

**UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES- JUNE 4, 2020**

The University Center at Ponca City Board of Trustees held a regular board meeting on June 4, 2020 at 8:30 a.m. in the University Center Lobby, 2800 N. 14th 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, Vice Chair Carol Bouldin, Secretary Rich Cantillon, Chair Bruce Evans, Darin Fields, Chuck Greenwood (left after presentation), Erin Liberton, Regent Carl Renfro, Mayor Homer Nicholson, Supt./CEO Traci Thorpe, Dr. Cheryl Evans, CEO Adam Leaming, & Recording Clerk Bron Briggs

Absent: Barry Bickle, Supt. Shelley Arrott, & Assoc. Director Robyn Armstrong

Item B- Introduction of Guests

Chair Evans welcomed Regent Renfro, Mayor Nicholson, Traci Thorpe, & Dr. Evans to the meeting.

Item C- Voted to approve or not approve the Minutes of the May 7, 2020 Regular Meeting.

Made the motion to approve the minutes as they stand: Carol Bouldin

Seconded the motion: Louise Abercrombie

Voted Yes: Abercrombie, Bouldin, Cantillon, Evans, Fields, Greenwood, Liberton

Voted No: NONE

Abstain: NONE

Absent: Bickle

Item D- CEO Leaming and Chair Bruce Evans presented Chuck Greenwood a plaque in honor of the many years he contributed to the University Center as well as the Board of Trustees.

Item E- Voted to approve or not approve the Month End Budget Report for April 2020.

Made the motion to approve the budget reports as they stood: Rich Cantillon

Seconded the motion: Carol Bouldin

Voted Yes: Abercrombie, Bouldin, Cantillon, Evans, Fields, Liberton

Voted No: NONE

Abstain: NONE

Absent: Bickle, Greenwood

Item F-UCF Chair Diane Anderson presented the UC Foundation Report
Chair Anderson stated that the UCF's last meeting was to discuss the future of the UC due to the pandemic. The UC Foundation did approve to send funding as needed to the UC for any activity deemed necessary. Chair Anderson mentioned that there will LEGO Robotics occurring in July; the numbers will be limited due to current CDC guidelines and social distancing. One idea discussed to get more people into the UC was to present what the UC offers in front of the community as well as staying relevant with current class offerings.

Item G- Voted to approve or not approve the FY 21 IT Contract
Made the motion to approve the contract as it stood: Carol Bouldin
Seconded the motion: Erin Liberton
Voted Yes: Abercrombie, Bouldin, Cantillon, Evans, Fields, Liberton
Voted No: NONE
Abstain: NONE
Absent: Bickle, Greenwood

Item H- Voted to approve or not approve the FY 21 Maintenance & Cleaning Contract
Made the motion to approve the contract with the inclusion of CDC Protocol: Carol Bouldin
Seconded the motion: Louise Abercrombie
Voted Yes: Abercrombie, Bouldin, Cantillon, Evans, Fields, Liberton
Voted No: NONE
Abstain: NONE
Absent: Bickle, Greenwood

Item I- Voted to approve or not approve the FY 21 Lease with the University Center Foundation
Made the motion to approve the lease as it stood: Rich Cantillon
Seconded the motion: Darin Fields
Voted Yes: Abercrombie, Bouldin, Cantillon, Evans, Fields, Liberton
Voted No: NONE
Abstain: NONE
Absent: Bickle, Greenwood

Item J- Voted to approve or not approve the FY 21 UC CEO Contract
Made the motion to approve the budget as it stood: Rich Cantillon
Seconded the motion: Carol Bouldin
Voted Yes: Abercrombie, Bouldin, Cantillon, Evans, Fields, Liberton
Voted No: NONE
Abstain: NONE

Absent: Bickle, Greenwood

Item K- Voted to approve or not approve the UC FY 21 Line-Item Budget

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

Seconded the motion: Erin Liberton

Voted Yes: Abercrombie, Bouldin, Cantillon, Evans, Fields, Liberton

Voted No: NONE

Abstain: NONE

Absent: Bickle, Greenwood

Item L- Voted to approve or not approve FY 21 Executive Board appointments.

Chair Evans is finishing his term as UC Chair, but stay on Executive Board as Past Chair.

Starting in July for FY 21, Carol Bouldin will become Chair; Rich Cantillon will become Vice Chair. That leaves a vacancy for Secretary.

Made the nomination for Darin Fields to become the new Secretary: Rich Cantillon

Seconded the nomination: Carol Bouldin

Voted Yes: Abercrombie, Bouldin, Cantillon, Evans, Fields, Liberton

Voted No: NONE

Abstain: NONE

Absent: Bickle, Greenwood

Item M- CEO Adam Leaming presented his Administrative Report.

- **Fall Enrollment-** Due to the pandemic and the uncertainty of the Fall Semester, enrollment is currently down 30%, but we are working our hardest to get as much enrollment as possible.
- **Fall Classes: Precautions-** We are doing our best to plan ahead and be ready for the Fall Semester. That includes having masks for staff that interact with students as well as separating students as much as possible in the classrooms. Staff members also disinfect the rooms after the students leave the room.
- **Technology Upgrades-** Due to the pandemic and the increase of online classes, we hope to possibly develop a stronger internet connection so students would be able to use the internet from the parking lot.

Item N- The discussion of new business.

There was no new business discussed at the meeting.

Item O- Comments from the public.

There was no public comments made at the meeting.

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

- Chair Evans stated that he has enjoyed his time as the Chair; that Carol will do a great as his successor.
- Rich Cantillon mentioned that the Ponca City Herb Festival will be happening as scheduled on June 6th.
- Traci Thorpe said that Pioneer Tech had a drive through graduation for the students that finished this year.
- Dr. Evans informed everybody that NOC Graduation would be August 8th (with CDC Guidelines implemented). She also told everyone that the Lecture Series event has been rescheduled for October 8th.

Item Q- Chair Evans announced that the next regular Board of Trustees Meeting will be on June August 6, 2020 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: Louise Abercrombie

Seconded the motion: Rich Cantillon

Voted Yes: Abercrombie, Bouldin, Cantillon, Evans, Fields, Liberton

Voted No: NONE

Abstain: NONE

Absent: Bickle, Greenwood