

# UNIVERSITY CENTER AT PONCA CITY

## BOARD OF TRUSTEES

### MEETING MINUTES-MAY 18, 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, Chuck Greenwood, Tim Seidel; Ex-Officio members Foundation Chair Pat Collogan, Dr. Cheryl Evans, Regent Carl Renfro, Mayor Homer Nicholson, CEO/Supt. Bruce DeMuth, Dr. David Pennington; CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present members were Jeremy Frazier, Pat Hullet and Ex-Officio member Regent Ike Glass.

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

Chair Bickle presented item C-to approve or not approve the Minutes of the April 20, 2017 regular meeting of the Board of Trustees. Secretary Carol Bouldin asked if the owner of the land being donated should be named in the minutes. It was determined that the land owner's name should be in the Executive Minutes. Also the land is officially given to the UC Foundation so it would need to be documented in their minutes. Secretary Carol Bouldin made a motion to approve the minutes as they stand, Louise Abercrombie seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Greenwood-abstained, Seidel-yes.

Chairman Bickle presented item D-to approve or not approve the Month End Budget Report for April 2017. Associate Director Armstrong provided the revenue and expenditure reports for April. She explained that they had one out of the ordinary fee for a set of special headphones for a hearing disabled student. She then went into the revenue brought in from our partner schools and that we have currently invoiced them for approximately \$33,000 in additional fees. Vice Chair Bruce Evans made a motion to approve the April Month end budget report, Tim Seidel seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Next Chair Bickle presented item E-Foundation report from Foundation Chair Pat Collogan. First UC Foundation Chair Collogan reported that the Oklahoma LED project is underway. We are still waiting on them to bring us a tester light for outside to see if we like them. He was unsure of what the timeline is for the project but that it has been approved and ready to go. He stated they have signed the new covenants with Burger King's stipulations of that we cannot lease/sell the North side of the building to any business that sells hamburgers. The Foundation has now started to market the empty side of the building with help from James Smith and Steve Herman with Coldwell Banker Heritage Realtors. Mr. Smith and Mr. Herman have agreed to

donate their time marketing the building until it is sold and then charge a lower fee to cover paperwork. This will be a great asset to generate revenue. Foundation Chair Collogan then updated the Board on the land donation and asked Secretary Carol Bouldin if she had heard anymore from her friend/donor as to where the process stood. Secretary Carol Bouldin stated that she had not heard from the donor but that she would give her a call to find out. She did say that she gave the donor a name of an appraiser to contact and told her the UC Foundation attorney suggested she have it appraised for her protection. CEO Leaming explained that he had talked with the donor and the abstract has been completed and title work was beginning. Chair Bickle then thanked UC Foundation Chair Collogan for his report.

Chair Bickle presented item F-Discussion and action to approve or not approve the FY18 Foundation Lease agreement. Chair Bickle stated that the only thing that has changed on the lease were the dates, otherwise everything else stayed the same. Chuck Greenwood made a motion to accept the FY18 Foundation lease agreement, Vice Chair Evans seconded said motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Chair Bickle presented item G-Discussion and action to approve or not approve the new Executive Committee Slate of officers. CEO Leaming stated that he has worked with 5 Chairs in the past 4 years. He stated that it seems like once you develop a relationship with the Chair it's time to vote in a new one. He suggested that the current Executive officers serve another year. Chair Bickle, Vice Chair Evans, and Secretary Bouldin had already discussed it and were ok with serving another year as the Executive Committee Officers. Rich Cantillon stated that having officers serve 2 years but no more was something that was being adapted by other boards around the community and state. Vice Chair Evans made a motion to keep the current officers as the Executive Committee officers for one more year, Rich Cantillon seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Chair Bickle presented item H-Discussion and action to approve or not approve the changes made to the UC Policy 5.2.1 regarding appointment authority. CEO Leaming determined that after last year's approval stating the CEO would be responsible for the Academic Advisor and Associate Director contracts that the wording in the UC policy book was not changed. However, after consideration he suggested that the Associate Director stay under the Board's approval due to the possibility of that position having to be an Interim CEO if the loss of a CEO should occur. The Board agreed with this suggestion. Chuck Greenwood made a motion that the wording in the UC Policy 5.2.1 be changed to leaving the associate director appointment being brought to the board, and the Academic advisor contracts being decided by the UC CEO, Secretary Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Greenwood-yes, Seidel-yes.

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

**Higher Ed Task Force:** Carl Renfro and Dr. Cheryl Evans have been appointed to the Higher ed task force. This is a large group with a facilitator brought in from out of state. Their first meeting is later this month and there are six planned with the last one concluding in December.

**Graduation:** We're celebrating 58 students graduating. We are currently working with PCDA to help these graduates with job placement.

**Budget:** We're not certain what 2017 cuts will be yet. There's hope there will be new revenue in this year's budget. Special thanks to Associate Director Armstrong for keeping us on track with our current budget. We will be within 2-3% of what we predicted last year.

**Oklahoma Tomorrow luncheon:** Will be on Friday, May 19<sup>th</sup>. Right now we have 58 RSVP'd. It is from 11:30 – 1pm and we will host the event in our lobby. Affairs to Remember will be catering.

**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. We currently have 24 enrolled for the coming session.

**Advertising:** We have been doing new radio advertisements with recent graduates from the UC. We have also been using pictures donated by Rich Cantillon to put on our social media.

**Humane Society:** We had a special treat for all students the week of finals to relieve some stress by playing with some puppies brought by the Humane Society. It was a huge success and we will be continuing that program in the future.

**Finals week:** We have finished the semester with 300+ final tests. Special thanks to the staff for keeping track of all those and running finals week so smoothly.

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. Tim Seidel stated that now is the time to find out why our legislators have no interest in helping higher education. Dr. Evans stated there are loud groups down at the capital lobbying against higher education, one in particular is the OCPA. This group continually puts out negative comments about higher education and they are being heard by our legislators. PTC CEO Bruce DeMuth stated that he has a meeting coming up with the State Chamber and he is going to voice his opinion on what is going on at the state legislature. The State Chamber has a loud voice at the capital and we need to be heard through them if possible. Rich Cantillon stated that leaders in OKC and Tulsa are the ones that we need to talk to because they seem to hold all the power. Dr. Pennington stated that it seems like the people who are not educated really don't care or don't know why education is so important to the future of Oklahoma. Some say that they will not fund higher education because as soon as a student graduates they move out of Oklahoma so they don't see the need to spend their tax dollars for them. Dr. Pennington did state that what they aren't aware of is that 80% of Oklahoma graduates do stay in the state with their degrees. Mayor Nicholson stated the windmills are also causing economic problems in our state. Oklahomans believe that schools are now receiving money from the windmill companies. But in return they are actually threatening the closure of military bases around the state. Unfortunately the windmills are causing unintended consequences.

On a good note, Dr. Evans announced that they had the most graduates they have ever had. They had 901 graduates with 1001 degrees.

Mayor Nicholson also announced that if anyone should happen to see Regent Ike Glass to congratulate him on the dedication of the Ike Glass Room at NOC.

Chair Bickle presented item M-Motion and vote to enter into Executive Session to discuss land acquisition, and an employee resignation. Secretary Bouldin made a motion to enter into Executive Session, Vice Chair Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Greenwood-yes, Seidel-yes.

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

Chair Bickle presented item O-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 and the resignation of a UC employee.

Next Chair Bickle presented item P-announcement of next Board of Trustees meeting. The next regular meeting will be held on Thursday, June 15, 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 Q-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, Greenwood-yes, Seidel-yes.