

UNIVERSITY CENTER AT PONCA CITY BOARD OF TRUSTEES MEETING MINUTES, FEBRUARY 4, 2021

The University Center at Ponca City Board of Trustees held a regular board meeting on February 4, 2021 at 8:30 a.m. in the University Center Conference Room (and Via Zoom), 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: Louise Abercrombie, Carol Bouldin, Dr. Kelly Campbell, Bruce Evans, Darin Fields, Erin Liberton, Stephen Scott, Ex-Officios Dr. Cheryl Evans, Supt. Traci Thorpe, Mayor Homer Nicholson, Regent Carl Renfro, UCF Chair Diane Anderson, CEO Adam Leaming, & Recording Clerk Bron Briggs.

Absent: Barry Bickle, Rich Cantillon, 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 Mr. Blake Scott, who is the new LEGO instructor at the UC. Blake then introduced himself and his plans of action for the LEGO classes going forward.

Item C-Voted to approve or not approve the Minutes of the November 5, 2020 Regular Meeting.

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

Seconded the motion: Kelly Campbell

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

Voted No: NONE

Abstain: Abercrombie

Absent: Bickle, Cantillon

Item D- Voted to approve or not approve the Month End Budget Report for October-December 2020. (Reported by CEO Leaming).

Made the motion to approve the financials as they stood: Bruce Evans

Seconded the motion: Steve Scott

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

Voted No: NONE

Abstain: NONE

Absent: Bickle, Cantillon

Item E- Voted to approve or not approve the engagement letter for Finley & Cook to perform the FY 21 External Audit for \$10,200.

Made the motion to approve the engagement letter: Louise Abercrombie

Seconded the motion: Bruce Evans

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

Voted No: NONE

Abstain: NONE

Absent: Bickle, Cantillon

Item F- Voted to approve or not approve the IT contract with ABT Solutions for \$1,500 per month.

Made the motion to approve the contract with the approved correction in Paragraph 13 changing “1 Year” to “June 30th”: Steve Scott

Seconded the motion: Kelly Campbell

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

Voted No: NONE

Abstain: NONE

Absent: Bickle, Cantillon

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

- The UC Foundation met in January to get final numbers, get things cleared up from last year, and gets things set up for this year.
- Natalie Prather took over as head of the Scholarship Committee for Cindy Gorrell, who rolled off the board in December.
- The UC Foundation is looking for another board member to take the place of members who have rolled off the board in December.

Item H- CEO Adam Leaming presented his Administrative Report

- **Spring enrollment** – we have 194 students enrolled in 1185 credit hours this spring. That is about 19% fewer than a year ago this time in headcount, and 18% lower in credit hours. In the fall we were down about 12% in those numbers. We have approximately 35 concurrent enrollment students, we had 40 a year ago this time. As for the budget we are well poised to handle this decline in enrollment and I personally felt numbers in the spring would be much worse than what we’re experiencing.
- We have some ideas for the future to help with enrollment as we come out of this pandemic through the spring and into summer and fall 2021. As we look at Department of Commerce data for critical occupations and how many of those are linked to needing a college degree of some type.
- **Thank you**, Carol and Betty Scott, for the button idea! We’ve sold a number of buttons to date and will be able to give a nice scholarship for a student at the end of this. There were 250 buttons originally.

- **Fundraising and scholarships** are going to be vitally important for the UC moving forward. We have a couple of large gifts in the works. One is with a local family foundation looking to give for Ponca City teachers earning their graduate degrees. The other is a Tulsa Family foundation that is taking our proposal to their board meeting next week that would give students in their second year a \$1500 scholarship if they're working on a degree that meets one of Oklahoma critical occupations for the future, and they're a family member of an essential employee. There is no cap to the number of students who could qualify for this scholarship. This could be a great gift for our Foundation and the students of the UC.
- **Policy and Procedures** – staff is currently reviewing and refreshing our policies and procedure books. We're looking over the NOC policy book, and I've requested the UC at Ardmore's policies to ensure we're up to speed and ensuring we're adhering to our stated policies and procedures. It was 2015 and 2017 since we've brought any changes to our books. Our attorney is aware of this process and will also look over any proposed changes if we have any before we bring them to the board.
- **Robotics** – with discussing with Blake Scott our new 3D print and design instructor for the UC about starting a scaled down version of robotics in March. We're looking at the 1st week in March in creating a morning and afterschool session that will bring up to 12 students back into the UC.
- **Youth Leadership Oklahoma** – I am the chair for Youth Leadership Oklahoma this year, and we are getting ready to select participants in a scaled down program that will occur this summer. I have met and worked with some dynamic leaders through zoom to help get this program back to an in person format for this summer.
- **DAR and PEO** – Lynn Howard had reached out for names of potential students for DAR and PEO scholarships, we were able to recommend Yvonne Brown, Yessinia Aguilar, and Ashton Jones for \$900 in scholarships.
- **Summer and Fall enrollment** – We are gearing up for fall enrollment and have requested our classes we feel would be a great fit for us the fall semester. NOC and NWOSU have a great history of responding positively to our requests for specific courses.
- **Weekend classes** – in person weekend classes were not as successful as we had hoped. A few of the courses did not make, but it wasn't for lack of trying. However, as we get in the finalized rosters I will have a report to this board on our final numbers.

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 started one week later and eliminated Spring Break this semester to minimize COVID Exposure. They have strict protocols in place for all over NOC Campuses. Dr. Evans also announced her retirement where she will finish on June 30th.
- Traci Thorpe stated that Pioneer Tech was pack to in-person classes with their own safety protocols. To encourage social distance, they are going to offer tours of PTC at night. They are planning to have summer camps for kids for the summer. Traci also announced that PTC is a site for the Center of Workforce Excellence.

Item L- Chair Bouldin announced that the next regular Board of Trustees Meeting will be on April 1, 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 approve the minutes as they stand: Erin Liberton

Seconded the motion: Steve Scott

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

Voted No: NONE

Abstain: NONE

Absent: Bickle, Cantillon