

UNIVERSITY CENTER AT PONCA CITY

BOARD OF TRUSTEES

MEETING MINUTES-JUNE 15, 2017

The University Center at Ponca City Board of Trustees held their monthly board meeting on June 15, 2017 at 7:30 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, Rich Cantillon, Vice Chair Bruce Evans, Jeremy Frazier, Tim Seidel; Ex-Officio members Foundation Vice Chair Lee Evans, Dr. Cheryl Evans, Mayor Homer Nicholson, CEO/Supt. Bruce DeMuth; CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present members were Chuck Greenwood, Pat Hullet and Ex-Officio members Regent Ike Glass, Regent Carl Renfro and Dr. David Pennington.

Chair Bickle presented item B-announcement and introduction of guests. Chair Bickle welcomed all Ex-Officio members to the meeting including Foundation Vice Chair Lee Evans.

Chair Bickle presented item C-to approve or not approve the Minutes of the May 18, 2017 regular meeting of the Board of Trustees. Secretary Carol Bouldin made a motion to approve the minutes as they stand, Rich Cantillon seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Seidel-yes.

Chairman Bickle presented item D-to approve or not approve the Month End Budget Report for April 2017. Due to the lack of our reports needed from the Regents office, the May 2017 Month End budget will be tabled until the next regular Board meeting.

Next Chair Bickle presented item E-Foundation report from the UC Foundation. Due to illness, Vice Chair Lee Evans reported for Chair Pat Collogan. Vice Chair Evans reported that the lighting project by Oklahoma LED will be started today. At this time the company is unable to change 15 pendant lights to LED as they have not been able to find bulbs in that size and style. This is something that will be researched and changed at a later date. All other fixtures internally and externally will be changed. Vice Chair Evans stated that an agreement has been signed with James Smith and Steve Herman of Coldwell Banker Heritage Realtors to officially list the empty side of the building. He is hoping they will start advertising very soon. Vice Chair Evans reported that the acquisition of land is wrapping up. Only one thing remains and the owner needs to provide a death certificate of a family member who had stake in the land. CEO Leaming added that Darin Haight is doing all the paperwork for the acquisition and his fee will be \$600. CEO Leaming has asked the Foundation to pay for this fee to help the donor as she has paid for many other fees during this process. Vice Chair Evans stated that the Foundation is looking for more members and are trying to focus on recruiting from the outside areas that surround Ponca City such as Newkirk and Blackwell. He stated Mert Martins is heading this

recruitment so if anyone has any names of people they think would be a good fit for the UC Foundation and their purpose they are asked to call Mert with the name and contact information. Rich Cantillon gave Vice Chair Evans a name of someone to contact in Blackwill. CEO Leaming added that the Crossland Memorial scholarship has been set and will be given to education students to honor Diane Crossland who was a life-long educator. Chair Bickle then thanked UC Foundation Vice Chair Evans for his report.

Chair Bickle presented item F-Discussion on possible meeting time change. Chair Bickle stated there had been requests to change the Board of Trustees meeting dates and times. Several options were presented prior to the meeting today by email. Chair Bickle asked each Trustee what schedule they preferred. It was unanimous that the Trustees meetings be changed to the first Thursday of each month at 9 a.m. It was determined that this new date and time would start on August 3, 2017 at 9 a.m. Rich Cantillon made a motion to change the Trustees meeting date and time to the first Thursday of each month at 9 a.m.; Secretary Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Seidel-yes.

Chair Bickle presented item G-Discussion and action to approve or not approve the FY18 Maintenance and Cleaning Contract for S & S Cleaning Service. CEO Leaming stated that this is the same company the UC has used for the past 4 years. Last year the cleaning contract was out for bid and S&S had the lowest bid and was awarded the contract. The amount is the same as last year. Louise Abercrombie made a motion to approve the FY18 Maintenance and Cleaning Contract by S & S Cleaning Service, Secretary Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Seidel-yes.

Chair Bickle presented item H-Discussion and action to approve or not approve the FY18 IT Contract with Joe Vaden Jr. CEO Leaming stated that this is the same individual we have contracted with for the past 3 years. CEO Leaming stated he informed Mr. Vaden that the rate will stay the same and that his contract depends upon the budget. Louise Abercrombie made a motion to approve the FY18 IT Contract with Joe Vaden Jr., Secretary Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Seidel-yes.

Chair Bickle presented item I-Discussion and action to approve or not approve the FY18 budget. CEO Leaming reported on projected revenue and expenses. He stated his proposed budget was prepared allocating approximately \$5,000 less in student fee collections and a 6.1% cut from the state appropriations. CEO Leaming went section by section, and over each line item expense. He listed Personnel costs at \$407,425.29. Accounting and Auditing: \$14,002.50. IT Contract: \$28,500. Advertising & Marketing: \$18,455.93. Subscriptions and Memberships: \$8,225. Utilities and Building Expenses: \$126,139.63. Equipment and IT: \$22,006.91. Supplies: \$10,559.83 CEO Leaming stated that Epic Charter schools added \$3000 to FY17 revenue by renting UC classrooms for yearly testing; he anticipates EPIC will rent space in FY18. CEO Leaming stated the UC will eliminate weekend hours to save on operating expenses. He also has been brainstorming ideas and ways to generate more revenue. He has prepared for budget cuts if there are revenue failures in FY18. Secretary Bouldin made a motion to approve the budget for FY18, Rich Cantillon seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Seidel-yes.

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

Budget update: The UC will be operating on approximately \$39,400 less than the prior year. The complete allocation of state appropriated funds for FY 18 is \$498,593. This reflects a 6.8% reduction in state funding. CEO Leaming stated he accepted the resignation of the Evening Academic Advisor. Due to the loss of revenue the position will remain open.

