

UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES-JANUARY 21, 2016

The University Center at Ponca City Board of Trustees held their monthly board meeting on January 21, 2016 at 7:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Pat Hullet presented item A-called the meeting to order and welcomed everyone. Chair Hullet asked for roll call and a quorum was established. Those present were Members Louise Abercrombie, Vice Chair Barry Bickle, Carol Bouldin, Secretary Bruce Evans, Jeremy Frazier, Chuck Greenwood, Chair Pat Hullet; Ex-Officio members Regent Ike Glass, Foundation Chair Craig Poet, Dr. Cheryl Evans, CEO/Supt. Bruce DeMuth; Ex-Chair Homer Nicholson, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present members were Tim Seidel, Dr. David Pennington, and Regent Carl Renfro.

Chair Hullet presented item B-announcement and introduction of guests. No guests were present.

Chair Hullet presented item C-to approve or not approve the Minutes of the November 19, 2015 regular meeting of the Board of Trustees. Bruce Evans made a motion to approve the minutes as they stand, Chuck Greenwood seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Chairman Hullet presented item D-to approve or not approve the Month End Budget Reports for November and December 2015. Associate Director Armstrong informed the Board of the regular expenses and revenues for the month of November. She reported the amounts of revenue received from NOC, NWOSU, and SWOSU for the Fall 2015 semester. As for expenses, nothing was out of the ordinary and we are showing under budget thus far. CEO Leaming also explained his line item report and cleared up a few questions from Jeremy Fraizer. Discussion was then conducted on the Month end budget report for December 2015. Associate Director Armstrong stated that it was business as usual in December and added that we received our new badge fees collected by NWOSU. CEO Leaming gave explanation to his line item report as well. Chuck Greenwood asked what DP supplies and maintenance consisted of. Associate Robyn Armstrong explained that due to the coding that is required by the Regents it could be a number of different things. Barry Bickle made a motion to approve the month end budget reports for November and December 2015, Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Chair Hullet presented item E-Administrative Reports from CEO Adam Leaming. First off CEO Leaming informed the Board of the technology updates that were done over the Christmas break. He explained that the conference room has been updated to accommodate ITV classes now and has been cleaned up to give the best presentation possible to others that lease the room. He also explained how a total overhaul was done in the server room. The room was updated to hold 2

servers with more capabilities for our students such as the virtual desktop program that will be released this summer and even printer monitoring. CEO Leaming also stated that more backup protection on and off site was added. He is proud to tell the Board that the UC now has the fastest internet around and thanks to our contracted IT personnel, we were able to do most of the work in house for a very reasonable rate.

Next CEO Leaming gave a brief statement about our current enrollment. He stated that we do not yet have the exact numbers as we are only in the second week of classes. He did inform them however that the numbers look to be comparable to the same as a year ago at this time. CEO Leaming promised the Board that he would have those exact numbers for them by next Board meeting.

CEO Leaming then reminded the Board of the Discussion meeting they will hold in the Conference room on Monday, March 7, 2016 from 2pm to 4pm. The Board will meet and discuss different issues regarding the UC, the number one issue being state mandated budget cuts and how we are going to deal with them.

Next up was the deep discussion of the proposed budget for the remaining of FY16. CEO Leaming stated they were ordered by the Chancellor to cut their remaining budget by 3%. He and Associate Director Armstrong worked together and were able to find a 3% savings to get us through the rest of the year. However, CEO Leaming has been told to expect a 5%, 7.5%, or 10% cut to the appropriations for FY17. So with that in mind CEO Leaming prepared a budget with the worst case scenario of a 10% cut. The UC is different as we are not able to increase fees in tuition but we have increased our revenue by charging the badge fee of \$20 per student per semester and the \$25 proctored test fee. These fees do help make up for the lost appropriations but is still not enough to cover our deficit. Chuck Greenwood would like to see the lease with the UC Foundation changed so that the \$96,000 we pay each year in rent would come back to the UC to help our budget shortfalls. To date we have cut our expenses in many ways from our advertising, doing our graphic design in house, to lowering utility bills. However, Regent Ike Glass said we need to be aware that the Regents will ask if we were able to make these cuts why haven't we done it before. Ex-Chair Homer Nicholson commented to that statement saying, "we did not make these cuts earlier because it compromises the quality and quantity of our services to our students." We do have funds in reserve for technology upgrades that could be used for shortages but this is something that will be discussed in more detail at our Board Discussion group meeting on March 7th. The Board agreed that many things will need to be discussed as our students are the ones who lose out in the end.

On the upside, CEO Leaming presented our new design for our website to make it more user friendly and inviting. Our graphic designer Elise Quiroz designed our new site and our website host will implement the changes. We hope to have the new website in full swing by the next Board meeting. Chuck Greenwood recommended that we track the demographics to the site and that will tell us if we are keeping visitors on our site or if something needs to be changed. The Board agreed that the new site looks great.

CEO Leaming then announced that NWOSU has been given Federal dollars to create a writing center here at the UC. This center will be free for our students to utilize and help them when writing papers, resumes and reports. We are also going to be using the services of an Education intern from NEU. This student is required to put in 250 hours for her internship and will be working with students and staff while here at the UC.

Finally CEO Leaming thanked Regent Ike Glass for his many years and dedication to the Education field. Regent Ike Glass will be done with his term with the State Regents this July. CEO Leaming stated that Mr. Glass is a very important man and has done so many things for the students of Oklahoma. He will certainly be missed by not only the State Regents but the entire Oklahoma Education system. The Board then asked if Regent Glass could stay on as an Ex-Officio. CEO Leaming said he would require it.

Next Chair Hullet presented item F-Foundation report from Foundation Chair Craig Poet. Chair Poet informed the Board of the new changes in Leadership with the Foundation. Craig Poet is Chairman, Pat Collogan is Vice Chair, Diane Anderson is Secretary, and Jennifer Daniel is serving as Treasurer. Jeff Cowan has left the UC Foundation Board and will be greatly missed. Chair Poet stated at the last meeting the UC Foundation Board approved the 2016 budget with \$17,000 allocated for scholarships this year. Bill Guebelle was able to negotiate \$700 off of the Cremer's Lawn maintenance contract and the UC Foundation Board is currently looking into the maintenance contract of the UPS system and if there is a way to make cuts to it by installing a natural gas generator. Chair Poet also stated that bonuses were given to the UC staff for Christmas. He also informed all that so far \$26,000 has been collected from the Mail out campaign and they are hopeful to get that total to \$30,000 soon. Lastly Chair Poet announced that the next meeting will be held on Thursday, February 11, 2016 at 9:30 a.m. in the UC conference room.

Chair Hullet presented item G-new business. There was no new business to present.

Chair Hullet presented item H-public comments. No public were present.

Chair Hullet presented item I-comments from the UC Chair and/or Board of Trustees. Chuck Greenwood asked that due to UC Chair Craig Poet being a financial advisor that the UC Foundation report be moved up on the agenda so he is able to leave early. Dr. Cheryl Evans announced that the Spring Renfro Lectureship will be held on Tuesday, March 24, 2016. Elliot Engle will be the featured speaker for the event. CEO/Supt. Bruce DeMuth announced that the Pioneer Technology Center Annual Roast will be held on April 5, 2016. The featured Roastee will be announced at a later date by Louise Abercrombie in the Ponca City News.

Next Chair Hullet presented item J-announcement of next Board of Trustees meeting. The next meeting will be held on Thursday, February 18, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center at Ponca City, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Hullet presented item K-to approve or not approve a motion to adjourn. Chuck Greenwood made a final motion to approve adjournment, Carol Bouldin seconded the motion.

Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes. **UNIVERSITY CENTER AT PONCA CITY**

BOARD OF TRUSTEES

MEETING MINUTES-FEBRUARY 18, 2016

The University Center at Ponca City Board of Trustees held their monthly board meeting on February 18, 2016 at 7:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Pat Hullet presented item A-called the meeting to order and welcomed everyone. Chair Hullet asked for roll call and a quorum was established. Those present were Members Louise Abercrombie, Vice Chair Barry Bickle, Carol Bouldin, Secretary Bruce Evans, Jeremy Frazier, Chuck Greenwood, Chair Pat Hullet, Tim Seidel; Ex-Officio members Regent Ike Glass, Foundation Chair Craig Poet, Dr. Cheryl Evans, CEO/Supt. Bruce DeMuth, Ex-Chair Homer Nicholson, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present members were Dr. David Pennington and Regent Carl Renfro.

Chair Hullet presented item B-announcement and introduction of guests. No guests were present. Chair Hullet along with the other Board members started the meeting wishing member Louise Abercrombie a Happy Birthday.

Chair Hullet presented item C-to approve or not approve the Minutes of the January 21, 2016 regular meeting of the Board of Trustees. Louise Abercrombie made a motion to approve the minutes as they stand, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chairman Hullet presented item D-to approve or not approve the Month End Budget Reports for January 2016. Associate Director Armstrong informed the Board of the revenue received from student test fees and usage fees for Fall 2015. She also explained that the \$17,000 in IT upgrades were to convert the conference room to a classroom and start the upgrades in the server room. CEO Leaming also explained his line item report and cleared up a couple of large discrepancies in the IT department. Barry Bickle made a motion to approve the month end budget report for January 2016, Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item E-to approve or not approve a 6% increase to the UC Academic ITV service fee. CEO Leaming explained to make up for some lost appropriations from the state that the UC would have to increase usage fees. The proposed fee increase would raise the UC usage fee from \$25 per credit hour to \$26.50 per credit hour. It would be a modest increase of \$7,000 of revenue. CEO Leaming stated that this is just the first step in getting this increase approved. The UC Board of Trustees will need to approve it, then it will move on to our partner schools for approval and finally to the State Board of Regents for their approval before it would take effect. We are looking at implementing the fee increase starting Fall 2016 if approved. CEO Leaming

had asked students for their feedback about the fee increase and as the students are not happy about it, they do understand it.

