



**Our Vision**

To be an essential higher education center that promotes a well-educated community and provides a positive economic impact.

**Our Mission**

The University Center provides opportunities for higher education and degrees through partnerships with accredited colleges and universities.

**University Center at Ponca City  
Regular Meeting for the Board of Trustees  
University Center at Ponca City Conference Room  
2800 N. 14<sup>th</sup> Street, Ponca City, OK 74604**

**Agenda**

**Thursday, January 21, 2016, 7:30 a.m.**

- A.** Call meeting to order, take roll call, and announcement of quorum.
- B.** Announcements and introduction of guests.
- C.** Discussion and action to approve or not approve the Minutes of the November 19, 2015 regular meeting of the Board of Trustees.
- D.** Discussion and action to approve or not approve the Month-End Budget Report and detail for November and December 2015-*reported by Assistant Director Armstrong.*
- E.** Administrative Reports-*CEO Adam Leaming.*
  - E-1.** Technology Update.
  - E-2.** Website Redesign.
  - E-3.** Enrollment Update.
  - E-4.** March 7<sup>th</sup> discussion meeting.
  - E-5.** Budget discussion.
  - E-6.** General Comments.
- F.** Foundation Report-*Chair Craig Poet.*

**G. New business.**

*New business is defined by 25 OS 311.A.9 as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.*

**H. Public comments.**

**I. Comments from the UC Chair and Board Discussion.**

**J. Announcement of next regular Board of Trustees meeting to be held Thursday, February 18, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.**

**K. Motion and vote to adjourn.**

**NOTE:** The Board of Trustees may discuss, make motions and vote upon all matters appearing on this agenda. Such votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any agenda matter. This agenda was posted by 7:30 a.m. on the 19th day of January 2016, at the Main Entrance of the University Center at Ponca City, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

**The University Center Core Values**

**Accountability** – we take responsibility for our actions and honor our commitments. **Collaboration** – together with our partners, we seek creative approaches to learning that benefit our students. **Customer Service** – we are dedicated to meeting and exceeding the expectations and requirements of our internal and external customers. **Innovation** – we will be progressive and creative in our approaches to problem solving and goal accomplishment. **Integrity** – we are guided by the highest ethical and moral principles and will strive to always do the right thing. **Learning** – we will seek to create an environment that supports life-long learning.



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2800 N. 14<sup>th</sup> Street, Ponca City, OK 74604**

**Agenda**

**Thursday, February 18, 2016, 7:30 a.m.**

- E. Call meeting to order, take roll call, and announcement of quorum.
- F. Announcements and introduction of guests.
- G. Discussion and action to approve or not approve the Minutes of the January 21, 2016 regular meeting of the Board of Trustees.
- H. Discussion and action to approve or not approve the Month-End Budget Report and detail for January 2016-*reported by Assistant Director Armstrong.*
- I. Discussion and action to approve or not approve a 6% increase to the UC Academic ITV service fee.
- F. Administrative Reports-*CEO Adam Leaming.*
  - F-1. Enrollment presentation.
  - F-2. Budget presentation.
  - F-3. Science lab.
  - F-4. Legislative Update.
  - F-5. Building development.
    - F-5a. committee appointment to work with Foundation.

F-6. General Comments.

G. Foundation Report-*Chair Craig Poet.*

H. New business.

*New business is defined by 25 OS 311.A.9 as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.*

I. Public comments.

J. Comments from the UC Chair and Board Discussion.

K. Motion and vote to enter Executive Session, as authorized by Title 25, Section O.S. 307 (B.) (I.) and (7.)

***(Pat Hullet: We are now going to enter into Executive Session. Do I have a motion and a second? Barbara, will you take the roll call?)***

L. Motion and vote to acknowledge return to open session from Executive Session. ***(Pat Hullet: We are now returning to Open Session from our Executive Session meeting. I need a motion and a second to return to Open Session. (Barbara takes roll call)***

