

# UNIVERSITY CENTER AT PONCA CITY

## BOARD OF TRUSTEES

### MEETING MINUTES-NOVEMBER 1, 2018

The University Center at Ponca City Board of Trustees held a regular board meeting on November 1, 2018 at 9:00 a.m. in the University Center Conference Room, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

Chair Bruce Evans presided over the meeting and presented the items on the agenda.

**Item A-**The meeting was called to order, roll call was taken, and a quorum was established.

**In Attendance:** Louise Abercrombie, Barry Bickle, Chair Bruce Evans, Darin Fields, Chuck Greenwood and Erin Liberton. Ex-officio members CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, Supt. Shelley Arrott, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Bron Briggs.

**Absent:** Vice Chair Carol Bouldin, Secretary Rich Cantillon, and Pat Hullet. Ex-officio members Carl Renfro, UC Foundation Chair Lee Evans, and Mayor Homer Nicholson.

**Item B-** Introduction of Guests

Chair Evans welcomed Ex-officio members CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, and Supt. Shelley Arrott to the meeting. Chair Evans also welcomed Dan Bledsoe from Finley and Cook, CPAs to the meeting.

**Item C-**Voted to approve or not approve the Minutes of the October 4, 2018 Special Meeting.

**Made the motion to approve the minutes as they stand:** Barry Bickle

**Seconded the motion:** Louise Abercrombie

**Voted Yes:** Abercrombie, Bickle, Evans, Fields, Greenwood, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bouldin, Cantillon, Hullet

**Item D-** Voted to approve or not approve the FY18 Audit Report as prepared and presented by Finley and Cook, Certified Public Accountants. Dan Bledsoe from Finley and Cook presented the Audit Report.

**Made the motion to approve the audit report as it stands:** Chuck Greenwood

**Seconded the motion:** Barry Bickle

**Voted Yes:** Abercrombie, Bickle, Evans, Fields, Greenwood, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bouldin, Cantillon, Hullet

**Item E-** Voted to approve or not approve the Month End Budget Report for September 2018. Associate Director Armstrong presented the Report.

**Made the motion to approve the budget reports as they stood:** Chuck Greenwood

**Seconded the motion:** Louise Abercrombie

**Voted Yes:** Abercrombie, Bickle, Evans, Fields, Greenwood, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bouldin, Cantillon, Hullet

**Item F-** Voted to approve or not approve an MOU with NWOSU for a 3 year continuation of the BSN Program for FY 20,21,&22.

- CEO Leaming stated that an action will not need to occur with the Board of Trustees at this time. CEO Leaming Also mentioned that with the help of Dr. Hicks and BSN Students, the Community Health Foundation agreed to fund the BSN Program for three more years.

**Item G-** CEO Leaming (in place of the absent UCF Chair Lee Evans) presented the UC Foundation Report.

- CEO Leaming reminded everybody about the Donor Reception on November 6<sup>th</sup> from 5-7pm.
- CEO Leaming mentioned that the UCF approved money to assist with Art and Science of Beer Brewing course that will occur in December.

**Item H-** CEO Adam Leaming presented his Administrative Report

- **Spring enrollment:** We have 31 enrolled for the spring semester at this time. Enrollment opened on the 22nd for Sophomore students. We have several new courses for the spring including Spanish, Freshman orientation, and a possible business math course. We will also have speech and computer concepts taught on campus.
- **LEGO:** We will be starting a spring afterschool program that mirrors closely to what we did in the fall with 12 students. We will be ramping up plans for a summer experience for local and area students. I have plans with West Middle School and hopefully soon with Blackwell, Tonkawa, and Newkirk middle school to come by and demonstrate our LEGO robotics courses with staff and students. We will have one intense week of LEGO NASA Camp. I'm working with the NASA coordinator at OSU to see what tie ins we can make a reality for this summer.
- **Noncredit courses:** The Art and Science of Brewing for December 8th 8am-2pm has 11 registered already! The last seven registrants will be all profit (about \$1700) for the UC. We're thankful to Vortex for donating their time and instruction for this project.

- **UCF fundraiser:** We have set the date for the fundraiser, Nov 6th from 5-7pm. The costs for the evening have been covered by an anonymous donor. Our mailer is completed and we're getting quotes to print.
- **Surplus Items:** OMES has agreed to help sell our surplus items. All we need to do is send pictures of the inventory and they will take care of the rest.
- **Community Health Funding:** The CHF has agreed to support our BSN financially for 3 additional years.
- **ZOOM/Polycom:** The bridging system used by OneNet has reached its end of life. Essentially it's the device that automatically calls and connects our classrooms and carries the video/audio feeds for our classes. We have plans to meet with OneNet, the State Regents IT staff, and our IT contractor with myself and Robyn to work up a plan to ensure we transition smoothly with NOC and NWOSU.
- **REP/Needs Request** – On November 8th the Higher Ed Regents are rolling out their funding request for the State Legislature. I think our odds of seeing some new money next year are the best they have been in my time at the UC. I want to remind each of you to get out and vote on Tuesday!

**Item I-** The discussion of new business.

There was no new business discussed at the meeting.

**Item J-** Comments from the public.

There was no public comments made at the meeting.

**Item K-** Additional comments and discussions made by the UC Chair and Board Members.

There was no additional comments made by the UC Chair or board members.

**Item L-** Chair Evans announced that the next regular Board of Trustees Meeting will be on January 3, 2019 at 9:00am in the University Center Conference Room.

**Item M-** The vote to approve or note approve a motion to adjourn the meeting.

**Made the motion to adjourn the meeting:** Barry Bickle

**Seconded the motion:** Louise Abercrombie

**Voted Yes:** Abercrombie, Bickle, Evans, Fields, Greenwood, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bouldin, Cantillon, Hullet