Chair Hullet presented item F-Administrative Reports from CEO Adam Leaming. First off CEO Leaming informed the Board of the current enrollment for our Spring 2016 semester. He gave them the demographics of our students and was encouraged by the increase in the number of Freshman students we have this year. He stated that the number of seniors is down due to the fact that we graduated 60 students last semester. He also told the Board that the UC academic advisors served over 246 students that are either taking classes online or at another campus other than the UC. This unfortunately is approximately \$20,000 of missed revenue due to online classes or the fact that the UC does not have classes needed for the students at this time. But as CEO Leaming reminded the Board we are here to serve the students in what works best for them.

Next CEO Leaming gave the impending report of the current and future budget crisis. We were just informed that in addition to the 3% cut we took in January we are now to take a 2nd cut in February of \$15,286. We have also been ordered to take yet another cut in March of another 3% and more are to follow. All cuts to eventually come to 16% of our FY16 budget and FY17 looks to be even worse with another cut on July 1st. CEO Leaming informed the Board that we have a significant carryover of \$219,000 that will get us through the remainder of FY16. This money was put aside to do technology upgrades when needed but now we will have to put that towards operating expenses and salaries. It is a dreary outlook but we will trudge through and make it work. CEO Leaming and Associate Director Armstrong are searching for ways to cut costs.

Science labs were the topic of the next discussion. CEO Leaming stated that Pioneer Technology Center has offered the use of their science labs for UC students. Currently the UC is offering a Biology lecture from NOC and the students really enjoy it. However with the budget crisis the subject of science labs has been tabled until a later date. Currently as it stands the UC would need 12 students in the class to make a science lab feasible in Ponca City.

Next up CEO Leaming along with Dr. Cheryl Evans gave a Legislative update. The issue of Bill 914 was discussed and determined this would be a non-issue for the UC. The Board also discussed the consolidation of schools, reduction in OLAP funding, and additional cuts in the STEM programs.

Next in his report CEO Leaming informed the Board of a restaurant owner showing interest in UC property. He has approached CEO Leaming and the UC Foundation about the possibility of either building in the UC parking lot or putting his restaurant in the empty space of the UC building. CEO Leaming stressed that both Boards needs to be in agreement as to whether this is the right move for the UC. He gave both the pros and cons and it was determined that a Development committee would be formed from members of both boards to look into the situation further. The Development committee will consist of Ex-Officio Mayor Homer Nicholson, Vice Chair Barry Bickle, Foundation Chair Craig Poet, Foundation members Bill Guebelle, Pat Collogan, Jeff Washko, and Jennifer Daniel. A meeting will be scheduled in the near future.

In close CEO Leaming reminded the Board of the Training session we will be holding on Monday, March 7th from 2-4 pm in the UC Conference Room. Ms. Molly Kyler from Pioneer Technology Center will be conducting the training session. An agenda and list of topics for discussion will be sent out one week prior to the meeting. CEO Leaming also stated that Higher Ed day at the Capital was held on February 16th. The UC's new website should be up and running by Spring enrollment. The UC Advisors have started their tours of surrounding high schools to recruit concurrent students. On March 2nd the Ponca City Leadership class will hold a non-profit luncheon and training for other non-profit groups on fundraisers, grant writing, and other ways to raise funds. As of right now there are over 200 planning to attend the luncheon. March 24th will be the day of the NOC Lectureship. Elliot Engle will be the featured speaker for the event. And finally there will be the annual Roast on April 5th at Pioneer Technology Center. Louise Abercrombie will let us know who will be roasted when the time is right.

Next Chair Hullet presented item G-Foundation report from Foundation Chair Craig Poet. Chair Poet also spoke of the prospective building development. He stated that the Foundation is open to business moving into the building but that they are also considering the logical concerns and needs of the UC such as the possibility of expanding and losing that space. The Development committee will look over everything and make the best decision they possibly can. He also stated that scholarships were awarded this month and everything on the Foundation is running smoothly.

Chair Hullet presented item H-new business. There was no new business to present.

Chair Hullet presented item I-public comments. No public were present.

Chair Hullet presented item J-comments from the UC Chair and/or Board of Trustees. Chair Hullet wished Louise Abercrombie a Happy Birthday and best wishes.

Chair Hullet then presented item K-motion and action to enter into Executive Session. Carol Bouldin made a motion to enter into Executive session, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item L-motion and action to return to Open session. Barry Bickle made the motion, Chuck Greenwood seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item M-Board Chair's statement of Executive Session minutes. Chair Hullet stated that in Executive session the Board discussed legal letter correspondence, lease agreement and contracts.

Next Chair Hullet presented item N-announcement of next Board of Trustees meeting. The next regular meeting will be held on Thursday, April 21, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center at Ponca City, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Hullet presented item O-to approve or not approve a motion to adjourn. Carol Bouldin made a final motion to approve adjournment, Barry Bickle seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

UNIVERSITY CENTER AT PONCA CITY

BOARD OF TRUSTEES

MEETING MINUTES-APRIL 21, 2016

The University Center at Ponca City Board of Trustees held their monthly board meeting on April 21, 2016 at 7:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Pat Hullet presented item A-called the meeting to order and welcomed everyone. Chair Hullet asked for roll call and a quorum was established. Those present were Members Louise Abercrombie, Vice Chair Barry Bickle, Carol Bouldin, Secretary Bruce Evans, Chuck Greenwood, Chair Pat Hullet, Tim Seidel; Ex-Officio members Foundation Chair Craig Poet, Ex-Chair Homer Nicholson, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present members were Jeremy Frazier, Ex-Officio members Dr. Cheryl Evans, CEO/Supt. Bruce DeMuth, Dr. David Pennington, Regent Ike Glass and Regent Carl Renfro.

Chair Hullet presented item B-announcement and introduction of guests. Chair Hullet welcomed Ex-Chair Mayor Nicholson and Foundation Chair Craig Poet to the meeting.

Chair Hullet presented item C-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. Louise Abercrombie made a motion to approve the minutes as they stand, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chairman Hullet presented item D-to approve or not approve the Month End Budget Reports for February and March 2016. Associate Director Armstrong informed the Board of the revenue received for the month of February. She explained why there were large discrepancies in the electric bills and when we can expect payment from the colleges for usage fees. Bruce Evans made a motion to approve the February Month end budget report, Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes, Seidel-yes. Next Associate Director Armstrong reported on March 2016 revenue and expenses. CEO Leaming explained the badge percentage variations on his line item report. Barry Bickle made a motion to approve the month end budget report for March 2016, Louise Abercrombie seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Next Chair Hullet presented item E-Foundation report from Foundation Chair Craig Poet. Chair Poet informed the Board of two new members to the Foundation. They are Marc Labossiere and Mert Martens. He stated that both will be very good to have on the Board. Chair Poet also told the Board that the Foundation recognized Mr. Linus Schmitz for his service from 2010 to 2015. Mr. Schmitz attended the meeting on April 14, 2016 and a plaque was given to him. Foundation

member Bill Geubelle has replaced the stop sign by Payless and trimmed the trees to make it more visible. Mr. Geubelle is also working on a plan to either replace the chandeliers in the building or figure out a new less expensive source of lighting. Next Chair Poet explained that the leaks we had from the last rains will be looked at by the roofing company and should be under warranty. They will be fixed as soon as the warranty is verified. The UC Foundation received \$3,500 in matching funds from P66 towards their mail out campaign. Along with \$11,000 in yearly endowments the total received for scholarships came to \$31,000. Chair Poet explained that the Foundation gives \$17,000 each semester in scholarships and \$8,000 in the summer semester. He stated they have the funds needed to keep giving out these awards. Next Chair Poet told the Board of the meeting they had with a restaurant owner on Wednesday, May 20, 2016 who is extremely interested in UC property. Chair Poet stated it was a positive meeting and they are making progress. Chair Poet thanked the Board for their continued support and informed all that their next meeting will be on Thursday, May 12, 2016 at 9:30 a.m.

