

**UNIVERSITY CENTER AT PONCA CITY  
BOARD OF TRUSTEES  
MEETING MINUTES- AUGUST 6, 2020**

The University Center at Ponca City Board of Trustees held a regular board meeting on August 6, 2020 at 8:30 a.m. in the University Center Lobby, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

New 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, Chair Carol Bouldin, Dr. Kelly Campbell, Vice Chair Rich Cantillon, Erin Liberton, Stephen Scott. Ex-Officios Dr. Cheryl Evans, UCF Chair Diane Anderson, Regent Carl Renfro, Mayor Homer Nicholson, CEO Adam Leaming, & Recording Clerk Bron Briggs

**Absent:** Barry Bickle, Bruce Evans, Secretary Darin Fields, CEO/Supt. Traci Thorpe, Supt. Shelley Arrott, & Assoc. Director Robyn Armstrong

**Item B-** Introduction of Guests

Chair Bouldin welcomed Regent Renfro, Mayor Nicholson, Dr. Evans, & Diane Anderson to the meeting. Chair Bouldin also welcomed Dr. Kelly Campbell and Stephen Scott to their first meeting as official members of the Board of Trustees.

**Item C-**Voted to approve or not approve the Minutes of the June 4, 2020 Regular Meeting.

**Made the motion to approve the minutes as they stand:** Rich Cantillon

**Seconded the motion:** Louise Abercrombie

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Evans, Fields

**Item D-** Voted to approve or not approve the Month End Budget Report for May & June 2020.

**Made the motion to approve the minutes as they stand:** Stephen Scott

**Seconded the motion:** Erin Liberton

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Evans, Fields

**Item E-** Voted to approve or not approve the edit to the FY 21 Calendar.

**Made the motion to approve the minutes as they stand:** Rich Cantillon

**Seconded the motion:** Louise Abercrombie

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Evans, Fields

**Item F-** Voted to approve or not approve the UC COVID-19 Plan.

**Made the motion to approve the minutes as they stand:** Stephen Scott

**Seconded the motion:** Kelly Campbell

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Evans, Fields

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

Chair Anderson mentioned that the last UCF meeting was centered on being ready to go for the upcoming Audit. The Foundation was continually working on consolidating finances including scholarship accounts to get more “bang for their buck”. Chair Anderson gave credit to Treasurer Marc LaBossiere and Scholarship Committee Chair Cindy Gorrell for the organization of the overall finances and the scholarship accounts, respectively. The UCF decided that with the spike of COVID cases in July that it would be in the best interest to not hold robotics this summer. In regards to enrollment, the UCF is anticipating an increase in the number of concurrent enrollment students for the upcoming Fall Semester.

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

- **Fall classes 2020** – We have 160 students enrolled for Fall classes at this time. We’re nearly full in several classes with reduced enrollment capacity. We’ve been able to meet with and discuss enrollment information with every student who has called, walked in, or scheduled an appointment. Bron has picked up a considerable amount of work in the wake of Ellan’s departure, students, parents, and staff have been impressed with his dedication.
- **COVID Budget** – With COVID we face some new realities at the UC. Currently we’re postponing all of our robotics curriculum at this time due to its highly collaborative nature of the labs. I have spoken with the Chancellor and the President of the UC at Ardmore about future opportunities for us. In the light of possible new stimulus I have touched base with each of our federal field reps to include funding for higher education learning sites in this new wave of funding. If you’ll recall we missed out on any available funding due to the unique nature of our organization. I have a conference call with Lucas’ staff in DC this afternoon. The UC at Ardmore is making the same request

using the language we came up with in Ponca City. In addition, I'm in talks with the county and city to see if we can come up with a collaborative plan utilizing their COVID funds to help upgrade our critical backend IT infrastructure at the UC.

- **Nursing** – Dr Hicks has left the BSN position here at the UC to head the nursing program at NOC. After discussions with NWOSU, they have decided to fill that position here to maintain our strong partnership in nursing. We are searching and putting our feelers out to fill the position here in Ponca City.
- **Audits** –The UC foundation audit is completed. I took it on this year to help expedite the process and the time involved on our volunteer board members. It began in March and did not conclude until the end of July. Robyn has started the UC side of the audit at this time.
- **COVID-19** – with COVID we've had talks internally about how to handle a future exposure. Thankfully we had a trial run earlier this summer with my wife's positive test. Next week we're bringing back each of the part time staffers and holding our first in person staff meeting since March. In it we're talking about possible exposures and our plans for staffing to ensure our facility remains open to serve our students. In addition we have plans to issue laptops to students who end up contracting COVID and they must quarantine at home.
- **YLOK** – I am chairing the Youth Leadership Oklahoma session for this year and next summer.
- **Advertising/Videos** – I thought our four videos that SpeakNow made for us this summer were perfect for keeping the work out there and very relevant for the time we're experiencing.
- **Building** – We're finally getting the rooms set up with our VR systems we used in our \$30k P66 grant. These rooms will be incredible and further bolsters the tech we have available for our students.

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

There was no new business discussed at the meeting.

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

There was no public comments made at the meeting.

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

- Dr. Evans informed everybody that NOC Graduation would be August 8<sup>th</sup> (with CDC Guidelines implemented).

**Item L-** Chair Bouldin announced that the next regular Board of Trustees Meeting will be on June September 3, 2020 at 8:30am in the University Center Conference Room.

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

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

**Seconded the motion:** Rich Cantillon

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Evans, Fields