

# **UNIVERSITY CENTER AT PONCA CITY BOARD OF TRUSTEES MEETING MINUTES-AUGUST 1, 2019**

The University Center at Ponca City Board of Trustees held a regular board meeting on August 1, 2019 at 8:30 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, Vice Chair Carol Bouldin, Secretary Rich Cantillon, Chair Bruce Evans, Chuck Greenwood and Pat Hullet. Ex-Officio member Regent Carl Renfro, Mayor Homer Nicholson, CEO Adam Leaming, and Recording Clerk Bron Briggs

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

**Item B-** Introduction of Guests

Chair Evans welcomed Ex-officio members Regent Renfro and Mayor Nicholson to the meeting.

**Item C-**Voted to approve or not approve the Minutes of the June 6, 2019 Regular Meeting.

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

**Seconded the motion:** Carol Bouldin

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Fields, Liberton

**Item D-** Voted to approve or not approve the Month End Budget Report for May and June 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:** Chuck Greenwood

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Fields, Liberton

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

- The standalone website for the University Center Foundation goes live today (8/1). Developed by Kelsey Wagner, the website will have explanations in regards to the process of donation as well as the policies and procedures.

**Item F- CEO Adam Leaming presented his Administrative Report.**

- **FY 19 budget – overview**

We finished the fiscal year \$127.18 under budget. Our ending cash balance was \$207,827.24. Looking forward to FY 20, we will be migrating our rooms to zoom. We will phase it into 3 separate phases if times and resources allow. Our goals will be to do a mix of Small, medium, and large rooms.

- **Unemployment**

With FY 20 beginning in July, we were notified by OESC (unemployment) that a previous employee who had resigned this past spring and moved to Bartlesville had filed for unemployment. Her new employer had terminated her before a period of time and the unemployment responsibilities fall on the UC (prior employer). We have worked with our Attorney, and contacted our local officials because we feel this is a bad policy that adversely affects our operation. Unfortunately this is a federal rule and I have notified our field reps on how this rule will impact our operation. We have paid \$500 thus far for this, and it will be more. While not a large sum this could provide problematic in the future for the UC if another employee experienced this issue.

- **Electric Charging Station**

We were approached by Francis Solar in Tulsa about interest in an electric car charging station for the UC parking lot. I feel we'd be wise to consider his proposal if it could go between our two shopping centers to help prevent truck parking in our lots.

- **STEM Task force update**

The next STEM task force meeting agenda is in your binders. We are meeting again on Monday, August 5<sup>th</sup> to further explore opportunities in the community.

- **Aeronautics and Aerospace grant**

We received a \$2,000 grant from the Oklahoma Aeronautics and Aerospace Commission which falls underneath the Oklahoma Department of Transportation. We will be presenting to their board on August 7<sup>th</sup> when we accept their gift. I appreciate the mayor and the foundation's support in submitting the grant.

- **Social media advertising**

We have been active on social media recruiting students to the best of our ability. Have you seen our ads, do you have any feedback on them?

- **Fall enrollment**

Enrollment goals for the fall are ambitious. We evaluate our internal numbers each week, we also notify staff of our progress towards our goals. We'd like to see 325 students enrolled in 2100 credit hours. Right now we're about 10-12% below that point. In good news though is our phone is continually ringing and people are coming in the doors to visit about their higher education options.

- **UCF audit**

The UCF audit is in the finishing stages of completion. It's been a long and tenuous process. I am seeking if there's any way to get relief from having to do an audit for the foundation each year.

- **Donation**

Thank you to Brenda and Carl Renfro for the generous donation of the Jo Saylor's bronze statue. We look forward to displaying it for his estate.

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

There was no new business discussed at the meeting.

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

There was no public comments made at the meeting.

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

- Rich Cantillon mentioned that there will be a Party at the Palace Auction fundraiser event occurring on August 16<sup>th</sup>.

**Item J-** The motion and vote to enter Executive Session.

**Made the motion to enter Executive Session:** Carol Bouldin

**Seconded the motion:** Pat Hullet

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Fields, Liberton

**Item K-** The motion and vote to leave Executive Session.

**Made the motion to leave Executive Session:** Rich Cantillon

**Seconded the motion:** Pat Hullet

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Fields, Liberton

**Item L-** Chair Evans provided a statement of the Executive Session minutes.

**Item N-** Chair Evans announced that the next regular Board of Trustees Meeting will be on August 1, 2019 at 8:30am 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:** Pat Hullet

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Fields, Liberton