

**UNIVERSITY CENTER AT PONCA CITY**  
**BOARD OF TRUSTEES**  
**MEETING MINUTES-APRIL 20, 2017**

The University Center at Ponca City Board of Trustees held their monthly board meeting on April 20, 2017 at 7:30 a.m. in the University Center Conference Room, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

Chair Barry Bickle presented item A-called the meeting to order and roll call was taken and a quorum was established. Those present were Louise Abercrombie, Chair Barry Bickle, Secretary Carol Bouldin, Rich Cantillon, Vice Chair Bruce Evans, Jeremy Frazier, Pat Hullet, Tim Seidel; Ex-Officio members Foundation Chair Pat Collogan, Dr. Cheryl Evans, Regent Carl Renfro, Mayor Homer Nicholson, CEO/Supt. Bruce DeMuth; CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present member was Chuck Greenwood; Ex-Officio members Regent Ike Glass and Dr. David Pennington.

Chair Bickle presented item B-announcement and introduction of guests. Chair Bickle welcomed Dr. Cheryl Evans, CEO/Supt. Bruce DeMuth, Regent Carl Renfro, Foundation Chair Pat Collogan and Ponca City Mayor Homer Nicholson.

Chair Bickle presented item C-to approve or not approve the Minutes of the February 16, 2017 regular meeting of the Board of Trustees. Vice Chair Bruce Evans made a motion to approve the minutes as they stand, Pat Hullet seconded. Abercrombie-abstained, Bickle-yes, Bouldin-abstained, Cantillon-yes, Evans-yes, Frazier-yes, Hullet-abstained, Seidel-yes.

Next Chair Bickle presented item D-Foundation report from Foundation Chair Pat Collogan. First UC Foundation Chair Collogan reported that due to health issues Jeff Washko has resigned from the Foundation Board. Steve Parr has been added to the Foundation to fill that position. He did state that the Foundation is currently looking for more members to fill their empty slots. Next reported that the updated covenants have been signed by DunHill and the University Center Foundation. He stated they have finally heard from the owners of Burger King and they will sign with stipulations. They require that no other burger restaurant can build or inhabit on the property. They explained to Burger King that they themselves are in violation of the current covenants and they have no rights to stipulate anything. The goal is to get rid of the current covenants all together allowing each property owner to do what they wish with their building. This is exciting for the Foundation as they are starting to market the empty side of the building to generate revenue. Chair Collogan is hopeful this will bring in much needed revenue to help the UC with future endeavors. Chair Collogan also discussed that the Foundation has voted to pay to have all the light fixtures in and outside of the building changed to LED. This will generate 90%+ savings in UC lighting utilities. Chair Collogan stated that the company LED Oklahoma will be doing the work at a cost of \$30,466 with an estimated \$1,500 rebate. The project should pay for itself within 4 years. Estimated savings will be around \$7,891 a year. Next Chair Collogan talked about a possible acquirement of 10 acres in the Industrial area of Ponca City. This would be a donation from the land owner to the University Center. The University Center

can then sell the land to an interested buyer for a clear profit. Finally Chair Collagan gave the Trustees some unfortunate news concerning two issues with the University Center. The first being the UPS system, or Uninterrupted Power Supply, for the computer network at the UC. Last year the Foundation was asked to pick up the yearly bill of \$4,500 for the system as the UC had a significant cut in funds. This year CEO Leaming, due to more budget cuts, asked the Foundation to pick up the bill once again. Unfortunately the Foundation declined his request stating that they were unable to help with this expense due to the cut in the lease amount from the UC. CEO Leaming also asked for \$750 for a Luncheon to be held at the University Center on May 19<sup>th</sup> featuring the CEO of Oklahoma Tomorrow Devery Youngblood. Again Chair Collogan stated that the Foundation denied his request stating the Foundation is currently operating in the red for the year and simply cannot afford to help. Rich Cantillon asked why the Foundation denied the request for the \$750 and Chair Collogan stated that some members felt it was not something that would help the students and they it is an unnecessary event. Also some Foundation members stated that the UC needs to remember that when they cut the lease amount paid to the Foundation that they would not be able to help the UC as much as they once have. Lousie Abercrombie asked if they have any other fundraisers other than the mail out campaign once a year. Chair Collogan stated that the mail out campaign is the only fundraiser that he knows of but would entertain ideas from the Trustees for others. Chair Bickle stated that the UC has partnered with the NOC Foundation for the Luncheon and the money will need to be found for our portion. Chair Bickle then thanked UC Foundation Chair Collogan for his report.

Chairman Bickle presented item E-to approve or not approve the Month End Budget Report for February and March 2017. Associate Director Armstrong provided the revenue and expenditure reports for February first. She explained that there wasn't any revenue brought in that month and as in January we had double utility payments. Associate Director Armstrong also explained the reimbursement made to Elise Quiroz for her UC fees and badge fee from Fall 2016. She stated that Elise is an employee and we do not charge UC employees for UC fees or badge fees. It was not caught during the Fall 2016 semester and Elise didn't bring it to our attention until January. Elise Quiroz has now been reimbursed for her fees. She then went into the revenue brought in from our partner schools and test fees in March and stated that the utility bill was only a single charge. Tim Seidel asked when we last did some price checking on our phone bill with AT & T. CEO Leaming stated the UC switched to a VoIP a few years ago and would check into other options. Foundation Chair Pat Collogan stated that his office had recently switched over to a company called Jive for their phone service and saved a considerable amount of money. Chair Bickle stated another company to look into would be American Telephone. Louise Abercrombie made a motion to approve the February and March Month end budget reports, Secretary Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Fraizer-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item F-Discussion and action to approve or not approve the Letter of Engagement from Crawford and Company for our internal audit for FY17. CEO Leaming stated this will be our 5<sup>th</sup> year with Crawford and they do an excellent job for us. He would like to see us continue with them for the FY17 audit and would rebid all auditors next year when a new 5 year cycle begins. Cost would be the same as last year at \$6,500. Secretary Carol Bouldin made a motion to accept the Letter of Engagement from Crawford and Company for the FY17 internal

