

**UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES-NOVEMBER 7, 2019**

The University Center at Ponca City Board of Trustees held a regular board meeting on November 7, 2019 at 8:30 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 (Arrived Late), Secretary Rich Cantillon, Chair Bruce Evans, Chuck Greenwood, Pat Hullet, Erin Liberton, Ex-Officio Members Mayor Homer Nicholson, Regent Carl Renfro, CEO Adam Leaming, and Recording Clerk Bron Briggs

Absent: Darin Fields, Dr. Cheryl Evans, CEO/Supt. Traci Thorpe, UC Foundation Chair Lee Evans, Supt. Shelley Arrott, and Associate Director Robyn Armstrong.

Item B- Introduction of Guests

Chair Evans welcomed Regent Renfro and Mayor Nicholson to the meeting.

Item C-Voted to approve or not approve the Minutes of the September 5, 2019 Regular Meeting.

Made the motion to approve the minutes as they stand: Rich Cantillon

Seconded the motion: Chuck Greenwood

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

Voted No: NONE

Abstain: NONE

Absent: Fields

Item D- Voted to approve or not approve the FY 19 Audit as prepared and presented by Dan Bledsoe of Finley and Cook, CPA.

Made the motion to approve the Audit as it stood: Rich Cantillon

Seconded the motion: Carol Bouldin

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

Voted No: NONE

Abstain: NONE

Absent: Fields

Item E- Voted to approve or not approve the Month End Budget Report for August and September 2019.

CEO Leaming gave the report for the absent Associate Director Armstrong.

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

Seconded the motion: Barry Bickle

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

Voted No: NONE

Abstain: NONE

Absent: Fields

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

CEO Leaming went over the UC Foundation's Financial Statements so the Board of Trustees would have more knowledge in terms of what was going on behind the scenes financially.

Item H- CEO Adam Leaming presented his Administrative Report.

- **Spring Enrollment-** We have had a fantastic start to Spring enrollment. We have had 60 students enroll in the first full week of enrollment. Ellen our academic advisor has had 0 openings for this week, and Bron has helped us enroll four students when we can get him free.
- **3D Printing and Design-** We have interviewed a couple of exciting candidates for opening up our 3D printers for broader use. We expect our first class to be planned and implemented in January!
- **STEM Task force update-** After some serious discussion and planning, the UC Foundation has granted us \$5500 to engage Lewis and Associates to help us with the design and conceptual work for our potential CREATE Space. We meet with them this afternoon to look at how a potential space could be laid out for use. We're aiming to find creative solutions to increasing STEM offerings and developing a more robust STEM workforce.
- **Business meetings – database creations-** I have begun meeting with businesses and industry to create our own database that has information related to our local workforce. I'm searching for common themes that our businesses are searching for with their employees. So far I have met with Dorada, Cookshack, and Alliance Health. We're looking for tuition reimbursement programs, how many employees serve in supervisory roles, what types of programs can we design to better meet their needs at the times they can send their employees?

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.

Chuck Greenwood mentioned that in February that the Humane Society will be having a doghouse building auction and competition. The nonprofit organization with the highest bid will be able to keep half of the proceeds their doghouse.

Item L- Chair Evans announced that the next regular Board of Trustees Meeting will be on January 2, 2020 at 8:30am 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: Pat Hullet

Seconded the motion: Carol Bouldin

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

Voted No: NONE

Abstain: NONE

Absent: Fields