**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, NOVEMBER 3, 2022**

The University Center at Ponca City Board of Trustees held a Special board meeting on November 3, 2022, 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, Vice Chair Darin Fields, Secretary Steve Scott, Louise Abercrombie, Natalie Fraser, Erin Liberton. Ex-Officio members Dr. Clark Harris, CEO/Supt. Traci Thorpe, UCF Chair Diane Anderson, Calley Lamar, Mayor Homer Nicholson, Recording Clerk Bron Briggs, & CEO Robyn Armstrong

**Absent**: BOT Members Bruce Evans & Tracie Smith. Ex-Officios Supt. Shelley Arrott & Regent Carl Renfro

**Item B-** Introduction of Guests

Chair Cantillon welcomed Mayor Nicholson, Dr. Harris, Calley Lamar, Traci Thorpe, Diane Anderson, & Dan Bledsoe of Finley & Cook, CPAs to the meeting.

**Item C-** Voted to approve or not approve the FY 22 Audit Report as prepared and presented by Mr. Dan Bledsoe, Finley & Cook, Certified Public Accountants

**Made the Motion to approve the FY 22 Audit Report as Presented:** Natalie Fraser

**Seconded the Motion:** Kelly Campbell

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

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

**Item D-** Voted to approve or not approve the Minutes from the September 1, 2022, Special Meeting.

**Made the motion to Approve the financials as they stood:** Kelly Campbell

**Seconded the motion**: Natalie Fraser

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

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

**Item E-** Voted to approve or not approve the Month-End Budget Reports for August and September 2022

**Made the motion to Approve the financials as they stood:** Erin Liberton

**Seconded the motion**: Darin Fields

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

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

**Item F-** Voted to approve or not approve the FY 24 Board of Directors Meeting Schedule

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

**Seconded the motion**: Louise Abercrombie

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

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

**Item G-** UC Foundation Chair Diane Anderson presented the UCF Report.

Chair Anderson talked about how during UCF meetings, they try to brainstorm ideas to help keep the UC relevant. They have talked about concurrent enrollment and getting the interest of the tech savvy teens of today. They also talked about the possibility of PhD programs at the UC. Chair Anderson also talked about the Donor Reception occurring on November 8th. The reception was extended to past, present, and possible future donors. They will also be extending tours of the University Center about every 30 minutes. She also stated that the fundraising campaign is about to kick off and she informed that the UC Foundation is eligible for grants.

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

* **Spring Enrollment-** Enrollment kick- off event is scheduled for November 17th from 11-6:30 pm. Northern and NWOSU will have representatives here. The UCF will provide lunch. I hope this will boost enrollment for Spring 2023.
* **Fall Scholarships-** Scholarships were awarded; total of $13,391.50. NWOSU was $5891.50 included the named scholarships from PLC, PYE, AAUW, Diane Crossland and Carrie Johnson. NOC $7500 included $5800 for 58 Concurrent students and $1700 for other students.
* **Foundation Fund Drive-** The UC Foundation annual fund drive is starting. This fund drive assists with scholarships each semester for our students. The printing company is experiencing supply issues. This may cause a slight delay of mailing.
* **NWOSU Nursing Meeting-** The meeting I had scheduled with Heidi Ritchie and Dr. Leslie Collins to discuss a skills lab set up at the UC. Was postponed. No date determined at this time. They need a space, and they will provide the equipment to make this a zoom classroom. This will allow PC students to stay in Ponca and not drive to Enid for labs.
* **P66 United Way Campaign-** The University Center will be donating a voucher for LEGO Robotics to P66 United Way campaign.

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

* **Pioneer Tech-** PTC is holding its roast tonight, which is 3 years in the making. Supt. Thorpe also mentioned that first class of PTC’s Peace Academy class will be graduating, and the second class will start in January. She also talked about PTC’s Holiday Market Fundraiser for Student Organizations and the Thanksgiving Dinner will both be on November 17th. PTC also has ARPA money still available for students who want to take certification-based courses. PTC is also in the works of having CDL classes available for newly graduated high school students or recently turned 18-year-old students.
* **NOC-** Dr. Harris said that enrollment is still up and it is up for the first time in 10 years. NOC also had the Grand Opening of the Pickens Learning Commons, which has made the library more accessible to more people with the updates and renovations. Dr. Harris also talked about increasing campus safety and improving cybersecurity. He also mentioned strategic planning and expanding the teacher education pipeline as well as concurrent enrollment. Dr. Harris also gave credit to the success of the Women’s Soccer and Livestock Judging teams.
* **City of Ponca City-** Mayor Nicholson said things are going well for the city. He talked about how a road repair will start in December and will ideally keep the road closed for about 2 months. He also gave an update on the proposed sales tax bill.

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

* Vice Chair Darin Fields announced his resignation from the UC Board of Trustees and this will be his final meeting.
* Chair Cantillon encouraged all meeting attendees to vote on November 8th.

**Item K-** Chair Cantillon announced the next Regular Board of Trustees Meeting will be on January 5, 2023, at 8:30am in the University Center Conference Room.

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

**Made the motion to adjourn:** Louise Abercrombie

**Seconded the motion**: Steve Scott

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

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