

UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES-NOVEMBER 2, 2017

The University Center at Ponca City Board of Trustees held their monthly board meeting on November 2, 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, Vice Chair Bruce Evans, Jeremy Frazier, Chuck Greenwood, Pat Hullet, Tim Seidel; Ex-Officio members Dr. Cheryl Evans, CEO/Supt. Bruce DeMuth, Foundation Chair Pat Collogan, Regent Carl Renfro, CEO Adam Leaming, Associate Director Robyn Armstrong and Recording Clerk Barbara Bloomfield. Non present members were Rich Cantillon and Ex-Officio members Regent Ike Glass and Mayor Homer Nicholson.

Chair Bickle presented item B-announcement and introduction of guests. Chair Bickle welcomed everyone to the meeting and gave a special welcome to Wade Fisher of Hinkle and Associates.

Chair Bickle presented item C-to approve or not approve the Minutes of the September 7, 2017 regular meeting of the Board of Trustees. Carol Bouldin made a motion to approve the minutes as they stand, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chairman Bickle presented item D-to approve or not approve the FY17 Audit report as prepared and presented by Hinkle and Associates auditor Wade Fisher. Mr. Fisher informed the Board that the audit came back clean with no fraud or discrepancies to report. It is the opinion of Hinkle and Associates that the audit be accepted by the US Federal Government. Before leaving Mr. Fisher thanked the Board and the UC staff for all their help and the opportunity to be our external auditor for the past 5 years. Before voting to approve or not approve the audit, Regent Carl Renfro asked that the audit be sent out prior to the meeting so the Board members can study it before voting. Chuck Greenwood asked if there were any suggestions given from the auditor. CEO Leaming stated that Mr. Fisher had one suggestion of investing our \$263,000 carryover with the State Treasurer. He also stated that this carryover is being saved for future technology upgrades. After all discussion Chair Bickle tabled the vote until the next meeting.

Chairman Bickle presented item E-to approve or not approve the Month End Budget Report for August and September 2017. Associate Director Armstrong gave the report on both months. She reviewed the revenues and expenditures and reported that invoices for Fall 2017 fees have been sent out. CEO Leaming then gave his report stating that we are currently sitting well and within budget. Tim Seidel asked if we would be able to negotiate with future auditors due to good performance. The board members agreed that it would be worth a look. Carol Bouldin made a motion that the reports for August and September be approved, Pat Hullet seconded the motion.

Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Next Chair Bickle presented item F-Foundation report from the UC Foundation Chair Pat Collogan. UCF Chair Collogan reported that the Foundation Audit came back clean without any discrepancies. He also stated that they have closed on the property that was given in donation from Mary Zimmerman. PCDA purchased the property and a check for \$60,000 has been deposited. Next Foundation Chair Collogan reported that they have put the north side of the building up for lease or sale with James Smith of Coldwell Heritage Banker Realtors. Surprising they have had an offer for the entire building which they did not expect. Currently James Smith is working on getting comps and information on the structure so the Foundation can make a cautious and educated decision. He also reported that the Mail out Campaign fundraiser flier is done and should be out next week. He urged everyone to please donate as all proceeds go towards scholarships. Lastly Foundation Chair Collogan reported that the Foundation has a new member. Chris Mendoza, CEO of Alliance Health has joined the Foundation. Mr. Mendoza is excited to get started to help Ponca City and the University Center.

Many members asked Foundation Chair Collogan what would happen if they did sell the building. Chair Collogan stated that they weren't expecting an offer for the whole building and we are a long ways off from any decision but he will keep the Board informed.

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

Budget legislative update: No update on the budget process at the capitol. They have moved towards utilizing the Rainy Day fund and using carryover funds from the end of last year. There is still a gap in the revenue side of things that will either be filled with new revenue measures or budget cuts.

Washington D.C. fly-in: On September 12-14th

Summer camps: I'd like to host four different one week camps this summer with a different focus each week. The focuses would be Math, Science, Engineering, and Technology (coding/programming). In order to conduct these camps in the black, our model will require us to find a \$1500 corporate sponsor each of the weeks in order to hold these camps with 16 students, pay for instructor, assistant, curriculum, and supplies. If you think your organization would like to support one or more weeks this summer please let me know!

REP: Request for proposal: We're finished with our proposal to secure new auditing services. We will have a list of our submitted bids when we have our next board meeting.

Advertising and Marketing: We're finishing our filming tonight with Speaknow on our social media films for the UC. We're starting our marketing and advertising push that was discussed in the last meeting. I have some awesome analytical data to display showing how our Facebook ads are working. Once we have our videos produced those will be heavily pushed on Social media. This campaign is designed to go for four month and conclude after the spring enrollment window closes in January. So far the Students of the UC has made over 4000 impressions.

OSU Spears School: Crucial Communications is going to happen on November 29th and we have several individuals signed up to attend.

BSN: The stakeholders in the BSN program will meet on November 6th at 10am in the UC board room to discuss continuation of the BSN program. NWOSU and their administration will be attending as well to discuss the BSN program and if we would like to see this program continue in Ponca City.

Senator Inhofe: I've been asked by Senator Inhofe to join the Oklahoma selection panel for the US Service Academies. I will get to spend a day in Oklahoma City reviewing applications and criteria and making recommendations for admittance to the US Service Academies.

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 and Regent Carl Renfro reported that the **Taskforce for Higher Education** has met 4 times and nothing definite has been decided as of yet. They did say that there is talk of consolidation of schools and changes in Board structures. It is still their goal to have all recommendations to the Legislature by year end.

CEO/Supt. Bruce DeMuth reported that Pioneer Technology Center will be holding their Advisory Boards meeting very soon. They were also very successful with their Safety Training program for P66 and their outside contractors who came in for the turn-around in October. Approximately 1,800 contractors were trained through PTC. And lastly, PTC has just finished their United Way drive for this year.

Chair Bickle presented item K-to approve or not approve to enter into Executive Session to discuss the purchase or appraisal of real property. Louise Abercrombie made a motion to enter into Executive Session, Tim Seidel seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item L-to approve or not approve the return into Open session. Tim Seidel made a motion to return to Open session, Pat Hullet seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item M-Board Chair's statement of Executive Session minutes. In Executive Session the Board discussed the subject of real property and a stipend increase for CEO Leaming.

Next Chair Bickle presented item N-announcement of next Board of Trustees meeting. The next regular meeting is scheduled for Thursday, January 4, 2018 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 O-to approve or not approve a motion to adjourn. Carol Bouldin made a motion to approve adjournment, Pat Hullet seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Greenwood-yes, Hullet-yes, Seidel-yes.