

**Frank Phillips College**  
**Board of Regents Meeting**  
**Regular Meeting – Board Room**  
**November 17, 2025**

**Members Present:** Marlene McKinney, Chair; Jesse Heredia; Kenny Morrison; Patrick Nonhof; Dr. Jud Hicks

**Members Absent:** Dr. Shad Goldston, Vice-Chair; Colin Archer; Dr. Stephanie Palmer

**Members Present**  
**Via TEAMS:** David Speed, Secretary

**Others Present:** Dr. Glendon Forgey, President; Jackie Brand, Vice President of Administrative Services/CFO; Cassi Laxton, Provost of Allen Campus; Christy Dovel, Provost of Rahll Campus; Jody Nolen, Executive Assistant to the President/Director of Human Resources

Michele Stevens – Associate VP of Institutional Research  
Krista Wilson – Associate VP of Student Affairs  
Shannon Crossland – Associate VP of Compliance

Todd Schmidt – General Manager Phillips 66 Borger Refinery

**Call to Order:** Marlene McKinney called the meeting to order at 12:00 p.m.

**Invocation:** Jesse Heredia presented the invocation.

**Welcome and Recognition of Guest:** Marlene McKinney welcomed Todd Schmidt, General Manager Phillips 66 Borger Refinery.

**Public Comments:** No public comments were made.

**Consent Agenda:** On a motion by Dr. Jud Hicks, seconded by Kenny Morrison, the Board unanimously approved the Minutes of the October 2025 Board Meeting.

**Executive Session – 551.074 Personnel Matters:** The Board did not enter into Executive Session.

Monthly Financial Report:

Jackie Brand stated that the College received the first installment of state appropriations. Tuition and fees were also updated through an adjusting entry so the amounts are reflected correctly in the year-to-date totals. This was not an actual October transaction, as the revenue had been posted in August as deferred revenue and was reclassified to September 1.

On the expense side, insurance is showing significantly higher year-to-date due to the annual insurance premium being paid in full. Bond proceeds and residential hall expenses were added to the bottom of the report to provide transparency on funds received and expenditures to date, similar to the prior year reporting of roofing expenses and insurance proceeds.

Funding and Donations Report:

The Board reviewed the funding and donations report, which included several grants that were recently approved or awarded and were moved from the grant application section to the funding report. Most of the awards were for the RNEC and the Safety Center also received a \$47,000 grant. Total grant awards for the year are currently approximately \$630,000. One grant remains pending at this time.

Potential Donors for New Residential Hall:

Discussion was held regarding potential donor solicitation for the new residential hall, including possible naming opportunities. Administration requested Board input on identifying potential donors and establishing donation levels for naming recognition. It was noted that donated funds could be used to offset project costs and/or reduce bond proceeds, including potential early bond payoff.

2025-2026 Employee Handbook Changes:

Jody Nolen discussed updates to leave and hiring procedures. It was noted that employees would be required to complete 90 days of employment before using vacation leave, aligning with the 90-day evaluation period, while sick leave would be available as soon as it is accrued/posted. The change was discussed as beneficial for employees with family needs. Additional minor updates to hiring procedures were also reviewed, including updating position titles/responsibilities and adding a requirement for professional references.

Board Member Training Report:

The Board Member Training Report was presented to the Board for review and information.

2025 Affordability and Access Report:

On a motion by Patrick Nonhof, seconded by Dr. Jud Hicks, the Board approved the 2025 Affordability and Access Report.

Approval of Annual  
Financial Report (Draft)

And Audit: The Audit Report action item was deferred and moved to a Special Meeting scheduled for December 1, 2025, due to the audit not being ready for presentation at this meeting.

Annual Calendar for  
Board of Regents:

The Board reviewed the Annual Calendar and moved the January Board meeting to January 26 due to the originally scheduled meeting date falling on a holiday.

Upcoming Dates  
And Events:

The Board reviewed the upcoming dates and events.

Administrative and  
Board Reports:

The Board reviewed the Vice Presidents and Provosts reports.

Board Members: Dr. Jud Hicks initiated discussion regarding proposed residential hall charges for the new residential hall and implementing charges for the existing residential hall. Dr. Forgey provided information regarding proposed rates, the need to generate auxiliary revenue for bond repayment, and the potential use of financial aid and other resources.

Adjourn: Marlene McKinney adjourned the meeting at 12:55 p.m.