

**UNIVERSITY CENTER AT PONCA CITY**  
**BOARD OF TRUSTEES**  
**MEETING MINUTES-APRIL 4, 2019**

The University Center at Ponca City Board of Trustees held a regular board meeting on April 4, 2019 at 9:00 a.m. in the University Center Conference Room, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

Chair Bruce Evans 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, Barry Bickle, Vice Chair Carol Bouldin, Secretary Rich Cantillon (left early), Chair Bruce Evans, Darin Fields, Pat Hullet, and Erin Liberton. Ex-Officio member CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, Mayor Homer Nicholson, CEO Adam Leaming, Associate Director Robyn Armstrong, and Recording Clerk Bron Briggs

**Absent:** Chuck Greenwood, UC Foundation Chair Lee Evans, Supt. Shelley Arrott, and Regent Carl Renfro.

**Item B-** Introduction of Guests

Chair Evans welcomed Ex-officio members CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, Mayor Nicholson to the meeting.

**Item C-**Voted to approve or not approve the Minutes of the January 3, 2019 Regular Meeting.

**Made the motion to approve the minutes as they stand:** Louise Abercrombie

**Seconded the motion:** Carol Bouldin

**Voted Yes:** Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Hullet, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Greenwood

**Item D-** Voted to approve or not approve the Month End Budget Report for December 2018, January 2019, and February 2019.

Associate Director Armstrong gave the reports.

**Made the motion to approve all budget reports as they stood:** Carol Bouldin

**Seconded the motion:** Rich Cantillon

**Voted Yes:** Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Hullet, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Greenwood

**Item E-** Voted to approve or not approve the Letter of Engagement with Finley & Cook for FY19 Auditing Services at a cost of \$9,800.

**Made the motion to approve the Letter of Engagement as it stood:** Barry Bickle

**Seconded the motion:** Erin Liberton

**Voted Yes:** Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Hullet, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Greenwood

**Item F-** Discussion and action to approve or not approve the FY19-20 Holiday Calendar.

**Made the motion to approve the Holiday Calendar as it stood:** Carol Bouldin

**Seconded the motion:** Pat Hullet

**Voted Yes:** Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Hullet, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Greenwood

**Item G-** Discussion and action to approve or not approve the FY19-20 Meeting Calendar

**Made the motion to approve the calendar with the amendment that the meetings start at 8:30am instead of 9:00am:** Carol Bouldin

**Seconded the motion:** Pat Hullet

**Voted Yes:** Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Hullet, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Greenwood

**Item H-** CEO Leaming (in place of the absent UCF Chair Lee Evans) presented the UC Foundation Report.

CEO Leaming thanked UC Foundation Member Bill Geubelle on his efforts towards maintaining the building and grounds. CEO Leaming mentioned that UCF Member Mert Martens did a presentation on the UCF bylaws.

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

**I-1. Summer and Fall Advisement-** In hopes of increasing student counts and retention, we started a check-in policy where the advisors contact each student to check up on them and see how things are going to help make things easier.

**I-2. Ponca Tribe Potential Partnership-** The UC has been working with the Ponca Tribe of Nebraska in hopes of bringing classes to the University Center including beadwork and learning the Ponca tribe language.

**I-3. Phillips66 CREATE Lab Update-** \*Please see attached PowerPoint for Administrative Report\*

**Item J-** The discussion of new business.  
There was no new business discussed at the meeting.

**Item K-** Comments from the public.  
There was no public comments made at the meeting.

**Item L-** Additional comments and discussions made by the UC Chair and Board Members.  
Traci Thorpe mentioned that the annual Pioneer Tech Roast will happen on April 11<sup>th</sup>. Dr. Evans stated that NOC Graduation will happen on May 4<sup>th</sup>; she mentioned that NOC will be switching from ITV to ZOOM for their classes. Erin Liberton said the Community Health Foundation was their annual Guys and Grills Fundraiser on April 26<sup>th</sup>.

**Item M-** Chair Evans announced that the next regular Board of Trustees Meeting will be on May 2, 2019 at 9:00am in the University Center Conference Room.

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

**Made the motion to adjourn the meeting:** Carol Bouldin

**Seconded the motion:** Pat Hullet

**Voted Yes:** Abercrombie, Bickle, Bouldin, Evans, Fields, Hullet, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Cantillon (left early), Greenwood