Chair Hullet presented item F-discussion and action to approve or not approve the Memorandum of Understanding with NWOSU for the shared BSN program for FY17, FY18, and FY19. CEO Leaming explained that this agreement is a 3 year continuation of our current program. This is just legal paperwork that needs to be signed by both parties that our auditors require us to have on hand. Tim Seidel make a motion to approve the MOU with NWOSU for the BSN program for the next 3 years, Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet present item G-discussion and action to approve or not approve the Letter of Engagement from Crawford and Co. for our FY16 internal audit services. CEO Leaming explained what Crawford does for the UC and that they quoted below last year's range. The total charges will be between \$9,000 and \$12,000. Chuck Greenwood asked that CEO Leaming talk with them and ask if there is anything the UC staff can prepare ahead of time to see if we can come in closer to \$9,000, and to also ask what services are performed to get to \$12,000. This way we will have a better idea of what the final number will be. CEO Leaming stated he would definitely do that. Carol Bouldin made a motion to approve the Letter of Engagement from Crawford and Co.; Barry Bickle seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item H-discussion and action to approve or not approve the Letter of Engagement from Hinkle and Co. for FY16 external audit services. CEO Leaming informed the Board that this was our 4th year out of the limited 5 years we can hire this company to do the external audits. He also stated that they came down on their quote for us and the final number will be \$7,250. We have one year left with them and will then need to find another company to do our external audits starting in FY18. Bruce Evans made a motion to approve the Letter of Engagement from Hinkle and Co.; Tim Seidel seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item I-discussion and action to approve or not approve the FY17 Holiday calendar. CEO Leaming explained that these holidays fall in line with our partner schools. After discussion by the Board members Barry Bickle made a motion to approve the FY17 Holiday

calendar, Louise Abercrombie seconded said motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item J-discussion of March 7, 2016 Board development meeting, action to approve or not approve possible appointment of select subcommittees. CEO Leaming stated as determined in the March 7th meeting that subcommittees are needed to help with the operations of the UC. He asked the Board for volunteers to serve on two subcommittees to be made up of members from the Trustees and the Foundation Board. The first subcommittee requested is Budget and Finance subcommittee and the other is a Building development subcommittee. He informed the Board that the Budget and Finance subcommittee is needed immediately due to the budget crisis we are currently in. Barry Bickle volunteered first to serve on this subcommittee along with Chuck Greenwood and Bruce Evans. Due to meeting bi-laws the first one to volunteer will serve as the Chair for that committee; Barry Bickle will serve as chair for the Budget and Finance subcommittee. It was decided that choosing members for the Building Development subcommittee would be tabled until next meeting. Carol Bouldin made a motion to approve the Budget and Finance subcommittee with Barry Bickle serving as the chair and Chuck Greenwood and Bruce Evans serving as members, Tim Seidel seconded said motion. Abercrombie-amen, yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-oh yes, Seidel-yes.

Chair Hullet presented item K-Administrative Reports from CEO Adam Leaming. First CEO Leaming informed the Board of a new program he is working on with the PCDA called Backpacks to Briefcases. This program will help graduates from the UC who are unable to find jobs in their chosen career get their foot in the door with willing and participating businesses in Ponca City. This is a 3 month program paid internship with funding for the graduate provided by fundraising and the participating business that hires them. The program is hoping to provide 10 internships for local businesses. The graduate and the business will need to take a risk as this is not a guaranteed permanent job placement. Currently the UC staff is working on surveying UC graduates to see if they are employed and working in the field of their degree. CEO Leaming said the goal is start the program by June 6th therefore giving them 3 months of summer to complete the internship. Suggestions were made from Tim Seidel and Chuck Greenwood to do the hiring of the intern through a temp agency to make it easier on everyone. CEO Leaming said that was a great idea and is very eager to start helping our graduates get into the “employment door” and keep them in Ponca City.

Next CEO Leaming stated that the UC of Southern Oklahoma has been in contact with him in regard to UCPC usage fees and operations. He presented information to the board using a smart board presentation that outlined operating budgets of the UC at Ponca City and the UC of Southern Oklahoma. UCPC collects 16% of their operating budget from fees, and 84% is derived from state appropriations. UCSOK collects 56% of their operating budget from fees, and 44% from state appropriations and reimbursements. UC at Ponca City charges a usage fee of \$26.50 per credit hour and UCSOK charges \$38 per credit hour. UCSOK has a larger student population as they have a larger geographic area to draw from. UCSOK invoices and receives all fees up front from their partner schools. UCPC invoices and receives only the fees that partner schools have collected from students attending classes at UCPC. UCSOK generates revenue

through online enrollment. Their partner schools have created section numbers specific to UCSOK for online students that enroll with them. UCPC does not have an agreement with their partner schools to have a section number specific to online classes enrolled through the UC. UCPC charges a \$25 per test fee to proctor online students testing at the UC. UCSOK has been operating since the 1970's. They have been working on a building project for approximately ten years and have completed about 60% of a new 10 million dollar campus. CEO Leaming said it is very helpful to have another model like our own. Board members agreed that the UC at Ponca City should mirror UCSOK.

CEO Leaming then gave a short report on weekend facility usage. He explained that the usage of the computer lab on the weekends is very minimal and provided a chart for Board members to review. He stated he does not like making cuts but due to the current budget crisis we may have to consider closing on the weekends as one option to save funds. Future talk of closing on the weekends was tabled until the next Board meeting.

Next CEO Leaming gave his report on the 2016 Spring Student surveys. He was very happy to report that thanks to the due diligence of the staff we collected over 180 surveys from a total student population of 330. Several requests were made by the students for larger classrooms and science labs. CEO Leaming stated we have displayed the results of the survey for our students and he has sent out an email explaining the possibility of science labs in the future. Overall this survey was very well received and CEO Leaming is happy with the results. Chuck Greenwood asked if Elise Quiroz could design a brochure to handout to the students so they will know exactly where their fees go to ease the minds of our students about the fee increase this coming fall.

Next CEO Leaming said he was approached by Dorada Foods about a possible professional leadership training program. OSU has the program available and would like to launch the program here at the UC within 60-90 days. The cost per person is between \$300-\$400 dollars for the program. CEO Leaming is very excited about another partnership with OSU.

Lastly CEO Leaming stated on Wednesday, April 20th the Chancellor and Regents held a reception in honor of Regent Ike Glass thanking him for his many years of service on the Board of the State Regents. The Trustees agreed that a nice letter should be sent to Regent Glass thanking him for all of his participation in starting the UC and getting it to where it is today. He will be missed dearly by the Board of Regents.

Chair Hullet presented item L-budget cut report. CEO Leaming reported that he is planning and preparing a budget reflecting a 14% reduction in appropriations, which would be \$93,000 cut from our prior year. The Governor currently has announced a plan to "save Oklahoma" which would only give education a 4% cut but as of right now nothing has taken place so we are "preparing for the worst". CEO Leaming and Associate Director Armstrong have been working together to prepare for future cuts. He assured the Board that they are working diligently on finding ways to make the cuts needed with the least impact on students.

Chair Hullet presented item M-new business. Lousie Abercrombie asked about the Epic Charter Schools that have been using our building for their testing purposes and CEO Leaming stated

that they are another source of revenue. We currently charge rent for two rooms at \$35 per day. Ms. Abercrombie stated that these are also prospective students for the UC and thought it was a good thing to continue.

Chair Hullet presented item N-public comments. No public were present.

Chair Hullet presented item O-comments from the UC Chair and/or Board of Trustees. Chair Hullet recognized Louise Abercrombie on her induction into the Oklahoma Journalism Hall of Fame. She stated that it was a huge honor and the Board congratulated her with applause.

Chair Hullet then presented item P-motion and action to enter into Executive Session. Chuck Greenwood made a motion to enter into Executive session, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes, Seidel-absent.

Chair Hullet presented item Q-motion and action to return to Open session. Chuck Greenwood made the motion, Barry Bickle seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes.

Chair Hullet presented item R-Board Chair's statement of Executive Session minutes. Chair Hullet stated that in Executive session the Board discussed the CEO contract and performance evaluation.

Before continuing on to item S the Board was reminded by CEO Leaming that due to Andy Watchel's resignation there is an open seat on the Trustees Board and the Governor would like to fill that position. Members were asked to think about who they would like to take that spot.

Next Chair Hullet presented item S-announcement of next Board of Trustees meeting. The next regular meeting will be held on Thursday, May 19, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center at Ponca City, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Hullet presented item T-to approve or not approve a motion to adjourn. Barry Bickle made a final motion to approve adjournment, Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Hullet-yes.

UNIVERSITY CENTER AT PONCA CITY

BOARD OF TRUSTEES

MEETING MINUTES-MAY 19, 2016

The University Center at Ponca City Board of Trustees held their monthly board meeting on May 19, 2016 at 7:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Pat Hullet presented item A-called the meeting to order and welcomed everyone. Chair Hullet asked for roll call and a quorum was established. Those present were Members Louise

Abercrombie, Vice Chair Barry Bickle, Carol Bouldin, Secretary Bruce Evans, Jeremy Frazier, Chuck Greenwood, Chair Pat Hullet; Ex-Officio members Foundation Chair Craig Poet, Ex-Chair Homer Nicholson, Dr. Cheryl Evans, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present members were Tim Seidel, Ex-Officio members CEO/Supt. Bruce DeMuth, Dr. David Pennington, Regent Ike Glass and Regent Carl Renfro.

Chair Hullet presented item B-announcement and introduction of guests. Chair Hullet welcomed Ex-Chair Mayor Nicholson, Dr. Cheryl Evans and Foundation Chair Craig Poet to the meeting.

Chair Hullet presented item C-to approve or not approve the Minutes of the April 21, 2016 regular meeting of the Board of Trustees. Carol Bouldin made a motion to approve the minutes as they stand, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Chairman Hullet presented item D-to approve or not approve the Month End Budget Report for April 2016. Associate Director Armstrong informed the Board of the revenue received for the month of April. She explained why there were two lease payments showing for the month of April. This was due to the change made by OMES that we no longer pay in arrears for lease payments; therefore, the payments were for April and May 2016. Barry Bickle made a motion to approve the April Month end budget report, Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Next Chair Hullet presented item E-Foundation report from Foundation Chair Craig Poet. Chair Poet informed the Board that the Foundation recognized Mr. Jeff Cowan for his service over the past nine years. Mr. Cowan attended the meeting on May 12, 2016 and a plaque was given to him. Foundation member Bill Geubelle is currently working on a plan to either replace the chandeliers in the building or figure out a new less expensive source of lighting. Chair Poet also stated that the building insurance was renewed and the restaurant owner that approached the Foundation about the other half of the building is still interested and is currently going over the numbers. Chair Poet also stated that they are still working on the current covenants with the neighbors. Lastly Chair Poet informed the Board that CEO Leaming had presented the budget cuts to the Foundation and they are waiting on the final numbers and will help where needed. Board member Louise Abercrombie suggested that we look into the OMPA energy rebates for our lighting at the UC. It was also suggested that LED lighting be put in. All of the suggestions will be investigated.

Chair Hullet presented item F-discussion and action to approve or not approve the FY17 Lease Agreement. Currently the Lease is set at \$96,000 per year or \$8,000 per month. After some discussion about the current amount of the Lease and how the Foundation will use that money to help with proposed budget cuts it was decided to table the Lease agreement until the next regular Board of Trustees meeting. Chuck Greenwood made a motion to table the Lease Agreement until the June 16, 2016 Board of Trustees meeting, Barry Bickle seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Chair Hullet present item G-discussion and action to approve or not approve the FY17 IT Contract for Joe Vaden Jr. CEO Leaming praised Joe Vaden Jr. for the work he has done for us and the money he has saved the UC. Chuck Greenwood made a motion to approve the FY17 IT Contract for Joe Vaden Jr.; Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Chair Hullet presented item H-discussion and action to approve or not approve the FY17 Cleaning contract for S & S Cleaning Company. After some discussion about the UC Foundation taking on this expense it was decided to table this contract until the next regular Board of Trustees meeting. CEO Leaming will be in discussions with the Foundation about taking over this expense due to severe budget cuts. Chuck Greenwood made a motion to table the approval of the FY17 Cleaning contract for S & S Cleaning Co until the June 16, 2016 Board of Trustees meeting; Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Chair Hullet presented item I-discussion and action to approve or not approve the new Executive committee slate of officers. CEO Leaming stated that Barry Bickle would now move up to Board of Trustees Chair and Bruce Evans would move up to Vice Chair. CEO Leaming then took nominations for the secretary position. Carol Bouldin was nominated by several members for the position of Secretary. Barry Bickle made a motion to approve the new slate of Executive Officers to the Board of Trustees, Louise Abercrombie seconded said motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes. It was voted unanimously that Barry Bickle will serve as Chair, Bruce Evans will serve as Vice Chair and Carol Bouldin will serve as Secretary of the Executive Committee of the Board of Trustees.

Chair Hullet presented item J-Administrative Reports from CEO Adam Leaming. First CEO Leaming gave a brief update on the current budget crisis with some input from Dr. Cheryl Evans. It is still unknown as to the exact percentage that we will be cut but to expect the worst and hope for the best. Dr. Evans informed the Board that no revenue projects have passed thus far. She stated that there is a high level of frustration at the capital. She also stated that David Boren sales tax proposal has died. Dr. Evans informed the Board of a group that is completely against higher education and is doing everything they can to stop and disband the State Board of Regents. The current situation is in dire straits and college branch campuses are starting to shut down.

Next CEO Leaming gave an update on our Enrollment status. Currently we are tracking higher by 30-40%. Staff has been calling all past students and asking what we can do to get them back into school. Summer enrollment is currently at 78 students. The UC Foundation is once again going to pay usage fees for summer students up to \$8,000. This is an excellent incentive for students to come back and get started right away.

Next CEO Leaming gave an update concerning Dorada Foods request about a possible professional leadership training program. Dorado Foods is willing to commit 10 individuals at a time to the program. They have at least 50 they would like to go through the program. OSU would like to have 20 in the class for each term, this means that the UC will need to find 10 more students to enroll in the program. The cost per person is \$350 for the program. Board members

stated that they are sure the UC would be able to recruit the other 10 students needed to make this program available. P66 may even have people they would like to attend. Louise Abercrombie suggested to reach across the state line and talk with employers in Ark City about the program. Mayor Nicholson said that the city would have some employees they could put through the program as well. CEO Leaming is very excited about another partnership with OSU.

CEO Leaming gave a brief update about the Backpacks to Briefcases program. The UC currently has 3 students interested. CEO Leaming has plans to talk with TPI about partnering with them on this program. Right now the program is still set to start in June.

Lastly CEO Leaming praised the staff and their hard work for cleaning out the north side of the building. He also stated that he has been educating himself on what to do with the surplus and how to handle it. Louise Abercrombie told about an organization on Union Street that will take old electronics and will even pick them up. Ron Hammock is the one to contact about this program.

Chair Hullet presented item K-new business. CEO Leaming stated that we are required to have a rough draft of the budget drawn up and submitted to the State Board of Regents by June 10th. CEO Leaming informed the Board that we may need to call a special meeting after the final cut is learned. CEO Leaming told the Board that new Foundation member Marc Lebossiere stopped by the UC and assisted him with the budget. The entire Board sang of Marc's praises and are very happy he is assisting.

Chair Hullet presented item L-public comments. No public were present.

Chair Hullet presented item M-comments from the UC Chair and/or Board of Trustees. Chair Hullet asked for prayers for Regent Carl Renfro who will be having heart surgery next week. Jeremy Frazier thanked CEO Leaming for helping him through the Regent training at the capital.

Chair Hullet then presented item N-motion and action to enter into Executive Session. Carol Bouldin made a motion to enter into Executive session, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Chair Hullet presented item O-motion and action to return to Open session. Barry Bickle made the motion, Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Chair Hullet presented item P-Board Chair's statement of Executive Session minutes. Chair Hullet stated that in Executive session the Board discussed employee contracts.

Chair Hullet presented item Q-motion and action to approve or not approve the FY17 contract for the CEO, Associate Director, and Academic Advisor. Bruce Evans made a motion to approve the contracts with amended wording as stated in Executive session, Barry Bickle seconded said motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

Next Chair Hullet presented item R-announcement of next Board of Trustees meeting. The next regular meeting will be held on Thursday, June 16, 2016 at 7:30 a.m. in the University Center

Conference Room at the University Center at Ponca City, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Hullet presented item S-to approve or not approve a motion to adjourn. Carol Bouldin made a final motion to approve adjournment, Barry Bickle seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes.

UNIVERSITY CENTER AT PONCA CITY

BOARD OF TRUSTEES

MEETING MINUTES-JUNE 16, 2016

The University Center at Ponca City Board of Trustees held their monthly board meeting on June 16, 2016 at 7:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Pat Hullet presented item A-called the meeting to order and welcomed everyone. Chair Hullet asked for roll call and a quorum was established. Those present were Members Louise Abercrombie, Vice Chair Barry Bickle, Carol Bouldin, Secretary Bruce Evans, Jeremy Frazier, Chuck Greenwood, Chair Pat Hullet, Tim Seidel; Ex-Officio members Foundation Chair Craig Poet, Ex-Chair Homer Nicholson, Dr. Cheryl Evans, Regent Carl Renfro, CEO/Supt. Bruce DeMuth, Dr. David Pennington, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present member was Ex-Officio member Regent Ike Glass.

Chair Hullet presented item B-announcement and introduction of guests. Chair Hullet welcomed all Ex-Officio members to the meeting.

Chair Hullet presented item C-to approve or not approve the Minutes of the May 19, 2016 regular meeting of the Board of Trustees. Bruce Evans made a motion to approve the minutes as they stand, Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chairman Hullet presented item D-to approve or not approve the Month End Budget Report for May 2016. Associate Director Armstrong informed the Board of the revenue received and the expenses paid for the month of May. Louise Abercrombie made a motion to approve the May Month end budget report, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Next Chair Hullet presented item E-Foundation report from Foundation Chair Craig Poet. Chair Poet informed the Board that the restructuring of the conveyance is still underway. They are waiting on a response from the Dunhill group if the Burger King outparcel is included. The Building subcommittee met and discussed the lighting issue and replacing the chandeliers in the building to something more efficient. It was tabled until the next meeting as Bill Guebelle is still obtaining more bids from contractors. So far the amount to replace the fixtures is anywhere between \$14,000 and \$36,000. CEO Leaming then stated that UC staff looked into the energy

usage rebate offered by OMPA for qualifying businesses and they stated that the UC would qualify for the rebate. Next Chair Poet talked to the Trustees about the lease. The Foundation had an in-depth conversation about helping the UC during this budget crisis. The Foundation is willing to help with capital or one time projects but reducing the amount of the lease was not an option due to their budget. Chair Poet said cutting the lease amount would hinder the operations of the Foundation and their ability for future help for the UC. They did discuss putting the lease proceeds into projects at the UC, such as the new light fixtures. Chair Poet also stated that he agrees that there needs to be more communication between the UC and UCF Boards. Barry Bickle then questioned Chair Poet about the restaurant deal and if that was a dead issue. Chair Poet stated that project is not dead just on hold until the covenants can be updated. CEO Leaming stated that it has been a month since he has heard from the restaurant owner but said he was busy with 3 other projects and is still very interested in the other side of the building for their location in Ponca City.

