

**UNIVERSITY CENTER AT PONCA CITY  
BOARD OF TRUSTEES  
MEETING MINUTES-MAY 7, 2020**

The University Center at Ponca City Board of Trustees held a regular board meeting on May 7, 2020 at 8:30 a.m. in the University Center Lobby, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma as well as ZOOM.

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, & Erin Liberton. Ex-Officio Members Mayor Homer Nicholson, UC Foundation Chair Diane Anderson (Arrived Late/ZOOM), CEO/Supt. Traci Thorpe (ZOOM). Dr. Cheryl Evans (ZOOM), Regent Carl Renfro, CEO Adam Leaming, & Recording Clerk Bron Briggs

**Absent:** Barry Bickle, Chuck Greenwood, Supt. Shelley Arrott, & Associate 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 February 6, 2020 Regular Meeting.

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

**Seconded the motion:** Carol Bouldin

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Greenwood

**Item D-** Voted to approve or not approve the Month End Budget Report for January, February, & March 2020.

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

**Seconded the motion:** Rich Cantillon

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Greenwood

**Item E-** Voted to approve or not approve the FY 20-21 Holiday Calendar.

**Made the motion to approve the engagement letters for the audit:** Rich Cantillon

**Seconded the motion:** Erin Liberton

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Greenwood

**Item F-** Voted to approve or not approve the FY 20-21 Meeting Calendar.

**Made the motion to approve the engagement letters for the audit:** Carol Bouldin

**Seconded the motion:** Louise Abercrombie

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Greenwood

**Item G-**CEO Leaming presented UC Foundation Report for UCF Chair Diane Anderson, who arrived later in the meeting.

CEO Leaming talked about discussions with the UC Foundation about different types of assistance they could provide during the times of uncertainty. The possible ideas included grants and possible adjustments to the lease.

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

- **Summer classes** – Each of our 41 classes scheduled for the summer have been moved to an online format. We're very thankful that NWOSU has elected to collect the UC student fees to help us in this time.
- **Fall classes 2020** – We have 223 tentative classes planned for this fall at the UC. In this first full week back since spring break, we've met with 17 students, and spoken to 30 more on the phone/email/social media. We're utilizing our distance learning equipment and having students enter a room to speak over a laptop and sanitizing it immediately after. This is keeping our staff and students as safe as possible.
- **OESC** – The majority of this week has been disputing fraudulent unemployment claims for the UC. WE had 11 filed on behalf of the full and part time employees who work here. We have worked with the Attorney general's office, and disputed those claims as an organization, but had the added work individually to protect our social security numbers that were used to file these claims.
- **UC Trustee Board members** – Over the quarantine period I worked with the Governor's office on our two new appointees to the UC board of Trustees. We have officially had Kelly Campbell and Steve Scoot appointed to our board. They will become fully voting and active members on July 1.

- **UCF Board members** – We’re spotlighting Heather Cannon, Natalie Prather, and Erica Fetters as the newest UC Foundation members and then will move into Kelly Campbell and Steve Scott.
- **Budget** – As I have shared Right now we have enough cash on hand to make it through four months without cuts or layoffs. In the meantime, we made the tough decision to eliminate our evening hours of operations and dropped staffing levels at the UC. I feel if we can weather this storm and get to the other side there’s tremendous potential for the future of higher education. The UC has several tough questions that need practical solutions moving forward. Some of these questions could have far reaching implications to the UC’s operational structure.
  1. *What will the Local Economy Look like after this period is over?*
  2. *What will the threats to the local economy be after the shutdown is over?*
  3. *What will the strengths of the local economy be after the shutdown is over?*
  4. *What will the opportunities for economic growth be after the shutdown is over?*
  5. *What should the UC focus on after the shutdown is over?*

At this time, we’ve elected to postpone entering into any new contracts for FY 21 as we take each day to decide what our best approach for the Fall semester will look like. I’ve chased leads for relief and have exhausted contacts with any offers of assistance.

- **Robotics** – We’re looking at three weeks in July to hold robotics sessions if numbers continue to improve in our county. We would create sessions capped at 10 students each and offer to hold spots without accepting payment until we knew for certain robotics could occur. The virtual robotics academy was difficult to pull off, but we have completed it this spring and are in the process of gathering up kits.
- **Nursing** – Another possible change we’re juggling is the uncertainty of our BSN nursing program and if we can do clinicals this fall in the hospital. We have equipment in a lab at the hospital, but may need to move it to the UC for the Fall semester.
- **CREATE Lab** – Our plans for the CREATE Lab have been pushed to the back burner for the UC in this time. We are however still wanting to explore this as a realistic future expansion and a way to diversify our model a bit more.
- **Audits** – I’m beginning to gather information for the UCF audit that will occur in two weeks.
- **COVID-19** – we’re adhering to CDC guidelines, we’re sanitizing anything we come into contact with outside our offices.

**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.

**Item L-** Voted to approve or not approve the entry into Executive Session.

**Made the motion to enter Executive Session:** Carol Bouldin

**Seconded the motion:** Erin Liberton

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Greenwood

**Item M-** Voted to return to Open Session

**Made the motion to return to Open Session:** Carol Bouldin

**Seconded the motion:** Erin Liberton

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Greenwood

**Item N-**Chair Evans gave a statement of the Executive Session Minutes

**Item O-** Chair Evans announced that the next regular Board of Trustees Meeting will be on June 4, 2020 at 8:30am in the University Center Conference Room.

**Item P-** 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:** Carol Bouldin

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle, Greenwood