**

TASB reached out pertaining to the energy contract The current rate is .3840 and will expire in Dec. 2030. The price will be going up. If CBC engages now, we get a discount. After discussion it was decided that CBC will hold off on getting into another contract.

- **Parade Float Management**

It was stated that the President's Office will no longer have any role in parade float management. Facilities and Student Services will be responsible. Student Services will be responsible for scheduling and Facilities will be in charge of getting the drivers for the event, taking care of the float, etc. 7 people at a maximum can ride on the float at one time, others can walk by the float. Scheduling will be done through the Kace system.

**C. Dixie "Prissy" Lytle, Director of Human Resources**

- **New Evaluation Form**

The Annual Performance Review (APR) form has been revised. The group is to review the revised document and provide feedback, additional questions to list, etc.

- **New Job Description Approval Form**

Job descriptions will be updated going forward and will need to be reviewed and approved by the Supervisor. Last reviewed or last changed to be added to the document at the bottom of the paper. QEP will no longer be listed on job descriptions. Prissy will create a template for faculty job descriptions.

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

- **Day of Giving Update**

Paul is working on a mass email campaign to promote giving for Coastal Bend College's birthday in November. The current giving campaign in progress has been successful.

- **Coastal Bend Comedy Club**

Foundation is looking to have comedians come in and perform shows at CBC. Maybe do 2 shows per night and attract people come from other towns to the show possibly February 2023 and October 2023.

- **Creation of a Non-Solicitation List**

Paul will create a list who that will include and will discuss with Dr. Hoggard.

## **5. OTHER**

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

- **Project status reports**

JC emailed this information to everyone. The Kingsville roof has been completed; they are just sending the final payments. However, old roof top units are creating leaks, quotes have already been obtained.

- **Beeville gym roof**

They will be done with the top part of the roof, after tomorrow, then the gym will be ready to use, they have 220 days to complete the project

- **Sidewalk**

The crosswalks and the asphalt are still being worked on, they're trying to do a chip and seal. Students have been using the sidewalk.

- **Electrical upgrades in Alice**

Phase 1 has been completed for industrial mechanics. Electricity can be shed the exhaust was running 24/7 before. Dr. Rehak mentioned that CBC will work towards being economic in usage. For phase 2 CBC is 1 year out to receive all the equipment before the work begins. The load capacity needs to be fixed.

Project repairs will go before the Board at the September meeting for approval and will meet with the insurance adjuster after the Board meeting if approved.

- **New carpet in the auditorium**

Quotes will be obtained for a new carpet in the auditorium.

- **Computers**

Computers came in and were delivered to receiving, need to find out who they belong to.

- **New Hires**

A Lead custodian and 2 custodians recently joined the CBC team.

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

- **Personnel action form (PAF)**

Prissy and Dr. Lane will meet this afternoon to discuss a personnel action form. This is to streamline the process into 1 form. Need to add the IT department onto the PAF because they assign phone numbers, etc.

- **Great job nominees**

Great job nominees will be recognized at the September Board meeting.

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

- **Night of Champions**

CBC Foundation is looking into having a Night of Champions with Super Bowl champions, etc., and a speaker series.

**Amador Ramirez, Director of Information Technology**

- **ILP4 to ILP5**

ILP4 was turned off today and now ILP5 is on.

- **Cougar Den**

Cougar Den will end in 2024.

- **New Hires**

Joshua Landreth is going to start with IT soon. Emily will send an email to all employees notifying them that there is a new employee joining the team.

- **Computers in the Dorms**

5 computers are being added in the dorms, security measures, have to be implemented. This should be completed by Wednesday.

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


- **Matches**

There are 2 volleyball matches, one game will be tonight at 6:00PM and the other will be Thursday at 6:00PM. On Saturday there will be home soccer match.

**6. UPCOMING MEETINGS**

**7. ADJOURNMENT**

Dr. Hoggard adjourned the meeting.

  
Dr. Justin Hoggard, President