Chair Hullet presented item F-discussion and action to approve or not approve the FY17 Lease Agreement. Currently the Lease is set at \$96,000 per year or \$8,000 per month. CEO Leaming started the discussion by stating that he has had several meetings to discuss the lease with the Foundation and the Trustees budget subcommittee. CEO Leaming stated that due to our significant budget cuts he approached the Foundation about receiving some help from them for operations in May. A group from the UC board and UCF board met on May 5th to discuss significant cuts to state funding and possible cuts the UC could make and possible solutions the UCF could provide. At that meeting it was suggested that the Foundation pay for the cleaning and maintenance contract for the UC and they declined at their following board meeting. Chuck Greenwood then stated the Budget subcommittee (made up of Barry Bickle, Bruce Evans and himself) discussed different avenues where the UC could preserve some services for students. One idea was a sliding scale for the lease payments. He also stated that the lease has been an issue for the last 4-5 years and the Trustees would like to come to a solution for the long term. The Subcommittee asked CEO Leaming to find out what the University Center in Ardmore does for building rent, or cots. CEO Leaming found out that Ardmore public schools only charges the University Center the cost of operating the building. Chuck Greenwood then gave the history of how the UC Foundation acquired ownership of the building and the costs involved with the acquisition. The building was donated to the UC Foundation. A lawsuit ensued with C21 because they did not receive commission on the sale of the building because it was donated to the UC Foundation. Due to the Davis Bacon act involvement the UC Foundation borrowed funds from the Renfro Endowment to cover the costs incurred. Originally the lease was set up at \$8,000 per month to cover the cost of repayment of the funds borrowed from the endowment. After the endowment was paid back the lease should have been re-negotiated. However, the lease has continued to be renewed at \$8000 per month, or \$96,000 per year. The Budget subcommittee suggested that they change the lease to a percentage rate and any building maintenance be the responsibility of the Foundation. If the lease amount is figured at 11% of the UC's state allocations the amount would be approximately \$60,000 for FY17. Chuck Greenwood stated this has been an issue between the two Boards for 4-5 years and needs to be resolved.

Regent Renfro asked Dr. Evans to explain to the Board what the NOC Foundation does for NOC and what their role is for the college. Dr. Evans stated that everyone is feeling the large cuts to

their budgets. She said that NOC was given a 1.6 million dollar cut. She stated that the NOC Foundation has two NOC Regents on their board and they also have voting rights and she does as the President of the college. She said the NOC Regents and NOC Foundation Board are interconnected and keep the lines of communication open. She also informed the Trustees that the NOC Foundation pays for the salary of an NOC employee. She stated that the employee is an NOC employee and NOC invoices the NOC Foundation for the employee's salary each month. She also suggested that some wording be changed in the lease and that both boards need to communicate better to keep the services for the students.

Foundation Chair Poet then made his statement. He informed the Board of the Foundation's budget. This year they will have a budget of \$138,000. He reported \$42,000 of the budget is received from the mail out campaign for scholarships and the remaining \$96,000 comes from the lease proceeds. He stated that \$42,000 is restricted for scholarships, \$55,000-\$57,000 is fixed expenses the Foundation has such as mowing, auditor services, the BSN program, etc. The rest is used to help with projects for the UC. He stated if the lease amount drops from \$96,000 to \$60,000 that is a \$36,000 cut to their budget and any extra help the UC would need for projects would be gone.

Regent Carl Renfro then asked Chair Poet why the Trustees were not privy to the UC Foundation's finances. He stated that the UC Foundation is a public organization and the UC Trustees should be able to see their finances as the UC Foundation is able to see the UC's finances each month. Regent Renfro asked exactly how much money the Foundation has and where it goes. He made it clear that records should be open between both boards.

Bruce Evans stated that the Foundation needs to get back on track to what it was originally created for.

Foundation Chair Poet agreed that records should be open to both boards. He then answered Regent Renfro's question and gave a breakdown of the Foundation's amounts. Without having the exact numbers in front of him Foundation Chair Poet stated the following approximate funds:

\$82,000 is in a restricted building fund and can only be used for that purpose;

\$30,000 is in the Foundation's operating budget;

\$70,000 is in cd's that are not restricted on their usage;

\$150,000 is in a future building fund;

\$160,000 is in the Renfro Endowment to be used only for scholarships;

\$6,000 is in the AAW Endowment to be used only for scholarships;

\$5,000 is in a brokerage account.

Foundation Chair Poet then clarified that \$42,000 received from the yearly mail out fundraiser goes towards scholarships for UC students.

Dr. Evans stated that next year NOC Scholarships will go down due to a \$200,000 cut from that budget. She suggested that the Foundation work with their donors to create endowments.

Louise Abercrombie stated that last year's mail out stated that money given would be able to go towards other expenses as well. Foundation Chair Poet said that was true and last year was the first time they had done that.

Tim Seidel understood that the Foundation's fundraiser proceeds were to be used for scholarships and upkeep building costs.

Regent Renfro then asked CEO Leaming how much was left from the technology grant received from the Regents 3 years prior. CEO Leaming stated there was approximately \$900 left from those proceeds. He explained that every piece of technology was upgraded with refurbished equipment including warranties.

Dr. Pennington then made a statement that this community has a challenge in keeping the UC here and he commended Chuck Greenwood for his excellent service in keeping the UC alive. He stated that the Boards need to talk to each other and work together for the good of the UC and its students. Dr. Pennington stated that in his opinion the UC is paying generously for the lease and at the end of the day it's about the UC and their students. He stated that as it stands right now the UC cannot continue to function on the current budget. Without a cut to the lease payments the UC will have to start cutting services to students and that is something the UC cannot afford to do. In addition, he stated that it's a great plan for the UCF to be keeping funds aside for maintenance and the care of the building, but at the end of the day in education there are few entities that can cut a check when a problem arises.

Dr. Evans then informed the Board that there may be more cuts in the future. NOC is preparing for more cuts and recommended the UC do the same. There will never be another grant from the Regents as their budget has been cut from those funds.

Bruce Evans made a motion that the Board accepts the lease with the amended terms for two months so both Boards can get together and figure out a long term solution.

Foundation Chair Poet stated that if he took the lease to his Board with the proposed cut they will turn it down. He also stated that any requested changes need to be made to the Foundation Board in writing. Chair Poet did agree that the Foundation needs to be open to help the UC during this budget crisis. The yearly mail out fundraiser is significant and will still provide scholarships to the students but with the lease amount proposed any capital projects would be cut. He informed the Board that the Foundation Board will counter with keeping the lease the same and that the UC enroll more students. This lease amount ties the hands of the University Center Foundation.

Vice Chair Barry Bickle asked if Chair Poet thought that the UC Foundation Board would be willing to meet with the UC Trustees. He stated that if they are not willing to work together on this that would be very disappointing.

Regent Renfro suggested that both Boards meet together and that they approve the motion of the proposed lease amount for 2 months until the UC Board and the UCF Board find an agreed upon solution. He suggested putting together a subcommittee of members from both Boards to hash this out. He also reminded everyone that whoever they pick for the subcommittee the rest of the members need to trust their judgment.

Again, Bruce Evans made a motion to accept the amended lease with the proper wording and proposed amount of \$5,043.36 per month for the next 2 months until the Boards can get together and find a long term solution. Barry Bickle seconded this motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item G-discussion and action to approve or not approve the FY17 Cleaning contract for S & S Cleaning Company. After some discussion CEO Leaming informed the Board that the UC Foundation declined to take on this expense. He also stated that S & S Cleaning has reduced their rates as well due to the budget cuts. Louise Abercrombie made a motion to accept and approve the FY17 Cleaning contract for S & S Cleaning Co.; Tim Seidel seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item H-discussion regarding the CEO Evaluation procedures. Due to time constraints Carol Bouldin made a motion to table the discussion until the next meeting; Tim Seidel seconded. Tim also informed everyone that he would be sending out a survey regarding the evaluation and asked that all Board members fill it out and return to him by June 22, 2016. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item I-discussion and action to approve or not approve the FY17 UC Board of Trustees meeting schedule. With no discussion Barry Bickle made a motion to approve the FY17 meeting schedule; Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item J-discussion and action to approve or not approve the FY17 line item budget report. CEO Leaming went through revenue and expenses with the Board. He stated that this budget is figured on the new proposed lease amount. Chuck Greenwood asked that if we receive even more cuts what do we cut from the budget. CEO Leaming stated that we would need to cut employees and close on the weekends. Jeremy Frazier asked if CEO Leaming had looked into any outside grants that could help. He also suggested we increase our fees and enrollment. CEO Leaming stated that we have increased our fees and have been working tirelessly to increase our enrollment. Chuck Greenwood made a motion to approve the FY17 line item budget as it now stands, Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Hullet presented item K-Administrative Reports from CEO Adam Leaming. First CEO Leaming stated that the Backpacks to Briefcases program has been put on hold right now. They are still waiting to hear back from businesses willing to participate with the program and they are

looking for more students to take advantage of this awesome opportunity. Sarah Linn from the PCDA has announced she is leaving her position, and we're waiting on new direction.

Next CEO Leaming gave an update concerning the OSU Spears programs. He stated that the program has been approved to host here at the University Center from September 8, 2016 to November 30, 2016. Dorada Foods is willing to commit 10 individuals at a time to the program. OSU would like to have 20 in the class for each session, which means the UC will need to find 10 more students to enroll in the program. CEO Leaming stated that 2 employees of the University Center can attend this program free of charge for the use of the building. He and Associate Director Robyn Armstrong will be the 2 employees attending. The cost per person is \$350 for the program for each session. Board members stated that they are sure the UC would be able to recruit the other 10 students needed to make this program available. Mayor Nicholson said that the city would have some employees they could put through the program as well. It was mentioned that Pioneer Technology Center offers a similar program but Dorado Foods have always sent their employees to this particular program. Dorado Foods approached CEO Leaming and requested the UC host the program. By doing so Dorado foods would significantly cut down travel and lodging expenses for their employees. OSU is willing to send the instructors here to Ponca City to conduct the classes. CEO Leaming is very excited about another partnership with OSU.

