

UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES-JUNE 7, 2018

The University Center at Ponca City Board of Trustees held their monthly board meeting on June 7, 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, Vice Chair Bruce Evans, Jeremy Frazier, and Tim Seidel. Ex-Officio members Regent Carl Renfro, Mayor Homer Nicholson, CEO/Supt. Bruce DeMuth, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Bron Briggs. Non present members were Pat Hullet and Chuck Greenwood. Ex-Officio members not present were Superintendent Shelley Arrott and Dr. Cheryl Evans.

Chair Bickle presented item B-announcement and introduction of guests. Chair Bickle welcomed everyone to the meeting. Bruce DeMuth presented Ms. Tracy Thorpe to the meeting. Starting July 1st, she will be replacing Mr. DeMuth as the Superintendent of Pioneer Technology Center.

Chair Bickle presented item C-to approve or not approve the Minutes of the May 3, 2018 regular meeting of the Board of Trustees. Rich Cantillon made the motion to approve the minutes as they stand and Louise Abercrombie seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Greenwood-absent, Hullet-absent, Seidel-yes.

Chair Bickle presented item D-to approve or not approve the Month End Budget Report for April 2018. Associate Director Armstrong gave the report. Associate Director Armstrong mentioned that the UC collected good amounts of revenue came from student testing fees and fees from NWOSU. It was also mentioned that the UC being over budget in Advertising and Marketing was because of the radio ads and contracts that the UC utilized to get the UC out front and noticed in the community. Jeremy Frazier made the motion to approve the budget report. Bruce Evans seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Greenwood-absent, Hullet-absent, Seidel-yes.

Chair Bickle presented item E—Foundation report from CEO Leaming for the absent UCF Chair Evans. CEO Leaming mentioned that UCF has a new auditor and that the UCF and the UC now utilize the same auditor. It was mentioned that the UCF Audit was a very intensive audit. The UCF approved for the purchase of new lobby furniture. The UCF is also in the development stages of a Target Donor Sustainability Project—a fundraising event target towards specific donors in hopes of making concurrent enrollment easier for local high school students. It was discussed that quotes were being established for the refreshing and repainting the classrooms.

Chair Bickle then presented item F-Discussion and action to approve or not approve the FY 19 Executive Board appointments. Chair Bickle mentioned that the current Executive Board included himself, Vice Chair Evans, and Secretary Bouldin. Bickle also said that this would be

his last meeting as the chair of the BOT and Bruce Evans will be the new chair starting the new fiscal year. CEO Leaming said that Chair Bickle was an amazing guy who led the Board of Trustees through tough times and he would be missed as the chair, but would still be able to participate on the Executive Board as the past Chair. Due to the rotation, Carol Bouldin will become the Vice Chair, leaving the Secretary position open. Bruce Evans nominated Rich Cantillon for the Secretary position and Carol Bouldin seconded the nomination. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Greenwood-absent, Hullet-absent, Seidel-yes.

Chair Bickle then presented item G-Discussion and action to approve or not approve the FY 19 line item budget. CEO Leaming mentioned that the numbers presented for the FY19 budget were on the conservative side. He stated that Robotics academy was estimated with the enrollment of 60 kids. Full-time staff salaries were higher with the inclusion of raises for the full-time staff members; temporary staff salaries decreased with the decision of not replacing staff. Advertising expenses were estimated lower with the growing usage of the social media page and trying to be not as reliant on radio ads. It was also declared the UC has stockpiled over \$200,000—saved for special situations and for technology upgrades. Carol Bouldin made the motion to approve the budget. Rich Cantillon seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Greenwood-absent, Hullet-absent, Seidel-yes.

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

- **Lego Academy-** There were 35 students enrolled over for the LEGO Academy. The first July session was recently opened and we are waiting to see how it fills up before opening enrollment up to a broader range. A trainer from Kansas City came to the UC and gave a small rundown to staff and the Academy directors on how the robotics worked. A goal for the academy is to get the student comfortable and familiar with the facility to get them interested in concurrent enrollment later on in high school.
- **Friday Operations-** This is the first summer where the UC operated on a Friday. This is an attempt to build relationships with potential students and get them enrolled in UC classes that might have been missed if the UC was closed.
- **Social Media Update-** The UC has the stories of eight students ready to go for the UC Mail Blast for the remainder of the summer. The UC Foundation also helps with the social media posts. With the new website, the staff now has the availability to update the website instead of waiting on a webmaster.
- **Badge System Update-** The old vendor of the badges was doubling the prices of the badges. The UC is now working with Howard Technology and they have found the UC a vendor of the same badges, but at half the cost. There is also talks of getting a badge printer where the UC Logo and the student's picture will be featured on the badge.

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 this meeting would be the final meeting for Board Members Tim Seidel and Jeremy Frazier. It was mentioned how both Seidel and Frazier will dearly be missed. Both Seidel

and Frazier praised and highly regarded their tenures on the UC Board of Trustees mentioning how the Board was well ran. It was also the final meeting for Ex-Officio Member Bruce DeMuth. CEO Leaming mentioned how Mr. DeMuth was pivotal in the development of the Wind Turbine program with OSU-OKC. Rich Cantillon said there will be a going-away party for Mr. DeMuth June 28th at 3pm. Rich also said there will be a forum with Senatorial candidates on June 22nd.

Chair Bickle presented item L-the motion to enter into Executive Session. Tim Seidel made the motion to enter Executive Session and Bruce Evans seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Greenwood-absent, Hullet-absent, Seidel-yes.

Chair Bickle presented item M-Motion to vote to approve the exit from Executive Session back to open session. Bruce Evans made the motion to leave Executive Session and Tim Seidel seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Greenwood-absent, Hullet-absent, Seidel-yes.

Chair Bickle presented item N- the Board Chair's statement of the Executive Session minutes.

Next, Chair Bickle presented item O-announcement of next Board of Trustees meeting. The next regular meeting was scheduled for Thursday, August 2, 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. It was discussed that the first Thursday of the month would not work with some of the board members and it was decided that the board and CEO would collaborate to find a suitable date for the August board meeting.

Chair Bickle presented item P-to approve or not approve a motion to adjourn. Jeremy Frazier made a motion to approve adjournment and Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Greenwood-absent, Hullet-absent, Seidel-yes.