

UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES-AUGUST 3, 2017

The University Center at Ponca City Board of Trustees held their monthly board meeting on August 3, 2017 at 9:00 a.m. in the University Center Conference Room, 2800 N. 14th 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, Pat Hullet, Chuck Greenwood; Ex-Officio members Dr. Cheryl Evans, Mayor Homer Nicholson, Regent Carl Renfro, CEO Adam Leaming and Recording Clerk Barbara Bloomfield. Non present members were Rich Cantillon, Vice Chair Bruce Evans, Jeremy Frazier, Tim Seidel, Ex-Officio members Regent Ike Glass, CEO/Supt. Bruce DeMuth, Foundation Chair Pat Collogan, Shelley Arrott and Associate Director Robyn Armstrong.

Chair Bickle presented item B-announcement and introduction of guests. Chair Bickle welcomed Dr. Cheryl Evans, Mayor Homer Nicholson and Regent Carl Renfro to the meeting.

Chair Bickle presented item C-to approve or not approve the Minutes of the June 15, 2017 regular meeting of the Board of Trustees. Secretary Carol Bouldin made a motion to approve the minutes as they stand, Louise Abercrombie seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Greenwood-yes, Hullet-yes.

Chairman Bickle presented item D-to approve or not approve the Month End Budget Report for May and June 2017. Due to the change in meeting date and time being early in the month Associate Director Armstrong will report a month behind. CEO Leaming gave the report this month on May and June of 2017. He reviewed the revenues and expenditures for each month and noted that the UC ended FY17 on a positive note within \$20 of the budgeted amount. Chuck Greenwood commended CEO Leaming on his budget planning and made a motion that the reports for May and June be approved, Pat Hullet seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Greenwood-yes, Hullet-yes.

Chair Bickle presented item E-to approve or not approve the changes made to the Student Policy Handbook. CEO Leaming explained the 3 changes made to the handbook were simply updates to the UC hours and fees. Chuck Greenwood suggested that the word “approximately” be deleted so there is no confusion concerning the Usage fee amount for the UC. Secretary Carol Bouldin made a motion to approve the changes including the deletion of the word “approximately” under UC Fees, Pat Hullet seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Greenwood-yes, Hullet-yes.

Next Chair Bickle presented item F-Foundation report from the UC Foundation. CEO Leaming reported for Foundation Chair Pat Collogan. CEO Leaming announced that the new covenants are done and signed by everyone and are officially in place.

Coldwell Banker Heritage Realtors will start actively marketing the empty building space for lease or for sale.

The land donation made from a generous donor is officially ours and is for sale. PCDA has offered \$60,000 and will pay all costs associated with the sale. Mayor Nicholson recommended a Quick Claim deed to make the process as easy and quick as possible. CEO Leaming then described exactly where the property is located and Chuck Greenwood stated he may be interested in purchasing said land. The agreement with PCDA is all subject to the UC Foundation and PCDA Board approvals. CEO Leaming also stated that he has been in contact with the owner of the Syke's building to see if they would consider donating it to the UC as well. Dr. Cheryl Evans asked if the UC Foundation has a gift acceptance policy in place. CEO Leaming said he would check into it and tell them it is needed.

CEO Leaming then thanked Regent Carl Renfro for his generous donation of \$10,000 from the Renfro Family Foundation for scholarships. He also informed everyone that Craig Poet is the head of the Fundraising committee and Scholarship giving. Many Board members feel that the UC Foundation should hold an actual fundraiser in addition to or in place of the Mail out campaign. Louise Abercrombie suggested that the Trustees offer some fundraising ideas to the UC Foundation to help them out.

Lastly, Jennifer Daniel is currently working with an auditor to check the Foundations funds. All seems to be going fine.

Chair Bickle presented item G-Administrative Reports from CEO Adam Leaming.

OSU and Spears School of Business: CEO Leaming stated the OSU School of Business has reserved the Conference room for 3 dates this fall. The UC will host meetings in the Spring of 2018 as well!

Conference Room Rental: Dorado Foods held a training at the UC for a week and brought in some rental revenue.

BSN program changes: Sandy Nigh has retired from NWOSU and the BSN Program. NWOSU has hired Dr. Nicole Hicks to replace her and she will be in the office starting on August 14th.

Oklahoma LED Project: Oklahoma LED will be here to finish up our lights before classes begin on August 21st.

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

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

Chair Bickle presented item J-comments from the UC Chair and/or Board of Trustees. Chuck Greenwood suggested that the Trustees form a committee to look at the UC's business model. He stated that the UC needs a plan in case our funding is lost. He asked how the UC will sustain without state funding. Chair Bickle stated that the Executive committee is currently working on a plan and have been meeting quarterly to discuss what to do if state funds were lost. Next Chuck Greenwood asked what the money from the land donation will be used for. He asked if

there is something in place stating how and where to spend the proceeds. The UC Foundation will be receiving the proceeds from the sale for the UC so it will be discussed with the Foundation on how the UC will receive those funds. Lastly Chuck Greenwood and Dr. Cheryl Evans suggested that the UC offer some continuing education classes for professional groups. It would bring in rental revenue to help our dwindling funds.

Dr. Cheryl Evans and Regent Carl Renfro talked about the Higher Education Task Force that they are currently serving on. They are worried about the future of Higher Ed as a whole and really are not sure what the Task Force will recommend in December. They have done a lot of listening on consolidation and regional division according to Dr. Evans. Both Regent Renfro and Dr. Evans stated they should know more after their next meeting.

CEO Leaming informed the board of the sad news that ECU has left the campus of UCSO. There has also been talk of the Community College taking over the campus of the University Center in Ardmore. Currently NWOSU is happy with the UC and the programs they are sending us. They are working hard to make sure the Nursing program in particular stays in Ponca City.

CEO Leaming then gave good news and stated that the new bank Equity may pay for Newkirk concurrent student's fees and books for the Spring semester.

CEO Leaming then asked all members to stay alert to the possibility of the cigarette fee being repealed. If so the legislature will go into special session after Labor Day.

Lastly CEO Leaming stated that enrollment is down 10% according to a preliminary report he received from Dr. Edgington at NOC.

Next Chair Bickle presented item K-announcement of next Board of Trustees meeting. The next regular meeting is scheduled for Thursday, September 7, 2017 at 9:00 a.m. in the University Center Conference Room at the University Center at Ponca City, 2800 N. 14th Street, Ponca City, Oklahoma; however, due to a scheduled fundraiser it may need to be moved to another date. Recording Clerk Barb Bloomfield will poll the Trustees and see who will be able to make it and if we will have a quorum.

Chair Bickle presented item L-to approve or not approve a motion to adjourn. Pat Hullet made a motion to approve adjournment, Chuck Greenwood seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Greenwood-yes, Hullet-yes.