Lastly CEO Leaming stated that he would like to record the history of the University Center Foundation and how it came to be. He believes that it will help the new Foundation members understand the purpose of the Foundation and why it was created. All Board members agreed that would be a good idea.

Chair Hullet presented item L-new business. No new business was presented.

Chair Hullet presented item M-public comments. No public were present.

Chair Hullet presented item N-comments from the UC Chair and/or Board of Trustees. Chair Hullet thanked Dr. Evans for coming to the meeting and her insight and helpful information. Chair Hullet also thanked the Board for allowing her to serve as their Chair for the past year; however, she is looking forward to passing the torch onto Mr. Barry Bickle.

Next Chair Hullet presented item O-announcement of next Board of Trustees meeting. The next regular meeting will be held on Thursday, August 18, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center at Ponca City, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Hullet presented item P-to approve or not approve a motion to adjourn. Carol Bouldin made a final motion to approve adjournment, Barry Bickle seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-absent.

UNIVERSITY CENTER AT PONCA CITY

BOARD OF TRUSTEES

SPECIAL MEETING MINUTES-AUGUST 18, 2016

The University Center at Ponca City Board of Trustees held their monthly board meeting on August 18, 2016 at 7:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Barry Bickle presented item A-called the meeting to order and welcomed everyone. Chair Barry Bickle asked for roll call and a quorum was established. Those present were Members Louise Abercrombie, Chair Barry Bickle, Secretary Carol Bouldin, Vice Chair Bruce Evans, Jeremy Frazier, Chuck Greenwood, Pat Hullet, Tim Seidel; Ex-Officio members Foundation Chair Craig Poet, Ex-Chair Homer Nicholson, Dr. Cheryl Evans, Regent Carl Renfro, CEO/Supt. Bruce DeMuth, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present member was Ex-Officio member Regent Ike Glass.

Chair Bickle presented item B-announcement and introduction of guests. Chair Bickle recognized Mayor Homer Nicholson for his induction into the Oklahoma Hall of Fame for Municipal Leaders. The Board responded with a round of applause and many congratulations.

Chair Bickle presented item C-to approve or not approve the Minutes of the June 16, 2016 regular meeting of the Board of Trustees. Chuck Greenwood made a motion to approve the minutes as they stand, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chairman Bickle presented item D-to approve or not approve the Month End Budget Report for June 2016. Associate Director Armstrong informed the Board of the revenue received and the expenses paid for the month of June 2016. Chuck Greenwood asked for a list of all fees yet to be collected from last year. He would like to see the difference between our projected fee revenue and our actual fee revenue. Associate Director Armstrong said she would have that for him at the next meeting. Carol Bouldin made a motion to approve the June Month end budget report, Pat Hullet seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Next Chair Bickle presented item E-Foundation report from Foundation Chair Craig Poet. Chair Bickle informed the Board that from here on the UC Foundation and the Board of Trustees have agreed to get along for the betterment of the University Center. UC Foundation Chair Poet then started his report by stating that the UC Foundation received their yearly audit and everything checked out fine. Only two changes were recommended, one being that they are currently over their FDIC limits at their bank and need to start spreading their funds to other banks. The other is that a second set of eyes is needed to look over the monthly bank statements. Chair Poet said it was decided that the Foundation Chair would take on that roll of looking over and approving the bank statements. Chair Poet said that he would bring their financial statements to the next Board meeting for the Trustees to look over. Chair Poet then stated that the Foundation Board discussed the lease and the current amount proposed by the Board of Trustees. The UC Foundation Board agreed to a 10 month lease at the current amount of 11% of the UC's state appropriations with an additional clause of the lease amount to never exceed \$8,000 per month and never go below \$5,100 per month. Chair Poet also stated that because of the new lease

amount the UC Foundation revised their budget and approved a decrease in yearly scholarship amounts. The new scholarship amount will be approximately \$10,000 instead of the previous \$17,000. CEO Leaming has informed the colleges of the new amounts. Lastly Chair Poet then informed the Board of the issues of water damage the UC has experienced. The leak on the roof has been repaired as well as the wall in the Student Services area. The cracked caulking on the pillars outside causing water to enter the lobby has been addressed and they are still waiting to hear back from the contractor as to when it can be repaired and the cost. Chair Bickle thanked UC Foundation Chair Poet for his report.

Chair Bickle presented item F-discussion and action to approve or not approve the 10 month Lease Agreement. Chair Bickle stated that the subcommittee made up of Foundation and Board members had looked at the new lease agreement previously and approved it. Chair Bickle opened it up for discussion. Pat Hullet made a motion to approve the new 10 month UC Foundation lease agreement, Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item G-discussion and action to approve or not approve the items previously approved by the Trustees in FY15-FY16. Chair Bickle handed the discussion over to CEO Leaming to explain why this vote is needed. CEO Leaming stated that when the University Center became its own state entity we were required to submit our Board of Trustees meeting schedule to the Secretary of State; however, we were not made aware of this requirement and so we have not been doing this. CEO Leaming tried to argue that we have been submitting our meeting schedule to the Kay County Clerk but we were told that does not meet all the requirements the Secretary of State asks for. Since finding out this information we have submitted our FY17 meeting schedule but to be in perfect accordance with state requirements we need to re-approve all of the items that were already approved in FY15-16. Tim Seidel made a motion to approve the previously approved items from FY15-16, Chuck Greenwood seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

Chair Bickle presented item H-Administrative Reports from CEO Adam Leaming. First CEO Leaming gave some unfortunate news. OSU/OKC has decided to put the Wind Turbine program on hold due to budget cuts and low student enrollment. We currently have 3 students in the program and 6 that wanted to start. The OSU/OKC is working with the 3 current students to finish their degree. They have offered online classes to the 6 students wanting to start the program. CEO Leaming stated that he and Pioneer Technology Center CEO Bruce DeMuth have had discussions on how to keep this program alive as they both feel that this is a needed area of education. CEO Leaming and CEO DeMuth will be meeting with the wind industry companies in this area in September to discuss different avenues.

Next CEO Leaming gave an update on OSU Spears programs. He is very excited about the upcoming program that is scheduled to start the 2nd week of September. CEO Leaming stated that he has been to several businesses in town to recruit more employees to attend the seminars. Some companies have already committed 1-2 employees to participate in the program and the Chamber of Ponca City is also helping spread the word. So far the student count is near 20. CEO Leaming would like 25 if possible. There are still several businesses that haven't

responded and we are waiting on their reply. CEO Leaming is asking businesses if they would like to provide a breakfast or snacks for the class each day. The UC Foundation has agreed to provide breakfast for one morning and Mayor Nicholson volunteered for another. OSU will have an instructor here every day and will also provide lunch for the students. Dorado Foods has already committed 10 students for the Fall semester and 10 for the Spring semester. CEO Leaming said we are hoping for a large turnout. CEO Leaming also informed the Board that we will be hosting a job fair here for Dorado this Friday, August 19th from 10 a.m. to 12 p.m. PTC CEO DeMuth stated that Pioneer Technology Center has hosted the Dorado Foods job fair twice this week and have had a large amount of people attend.

Next CEO Leaming stated that he was approached by Oklahoma Wesleyan about a possible partnership. CEO Leaming and Associate Director Armstrong have a meeting scheduled with them here at the UC on August 25th to talk about bringing some of their classes to the UC. CEO Leaming said that due to the budget cuts to advertising we have become more personal here at the UC. We recently sent out over 500 letters to business in Ponca City and the surrounding areas. Currently we have heard from 6 businesses that have asked CEO Leaming to come and speak to their employees about getting their degrees.

CEO Leaming then spoke on the recent forum he attended with a panel of monetary givers in the community. Those attending were able to ask the givers what they look for when making a donation. After the forum the guests were able to speak with the givers one on one. CEO Leaming stated that what he learned will hopefully help with future fundraising.

CEO Leaming gave an update on our enrollment numbers. Summer enrollment hit 100+ students with over 500 credit hours. He also informed the Board that the UC helps approximately 1,000 students on a yearly basis with enrollment, courier services, advisement, etc. CEO Leaming attended Ponca Politics last month and informed those that attended how the UC differs from the traditional higher ed. institutions and how our needs differ as well. CEO Leaming along with Regent Renfro met with the new hospital CEO Christopher Mendoza to discuss the possibility of him replacing Andy Wachtel on our Board of Trustees. CEO Mendoza is young and excited to become a part of our Board and he is very involved in the community.

Lastly, CEO Leaming stated that this is his favorite time of the year. NOC students have started to fill the building again as classes started on Monday. Next week NWOSU students will come back and we will be back in the full swing of things. Currently we are sitting at 320 students for the Fall semester. CEO Leaming doesn't think we will hit the 400 mark but he is optimistic that we will hit the 330-360 mark. He also stated that the Foundation has already helped some students with their books and saved those students from withdrawing completely due to lack of funds. The UC and the students are very grateful for the Foundations help.

Chair Bickle presented item I-public comments. No public were present.

