

UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES-MAY 3, 2018

The University Center at Ponca City Board of Trustees held their monthly board meeting on May 3, 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, Pat Hullet, Chuck Greenwood, Pat Hullet, and Tim Seidel (arrived late). Ex-Officio members Dr. Cheryl Evans, Regent Carl Renfro, Mayor Homer Nicholson, UC Foundation Chair Lee Evans, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Bron Briggs. Non present member was 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 April 5, 2018 regular meeting of the Board of Trustees. Rich Cantillon made the motion to approve the minutes as they stand and Pat Hullet seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item D-to approve or not approve the Month End Budget Report for March 2018. Associate Director Armstrong gave the report. Associate Director Armstrong mentioned that a good amount of revenue came from the collection of badge and usage fees from NOC. It was also mentioned that part of the expenses came from the payment on the IT contract. Bruce Evans made the motion to approve the budget report. Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item E—Foundation report from the Foundation Chair Lee Evans. Chair Evans stated that there was not much going on, but the auditors will be here next week to begin their processes. It was suggested that the UC Foundation considered using a DAR in correlation with the OKC Foundation since OU and OSU both utilize a DAR.

Chair Bickle then presented item F-Discussion and action to approve or not approve the FY 19 IT contract. It was mentioned that the contract will be lower for FY 19 in comparison to FY 18. The decrease was due in part to the staff's increase in knowledge and capabilities with the equipment and technology as well as trying to trim the cost of IT services. It was mentioned that he would be needed if a project or problem will need his expertise. Carol Bouldin made the motion to approve the IT contract and Bruce Evans seconded the motion. Abercrombie-yes,

Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle then presented item G-Discussion and action to approve or not approve the FY 19 Cleaning contract. President Leaming mentioned that the contract has no changes from last FY's contract. Pat Hullet made the motion to approve the contract. Rich Cantillon seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle then presented item H- Discussion and action to approve or not approve the lease with the UC Foundation. It was stated that the lease will not have any changes from last year's lease and will stand at \$61,200/yr. or \$5,100/month. The rates will be appropriate with cuts at the state level. Chuck Greenwood made the motion to approve the lease and Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.

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

- **Erin Liberton:** Erin will be joining our board beginning in July. Our first meeting in the new fiscal year is in August which will be her first meeting.
- **Sp Grads:** We have 22 NWOSU grads this spring. We have 15 NOC graduates.
- **Nextiva:** The UC is moving along with a phone migration to Nextiva and severing ties with AT&T. American Telephone in Ponca City has been tremendously helpful with this project and it should be done in time for the start of FY 19. This will provide a sharp discount to our current AT&T charges, we will save approximately \$4000 annually.
- **St Chamber:** As we look forward to the future, I'd like to ask this board to consider supporting a role in the State Chamber of Oklahoma. Investment in this organization begins at \$1000 annually. With options up to \$5000. I think a \$1000 membership makes sense as we continue to build a state wide network and awareness of higher education and the UC in rural Oklahoma.
- **Lobby furniture:** The UC Fdn is considering assisting with the replacement furniture of five chairs for our lobby. Robyn and I are looking for quotes and warranties to present to the board next week.
- **Badge System:** Our badge system has become costly to continue to operate. A few years ago badges were \$5 to replace and we were notified this spring they are now \$16 a piece to acquire. We have spoken to the State Regents and they have approved us purchasing a new system utilizing our carry over funds. We're securing quotes as this purchase will go over \$10k and will require board approval in June.
- **FY 19 budget:** This will be the first budget I've had that is flat or has a small increase compared to the previous year. We will await the Regents appropriation process on May 25th before submitting an FY 19 budget.

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

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

Chair Bickle presented item L-comments from the UC Chair and/or Board of Trustees. Dr. Cheryl Evans mentioned that Senate Bill 1212 was sent to the Governor's desk and we should

work to get the Governor to veto Senate Bill 1212. Dr. Evans also mentioned that the coming Saturday was NOC's Graduation and NOC alumni Chad Weiberg was the speaker. It was asked if the UC offered scholarships to high school students. It was answered that the UC does not offer high school scholarships, but they do distribute scholarships to high school students who are concurrently enrolled at NOC and take their classes at the UC.

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

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

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

Chair Bickle presented item P-Discussion and action to approve or not approve the FY 19 CEO Budget. Bruce Evans made the motion to approve the contract and Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.

Next Chair Bickle presented item Q-announcement of next Board of Trustees meeting. The next regular meeting is scheduled for Thursday, June 7, 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 R-to approve or not approve a motion to adjourn. Pat Hullet made a motion to approve adjournment and Chuck Greenwood seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Cantillon-yes, Evans-yes, Frazier-absent, Greenwood-yes, Hullet-yes, Seidel-yes.