

**UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES, APRIL 1, 2021**

The University Center at Ponca City Board of Trustees held a regular board meeting on April 1, 2021 at 8:30 a.m. in the University Center Conference Room, 2800 N. 14th 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: Barry Bickle, Carol Bouldin, Dr. Kelly Campbell, Rich Cantillon, Bruce Evans, Darin Fields, Erin Liberton, & Stephen Scott. Ex-Officios Dr. Cheryl Evans, UCF Chair Diane Anderson, Supt. Traci Thorpe, Regent Carl Renfro, Mayor Homer Nicholson, CEO Adam Leaming, & Recording Clerk Bron Briggs

Absent: Louise Abercrombie, Ex-Officio Supt. Shelley Arrott, & Associate Director Robyn Armstrong.

Item B- Introduction of Guests

Chair Bouldin welcomed all guests to the meeting. Chair Bouldin then introduced Ms. Tracy Smith, who is a potential candidate for the Board Trustees when a member completes their term this June.

Item C-Voted to approve or not approve the Minutes of the February 4, 2021 Regular Meeting.

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

Seconded the motion: Steve Scott

Voted Yes: Bouldin, Campbell, Cantillon, Evans, Fields, Liberton, Scott

Voted No: NONE

Abstain: Bickle

Absent: Abercrombie

Item D- Voted to approve or not approve the Month End Budget Report for January & February 2021. (Reported by CEO Leaming).

Made the motion to approve the financials as they stood: Rich Cantillon

Seconded the motion: Kelly Campbell

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

Voted No: NONE

Abstain: NONE

Absent: Abercrombie

Item E- Voted to approve or not approve the FY 21-22 Holiday Calendar.

Made the motion to approve the Holiday Calendar: Kelly Campbell

Seconded the motion: Erin Liberton

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

Voted No: NONE

Abstain: NONE

Absent: Abercrombie

Item F- Voted to approve or not approve the FY21-22 Meeting Calendar

Made the motion to approve the Meeting Calendar: Rich Cantillon

Seconded the motion: Steve Scott

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

Voted No: NONE

Abstain: NONE

Absent: Abercrombie

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

- The UCF met in March. One major item discussed was the updating of the computer USPS system. Bill Geubelle was looking into that to determine if we leave it as that type of system we have currently or change it.
- The UCF was looking to find 2 people to join the UCF to replace member who have termed out or who have resigned.
- The 3D Printing Class and Robotics enrollments were both successes. The numbers were limited to encourage safe and social distancing.
- The Fundraising campaign went great. The UCF was not sure if any changes will be made for next year.

Item H- CEO Adam Leaming presented his Administrative Report

- **March enrollment** – Summer and Fall enrollment opens this month. We have put a press release out for the opening of enrollment. I have designed and added two new pages to our website. We can link these pages to our online ads with social media, and with other vendors to determine if we're seeing the success and clickthrough's we'd like to see.
- **COVID buttons** – We're still offering COVID shot awareness buttons for sale at the front desk of the UC. It's been very well received by the community and there's been an eagerness to purchase buttons.
- **Fundraising and scholarships** I was notified this week that the UC foundation may formally make application for a \$50,000 scholarship award that would be decided and disbursed in May from the Hardesty family foundation. This would be approximately 75% of what we raised in scholarships for our last scholarship campaign. I am completing the official application and submitting the data to the Hardesty Family foundation.

- **Robotics** – has been rescheduled to start April 6th and it's full! We will have at least 6 weeks of LEGO robotics this summer. WE have plans for sessions that will meet in June or July.
- **3D printing** – We have our first 3D printing workshop scheduled for April 19th and it will be 2 hours for 2 different nights. It has filled! We have opened a new workshop that begins on April 26th and 28th.
- **Youth Leadership Oklahoma** – I am the chair for Youth Leadership Oklahoma this year, and we have selected a full class and plan to tour the state of Oklahoma May 31st- June 4th
- **COVID** – The UC staff has been given their second round of COVID vaccines. We will be fully vaccinated by the 16th of April.
- **Career Fair** – we are hosting a free career fair for students, businesses, and the community on April 28th from 12-4pm.
- **UC Board of Trustees** – Tracie Smith has been appointed to replace Carol Bouldin on our board of Trustees by Governor Stitt. Tracie is excited for the opportunity and is ready to give back to the UC.
- **Backend server upgrades** – We're working with ABT solutions to come up with a plan to purchase and replace the IT server equipment that is nearing almost a decade in age. Expect a plan and purchase orders to be coming in the next few months.

Item I- The discussion of new business.

There was no new business discussed at the meeting.

Item J- Comments from the public.

There were no public comments made at the meeting.

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

- Dr. Evans mentioned that NOC will be having an in-person graduation on May 1st but will be adjusted to encourage safe social distancing. Her and Mr. Renfro mentioned that the NOC Concert series has been postponed to September 22nd. She also talked about the Tonkawa Film Festival happening on April 21st and 22nd.
- Traci Thorpe said that the Pioneer Tech Foundation benefit banquet has also been postponed. They are hoping to have it in September or October.
- Rich Cantillon stated that the Chamber of Commerce's Receipt Campaign was very popular and successful. The Chamber was also hoping to get back to doing Ribbon Cuttings by May.
- Steve Scott mentioned that the Full Moon Concert Series was finalized and will hopefully be starting in May.

Item L- Chair Bouldin announced that the next regular Board of Trustees Meeting will be on May 6, 2021 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 adjourn the meeting: Steve Scott

Seconded the motion: Kelly Campbell

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

Voted No: NONE

Abstain: NONE

Absent: Abercrombie