Chair Bickle presented item J-comments from the UC Chair and/or Board of Trustees. P66 Manager Tim Seidel and Carol Bouldin have been working tirelessly on drawing up an evaluation for the UC CEO position. Manager Seidel went over the evaluation with all of the Board members and gave them the results from the survey he sent out to them earlier. He and

Carol narrowed it down to the 3 most important goals decided by the Board members. During discussion it was decided to add a Personal goal to the bottom of the evaluation that the CEO could decide on. This goal would be ranked at the end of the year just like the 3 previous goals determined by the Board. Outside development was also discussed by the Board members and CEO Leaming particularly in regards to his participation in Leadership Oklahoma. The Board discussed why it was important to send CEO Leaming to this program and what he learned from the experience. CEO Leaming stated that to him being a good educator means being a lifelong learner. The board did discuss how important it is to be abreast of how issues in Oklahoma can impact the UC, whether intended or unintended. It was discussed how important is it that CEO Leaming continue expanding his network, and how to prioritize his network. Board members stated what they thought Leadership Oklahoma did for CEO Leaming. Manager Seidel stated he will make the necessary changes to the CEO evaluation and the Board can vote on it at the next scheduled meeting.

Next Chair Bickle presented item K-announcement of next Board of Trustees meeting. The next special meeting will be held on Thursday, September 15, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center at Ponca City, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Bickle presented item L-to approve or not approve a motion to adjourn. Carol Bouldin made a final motion to approve adjournment, Bruce Evans seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Frazier-yes, Greenwood-yes, Hullet-yes, Seidel-yes.

UNIVERSITY CENTER AT PONCA CITY

BOARD OF TRUSTEES

SPECIAL MEETING MINUTES-SEPTEMBER 15, 2016

The University Center at Ponca City Board of Trustees held their monthly board meeting on September 15, 2016 at 7:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Barry Bickle presented item A-called the meeting to order and welcomed everyone including future Board member CEO Christopher Mendoza of Alliance Health Center. Chair Barry Bickle asked that everyone introduce themselves for CEO Mendoza. Roll call was taken and a quorum was established. Those present were Members Louise Abercrombie, Chair Barry Bickle, Secretary Carol Bouldin, Vice Chair Bruce Evans, Chuck Greenwood, Tim Seidel; Ex-Officio members Foundation Chair Craig Poet, Dr. Cheryl Evans, CEO/Supt. Bruce DeMuth, Dr. David Pennington, Guest CEO Christopher Mendoza, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present members were Jeremy Frazier, Pat Hullet, Ex-Officio members Regent Ike Glass, Regent Carl Renfro, and Mayor Homer Nicholson

Chair Bickle presented item B-announcement and introduction of guests. CEO, Christopher Mendoza was welcomed.

Chair Bickle presented item C-to approve or not approve the Minutes of the August 18, 2016 regular meeting of the Board of Trustees. Chuck Greenwood made a motion to approve the minutes as they stand, Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Chairman Bickle presented item D-to approve or not approve the Month End Budget Report for July and August 2016. Associate Director Armstrong provided the revenue and expenditure reports for the month of July and August. She also stated that NOC and NWOSU have been invoiced for the remaining Spring and Summer 2016 usage fees. Louise Abercrombie made a motion to approve the July and August Month end budget reports, Carol Bouldin seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Next Chair Bickle presented item E-Foundation report from Foundation Chair Craig Poet. UC Foundation Chair Poet reported there will be a representative from the UC Board of Trustees at all UC Foundation meetings. UC Board Chair Barry Bickle will be the representative attending meetings. The UC Foundation has taken steps recommended by their auditor to move money to other banks so they do not exceed FDIC limits at one institution. Chair Poet presented UC Foundation's financial statements. He presented the revenue and expenditures, and activity reports for review. Chair Poet then stated that due to the large increase in concurrent enrollment the scholarship fund for those students will have a cap on it starting next year. He stated it's a good problem to have but exceeded budget limit. Chair Poet reported the UC Foundation annual fundraiser fliers will be sent by mail in late October. Chair Bickle thanked UC Foundation Chair Poet for his report.

Chair Bickle presented item F-discussion and action to approve or not approve identified equipment as surplus. CEO Leaming stated that due to the technology upgrade we have recently completed the UC has a large amount of old equipment that needs to be disposed of. These items are very old, out of date, or no longer in working condition. Carol Bouldin made a motion to approve the list of items as surplus, Bruce Evans seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Chair Bickle presented item G-discussion and action to approve or not approve the MOU with DCAM for assistance with surplus items. CEO Leaming stated that DCAM, Department of Capital Assets Management, can sell or dispose of surplus items for the UC. If items are sold and not disposed of DCAM keeps 10% of the proceeds as a processing fee. Auctioneer, Homer Nicholson doesn't believe these items hold much value and recommended CEO Leaming contact DCAM for disposal of used equipment or to utilize other methods to sell equipment. CEO Leaming stated in order to use DCAM we need to have approval from the UC board of trustees. The UC can then utilize their services as little or as much as we choose. Ex Officio Dr. Pennington explained the disposal process used by PCPS, and Ex Officio CEO DeMuth explained the disposal process used by Pioneer Technology Center. Carol Bouldin made a motion to approve the MOU with DCAM, Bruce Evans seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Chair Bickle presented item H-discussion and action to approve or not approve the CEO evaluation policies. Chair Bickle asked when the CEO evaluation will be performed and CEO

Leaming suggested the evaluation be completed near the same time as the CEO contract is presented for approval. Chair Bickle asked if the Attorney General had looked over the policy additions and CEO Leaming stated that the policies were approved by the UC's Attorney General. Chuck Greenwood made a motion to approve the evaluation policies presented, Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Chair Bickle presented item I-discussion and action to approve or not approve the CEO evaluation instrument. Chair Bickle asked all the Board members if they approved of the evaluation instrument and asked for a motion to approve. Bruce Evans made a motion to approve the evaluation, Tim Seidel seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Chair Bickle presented item J-discussion and action to approve or not approve the classroom application and fees. CEO Leaming explained that our classroom rental application and fees have not been updated in quite some time. The new rate will be based on an individual basis with a \$35 minimum, and all-day rate of \$100. CEO Leaming stated the new application and fee rate have been approved by the Attorney General. He stated the UC holds the right to waive the fees for non-profit organizations. Carol Bouldin made a motion to approve the updated room application and fees, Louise Abercrombie seconded. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Seidel-yes.

Chair Bickle presented item K-Administrative Reports from CEO Adam Leaming. First CEO Leaming gave the final enrollment numbers for the Fall 2016 semester. Total student count is 353 students enrolled in 2,428 hours. This is 8 students less than the prior year, and 150 hours down. However, this is an increase from our low of 2014. CEO Leaming also stated that we have 40 concurrent enrolled students this semester, up from 2 in 2013. He anticipates this number will continue to grow. CEO Leaming is very impressed with the enrollment count and stated there were less sections and course offerings this year due to budget cuts from our partner schools.

CEO Leaming informed everyone about the meeting held this past month between the VP of Oklahoma Wesleyan, Associate Director Armstrong and himself. Oklahoma Wesleyan is a private school in Bartlesville that would like to branch out in Ponca City. The meeting was beneficial and the UC and Oklahoma Wesleyan share similar ideas and missions. They felt they could easily integrate into our facility and our ITV setup. They would like to put together a program that would offer courses in business, human resources, and an MBA program. CEO Leaming stated that they will continue working with them to try and develop a program that fits UC student's needs.

CEO Leaming gave an update about the OSU Spears School of Business program that was hosted at the UC on September 8th. There were 18 attendees, 4 of which traveled from OKC to attend the seminar at the UC. CEO Leaming gave a special thank you to Bruce Evans, Homer Nicholson, Barry Bickle, Ike Glass and the UC Foundation for providing funds for breakfast snacks and drinks for the morning sessions of the seminars. There will be more seminars hosted in the spring of 2017. CEO Leaming encouraged Board members to enroll their employees.

CEO Leaming believes this is going to be a big success for the UC and OSU. The next seminar is scheduled for September 28th and the focus will be on Stress Management.

CEO Leaming spoke about updates in the Oklahoma Legislature. Surplus funds will be coming back to state agencies, soon. Higher education stands to receive \$20.1 million. He doesn't know how much will come back to the UC. CEO Leaming stated he will hold funds received until he knows for certain that there is not another revenue failure for the remainder of the year. August state tax collections continue to lag, unemployment continues to rise and oil is hovering at \$48 a barrel. The state budget for this year was crafted with the market at \$47 a barrel. CEO Leaming asked the Board to remember the state used \$600 Million in one-time funds this past year, so we're already starting the year off in the hole. The Oklahoma Academy, which hosted the Oklahoma Town Hall that CEO Leaming participated in, discussed the taxes and priorities Oklahoma wanted last year. This same organization held a legislative debriefing of the progress it felt the Oklahoma legislature made last year. Several leaders of NW Oklahoma were in attendance, and there was good information shared about last year's session and what we can do for the next session. CEO Leaming stated they discussed ways in which the budget process can become more transparent and how the budgetary process should be more focused on long term results instead of short term. CEO Leaming spoke of the substantial support for tax reform and broadening the sales tax base to cover services and priorities. It was also discussed that there could be another revenue failure in Oklahoma this year.

CEO Leaming informed the Board that Associate Director Armstrong attended a Lunch and Learn at Pioneer Technology Center. The topic was about the new fair labor standards and overtime rules that could impact the UC. CEO Leaming will contact OSRHE and ask for assistance to ensure we are in full compliance with the new laws.

CEO Leaming informed the board that a nonprofit civic day will be hosted at the UC on October 5, 2016 from 10am-2pm. Some courses require students to obtain community service/volunteer hours for course completion. CEO Leaming stated the UC is partnering with NOC and nonprofits to help students become aware of the wealth of opportunities available to them within the community.