M. Board Chair's statement of Executive Session minutes. ***(Pat Hullet: The Board met in Executive Session to review and discuss...)***

N. Announcement of next regular Board of Trustees meeting to be held Thursday, April 21, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

O. Motion and vote to adjourn.

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**University Center at Ponca City  
Regular Meeting for the Board of Trustees  
University Center at Ponca City Conference Room  
2800 N. 14<sup>th</sup> Street, Ponca City, OK 74604**

**Agenda**

**Thursday, April 21, 2016, 7:30 a.m.**

- J.** Call meeting to order, take roll call, and announcement of quorum.
- K.** Announcements and introduction of guests.
- L.** Discussion and action to approve or not approve the Minutes of the February 18, 2016 regular meeting and the March 7, 2016 special meeting of the Board of Trustees.
- M.** Discussion and action to approve or not approve the Month-End Budget Reports and details for February 2016 and March 2016-*reported by Assistant Director Armstrong.*
- N.** Foundation Report-*Chair Craig Poet.*
- O.** Discussion and action to approve or not approve the Memorandum of Understanding with Northwestern Oklahoma State University for the shared BSN program for FY17, FY18, and FY19.
- P.** Discussion and action to approve or not approve the Letter of Engagement from Crawford and Company PC for FY16 Audit Services.
- Q.** Discussion and action to approve or not approve the Letter of Engagement from Hinkle and Company PC for FY16 Audit Services.

- R. Discussion and action to approve or not approve the FY16-17 Holiday Calendar.
- S. Discussion of March 7<sup>th</sup> Board development meeting, action to approve or not approve possible appointment of select subcommittees.
- K. Administrative Reports-*CEO Adam Leaming*.
  - K-1. PCDA/UC paid internship program.
  - K-2. UC at Ponca City and UC of Southern Oklahoma Comparisons.
  - K-3. Weekend facility usage report.
  - K-4. 2016 Spring student survey information.
  - K-5. OSU professional development training for businesses.
  - K-6. General Comments.
- L. Budget cut report.
- M. New business.  
*New business is defined by 25 OS 311.A.9 as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.*
- N. Public comments.
- O. Comments from the UC Chair and Board Discussion.
- P. Motion and vote to enter Executive Session, as authorized by Title 25, Section O.S. 307 (B.) (1.) and (7.)  
***(Pat Hullet: We are now going to enter into Executive Session. Do I have a motion and a second? Barbara, will you take the roll call?)***
- Q. Motion and vote to acknowledge return to open session from Executive Session. ***(Pat Hullet: We are now returning to Open Session from our Executive Session meeting. I need a motion and a second to return to Open Session. (Barbara takes roll call)***
- R. Board Chair's statement of Executive Session minutes. ***(Pat Hullet: The Board met in Executive Session to review and discuss...)***
- S. Announcement of next regular Board of Trustees meeting to be held Thursday, May 19, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

T. Motion and vote to adjourn.

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**The University Center Core Values**

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**Agenda**

**Thursday, May 19, 2016, 7:30 a.m.**

- T.** Call meeting to order, take roll call, and announcement of quorum.
- U.** Announcements and introduction of guests.
- V.** Discussion and action to approve or not approve the Minutes of the April 21, 2016 regular meeting of the Board of Trustees.
- W.** Discussion and action to approve or not approve the Month-End Budget Report and details for April 2016-*reported by Assistant Director Armstrong.*
- X.** Foundation Report-*Chair Craig Poet.*
- Y.** Discussion and action to approve or not approve the FY17 UC Foundation Lease Agreement.
- Z.** Discussion and action to approve or not approve the FY17 IT Contract for Joe Vaden Jr.
- AA.** Discussion and action to approve or not approve the FY17 Maintenance and Cleaning contract for S & S Cleaning service.
- BB.** Discussion and action to approve or not approve the new Executive committee slate of officers.
- J.** Administrative Reports-*CEO Adam Leaming.*
  - J-1.** Budget update.



