

**Frank Phillips College
Board of Regents Meeting
Regular Meeting – Board Room
November 12, 2018**

Members Present: Scott Radach, Steve Williams, Kenny Morrison, Jesse Heredia, and Dr. Shad Goldston.

Members Present
via Phone: Patrick Nonhof

Others Present: Dr. Jud Hicks, Dr. Shannon Carroll, Amber Jones, Taryn Fraley, Dr. Byron Housewright, Teri Langwell, David Speed, and Jackie Brand.

Others Present
via Phone: Janie Arnold, CPA, CMMS

Call to Order: Patrick Nonhof, Vice-Chairman, called the meeting to order at 12:05 p.m.

Invocation: Jesse Heredia presented the invocation.

Minutes of
October 15, 2018: On a motion by Steve Williams, seconded by Jesse Heredia, the minutes of October 15, 2018 were unanimously approved with corrections.

Financial Report
Ending October 31,
2018: Dr. Hicks explained that the financial report was unavailable at the time of the meeting and will be discussed at the next meeting.

Presentation of
2017-18 Audit Draft: Janie Arnold, CPA, of Connor, McMillon, Mitchell & Shennum, PLLC, presented the Annual Financial Report (draft version) for the year ending August 31, 2018, to the Board of Regents via phone. The audit went well and thanks were issued to all who assisted in the process. CMMS, PLLC, issued a clean opinion of the college's financials.

Auditors did not identify any non-compliance in accounting practices. No difficulties were encountered during the audit. There was no disagreement with management and full disclosure was made by management.

On a motion by Steve Williams, seconded by Dr. Shad Goldston, the motion to approve the 2017-18 audit as presented was approved unanimously.

Approval of Substantive
Changes: Dr. Carrol presented to the Board the following substantive changes which require Board Approval per The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):

Implementation of a Licensed Vocational Nursing program in Hereford, TX (site to be determined) and a Licensed Vocational Nursing program in Dumas, TX (site to be determined).

To provide more than 49% of a degree or certificate as needed at the following High School locations: Booker, Borger, Canadian, Channing, Dalhart, Darrouzett, Follett, Fritch, Gruver, Hartley, Higgins, Nazareth, Perryton, Spearman, Texline, and West Texas/Stinnett.

On a motion by Jesse Heredia, seconded by Steve Williams, the board voted unanimously to approve the substantive changes as presented.

Agreement for Rural
Nursing Education
Consortium (RNEC):

Dr. Hicks presented the RNEC agreement to the Board and explained that it is a collaborative agreement with the five community hospitals (Borger, Perryton, Dalhart, Hereford, and Dumas) along with FPC and Amarillo College. This agreement expands FPC's LVN programs to two additional rural communities – Hereford and Dumas. RNEC creates five new ADN/RN programs in each of the communities noted above that will be under the direction of Amarillo College.

On a motion by Steve Williams, seconded by Kenny Morrison, the Board voted unanimously to approve the Agreement for Rural Nursing Education Consortium (RNEC).

Allocation of Forfeited
401(k) Plan Funds:

Dr. Hicks explained to the Board that FPC's 401(k) Plan, administered by Amarillo National Bank, has approximately \$37,000 of forfeited funds. These funds have accumulated over recent years primarily from employees who participated in the plan but whose employment terminated prior to being vested. The employee portion is returned to them but the College's contribution on behalf of the employee is resulting in the \$37,000 fund balance. According to the Plan, there are two options to disburse the accumulated funds:

Option 1: Reallocate funds to participating employees as employer contribution/matching contribution in a manner consistent with the employee's participation.

Option 2: Use funds to pay current and future Plan expenses such as audit fees, quarterly fees, and other expenses attributed to administering the Plan.

On a motion by Kenny Morrison, seconded by Jesse Heredia, the Board voted unanimously to reallocate these funds and all future forfeited funds to participating employees as employer contribution/matching contribution.

Grant Summary:

As of November 5, 2018, Frank Phillips College has received \$1,753,817 in grants and other donations.

Upcoming Dates and
Events:

The President's Holiday Reception will be held on December 10. Due to the regularly scheduled January Board meeting date being a holiday, the meeting will be held on January 28.

President's Report:

Dr. Hicks explained to the Board that there has been some recent fraudulent activity in the accounts held at Amarillo National Bank. An ECOM account was set up unbeknownst to the Business Office or Administration at the end of October. Transactions processed on the account through November 5, 2018 totaled approximately \$72,000. All funds have been restored and the fraudulent transactions have all been shut down. Discussions with Michelle Griffin, President of ANB, have resulted in further prevention measures and increased monitoring. Dr. Hicks expressed his thanks to Teri Langwell, Director of Accounting, for detecting this problem quickly and working with ANB to get it resolved. Steve Williams expressed that he would like to see the establishment of good practices to monitor the accounts.

Dr. Hicks discussed the Destination WT program. He stated that they are currently working on a MOU that would allow for Dual Admission.

Dr. Hicks gave an update to the Board on the progress of Fresh Ideas. He stated that they are currently working on a planning document which will state where we are going and how we are going to get there. He stated that it would be evaluated annually.

Dr. Hicks discussed the College Rodeo which FPC hosts in October of every odd year. Last October it was held in Perryton, which is where it has been the last 5 times (10 years) that FPC has hosted it. However, there have been recent disagreements regarding the funding of the rodeo. FPC does not have adequate facilities on campus to host the rodeo. Dr. Hicks informed the Board that they will be going out to different area communities, such as Perryton, Canadian, and Amarillo, to see if there is interest anywhere else in hosting the event.

Vice-President's
Report:

Dr. Carroll discussed the status of RPM over the last two years. She stated that John Gardner wants to do a case study over FPC. The big initiative is the change in the nursing department including the 100% pass rate over the last two years.

Dr. Carroll gave the Board an update on the SACSCOC reaccreditation process. She stated that they have been working on program reviews. They are about to start writing the narrative.

Allen Campus:

Amber Jones informed the Board that things are going well at the Allen Campus. She stated that Jason Price was on campus last week to talk to students about the Library services that FPC has to offer.

Amber stated that the Allen Campus would be hosting their annual Thanksgiving dinner for students tomorrow.

Career & Technical
Education:

Taryn Fraley informed the Board that the CTE department is continuing to work on bridging gaps with the P-Tech programs. She is also focused on building the relationships with local industries.

Taryn informed the Board that the CTE dual credit students have been offered an opportunity to tour the Phillips 66 plant.

Taryn informed the Board that she recently submitted a JET grant for equipment for the Process Technology Certificate program. She is hopeful that she will receive an answer about the grant soon.

Taryn explained to the Board that she held an Advisory Committee meeting last week. She stated that it went very well. There were a lot of people within the community that were invited and there was a large turnout.

Taryn informed the Board that a new Social Media 101 class was offered with Arielle Boone, Director of Marketing, as the instructor. It was a full class and went very well.

Taryn gave the Board an update on Extended Education. She stated that they are partnering with the City of Borger to include surveys with city bills. The survey will ask for what the community wants as far as offerings in extended education. The survey will be available online as well.

Taryn stated that the CTE department is preparing for Spring class offerings.

Executive Session –
551.074 Personnel
Matters:

The Board entered into Executive Session at 2:00 p.m.

Exit of Board Member: Dr. Shad Goldston departed the meeting during Executive Session.

Open Session: The Board entered into Open Session at 2:09 p.m. No action was taken.

Adjourn: On a motion by Steve Williams, seconded by Jesse Heredia, the Board voted unanimously to adjourn the meeting. The meeting adjourned at 2:10 p.m.