

**UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES- SEPTEMBER 3, 2020**

The University Center at Ponca City Board of Trustees held a regular board meeting on September 3, 2020 at 8:30 a.m. in the University Center Lobby, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Carol Bouldin 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: Barry Bickle, Chair Carol Bouldin, Dr. Kelly Campbell, Bruce Evans, Secretary Darin Fields, Erin Liberton, Stephen Scott. Ex-Officios UCF Chair Diane Anderson, Mayor Homer Nicholson, CEO/Supt. Traci Thorpe, CEO Adam Leaming, & Recording Clerk Bron Briggs

Absent: Louise Abercrombie, Vice Chair Rich Cantillon, Dr. Cheryl Evans, Supt. Shelley Arrott, Regent Carl Renfro, & Assoc. Director Robyn Armstrong

Item B- Introduction of Guests

Chair Bouldin welcomed Mayor Nicholson, Traci Thorpe, & Diane Anderson to the meeting.

Item C-Voted to approve or not approve the Minutes of the August 6, 2020 Regular Meeting.

Made the motion to approve the minutes as they stand: Steve Scott

Seconded the motion: Erin Liberton

Voted Yes: Bouldin, Campbell, Fields, Liberton, Scott

Voted No: NONE

Abstain: Bickle, Evans

Absent: Abercrombie, Cantillon

Item D- Voted to approve or not approve the Month End Budget Report for July 2020.

Made the motion to approve the minutes as they stand: Kelly Campbell

Seconded the motion: Bruce Evans

Voted Yes: Bickle, Bouldin, Campbell, Evans, Liberton, Scott

Voted No: NONE

Abstain:

Absent: Abercrombie, Cantillon, Fields,

Item E- Voted to approve or not approve the granting of the UC Exec. Board approval power for IT Expenses in excess of \$10,000 for COVID-19 related purchases.

Made the motion to approve to granting of approval power: Bruce Evans

Seconded the motion: Kelly Campbell

Voted Yes: Bickle, Bouldin, Campbell, Evans, Fields, Liberton, Scott

Voted No: NONE

Abstain: NONE

Absent: Abercrombie, Cantillon

Item F- UCF Chair Diane Anderson presented the UC Foundation Report

Chair Anderson started the report by saying that the UC Foundation is working on trying to find a tenant that will rent or participate in an easement for the other part of the UC building, including ACC Cheerleading out of Ark City, KS.

Chair Anderson then talked about how the UCF was working on the yearly fundraiser. The Foundation was also thinking about new and creative methods of donation including online donations.

Chair Anderson then mentioned that the credit hours for the semester were higher than they expected, so they were pleased.

Finally, Chair Anderson talked about how they had two candidates for the Diane Crossland Memorial Scholarship and one student will get it in the Fall Semester and the other in the Spring Semester.

Item G- CEO Adam Leaming presented his Administrative Report

- **Fundraising** - There's a few things we're working on behind the scenes as it comes to fundraising this fall. One, our needs are still present and we have students in more need now than ever. Two, we have witnessed declining participation in our previous year's mailers. Three, we're working on creating an additional annual campaign that celebrates our years of existence with a corresponding gift. \$21 for 21 years. This is intended to capture new donors and increase our reach. People give to people, and COVID has hurt my ability to get out and build relationships. But we will weather this and we will continue putting our best foot forward.

One change is the CARES act allows for deduction of donations up to \$300 for everyone regardless of other filing rules. This helps as many now use the "standard deduction" because of a prior tax change passed in 2017. Whether you donate \$10, \$100 or more you, will be able to reduce your taxable income up to \$300 for your generosity. This change is "permanent" (or as permanent as things can be when it comes to tax legislation). If you missed having this tax deduction, it is back although limited.

- **COVID response** – Currently we've had two students who have self-reported a possible exposure of COVID. We have notified our partner institutions of the cases we have been told. At this time we have had two weeks without a confirmed case in our facility. I

provided the update of one of our concurrent students being a “contact of a contact,” and who will undergo quarantine. Under guidance from NOC, we informed the student to complete the self-reporting form for NOC, we checked the student out a laptop to stay connected with classes and his blackboard information. In fact, as I was told, if students are wearing a mask and not within 6 ft of one another for more than 15 min we shouldn’t have to quarantine anyone unless they have symptoms or test positive of COVID 19. I’m very proud of our extra measures we’ve taken with cleaning, assigning student seats, and our messaging. No pushback except from one student on our masking policy.

- **Fundraising** – We are kicking off the UCF fundraising efforts for this year. Our needs are still here, and still present. People give to people, and this year will be challenging on our fundraising efforts. In 2017 with corporate, matching, and individual gifts, we raised \$25,310. Last year, we raised \$24,704.30. This year we’re looking at a smaller campaign for a \$21 for 21 years campaign in addition to our normal scholarship drive we hold each year. New CARES rules this year allow anyone to deduct \$300 for charitable giving if they take the normal standard deduction. We’re including this language in our flyers.
- **Technology** – One VR room is done. When we can we want to get a nice signage installed showing P66’s support to bring cutting edge tech to our students. The other room is moving forward. Right now we’re hunting reimbursement funds for the needed backend server and switch upgrades we need moving forward in this facility. I estimate it will be approximately \$75,000 in parts and labor to get our 8 year old equipment replaced to handle the new demands brought forth by COVID19.
- **Highlights** – Starbucks continues to move forward with engaging discussions to build a development out front near 14th street. We’ve been doing testing for dental hygienists, in fact we’ve had students from OKC drive up this summer because we were one of a few locations in Oklahoma to still continue offering testing services.
- **Enrollment** – we are down 11% in NOC headcount. That is 15 students. We’re also down 12% in credit hours enrolled at 812. NWOSU we have 98 students enrolled in 659 credit hours. While being down continues to hurt this is much better than to be expected back in May when we were down 25-30%. We saw the lowest dip in the NWOSU system, and I don’t know the NOC sites in Stillwater and Enid, but I’m willing to bet we were also a high performing site. Without fail, we’ve taken the necessary measures to position us firmly in a strong financial position to weather this storm the remainder of this year and in coming years.

Item H- The discussion of new business.

There was no new business discussed at the meeting.

Item I- Comments from the public.

There was no public comments made at the meeting.

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

Traci Thorpe talked about how Pioneer Tech was able to enroll to capacity this year. She also talked how they are doing all the necessary precautions to keep all their classes running safely. They are considering an A/B schedule should the situation arise to keep things safer for the students.

Barry Bickle mentioned how OSU has implemented a random COVID testing policy for students on campus.

Darin Fields said that Baylor is getting very strict with their COVID policy mentioning how if any groups greater than 10 were gathered, expulsion could be a punishment.

Item K- Chair Bouldin announced that the next regular Board of Trustees Meeting will be on November 5, 2020 at 8:30am in the University Center Conference Room.

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

Made the motion to approve the minutes as they stand: Kelly Campbell

Seconded the motion: Steve Scott

Voted Yes: Bickle, Bouldin, Campbell, Evans, Fields, Liberton, Scott

Voted No: NONE

Abstain: NONE

Absent: Abercrombie, Cantillon