- J-2. Enrollment update.
- J-3. OSU Spears school of business.
- J-4. Backpacks to Briefcases update.
- J-6. General Comments.

**K. New business.**

*New business is defined by 25 OS 311.A.9 as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.*

**L. Public comments.**

**M. Comments from the UC Chair and Board Discussion.**

**N. Motion and vote to enter Executive Session, as authorized by Title 25, Section O.S. 307 (B.) (I.) and (7.)**

***(Pat Hullet: We are now going to enter into Executive Session. Do I have a motion and a second? Barbara, will you take the roll call?)***

**S. Motion and vote to acknowledge return to open session from Executive Session. *(Pat Hullet: We are now returning to Open Session from our Executive Session meeting. I need a motion and a second to return to Open Session. (Barbara takes roll call)***

**T. Board Chair's statement of Executive Session minutes. *(Pat Hullet: The Board met in Executive Session to review and discuss...)***

**U. Motion and vote to approve or not approve FY17 contracts for the CEO, Associate Director and Academic Advisor.**

**R. Announcement of next regular Board of Trustees meeting to be held Thursday, June 16, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.**

**S. Motion and vote to adjourn.**

**NOTE:** The Board of Trustees may discuss, make motions and vote upon all matters appearing on this agenda. Such votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any agenda matter. This agenda was posted by 7:30 a.m. on the 17th day of April 2016, at the Main Entrance of the University Center at Ponca City, 2800 N. 14<sup>th</sup> Street, Ponca City,

Oklahoma.

### The University Center Core Values

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**University Center at Ponca City  
Regular Meeting for the Board of Trustees  
University Center at Ponca City Conference Room  
2800 N. 14<sup>th</sup> Street, Ponca City, OK 74604**

**Agenda**

**Thursday, June 16, 2016, 7:30 a.m.**

- CC.** Call meeting to order, take roll call, and announcement of quorum.
- DD.** Announcements and introduction of guests.
- EE.** Discussion and action to approve or not approve the Minutes of the June 16, 2016 regular meeting of the Board of Trustees.
- FF.** Discussion and action to approve or not approve the Month-End Budget Report and details for May 2016-*reported by Assistant Director Armstrong.*
- GG.** Foundation Report-*Chair Craig Poet.*
- HH.** Discussion and action to approve or not approve the FY17 UC Foundation Lease Agreement.
- II.** Discussion and action to approve or not approve the FY17 Maintenance and Cleaning contract for S & S Cleaning service.
- JJ.** Discussion regarding CEO evaluation-*Tim Seidel & Carol Bouldin.*
- KK.** Discussion and action to approve or not approve the proposed new UC Board of Trustees meeting calendar for FY17.
- LL.** Discussion and action to approve or not approve the FY17 line item budget.
- K.** Administrative Reports-*CEO Adam Learning.*
  - K-1.** Budget update.

**K-2. General Comments.**

**L. New business.**

*New business is defined by 25 OS 311.A.9 as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.*

**M. Public comments.**

**N. Comments from the UC Chair and Board Discussion.**

**O. Announcement of next regular Board of Trustees meeting to be held Thursday, August 19, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.**

**P. Motion and vote to adjourn.**

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**University Center at Ponca City  
SPECIAL Meeting for the Board of Trustees  
University Center at Ponca City Conference Room  
2800 N. 14<sup>th</sup> Street, Ponca City, OK 74604**

**Agenda**

**Thursday, August 18, 2016, 7:30 a.m.**

- MM.** Call meeting to order, take roll call, and announcement of quorum.
- NN.** Announcements and introduction of guests.
- OO.** Discussion and action to approve or not approve the Minutes of the June 16, 2016 regular meeting of the Board of Trustees.
- PP.** Discussion and action to approve or not approve the Month-End Budget Reports and details for June and July 2016-*reported by Assistant Director Armstrong.*
- QQ.** Foundation Report-*Chair Craig Poet.*
- RR.** Discussion and action to approve or not approve the 10 month UC Foundation Lease Agreement.
- SS.** Discussion and action to approve or not approve the items previously approved by the UC Board of Trustees in FY15 and FY16.
- H.** Administrative Reports-*CEO Adam Learning.*
  - H-1.** OSU Wind Turbine program.
  - H-2.** OSU Professional Development Seminar.
  - H-3.** Preliminary enrollment report.
  - H-4.** General Comments.
- I.** Public comments.

- J. Comments from the UC Chair and Board Discussion.
- K. Announcement of next regular Board of Trustees meeting to be held Thursday, September 15, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.
- L. Motion and vote to adjourn.

**NOTE:** The Board of Trustees may discuss, make motions and vote upon all matters appearing on this agenda. Such votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any agenda matter. This agenda was posted by 7:30 a.m. on the 16<sup>th</sup> day of August 2016, at the Main Entrance of the University Center at Ponca City, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

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**Agenda**

**Thursday, September 15, 2016, 7:30 a.m.**

- TT.** Call meeting to order, take roll call, and announcement of quorum.
- UU.** Announcements and introduction of guests.
- VV.** Discussion and action to approve or not approve the Minutes of the August 18, 2016 regular meeting of the Board of Trustees.
- WW.** Discussion and action to approve or not approve the Month-End Budget Reports and details for July and August 2016-*reported by Assistant Director Armstrong.*
- XX.** Foundation Report-*Chair Craig Poet.*
- YY.** Discussion and action to approve or not approve identified equipment as surplus items.
- ZZ.** Discussion and action to approve or not approve the MOU with DCAM for assistance with surplus items.
- AAA.** Discussion and action to approve or not approve the CEO Evaluation policies.
- BBB.** Discussion and action to approve or not approve the CEO Evaluation instrument.
- CCC.** Discussion and action to approve or not approve the classroom application and fees.
- K.** Administrative Reports-*CEO Adam Leaming.*

- K-1.** Enrollment.
- K-2.** Oklahoma Wesleyan.
- K-3.** OSU Business Seminars.
- K-4.** Oklahoma Legislative Update.
- K-5.** General Comments.
- L.** Public comments.
- M.** Comments from the UC Chair and Board Discussion.
- N.** Announcement of next regular Board of Trustees meeting to be held Thursday, November 17, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.
- O.** Motion and vote to adjourn.

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**Agenda**

**Thursday, November 17, 2016, 7:30 a.m.**

- DDD.** Call meeting to order, take roll call, and announcement of quorum.
- EEE.** Announcements and introduction of guest Wade Fisher of Hinkle and Associates.
- FFF.** Discussion and action to approve or not approve the Minutes of the September 15, 2016 regular meeting of the Board of Trustees.
- GGG.** Discussion and action to approve or not approve the Audit report as prepared and presented by Hinkle and Associates.
- HHH.** Discussion and action to approve or not approve the Month-End Budget Report and detail for September and October 2016-*reported by Assistant Director Armstrong.*
- III.** Foundation Report-*Chair Craig Poet.*
- JJJ.** Discussion and action to approve or not approve the Board meeting dates for August, September, and November 2017.
- H.** Administrative Reports-*CEO Adam Learning.*
  - H-1.** OSU Spears School of Business
  - H-2.** Fair Labor Standards
  - H-3.** NWOSU accreditation site visit
  - H-4.** Parking lot flags
  - H-5.** General Comments.

I. Public comments.

J. Comments from the UC Chair and Board Discussion.

K. Announcement of next regular Board of Trustees meeting to be held Thursday, January 19, 2017 at 7:30 a.m. in the University Center Conference Room at the University Center, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

L. Motion and vote to adjourn.

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