

UNIVERSITY CENTER AT PONCA CITY

BOARD OF TRUSTEES

MEETING MINUTES-APRIL 5, 2018

The University Center at Ponca City Board of Trustees held their monthly board meeting on April 5, 2018 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, Rich Cantillon, Pat Hullet, Chuck Greenwood, Pat Hullet, and Tim Seidel. Ex-Officio members Dr. Cheryl Evans, Regent Carl Renfro, Mayor Homer Nicholson, UC Foundation Vice Chair Diane Anderson, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Bron Briggs. Non present members were Vice Chair Bruce Evans and Jeremy Frazier. Ex-Officio members not present were Superintendent Shelley Arrott and CEO/Supt. Bruce DeMuth.

Chair Bickle presented item B-announcement and introduction of guests. Chair Bickle welcomed everyone to the meeting. No guests were present.

Chair Bickle presented item C-to approve or not approve the Minutes of the February 1, 2018 regular meeting of the Board of Trustees. Carol Bouldin made the motion to approve the minutes as they stand and Chuck Greenwood seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-absent, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item D-to approve or not approve the Minutes of March 8, 2018 special meeting of the Board of Trustees. Pat Hullet made the motion to approve the minutes as they stand and Rich Cantillon seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-abstained, Cantillon-yes, Evans-absent, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.

Chairman Bickle presented item E-to approve or not approve the Month End Budget Report for February 2018. Associate Director Armstrong gave the report. Associate Director Armstrong reported the UC collected over \$700 in testing fees for the month of February. Associate Director Armstrong also talked about buying security badges from a new vendor which caused the cost per badge to increase. It was mentioned that the UC is under budget on personnel and IT equipment, but over budget on advertising. Chuck Greenwood made a motion to accept the February financials as presented and Tim Seidel seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-absent, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item F—Foundation report from the Foundation Vice Chair Diane Anderson. Vice Chair Anderson said the UC Foundation was wrapping up their fundraising mail-out campaign and raised about \$30,000. Anderson stated that Phillips 66 and ConocoPhillips does match certain donations. Vice Chair Anderson mentioned a letter of intent

was signed for the possible sale of the UC's current location. Vice Chair Anderson said that the UC was up on concurrent enrollment, but the Foundation was looking for ways to maximize their scholarship money including mailers or being more aggressive in their methods.

Chair Bickle then presented item G-Discussion and action to approve moving forward with a binding agreement to sell the current UC building.

CEO Leaming started the discussion with a presentation which included the UC building actual operating costs, the proposed lease for the an alternate location, side by side costs, gains and losses, remodel costs, and lease terms. At the end of the presentation, CEO Leaming mentioned that after weighing the options, the UC would be in a better financial position if we elect to stay in our current location.

Discussion followed including if the money for the architect was included in the down payment and if a science lab could be built for either location. It was mentioned that both places could have a science lab, but if the UC expanded for a science lab in the current location, a roof and bathrooms would have to be built due to coding laws.

It was also discussed that the two locations are both have pros and cons. It was mentioned that IT and liability insurance was expensive, city signage ordinances, and the belief that the realtor commission was too high.

Chuck Greenwood made the motion to be in favor of rejecting the agreement and not moving forward with the move. Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-absent, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.

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

UC/Ponca Works Job/Career Fair: CEO Leaming talked about the recent success of the Job Fair held at the UC on March 29th. Over twenty businesses participated with over 150 people attending the career fair.

UC Resume Workshop: CEO Leaming then talked about the resume workshop held at the UC on April 2nd. Numerous UC students attended and all participants left the workshop with a complete resume.

It was believed that the UC could build on the resume workshop to include mock interviews and how to dress for success.

Student Job Placement: CEO Leaming discussed getting more UC placed in jobs and internships within their career field. It was also mentioned that Edwin Fair was coming to the UC later this month to have a meeting with all students majoring in Psychology and related Social Science fields.

OSU Spears School of Business Programs: CEO Leaming talked about how the next OSU seminar was occurring in April. He mentioned that attendance had a few low turnouts, but he

was working with other businesses including Philips 66 for a possible collaboration for attendance.

UC Summer Academy Update: CEO Leaming talked about the starting of a Summer Lego Academy. The academy will begin with two sessions beginning in the last two weeks of June. The director was introduced as an 8th Grade Math teacher from Ponca City. If the academy is popular, the academy will extend into sessions in July. CEO Leaming mentioned that when the Academy was posted on social media, nine people immediately signed up.

It was suggested the Ponca City High School Robotics Instructor to assist the academy. It was also mentioned there was a teacher from Blackwell who would be a good candidate for counselor.

Migration of Phone Service: CEO Leaming announced that the UC was in the process of switching phone service from AT&T to Nextel (locally as American Telephone). CEO Leaming mentioned that the cost per month would drop our phone costs by up to 65%.

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

Chair Bickle presented item J-public comments. No public was present.

Chair Bickle presented item K-comments from the UC Chair and/or Board of Trustees. It was mentioned that the next meeting will include the evaluation of CEO Leaming. It was also mentioned that forms will be sent and they should be brought back to the next meeting. It was also announced that there will be a Roast held at Pioneer Technology Center for CEO Leaming later in April. Dr. Evans talked about how NOC met all criteria in their ten year accreditation visit and how NOC Enid and Tonkawa's baseball teams were ranked #4 and 5 respectively in Division II baseball. Dr. Evans also talked about their recent Alumni Reunion and one of the honorees will be the guest speaker at upcoming graduation ceremony; she talked about the departure of one of the NOC Regents and the possible replacement.

Next Chair Bickle presented item L-announcement of next Board of Trustees meeting. The next regular meeting is scheduled for Thursday, May 3, 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 M-to approve or not approve a motion to adjourn. Rich Cantillon made a motion to approve adjournment and Tim Seidel seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-absent, Frazier-absent, Greenwood-yes, Hullett-yes, Seidel-yes.