

UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES-MAY 2, 2019

The University Center at Ponca City Board of Trustees held a regular board meeting on April 4, 2019 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 (left early), Secretary Rich Cantillon, Chair Bruce Evans, Darin Fields (arrived late), Chuck Greenwood, Pat Hullet, and Erin Liberton. Ex-Officio member CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, Mayor Homer Nicholson, Regent Carl Renfro, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Bron Briggs

Absent: UC Foundation Chair Lee Evans and Supt. Shelley Arrott

Item B- Introduction of Guests

Chair Evans welcomed Ex-officio members CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, Mayor Nicholson, and Regent Carl Renfro to the meeting.

Item C-Voted to approve or not approve the Minutes of the April 4, 2019 Regular Meeting.

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

Seconded the motion: Carol Bouldin

Voted Yes: Abercrombie, Bickle, Bouldin, Cantillon, Evans, Hullet, Liberton

Voted No: NONE

Abstain: Greenwood

Absent: Fields

Item D- Voted to approve or not approve the Month End Budget Report for March 2019. Associate Director Armstrong gave the reports.

Made the motion to approve the budget report as it stood: Chuck Greenwood

Seconded the motion: Rich Cantillon

Voted Yes: Abercrombie, Bickle, Bouldin, Cantillon, Evans, Greenwood, Hullet, Liberton

Voted No: NONE

Abstain: NONE

Absent: Fields

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

CEO Leaming thanked Bill Geubelle for working on cleanup and fixing the flower beds in front of the building. CEO Leaming also said that there were numerous building changes including switching all lights in the building to LED lights and fixing a water leak in the building.

Item F- Discussion and action to approve or not approve the FY 20 IT Contract.

Made the motion to approve the IT Contract as it stood: Rich Cantillon

Seconded the motion: Pat Hullet

Voted Yes: Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Greenwood, Hullet, Liberton

Voted No: NONE

Abstain: NONE

Absent: NONE

Item G- Discussion and action to approve or not approve the FY 20 Maintenance and Cleaning Contract.

Made the motion to approve the contract as it stood: Carol Bouldin

Seconded the motion: Chuck Greenwood

Voted Yes: Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Greenwood, Hullet, Liberton

Voted No: NONE

Abstain: NONE

Absent: NONE

Item H- Discussion and action to approve or not approve the lease with the University Center Foundation.

Made the motion to approve the lease as it stood: Chuck Greenwood

Seconded the motion: Carol Bouldin

Voted Yes: Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Greenwood, Hullet, Liberton

Voted No: NONE

Abstain: NONE

Absent: NONE

Item I- CEO Adam Leaming presented his Administrative Report.

I-1. LEGO Robotics: For the summer sessions we're at 63 slots filled. The breakeven point in this program will occur around 78 students enrolled. We're nearing 36% capacity with 6 weeks before we begin. We are well ahead of where we were this time last year.

I-2. Staffing changes: We've made a new hire to replace a transition part time employee for the evenings. We've also hired Bailey Rochelle, an OSU MiS major who is from Ponca City to work alongside Britany Lawrence in our LEGO robotics.

I-3. Spring/Summer/Fall Advisement: New this semester is we have started reaching out to each of our students making a check in with them. One to find out how things are going, with grades and finances. Then we're also asking if they need an appointment for summer and fall enrollment. We have a large influx of concurrent enrollment students already. And are nearing 100 students enrolled for the fall.

I-4. Budget time for the UC: It's budget and audit time for the UC. We are planning projects to occur in the next 12 months. We're looking to develop more offerings we can utilize for some fund generation.

I-5. Building and Ground maintenance: We had to repair the main water line into the building as it was leaking into our conference room. We were without water for 4 hours on Thursday.

Item J- The discussion of new business.
There was no new business discussed at the meeting.

Item K- Comments from the public.
There was no public comments made at the meeting.

Item L- Additional comments and discussions made by the UC Chair and Board Members.
Dr. Evans stated that NOC Graduation will happen on May 4th.

Item M- The motion to vote to enter Executive Session, as authorized by Title 25, Section O.S. 307 (B.)(I.) and (7.).

Made the motion to approve the lease as it stood: Chuck Greenwood

Seconded the motion: Carol Bouldin

Voted Yes: Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Greenwood, Hullet, Liberton

Voted No: NONE

Abstain: NONE

Absent: NONE

Item N- The motion to vote to acknowledge return to Open Session from Executive Session
Made the motion to adjourn the meeting: Chuck Greenwood

Seconded the motion: Barry Bickle

Voted Yes: Abercrombie, Bickle, Cantillon, Evans, Fields, Greenwood, Hullet, Liberton

Voted No: NONE

Abstain: NONE

Absent: Bouldin (left early)

Item O- Chair Evans provided a statement of the Executive Session Minutes

Item P- Discussion and action to approve or not approve the CEO FY20 Contract.

Made the motion to approve the contract with the inclusion of a 3% increase: Chuck Greenwood

Seconded the motion: Erin Liberton

Voted Yes: Abercrombie, Bickle, Cantillon, Evans, Fields, Greenwood, Hullet, Liberton

Voted No: NONE

Abstain: NONE

Absent: Bouldin (left early)

Item Q- Chair Evans announced that the next regular Board of Trustees Meeting will be on June 6, 2019 at 9:00am in the University Center Conference Room.

Item R- 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: Pat Hullet

Voted Yes: Abercrombie, Bickle, Cantillon, Evans, Fields, Greenwood, Hullet, Liberton

Voted No: NONE

Abstain: NONE

Absent: Bouldin (left early)