**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, JUNE 3, 2021**

The University Center at Ponca City Board of Trustees held a regular board meeting on June 3, 2021 at 8:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Carol Bouldin 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**: Louise Abercrombie, Carol Bouldin, Dr. Kelly Campbell, Rich Cantillon, Darin Fields (arrived late), Erin Liberton, & Stephen Scott. Ex-Officios Dr. Cheryl Evans, Mayor Homer Nicholson, CEO Adam Leaming, Associate Director Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: Bruce Evans, CEO/Supt. Traci Thorpe, Supt. Shelley Arrott, UC Foundation Chair Diane Anderson, & Regent Carl Renfro

**Item B-** Introduction of Guests

Chair Bouldin welcomed all guests to the meeting including Dr. Cheryl Evans, Mayor Homer Nicholson, & Trustee-Elect Tracie Smith.

**Item C-**Voted to approve or not approve the Minutes of the May 6, 2021 Regular Meeting.

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

**Seconded the motion**: Louise Abercrombie

**Voted Yes:** Abercrombie, Bouldin, Campbell, Cantillon, Liberton, Scott

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans, Fields

**Item D-** Chair Carol Bouldin was recognized by CEO Leaming and was presented with an award for her years of dedication and service for the University Center Board of Trustees as she completes her term with the state of Oklahoma.

**Item E-** Voted to approve or not approve the Month End Budget Report for April 2021. (Reported by Associate Director Armstrong).

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

**Seconded the motion**: Louise Abercrombie

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item F-** CEO Leaming presented the UC Foundation Report in place of UC Foundation Chair Diane Anderson

* CEO Leaming discussed that the main topics of the last UC Foundation Meeting is doing aesthetic changes and improvements to the UC over the summer. Those improvements include fixing the potholes in the back-parking lot, painting the parking lot, and freshening the exterior with new paint. Quotes have been received for some of the projects and there will be further discussion to get the right price for the projects.

**Item G-** Voted to approve or not approve the resignation letter of Adam Leaming as CEO of the University Center.

**Made the motion to approve the letter as presented**: Rich Cantillon

**Seconded the motion**: Steve Scott

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item H-** Voted to approve or not approve the FY 22 Contract with ABT Solutions.

**Made the motion to approve the contract with contingency of contract clarification**: Kelly Campbell

**Seconded the motion**: Steve Scott

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item I-** Voted to approve or not approve the FY 22 Cleaning Contract.

**Made the motion to approve the contract as it stood**: Rich Cantillon

**Seconded the motion**: Erin Liberton

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item J-** Voted to approve or not approve the FY 22 Lease with the UC Foundation.

**Made the motion to approve the lease as it stood**: Louise Abercrombie

**Seconded the motion**: Kelly Campbell

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item K-** Voted to approve or not approve the FY22 Executive Board. Rich Cantillon would become the Chair. Darin Fields would become the Vice Chair. Steve Scott was nominated to become the new Secretary.

**Made the motion to approve the Executive Board appointment**: Rich Cantillon

**Seconded the motion**: Louise Abercrombie

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item L-** Voted to approve or not approve the FY22 Budget.

**Made the motion to approve the budget as it stood**: Steve Scott

**Seconded the motion**: Kelly Campbell

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item M-** CEO Adam Leaming presented his Administrative Report

* **CEO Transition-** CEO Leaming has been working with upcoming BOT Chair Rich Cantillon and the executive committee to create job descriptions and posting the CEO availability on different places and social media. Leaming has also working on a manual that mentions daily, weekly, and monthly tasks the CEO will need to do.
* **Backend Server Upgrades-** We have received new equipment to upgrade the technology in the back Server Room. ABT has been helping with the upgrades and replacements.

**Item N-** The discussion of new business.

There was no new business discussed at the meeting.

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

There were no public comments.

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

* Dr. Evans said that this was her last meeting before retirement and she thanked everybody for their time and said it was a joy to work alongside the University Center.
* Rich Cantillon thanked CEO Leaming and Chair Bouldin for their time at the University Center. He also said it was sad to see them go.

**Item Q-** Voted to approve or not approve the entrance into Executive Session

**Made the motion to approve entrance to Executive Session:** Kelly Campbell

**Seconded the motion**: Darin Fields

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item R-** Chair Bouldin acknowledged the return to Open Session from Executive Session.

**Item S-** Chair Bouldin gave the Statement of Executive Session Minutes.

**Item T-** Voted to approve or not approve Robyn Armstrong as the Interim CEO.

**Made the motion to approve Armstrong as interim CEO:** Kelly Campbell

**Seconded the motion**: Erin Liberton

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item U-** Voted to approve or not approve the naming of a search committee for the UC Ponca City CEO.

**Made the motion to approve the CEO search committee:** Rich Cantillon

**Seconded the motion**: Steve Scott

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item V -** Chair Bouldin announced that the next regular Board of Trustees Meeting will be on September 2, 2021 at 8:30am in the University Center Conference Room.

**Item W-** 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**: Louise Abercrombie

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans