

UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES-OCTOBER 4, 2018

The University Center at Ponca City Board of Trustees held a special board meeting on October 4, 2018 at 9:00 a.m. in the University Center Conference Room, 2800 N. 14th 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, Vice Chair Carol Bouldin, Chair Bruce Evans, Darin Fields, and Erin Liberton (arrived late). Ex-officio members Carl Renfro, UC Foundation Chair Lee Evans, CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, Mayor Homer Nicholson, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Bron Briggs.

Absent: Secretary Rich Cantillon, Chuck Greenwood, and Pat Hullet. Ex-officio member Shelley Arrott

Item B- Introduction of Guests

Chair Evans welcomed Darin Fields as well as Ex-officio members Carl Renfro, UC Foundation Chair Lee Evans, CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, and Mayor Homer Nicholson.

Item C-Voted to approve or not approve the Minutes of the September 11, 2018 Regular Meeting.

Made the motion to approve the minutes as they stand: Louise Abercrombie

Seconded the motion: Carol Bouldin

Voted Yes: Abercrombie, Bickle, Bouldin, Evans, Fields

Voted No: NONE

Abstain: NONE

Absent: Cantillon, Greenwood, Hullet, Liberton

Item D- Voted to approve or not approve the Month End Budget Report for August 2018. Associate Director Armstrong presented the Report.

Made the motion to approve the budget reports as they stood: Carol Bouldin

Seconded the motion: Barry Bickle

Voted Yes: Abercrombie, Bickle, Bouldin, Evans, Fields, Liberton (arrived late)

Voted No: NONE

Abstain: NONE

Absent: Cantillon, Greenwood, Hullet

Item E- Voted to approve or not approve the amended FY 19 Annual UC Budget

Made the motion to approve the amended budget as it stood: Carol Bouldin

Seconded the motion: Louise Abercrombie

Voted Yes: Abercrombie, Bickle, Bouldin, Evans, Fields, Liberton

Voted No: NONE

Abstain: NONE

Absent: Cantillon, Greenwood, Hullet

Item F- Voted to approve or not approve the purchase order for Distance Learning Equipment in excess of \$10,000.

Made the motion to approve the purchase order for equipment: Barry Bickle

Seconded the motion: Carol Bouldin

Voted Yes: Abercrombie, Bickle, Bouldin, Evans, Fields, Liberton

Voted No: NONE

Abstain: NONE

Absent: Cantillon, Greenwood, Hullet

Item G- Voted to approve or not approve the approval process for Executive Board for IT purchases in excess of \$10,000 for FY19 and FY20.

Made the motion to approve the new approval process: Louise Abercrombie

Seconded the motion: Carol Bouldin

Voted Yes: Abercrombie, Bickle, Bouldin, Evans, Fields, Liberton

Voted No: NONE

Abstain: NONE

Absent: Cantillon, Greenwood, Hullet

Item H- Voted to approve or not approve the new UC Alcohol for Special Event Policy

Made the motion to approve the policy with the amendment of having a security person present at the events: Carol Bouldin

Seconded the motion: Louise Abercrombie

Voted Yes: Abercrombie, Bickle, Bouldin, Evans, Fields, Liberton

Voted No: NONE

Abstain: NONE

Absent: Cantillon, Greenwood, Hullet

Item I- UC Foundation Chair Lee Evans presented the UC Foundation Report.

- Chair Evans informed the group about holding a Wine and Cheese Reception in November for their yearly marketing campaign.
- It was discussed about the possibility of having an electronic version of a Monthly Giving Campaign. The CEO mentioned that he will contact the Webmaster of the UC website to try to put a donation section on the UC website.

Item J- CEO Adam Leaming presented his Administrative Report

- **Art and Science of Beer Brewing-** Limiting the class to 18 spots and taught at the University Center, CEO Leaming aimed towards December 8th for the class date.
- **FY 18 Audit Update-** The audit this year was with new auditors and the University Center received a clean audit.
- **UC Foundation Reception-** The come and go reception will be held November 6th from 5-7pm and will be by invitation only.

Item K- The discussion of new business.

There was no new business discussed at the meeting.

Item L- Comments from the public.

There was no public comments made at the meeting.

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

- Carol Bouldin mentioned there would be a gala on December 8th at the Marland Mansion.

Item N- Chair Evans made the announcement that the next regular Board of Trustees Meeting will be on November 1, 2018 at 9:00am in the University Center Conference Room.

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

Made the motion to adjourn the meeting: Carol Bouldin

Seconded the motion: Louise Abercrombie

Voted Yes: Abercrombie, Bickle, Bouldin, Evans, Fields, Liberton

Voted No: NONE

Abstain: NONE

Absent: Cantillon, Greenwood, Hullet