Land donation: The title opinion is pending; awaiting a death certificate from the family.

Higher Ed Task Force: Carl Renfro and Dr. Cheryl Evans have been appointed to the Higher Ed task force. Their next meeting is June 30th.

OSU and Spears School of Business: CEO Leaming met with OSU and business partners this past week to discuss another semester of offering this program. The UC will host future meetings this fall semester, and are excited to announce they will host the Spring of 2018 as well!

Diane Crossland Memorial scholarship: CEO Leaming met with Ann Morgan and her husband and they are submitting the remainder of the scholarship amount to bring her memorial scholarship to \$10,000. They want to award students \$500 each semester who are in their student teaching semester. The family would like to be notified when the awards are given.

Backpacks to Briefcases: CEO Leaming stated he has been working to place UC graduates in positions for the summer in conjunction with Ponca Works. Currently we have a computer Sciences graduate pursuing an internship with a Federal government weather lab in Lamont Oklahoma. We also have a psychology student we're attempting to place with the Kaw Tribe in child services.

Summer and Fall enrollment: CEO Leaming stated our first ever degree in Social work will be offered from NWOSU beginning in the Fall. In addition we're working to add more education courses for the evening to meet preliminary demand. This summer we have offered on site Spanish and Spanish II here at the UC. It's been a long time since we've offered these courses. These courses are being offered thanks to returning college students utilizing the UC for summer classes before they go back in the fall.

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

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

Chair Bickle presented item M-comments from the UC Chair and/or Board of Trustees. Dr. Evans was asked to give her update on the new Education Task Force that she and Regent Carl Renfro are a part of. Dr. Evans stated that the first meeting was held to set committees and get to know everyone. The first formal meeting will be on June 30th. She explained what the Task Force will do and what their mission is. They are working together to find ways to help higher education generate revenue, whether that be deleting or consolidating of programs. This Task Force is being funded by the State Regents. Their primary goal is to take ideas to legislature to support education and to make it a priority in Oklahoma again. Rich Cantillon added that when Oklahoma was first started citizens were promised the access to education no matter what area of the state they lived in. Northwest Oklahoma is currently serviced by Panhandle State,

Northwestern Oklahoma State University and the University Center. Rich Cantillon stated that these schools and programs need to stay to keep northwest Oklahoma strong. CEO Leaming thanked Rich Cantillon for becoming a member of the Advisory board for the Business Department at NWOSU. CEO Leaming added that the first challenge against the new Cigarette tax will go to court on August 8th. Collection for the new tax is to start on August 25th. If this tax is voided the UC will have to adjust the budget. Rich Cantillon encouraged everyone to talk with our local legislature and let them know how disappointed we are with the way they have done everything. Mayor Nicholson commented that the Freshmen legislators have more respect and clout than the senior legislators because they are not worried about getting re-elected. They just want to do what's right for the state of Oklahoma. Tim Seidel stated that the public needs to see more statistics on how education in Oklahoma is failing and then they would be more motivated to help fix it.

Jeremy Frazier stated that he is impressed with the budget and the work that CEO Leaming has done. He works with budgets and understands that trying to work with such limited funds is no easy task.

Dr. Evans added that NOC will only be receiving 26% reimbursement for concurrent students this year. Because of the cuts that NOC will have to take this year they will also have a reduction in staff and their tuition rates will increase to 5.5%, or \$95 per semester for a full time students. However this raise in tuition is lower than other schools in Oklahoma that are raising their tuition by 9%.

CEO/Supt. Bruce DeMuth stated that he feels very blessed as only 19% of his budget comes from state appropriations. While taking cuts does not help anyone it doesn't affect Pioneer Technology Center as much as other institutions, and for that he feels blessed. He was also proud to announce that they recently had 15 students graduate as Guaranteed Graduates. Pioneer Technology Center will guarantee the work of these graduates to employers in the community. This is the 4th year for this program and it has been very well received by the public.

Rich Cantillon stated that he enjoys being on the Board of Trustees very much and greatly enjoyed Devery Youngblood and his presentation. He just asked that when he compares engineering students in Oklahoma that he compare them to a like state such as Kansas, Missouri, or Arkansas. His comparison to Dallas, TX gives the wrong impression of our state's population.

Chair Bickle presented item N-Motion and vote to enter into Executive Session to discuss land acquisition, CEO contract and Associate Director contract. Secretary Bouldin made a motion to enter into Executive Session, Jeremy Frazier seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Seidel-yes.

Chair Bickle present item O-Motion and vote to acknowledge return to open session from Executive session. Tim Seidel made a motion to return to open session from Executive session, Secretary Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Seidel-yes.

Chair Bickle presented item P-Board Chair's statement of Executive session minutes. There were not decisions made during executive session. During Executive session the Board discussed the donation of land to the UC, the CEO contract and the Associate Director's contract.

Chair Bickle presented item Q-Action to approve or not approve the CEO contract for FY18. Rich Cantillon made a motion to approve the CEO contract for FY18, Vice Chair Bruce Evans seconded said motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Seidel-yes.

Chair Bickle then presented item R-Action to approve or not approve the FY18 contract for the Associate Director. Secretary Carol Bouldin made a motion to approve the FY18 contract for the Associate Director, Louise Abercrombie seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Seidel-yes.

Next Chair Bickle presented item S-announcement of next Board of Trustees meeting. The next regular meeting will be held on the new voted day and time Thursday, August 3, 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.

Chair Bickle presented item T-to approve or not approve a motion to adjourn. Secretary Bouldin made a motion to approve adjournment, Tim Seidel seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Seidel-yes.