



## Frank Phillips College – Allen Campus



### Advisory Council Meeting 2007-2008 4th Quarter Meeting Minutes Friday, July 16, 2008

Members attending: Kerry Symons, Minta Wilson, Charlotte Hale,  
Barry Willis, Jarel Whitehead, Diane Thorpe, and Lew  
Hunnicut

Then meeting was called to order by Jarel Whitehead.

#### Old Business:

1. Square Foot Program. There are 4 spaces left to complete the SFP in the conference center.
  - a. \$100.00 each.
2. Hunnicutt reported that lightening had struck the roof, damaging 3 HVAC units. Although the damage was not covered by insurance, repairs were made.
3. Hunnicutt continues to report roof leaks after significant rains while consultants continue to search for causes and solutions for the roofing problems.
4. On a lighter note, attendees reported having a good time at the dinner hosted by Hunnicutt at his Darrouzett home.

#### New Business:

1. Council member terms were discussed. Mike Jackson, Minta Wilson, Barry Willis, and Diane Thorpe have all agreed to serve an additional term from 2008 through 2011.
2. Officer elections. Officers for the 2008-2009 year will be Chairman – Whitehead, Vice Chairman – Hale, and Secretary – Thorpe.
3. Enhancement of Student Resource Center. Hunnicutt revealed plans to enhance the Student Resource Center with additional furniture, computers, and staff, all paid for with funds generated by the Allen campus room rental fees and other building use fees. Bobette Doerrie will serve as new coordinator of the Center, overseeing mentoring, tutoring, testing, and monitoring of student use while retaining her supervision of the FPC greenhouse facility. A new Extended Education Director will be hired to take Bobette's place. It is hoped that in the future, Title 3 and Title 5 federal grant monies can be procured to cover operating expenses for the Center.

4. Hunnicutt reported that he has agreed to serve as interim Dean of Workforce Education until a suitable candidate can be found to take the position on the Borger Campus. He is, however, still serving as Dean of the Allen Campus.
5. It was reported that the receptionist position for the campus was filled by Kiersten Loveless and she has worked out very well so far.
6. SACS update. FPC will undergo SACS accreditation during the 2009-2010 academic year. It appears now that the Allen Campus is in compliance with SACS criteria for a branch campus. The enhanced Student Resource Center is a positive step in that direction.
7. Allen Campus Statistics. Numbers are still looking good. Dr. Hunnicutt expressed concern over the low Continuing Education numbers but said he was confident they would pick up before the end of the year.
8. 2007-2008 Allen Campus Budget. Hunnicutt made the Council aware of where the budget stands. After 10 months, the campus has spent 90% of its yearly budget. He reported that it is likely that the budget will run over 100% by a small margin, but that there is reserve money to cover the excess. The budget stress came from upgrading the campus to "smart technology" status in every room.
9. 2008-2009 Budget. Hunnicutt presented next year's budget to the council. He based the budget on 4.85 cents for the M&O tax. This would generate funds that would allow the campus to remain open, but had no contingency funds available. Councilmen Willis and Symons asked how items like the damaged HVAC units, etc. were paid for to fix, and Hunnicutt said that it just became a budget item and no reserve funds were used for that. Councilman Willis then suggested that since the voters approved a 5 cent tax rate that this is the year that it should be asked for. Councilman Symons and the other members unanimously supported his recommendation. Hunnicutt said that he would re-do the budget based on 5 cents and get it to his boss in Borger for approval. The council also agreed to accompany Hunnicutt to the Ochiltree County Commissioner's Court meeting in August when he makes the request for the 5 cent M&O tax rate. The extra 0.15 cents will generate approximately \$15,000 to be set aside as contingency funds.
10. Allen Campus Statistics. Hunnicutt presented statistics for the Allen Campus and how its enrollment continues to be a larger percentage of total college enrollment.
11. Fall Class Schedules were handed out to all members.

The meeting was adjourned at 1:10 p.m. by Jarel Whitehead.