

# **UNIVERSITY CENTER AT PONCA CITY BOARD OF TRUSTEES MEETING MINUTES, MAY 6, 2021**

The University Center at Ponca City Board of Trustees held a regular board meeting on May 6, 2021 at 8:30 a.m. in the University Center Conference Room, 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, 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, Supt. Shelley Arrott, Regent Carl Renfro, Mayor Homer Nicholson, CEO Adam Leaming, & Recording Clerk Bron Briggs

**Absent:** Barry Bickle & Associate Director Robyn Armstrong.

**Item B-** Introduction of Guests

Chair Bouldin welcomed all guests to the meeting including Traci Thorpe, Shelley Arrott, Regent Carl Renfro, Dr. Cheryl Evans, Mayor Homer Nicholson, Diane Anderson, & Trustee-Elect Tracy Smith.

**Item C-**Voted to approve or not approve the Minutes of the April 1, 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:** Abercrombie

**Absent:** Bickle

**Item D-** Voted to approve or not approve the Month End Budget Report for March 2021.

(Reported by CEO Leaming).

**Made the motion to approve the financials as they stood:** Steve Scott

**Seconded the motion:** Louise Abercrombie

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle

**Item E-** UC Foundation Chair Diane Anderson presented the UC Foundation Report

UCF Chair Anderson discussed that the main topics of the last UC Foundation Meeting is doing aesthetic changes and improvements to the UC over the summer. Those improvements include fixing the potholes in the back parking lot, painting the parking lot, and freshening the exterior with new paint.

**Item F-** Voted to approve or not approve the revisions and modifications of the UC COVID Plan

**Made the motion to approve COVID plan with discussed revisions:** Bruce Evans

**Seconded the motion:** Kelly Campbell

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle

**Item G-** CEO Adam Leaming presented his Administrative Report (Also see attached PowerPoint Presentation\*)

- **May 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** Our \$50,000 grant submission is waiting with the Hardesty family foundation. I have spoke to the Chair about specific questions regarding our structure and organization. I feel positive we will have good news in the coming month.
- **Robotics** – went off with flying colors and had 14 registered
- **3D printing** – We have our first 3D printing workshop scheduled for April 19<sup>th</sup> and it will be 2 hours for 2 different nights. Cost to participate is \$35.
- **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.

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

There was no new business discussed at the meeting.

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

- Traci Thorpe stated that Pioneer Tech held their NTHS (Honor Society) induction ceremony and that Pioneer Tech was also preparing for the various Summer camps this summer.

- Dr. Evans mentioned how today was the last day of final exams. She also talked about NOC's Graduation ceremonies held in the previous week. She also mentioned how crazy and busy it was for the basketball team due to all the events being held in the Spring.
- Shelley Arrott talked about how they are gearing up towards Prom and Graduation. She also talked about how they were hoping to adopt the Governor's policy towards mask mandates. She finally talked about a bond election in the Fall geared towards converting one of the buildings to a STEM Lab and making repairs inside the high school.

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

- Steve Scott talked about how he is a member of the OSU Engineering Advisory Board. He mentioned how he is working with NOC to help make the credits easier to transfer in between NOC and OSU. He also talked about how he would love to get a Bachelor's Degree in Engineering Program and some of their classes sent to the UC via ITV or something along the lines of that.

**Item K-** Voted to approve or not approve the entrance into Executive Session

**Made the motion to approve entrance to Executive Session:** Rich Cantillon

**Seconded the motion:** Louise Abercrombie

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle

**Item L-** Chair Bouldin acknowledged the return to Open Session from Executive Session.

**Item M-** Chair Bouldin gave the Statement of Executive Session Minutes.

**Item N-** Voted to approve or not approve the FY 22 University Center CEO Contract

**Made the motion to approve the UC CEO Contract:** Bruce Evans

**Seconded the motion:** Louise Abercrombie

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle

**Item O -** Chair Bouldin announced that the next regular Board of Trustees Meeting will be on June 3, 2021 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:** Kelly Campbell

**Seconded the motion:** Erin Liberton

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

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Bickle



*University  
Center*

*A look forward*

## *External Funding sources*

The UC provides higher education opportunities to the citizens of North Central Oklahoma

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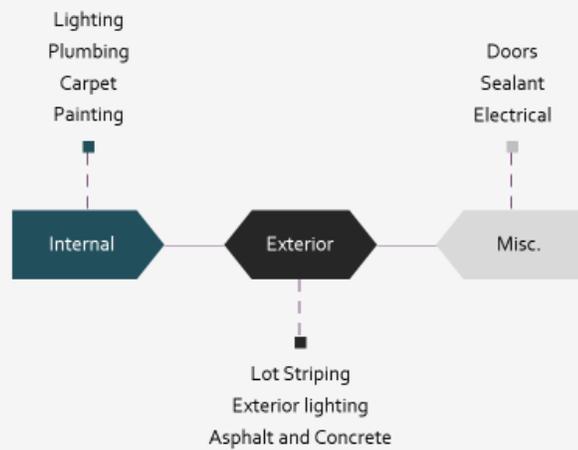
- Degree programs from NOC and NWOSU
- STEM opportunities
- Testing

# Top expenditures



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# Lease details



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*UC asset*  
*16,200 sq ft*  
*of unused*  
*commercial*  
*retail space*

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*Current lease*  
*rate for the*  
*UC is*  
*\$3.77sq ft*

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- Competitive pricing on 14<sup>th</sup> St varies between \$7-\$15 a sq ft
- The UCF could become self sufficient while offering the UC future grant opportunities or additional scholarship opportunities

*Cons*

- 1) Loss of expansion opportunity
  - 2) Upfront investment (roof and demo)
- 

*Pros*

- 1) Secure long term funding
  - 2) Additional grants, scholarships
-

I recommend we demo and clean up our unused space by Fall 2021.

I recommend we solicit quotes and bids to replace the roof in Spring 22.

Lastly, I recommend we pay to market our facility and consider every available option for a triple net lease tenant

The goal being in Fall 2022 having the space ready for a tenant to build out

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### Spring 2021 Career and Job Fair

- 33 employers
  - Approximately 350 open positions
  - Advertised
  - Career Tech/High School sent students
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## Spring 2021 Career and Job Fair

12p -4p

- 91 people signed in
- 15 lived outside of Ponca City
- 52 were not employed

- I would need to be setup earlier. Was in the back hallway
- Just need more people in the door, more blue collar experience, but I don't know how to achieve that.
- I believe having the Job Fair until 6 in the evening you might draw a different crowd if well advertised of possible folks looking for a different job that could be at work and unable to attend. Appreciate the opportunity to attend and look for to next year. Please keep us on your contact list.
- You all did a great job promoting this event! Thanks for having us!
- No it went pretty well this year, considering you can get paid sitting at home drawing unemployment Per Federal Govt. I heard this a lot from other employers yesterday

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*Key  
takeaway*

Workforce



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## *Future projects*

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- Individual UPS systems for server room, classrooms, and computers (\$8,000)
- Parking lot repair, striping
- Light pole painting – possible campus banners
- Possible \$20,000 community grant for network upgrades
- Air purifiers for each HVAC unit