

**UNIVERSITY CENTER AT PONCA CITY**  
**BOARD OF TRUSTEES**  
**MEETING MINUTES-JANUARY 19, 2017**

The University Center at Ponca City Board of Trustees held their monthly board meeting on January 19, 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 Members Louise Abercrombie, Chair Barry Bickle, Vice Chair Bruce Evans, Chuck Greenwood, Pat Hullet; Ex-Officio members Foundation Chair Pat Collogan, Dr. Cheryl Evans, Regent Carl Renfro, Mayor Homer Nicholson; Guest Rich Cantillion, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present members were Secretary Carol Bouldin, Jeremy Frazier, Tim Seidel; Ex-Officio members Regent Ike Glass, CEO/Supt. Bruce DeMuth and Dr. David Pennington.

Chair Bickle presented item B-announcement and introduction of guests. Ponca City Chamber President Rich Cantillion was welcomed.

Chair Bickle presented item C-to approve or not approve the Minutes of the November 17, 2016 special meeting of the Board of Trustees. Bruce Evans made a motion to approve the minutes as they stand, Pat Hullet seconded. Abercrombie-yes, Bickle-yes, Evans-yes, Greenwood-yes, Hullet-yes.

Chairman Bickle presented item D-to approve or not approve the Month End Budget Report for November and December 2016. Associate Director Armstrong provided the revenue and expenditure reports for the months of November and December. She explained the fees received and the expenses for the auditors and new website construction. CEO Leaming stated that we are right on track and currently stand at 49% of our budget thus far for the year. He also informed the Board that a new ice machine for the student lounge was purchased and it was unintended for this year, however the UC continues to operate according to our budget. Louise Abercrombie made a motion to approve the November and December Month end budget reports, Chuck Greenwood seconded. Abercrombie-yes, Bickle-yes, Evans-yes, Greenwood-yes, Hullet-yes.

Next Chair Bickle presented item E-Foundation report from Foundation Chair Pat Collogan. UC Foundation Chair Collogan reported that Evelyn Cole and Lynn Bowker have resigned from the Foundation Board. Also due to the passing of Diane Crossland the Foundation now has 3 seats to fill. He also reported that the daughter of Diane Crossland has been in contact with CEO Leaming about setting up a scholarship in her name for a UC student. Next Chair Collogan reported that the 2016 fundraiser has brought in approximately \$27,000 thus far. Chair Collogan then reported that the updated covenants have been signed by all building owners except Burger King. He stated that they are currently waiting on their final signature. This is exciting for the

Foundation as they will be able to market the empty side of the building to bring in revenue. Chair Bickle thanked UC Foundation Chair Collogan for his report.

Chair Bickle presented item F-vote to consider a 5% increase to the academic service fee for Fall 2017. CEO Leaming reminded the Board that when they voted to increase the fee last year it was agreed to extend that raise 5% each year thereafter as needed. CEO Leaming has spoken with many students and found that a 5% increase in fees each year is easier to stomach than a drastic increase all in one year. This 5% increase will raise the service fee from \$26.50 per credit hour to \$27.83 per credit hour, increasing our yearly revenue by \$6,000. This will also assist in some of the lost state appropriations. Even with this increase we are still lower than Ardmore that charges \$40 per credit hour for their service fee. Bruce Evans made a motion to approve the 5% increase to the UC service fee, Pat Hullet seconded the motion. Abercrombie-yes, Bickle-yes, Evans-yes, Greenwood-yes, Hullet-yes. The new 5% increase will now be sent to our partner colleges and the State Regents for their approval.

Chair Bickle presented item G-Administrative Reports from CEO Adam Leaming. First CEO Leaming was excited to inform the Board that in 2016 the UC had served more students than previous years and this spring has encouraging NOC numbers. NOC reported the UC has 20% higher credit hours and 12% higher head count this spring compared to last spring at this time. The UC spring 2017 enrollment will be finalized in the coming week. Very encouraging news for the UC and its future.

CEO Leaming gave an update about the OSU Spears School of Business program. OSU has decided to offer 3 programs in April for employees of local businesses including Dorado Foods again. This is fewer than last semester but CEO Leaming is working with PCDA to help other businesses send employees as well.

Next CEO Leaming talked about the student surveys and last semester's results. He stated that the UC is ranked in the mid 90% as a whole. He again stated that the need for science labs is still a large request from students and the weekend need for the computer lab is decreasing.

CEO Leaming informed the Board that on March 22<sup>nd</sup> he has scheduled a visit with the UC at Ardmore. CEO Leaming is requesting that 2-3 members of the Board accompany him to this visit as part of the strategic plan update. After this visit he would like to get the Board together to work on updating the strategic plan for the next 3 years. CEO Leaming then updated the Board on all the changes that have been made to meet the directives of our current strategic plan. CEO Leaming stated it is good to implement changes here at the UC and in the community. He figured that April or May would be a good time to update the plan and he will continue to gather information until then.

Lastly, CEO Leaming stated that currently the biggest hurdle the UC faces is the desire for science labs here in Ponca City. It is very difficult to fund such spaces and the demand from students is very high. Many UC students go to NOC for one thing and that is the lab for their required science classes. Such things as online courses have been implemented to help those students that do not or cannot travel to NOC for the labs but some students are just not able to

learn effectively through the online class. He ended his report by stating the concurrent numbers are up again bringing in more students after high school graduation.

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. Dr. Cheryl Evans of NOC asked if there was a way for a transit company to give the students a ride from Ponca City to Tonkawa for their labs, saving the students time and money. CEO Leaming stated that was a great idea and would look into that possibility. Dr. Evans also informed the Board that the NOC Trustees had met earlier that week and already approved the 5% increase in UC fees. She is also looking for members of a new group call Oklahoma Tomorrow that has been organized to fight for higher education at our state capital and with our current politicians. She informed everyone that on March 22, 2017 NOC will be breaking ground for their new Stillwater location. She stated that the new building is long overdue. And lastly Dr. Evans stated that NOC has received a 1.7 million dollar grant to help Native American students over the next 5 years.

Chuck Greenwood asked if at the next meeting the Board could see a report as to where students are going after graduation. He would like to see more student retention and the demographics of where the students are now and after they graduate. He would also like to see what degrees are being completed at the UC and the percentage of students that stay in Ponca City. CEO Leaming stated that he will work on that report.

Louise Abercrombie asked CEO Leaming about the parking lot banners and when will they be installed because they would be a good marketing tool. CEO Leaming said he is still working on those and the banners will be coming.

Chair Barry Bickle asked all Board members to spread the word throughout Ponca City about the OSU programs. He stated they have decreased the number of programs because not enough businesses in Ponca City are sending employees to the program. He stressed in order to keep OSU here at the UC we need to get more businesses involved.

Next Chair Bickle presented item K-announcement of next Board of Trustees meeting. The next special meeting will be held on Thursday, February 16, 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.

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