Next CEO Leaming informed the board that he will be attending a Leadership Oklahoma Event on September 16th. This event will discuss three of the state questions in Oklahoma, including the right to farm, the wine and beer amendment, and the 1 cent sales tax for education. It will be set up with a member who supports each side of the issue and there will be discussion along with a question and answer session to follow. Dr. David Pennington gave his insight regarding the 1 cent sales tax increase and the difference it could make for Common Education and retaining teachers in Oklahoma. CEO Leaming believes this is an important event and will provide important information that will educate him on how these issues could impact Oklahoma, and specifically the UC.

CEO Leaming informed the Board that he will be attending the Regents Education Program that will be held on September 20, 2016 at the state regent's office. Governor Fallin is giving the keynote address, which will be interesting considering that higher education was the biggest

loser in state funding this year. There will be other sessions on governance in tough financial times and advocacy for higher education. It will be an informative session.

Lastly, CEO Leaming will attend an Oklahoma Extended Campus Administrators meeting at the end of this month at the State Regents office to collaborate and share best practices with colleagues across Oklahoma. Specific topics include working in a tightened financial climate, being actively involved in your community and state and creating educational opportunities for your local population.

Chair Bickle presented item L-public comments. No public were present.

Chair Bickle presented item M-comments from the UC Chair and/or Board of Trustees. Chair Bickle announced that Chamber Ponca Politics will be held on October 28th. Featured speakers for the event will be Dr. Cheryl Evans of NOC, Dr. David Pennington of Ponca City Public Schools, CEO Bruce DeMuth of Pioneer Technology Center and CEO Adam Leaming of the University Center. He encouraged everyone to attend. Chair Bickle reminded the board that Eastman National Bank is hosting Business after Hours on September 27th. It is sure to be a good time.

Dr. Cheryl Evans spoke of upcoming events at NOC. The Renfro Lectureship is scheduled for September 28th and will feature the Texas Tenors. The meal is sold out but she encouraged all to come for the entertainment. NOC is having an Open House on October 19th to present their newly remodeled Central Hall and welcomed everyone to attend. Dr. Evans was also very proud to announce that NOC has been voted #3 in the nation by Smart Assets and #16 in the nation by Wallet Hub for preparing students for transferring to a 4 year college at an affordable cost.

Lastly Louise Abercrombie stated that she is very happy that our concurrent enrollment is up. It's not only a great way to prepare high school students for college but it helps to grow our own.

Next Chair Bickle presented item N-announcement of next Board of Trustees meeting. The next special meeting will be held on Thursday, November 17, 2016 at 7:30 a.m. in the University Center Conference Room at the University Center at Ponca City, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Bickle presented item O-to approve or not approve a motion to adjourn. Chuck Greenwood made a final motion to approve adjournment, Carol Bouldin seconded the motion. Abercrombie-yes, Bickle-yes, Bouldin-yes, Evans-yes, Greenwood-yes, Seidel-yes.

UNIVERSITY CENTER AT PONCA CITY

BOARD OF TRUSTEES

SPECIAL MEETING MINUTES-NOVEMBER 17, 2016

The University Center at Ponca City Board of Trustees held their monthly board meeting on November 17, 2016 at 7:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Vice-Chair Bruce Evans presented item A-called the meeting to order and roll call was taken and a quorum was established. Those present were Members Louise Abercrombie, Secretary Carol Bouldin, Vice Chair Bruce Evans, Jeremy Frazier, Pat Hullet; Ex-Officio members Foundation Chair Craig Poet, Dr. Cheryl Evans, Regent Carl Renfro, Mayor Homer Nicholson; Guest Auditor Wade Fisher, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Barbara Bloomfield. Non present members were Chair Barry Bickle Chuck Greenwood, Tim Seidel; Ex-Officio members Regent Ike Glass, CEO/Supt. Bruce DeMuth and Dr. David Pennington.

Vice Chair Evans presented item B-announcement and introduction of guests. Auditor Wade Fisher of Hinkle and Associates was welcomed.

Vice Chair Evans presented item C-to approve or not approve the Minutes of the September 15, 2016 special meeting of the Board of Trustees. Louise Abercrombie made a motion to approve the minutes as they stand, Pat Hullet seconded. Abercrombie-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Hullet-yes.

Vice Chair Evans presented item D-to approve or not approve the University Center 2016 Audit as presented by Wade Fisher of Hinkle and Associates. Mr. Fisher stated the UC had a clean audit with no surprises. It was simple and straightforward and as always CEO Leaming and Associate Director Armstrong presented all information quickly and efficiently. He said they are always a joy and pleasure to work with. Mr. Fisher stated the organization is efficient, and meticulous in their record keeping. CEO Leaming commended Associate Director Armstrong for all her hard work and meticulous recording keeping. Mr. Fisher also informed the board that after their 5 year contract is up they only have to wait 2 years before hiring them for another 5 years to do their internal audit. The Board was happy to hear this as they are very happy with Wade Fisher and Hinkle and Associates. Carol Bouldin made a motion to approve the audit as presented by Mr. Fisher, Pat Hullet seconded. Abercrombie-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Hullet-yes.

Vice Chairman Evans presented item E-to approve or not approve the Month End Budget Report for September and October 2016. Associate Director Armstrong provided the revenue and expenditure reports for the months of September and October. She explained the revenue increase in September with the reimbursement of appropriations taken earlier in the year. CEO Leaming stated that we are right on track with the budget without figuring in the reimbursement. Carol Bouldin made a motion to approve the September and October Month end budget reports, Louise Abercrombie seconded. Abercrombie-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Hullet-yes.

Next Vice Chair Evans presented item F-Foundation report from Foundation Chair Craig Poet. UC Foundation Chair Poet reported that the Scholarship letters were sent out to the students that were awarded explaining where the scholarship came from. He stated that \$14,000 was awarded this fall in Scholarships, \$4,000 of it given to concurrent students. Next Chair Poet reported that the 2016 fundraiser brochures have been sent out and the campaign is underway. Rick Scott of Scott Construction has replaced the caulking on the outside of the building to prevent water damage to the building. Building Chair Bill Guebelle has been working on the light fixtures in

the building. It was recommended to him to retro fit the current light fixtures rather than replace the entire fixture to save a great deal of money and time. Last Chair Poet informed the Board that Committee meetings were next month along with nominating officers for 2017. Vice Chair Evans thanked UC Foundation Chair Poet for his report.

Vice Chair Evans presented item G-discussion and action to approve or not approve the Board meeting dates for the remainder of 2017. CEO Leaming explained that due to our filing with the Secretary of State we need to file all meetings per calendar year instead of Fiscal year. The remaining meeting dates that needed approved were August 17th, September 21st and November 16th. Louise Abercrombie made a motion to approve the meeting dates for August, September and November of 2017, Carol Bouldin seconded. Abercrombie-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Hullet-yes.

Vice Chair Evans presented item H-Administrative Reports from CEO Adam Leaming. First CEO Leaming thanked all the Board members for attending the Ponca politics and let them know their attendance was greatly appreciated by all the speakers.

CEO Leaming gave an update about the OSU Spears School of Business program. The final session will be held on November 30th. The program was well received and CEO Leaming is currently talking with OSU to host this program again in the Spring. He has also talked with PCDA about a possible sponsorship to help cover the costs of the program for employers.

Next CEO Leaming had a meeting with the staff to inform the full time employees that they will no longer be exempt according to the new Fair Labor Standards. Full time employees that are paid under \$47,000 each year will now be required to fill out a time sheet to be in compliance with the new law.

CEO Leaming informed the Board that on November 18th we will be hosting an accreditation for NWOSU. Dr. Hannaford will be here along with the accreditor to make sure we are in compliance with all guidelines needed to host NWOSU classes.

CEO Leaming informed the board he is currently working on flags for the parking lot. This flags will be from each school we host and give some visibility to our students. The idea was well accepted by each school and much more affordable than an electric sign. From there Mayor Homer Nicholson reminded everyone that it is against city ordinance to allow for the private sale of vehicles or anything else in the UC parking lot. He also stated that he has noticed several semi-trucks parking in our lot and we need to remind those drivers that they will be towed at their expense if not moved.

Lastly, CEO Leaming stated that student surveys will go out after Thanksgiving break. Also CEO Leaming had a meeting with the staff to talk about severe weather procedures and what do to incase of closings. Thankfully Evans and Associates have offered their services to removed snow from the UC parking lot for free this coming winter season. A huge thanks was giving to Vice Chair Bruce Evans and Foundation member Lee Evans for their generosity. Spring enrollment is underway and right now the numbers are in line with this time last year. Concurrent number are looking good as well.

Vice Chair Evans presented item I-public comments. No public were present.

Vice Chair Evans presented item J-comments from the UC Chair and/or Board of Trustees. Foundation Chair Poet stated that he was very happy with the fundraiser brochures this year and gave wonderful reviews to Elise Quiroz for designing them. CEO Leaming also stated that the new website designed by Elise has been launched and asked everyone to check it out. Foundation Chair Poet also thanked the UC staff for stuffing all of the fundraiser envelopes and getting them out in the mail so quickly.

Next Vice Chair Evans presented item K-announcement of next Board of Trustees meeting. The next special meeting will be held on Thursday, January 19, 2017 at 7:30 a.m. in the University Center Conference Room at the University Center at Ponca City, 2800 N. 14th Street, Ponca City, Oklahoma.

Vice Chair Evans presented item L-to approve or not approve a motion to adjourn. Pat Hullet made a final motion to approve adjournment, Louise Abercrombie seconded the motion. Abercrombie-yes, Bouldin-yes, Evans-yes, Fraizer-yes, Hullet-yes.