

# **UNIVERSITY CENTER AT PONCA CITY BOARD OF TRUSTEES MEETING MINUTES, NOVEMBER 5, 2020**

The University Center at Ponca City Board of Trustees held a regular board meeting on September 3, 2020 at 8:30 a.m. in the University Center Conference Room (and Via Zoom), 2800 N. 14<sup>th</sup> 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, Barry Bickle (Zoom), Chair Carol Bouldin, Dr. Kelly Campbell, Vice Chair Rich Cantillon, Secretary Darin Fields, Erin Liberton, Stephen Scott. Ex-Officios Dr. Cheryl Evans (Zoom), CEO/Supt. Traci Thorpe, CEO Adam Leaming, Associate Director Robyn Armstrong (Zoom) & Recording Clerk Bron Briggs

**Absent:** Bruce Evans, Supt. Shelley Arrott, Regent Carl Renfro, & Mayor Homer Nicholson

**Item B-** Introduction of Guests

Chair Bouldin welcomed Dr. Cheryl Evans and Traci Thorpe to the meeting.

**Item C-**Voted to approve or not approve the Minutes of the September 3, 2020 Regular Meeting.

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

**Seconded the motion:** Steve Scott

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

**Voted No:** NONE

**Abstain:** Abercrombie

**Absent:** Evans

**Item D-** Voted to approve or not approve the FY 20 Audit Report prepared by Finley & Cook, CPAs and presented by Mr. Dan Bledsoe (via Zoom).

**Made the motion to approve the Audit Report as it stood:** Kelly Campbell

**Seconded the motion:** Darin Fields

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item E-** Voted to approve or not approve the Month End Budget Report for August & September 2020.

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

**Seconded the motion:** Kelly Campbell

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans

**Item F-** CEO Adam Leaming presented the UC Foundation Report for absent UCF Chair Diane Anderson.

The fund drives for the UCF are underway. The yearly mailers have been sent out as well as a new campaign being started this year. The new campaign is called \$21 for 21 Years and it encourages everyone to donate \$21 in representation of the 21 years the University Center has been in service. Also, with a \$15,000 donation, the UC was able to purchase computer updates.

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

- The UC Foundation annual fund drive is underway. With an emphasis on Thanksgiving and November Contributions. This fund drive assists with scholarships each semester for our students. This year, donors will be able to give online, or give recurring monthly payments. Our website is [www.ucpcgiving.com](http://www.ucpcgiving.com) I would encourage each of our board members to contribute on our social media fundraiser and our mail out campaign.
- We have created a new landing page for our Foundation giving page that will allow us to capture if our direct mail campaign will have any success. Traditionally we have raised an average of \$25,000 in scholarships. I'd like to see us reach \$67,000 in scholarships for the upcoming year related to this campaign.
- We have open two part time positions, one for a LEGO robotics instructor, and one for a 3D printing and design. We have the curriculum, we have the materials, we are searching for someone with a heart for teaching and a love to build and make things! We're paying anywhere from \$20-\$40 an hour for the right person.
- We're in the process of replacing staff and classroom computers in our largest rooms. The computers were purchased using Foundation awarded funds from May. They will be deployed in the coming week.
- Enrollment is open for the Spring. It is a new process this semester with NOC and their new Student Information System being deployed as we speak. Currently we have met with over 60 students who have committed to Spring classes.
- NOC and the UC have announced a new option for coursework beginning in the spring for Weekend College. One goal of mine was to raise funds to help offset the difference in Live Online and the cost to take classes in Ponca City. At this time I have a commitment for \$10,000 in scholarship funds, plus a few asks being considered at this time. Once I have secured at least \$15,000 in funding for students, I want to do an announcement that the UC Foundation will cover fees plus some tuition for 25 full time

students taking weekend classes. That would be 25 students enrolled in 15 hours. The goal is for each student would receive at least \$600 in scholarships. This would make Weekend College in the Spring a huge success for NOC and UC.

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

There was no new business discussed at the meeting.

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

There was no public comments made at the meeting.

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

Traci Thorpe talked about PTC's building project continuing for the new addition to their building. She also talked about having a pinning ceremony for their graduates on Saturday as well as their Holiday Market.

Rich Cantillon mentioned that the Santa Bucks giveaway starts Saturday with the most businesses participating that the ever had.

**Item K-** Chair Bouldin announced that the next regular Board of Trustees Meeting will be on January 7, 2021 at 8:30am in the University Center Conference Room.

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

**Made the motion to approve the minutes as they stand:** Erin Liberton

**Seconded the motion:** Steve Scott

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans