**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, JUNE 2, 2022**

The University Center at Ponca City Board of Trustees held a Special board meeting on June 2, 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**: Chair Rich Cantillon, Secretary Steve Scott, Louise Abercrombie, Dr. Kelly Campbell, Natalie Fraser, Tracie Smith, Supt./CEO Traci Thorpe, Supt. Shelley Arrott, Calley Lamar, Mayor Homer Nicholson, Dr. Clark Harris, CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: Bruce Evans, Vice Chair Darin Fields, Erin Liberton, UCF Chair Diane Anderson, & Regent Carl Renfro

**Item B-** Introduction of Guests

CEO/Supt. Traci Thorpe, Mayor Nicholson, Calley Lamar, Supt. Shelley Arrott, and Dr. Harris were all welcomed to the meeting

**Item C-**Voted to approve or not approve the minutes of the May 5, 2022 Special Meeting

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

**Seconded the motion**: Steve Scott

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Evans, Fields, Liberton

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

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

**Seconded the motion**: Tracie Smith

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Evans, Fields, Liberton

**Item E-** Discussion & action to approve or not approve the FY 23 IT Contract with

ABT Solutions

**Made the motion to approve the FY 23 IT Contract:** Kelly Campbell

**Seconded the motion**: Steve Scott

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Evans, Fields, Liberton

**Item F-** Discussion & action to approve or not approve the FY 23 Cleaning Contract with S&S Cleaning Service

**Made the motion to approve the FY 23 Cleaning Contract:** Natalie Fraser

**Seconded the motion**: Tracie Smith

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Evans, Fields, Liberton

**Item G-** Discussion & action to approve or not approve the FY 23 Lease with the University Center Foundation.

**Made the motion to approve the FY 23 Lease:** Steve Scott

**Seconded the motion**: Kelly Campbell

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Evans, Fields, Liberton

**Item H-** Discussion & action to approve or not approve the FY 23 Executive Board Appointments

**Made the motion to retain Rich Cantillon as Chair, Darin Fields as Vice Chair, and Steve Scott as Secretary for FY 23:** Kelly Campbell

**Seconded the motion**: Steve Scott

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Evans, Fields, Liberton

**Item I-** Discussion & action to approve or not approve the FY 23 UC Line Item Budget

**Made the motion to approve the FY 23 Line Item Budget:** Kelly Campbell

**Seconded the motion**: Steve Scott

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Evans, Fields, Liberton

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

The UCF Audit – I have been working with the auditing firm several weeks to provide all requested documents. UCF Closing date on far side of the building was extended until 7/25/22. Jann Schieber and Chris Stephenson have been working to clean up and move old materials.

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

* **Grants-** The University Center Foundation received a check from City of Ponca City for $20,000. TheGrant will be used to help upgrade our technology.
* **Surplus:** Took pictures will focus on getting that process started.
* **Summer Classes-** 2 Interim classes last week of May from NWOSU and proctored Graduating Nurses pre-test for their NCLEX exam. NOC classes start next week. A couple NWOSU start 6/1/22
* **Summer Robotics –** We have 29 enrolled for Summer Robotics, 3 sessions in June, 1 session in July is full at 16 kids.
* **Doodle Academy-** Collaborate with Doodle Academy-Alena Jennings. Adults 16 + June 4th Saturdays 10-12:00 $200, July -Tuesday 3-4:30 $135 July – Saturdays 10-12:00 $200
* **ZOOM Updates:** Will be working with ABT to transition some classrooms from polycom to Zoom rooms. Licenses from partner schools, won’t cost us a license fee. If we try to host will cut off 40-50 minutes. Would need computers, TV’s, speakers & microphone, and cameras.
* **Pioneer Tech-** PTC toured the facility on May 10th. 2 sessions Teacher Preparation Class at Pioneer Tech.

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

* **Pioneer Tech-** Traci Thorpe talked about how PTC has started their Summer Camps. Those camps will be 3-day camps that cover over 10 different areas. Starting next week, there will be more in-depth academies available for older students that will be all week long.
* **NOC-** Dr. Harris talked about how NOC has set up target enrollment days where families and prospective students can go through the process of questions and enrollment all in a group setting. He also talked about how he has talked with Technology Centers and is working to get Associate of Applied Science Degrees for those programs. It was also mentioned that over 20,000 books have been removed from the NOC Library and the wall for the new mural is almost ready to go to begin painting.
* **City of Ponca City-** Mayor Nicholson mentioned how it was an honor to be able to award the UC Foundation with a grant. He also mentioned how that when the grant became available, the University Center was at the top of the list to receive one.
* **Ponca City Public Schools-** Supt. Arrott stated that Summer School has started for PCPS. They have also started the Summer Feeding for students this June. They are also starting numerous remodel projects that will occur throughout the summer. There will be a job fair for support staff on June 23rd. PCPS is also looking into their safety protocols and hoping to hire Wildcat Security for the parking lots.

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

* Chair Cantillon mentioned how he talked to NWOSU President-Elect Dr. Bo Hannaford and said how beneficial it would be if somebody from NWOSU could represent the school at these meetings. Follow up will happen in August.

**Item N-** Motion and vote to enter Executive Session, as authorized by Title 25, Section O.S. 307

(B.)(I.) and (7.) to discuss CEO Contract & full time staff employment

**Made the motion to enter Executive Session:** Kelly Campbell

**Seconded the motion**: Steve Scott

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Evans, Fields, Liberton

**Item O-** Motion to vote to acknowledge return to Open Session from Executive Session.

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

**Seconded the motion**: Natalie Fraser

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Abercrombie, Evans, Fields, Liberton

**Item P-** Chair Cantillon gave a statement of the Executive Session Minutes.

**Made the motion to approve a 5.4% cost of living allowance (COLA) for all full time staff effective July 1, 2022:** Kelly Campbell

**Seconded the motion**: Tracie Smith

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Abercrombie, Evans, Fields, Liberton

**Item Q-** Chair Cantillon announced the next Special Board of Trustees Meeting will be on August 4, 2022 at 8:30am in the University Center Conference Room.

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

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

**Seconded the motion**: Natalie Fraser

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Abercrombie, Evans, Fields, Liberton