**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, JANUARY 5, 2023**

The University Center at Ponca City Board of Trustees held a regular board meeting on January 5, 2023, at 8:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Rich Cantillon presided over the meeting and presented the items on the agenda.

**Item A**-The meeting was called to order, roll call was taken, and a quorum was established.

**In Attendance**: Board of Trustees Members Chair Rich Cantillon, Secretary Steve Scott, Louise Abercrombie, Dr. Kelly Campbell, Natalie Fraser, Erin Liberton, & Tracie Smith. Ex-Officios Dr. Clark Harris, Mayor Homer Nicholson, Calley Lamar, Recording Clerk Bron Briggs, & CEO Robyn Armstrong

**Absent**: Bruce Evans, Ex-Officios Supt. Shelley Arrott, CEO/Supt. Traci Thorpe, UCF Chair Diane Anderson, & Regent Carl Renfro.

**Item B-** Introduction of Guests

 Chair Cantillon welcomed Mayor Nicholson, Dr. Harris, & Calley Lamar to the meeting.

**Item C-** Voted to approve or not approve the Minutes from the November 3, 2022, Special Meeting.

**Made the motion to Approve the financials as they stood:** Steve Scott

 **Seconded the motion**: Kelly Campbell

**Voted Yes:** Abercrombie, Campbell, Cantillon, Fraser, Liberton, Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Evans

**Item D-** Voted to approve or not approve the Month-End Budget Reports for October & November 2022

**Made the motion to Approve the financials as they stood:** Steve Scott

 **Seconded the motion**: Erin Liberton

**Voted Yes:** Abercrombie, Campbell, Cantillon, Fraser, Liberton, Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Evans

**Item E-** Discussion & action to approve or not approve the policy adoption in accordance with Title 70 O.S. § 2120-1st Amendment: Expressive Speech Report

**Made the motion to adopt Part (I-IV) respectively as written:** Louise Abercrombie (1), Steve Scott (2), Natalie Fraser (3), Erin Liberton (4)

 **Seconded the motion**: Kelly Campbell (1), Tracie Smith (2 & 3), Steve Scott (4)

**Voted Yes:** Abercrombie, Campbell, Cantillon, Fraser, Liberton, Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Evans

*\*Votes were the same for each member for all four parts.*

**Item F-** CEO Robyn Armstrong presented the UC Foundation Report for the absent UCF Chair Diane Anderson.

The UC Foundation annual fund drive is still receiving donations. There is still an option of online giving at ucpcgiving.com. It was brought to my attention that the website needed to be updated. I have been in contact with Kelsey Wagner and will submit the changes needed. The UC Foundation is also looking for new members and that will be further discussed in the upcoming January Meeting.

**Item G-** UC CEO Robyn Armstrong gave the Administrative Report.

* **Enrollment**: Enrollment kick- off event was November 17th from 11-6:30 pm. Northern and NWOSU had representatives here. The UCF provided lunch. I hoped this would boost enrollment for Spring 2023. Bron stayed late some evenings so we could accommodate working students.
* **Test Proctoring-** The UC ended the semester proctoring quite a few tests.
* **UC Tours-** Blackwell Leadership was on campus Dec 14th and PTC had students tour the campus as well.
* **P66 Grant-** We received the $20,000 grant, less fees, from P66 for STEM, and scholarships. Thank you, Erin Liberton and P66
* **Pamphlet Update-** Meeting with Kelsey for graphic design to create a new pamphlet with UC information. Would like to pass these out at local businesses, PCPS, and PTC.
* **Policies and Procedures-** My staff and I will go over our Policies and Procedures manual as well as the Student Handbook and make all necessary changes. Will bring to the Trustees to approve at the February Board meeting.
* **LEGOs-** We do have another LEGO Robotics session scheduled to start February 1st. Will advertise on social media to promote.
* **Audit-** I will be mailing out Request For Proposal for Audit to accounting firms for annual audit.

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

* **NOC-** Dr. Harris reported NOC had to fix freezing pipes in one of the dorms over the holiday break. The repairs are almost completed. He stated that an OK Legislator is trying to create a permanent freeze on tuition and fees. Also, the NOC Wellness Center has added pickleball on campus.
* **City of Ponca City-** Mayor Nicholson stated Hartford Ave. will be closed for roadwork for about 90 days. There are incentives that may help get the work completed sooner. The City purchased a new ambulance that should be delivered in 2024. The City is hoping the new Police Station will be ready to occupy in March after some small hiccups. The new driving range at Wentz Golf Course is underway. He does not have a completion date at this time. The two new city Commissioners, Garrett Bowers and Kelsey Wagner, will be sworn in on January 27th. Mayor Nicholson encouraged everyone to vote Tuesday, January10th, on the extension of the PCDA Tax for Economic Development.

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

Chair Cantillon reminded everyone that the Chamber Celebration will be January 26th at Pioneer Technology Center with Senator Coleman as the Master of Ceremonies. RCB will be hosting a reception from 4-6pm at the Marland Mansion for ticket holders. He said there are still tickets available at the Chamber Office. Chair Cantillon stated he is retiring from his position as CEO of the PC Area Chamber of Commerce. His last day is January 24th On the same day there will be a retirement celebration honoring him from 2-5pm at the PC Country Club. Everyone is invited to attend. He stated that incoming CEO Shelley Arrott will do an amazing job.

**Item J-** Motion and vote to enter Executive Session, as authorized by Title 25, Section O.S. 307 (B.)(I.) and (7.) to discuss and consider names for a new Board of Trustee member.

**Made the motion to enter Executive Session:** Steve Scott

 **Seconded the motion**: Kelly Campbell

**Voted Yes:** Abercrombie, Campbell, Cantillon, Fraser, Liberton, Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Evans

**Item K-** The board made the vote to leave Executive Session and return to Open Session.

**Item L-** Chair Cantillon gave his statement of the Executive Session Minutes.

**Item M-** Chair Cantillon announced the next Regular Board of Trustees Meeting will be on February 2, 2023, at 8:30am in the University Center Conference Room.

**Item N-** Voted to approve or not approve a motion to adjourn

**Made the motion to adjourn:** Steve Scott

 **Seconded the motion**: Kelly Campbell

**Voted Yes:** Abercrombie, Campbell, Cantillon, Fraser, Liberton, Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Evans