audit, Louise Abercrombie seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Fraizer-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item G-Discussion and action to approve or not approve the Letter of Engagement from Hinkle and Company for our external FY17 audit. Again CEO Leaming stated they do a great job for us and he would like to continue with them for this coming audit. He stated the cost would never go above \$7,250. Rich Cantillon made a motion to accept the Letter of Engagement from Hinkle and Company for the UC external audit for FY17, Vice Chair Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Fraizer-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item H-Discussion and action to approve or not approve the FY18 Holiday Calendar. CEO Leaming stated that this schedule matches our partner schools. Secretary Carol Boulding made a motion to approve the FY18 Holiday Calendar, Pat Hullet seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Fraizer-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item I-Executive Director Reports from CEO Adam Leaming.

**Business Advisory Board:** NWOSU needs to hear from the voice of our local business community for their business/finance/accounting degree programs. We'd need two people to participate on this board starting in the fall. It will meet 1-2 times a year.

**Nursing Program:** Currently we have four juniors (2 from Ponca City, and 2 from Fairfax) and four seniors (3 Ponca City, and one from Stillwater) in our program. We've had 5 graduates thus far, and 16 are working on prerequisites. We had 100% of our students taking the NCLEX nursing exam pass it in 2015.

**Higher Ed Task Force:** The State Regents are appointing a task force to look over the higher education system and recommend ways in which to increase degree completion and productivity. The fiscal viability of each institution will be reviewed in the context of the budget cuts over the last several years. Our goal in Ponca City will be to watch this process closely and continue demonstrating how efficient our model of education is for our state higher education system.

**Graduation:** 21 NWOSU students will be graduating with their Bachelor's degrees. NOC hasn't provided me their list at this time.

**Recruitment:** We've been amping up our social media presence these past few weeks. In addition, we're targeting high school Junior parents with mailings detailing our concurrent enrollment opportunities. We're going to share about scholarship opportunities as well here at the UC.

**Budget:** We're not certain what 2017 cuts will be yet. There's hope there will be new revenue in this year's budget.

**Oklahoma Tomorrow luncheon:** We're looking forward to hosting Devery Youngblood with the Oklahoma Tomorrow group at the UC for lunch on May 19<sup>th</sup>. We will be inviting approximately 60 individuals who are leaders in the educational and business realms of this area. Our elected officials will also be invited. You will find your invitations in your binder. I hope

you can attend as this is important to the UC, NOC, and higher education in Oklahoma. It is from 11:30 – 1pm and we will host the event in our lobby.

**OSU:** Our next OSU program will be May 24<sup>th</sup> in our board room. We had 16 attend the first session. Several new people have expressed interest in our May 24<sup>th</sup> program, mentoring and enhancing employee performance and coaching.

**Concurrent enrollment:** Newkirk has six students they'd like to sign up for College algebra in the fall if we can find the funds to pay for their books. Books cost \$94 each. Newkirk would like to make our facility a landing spot for their high school seniors moving forward.

Chair Bickle presented item J-New Business. There was no new business to discuss.

Chair Bickle presented item K-public comments. No public were present.

Chair Bickle presented item L-comments from the UC Chair and/or Board of Trustees. CEO/Supt. Bruce DeMuth of Pioneer Technology Center reminded the Trustees that the PTC Foundation Roast will be held tonight, April 20<sup>th</sup>. The person being roasted will be Mr. Lee Evans and is sure to be a good time.

Dr. Cheryl Evans of NOC asked everyone to please contact all the legislators that you can and reinforce how important higher education is to this state. This is a critical time in the legislature and they need to be heard from everyone. Dr. Evans also reminded the Trustees of NOC Commencement on May 6<sup>th</sup> for NOC graduates.

Regent Carl Renfro informed every one of the Renfro Lectureship coming up on Thursday, April 27<sup>th</sup> at the Renfro Center on the NOC Tonkawa campus.

Chair Bickle presented item M-Motion and vote to enter into Executive Session. Vice Chair Bruce Evans made a motion to enter into Executive Session, Lousie Abercrombie seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Fraizer-yes, Hullet-yes, Seidel-yes.

Chair Bickle present item N-Motion and vote to acknowledge return to open session from Executive session. Pat Hullet made a motion to return to open session from Executive session, Secretary Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Fraizer-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item O-Board Chair's statement of Executive session minutes. During Executive session the Board discussed the CEO contract for FY18, the possible acquirement of real property and the relationship with the University Center Foundation.

Chair Bickle presented item P-Motion and vote to approve or not approve the FY18 contract for CEO Leaming. Louise Abercrombie made a motion that they approve the FY18 contract for CEO Leaming, Secretary Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Fraizer-yes, Hullet-yes.

Next Chair Bickle presented item Q-announcement of next Board of Trustees meeting. The next regular meeting will be held on Thursday, May 18, 2017 at 7:30 a.m. in the University Center

Conference Room at the University Center at Ponca City, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

CEO Leaming thanked the Trustees for approving his contract for another year and is very grateful for all they do.

Chair Bickle presented item R-to approve or not approve a motion to adjourn. Louise Abercrombie made a motion to approve adjournment, Vice Chair Bruce Evans seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Fraizer-yes, Hullet-yes.