**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, NOVEMBER 2ND, 2023**

The University Center at Ponca City Board of Trustees held a regular board meeting on November 2, 2023, at 8:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Vice Chair Erin Liberton 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**: Trustees Vice Chair Erin Liberton, Secretary Tracie Smith, Dr. Kelly Campbell, Natalie Fraser, Jason Grace, Rick Scott, & Molly Kyler. Ex-Officios UC Foundation Chair Diane Anderson, Calley Lamar, Shelley Arrott, Mayor Homer Nicholson, CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: Trustees Chair Steve Scott & Louise Abercrombie. Ex-Officios Regent Carl Renfro, Dr. Clark Harris, CEO/Supt. Traci Thorpe, and Supt. Adam Leaming.

**Item B-** Introduction of Guests

Vice Chair Liberton welcomed Mayor Nicholson, Shelley Arrott, Calley Lamar, & Diane Anderson to the meeting.

**Item C-** Voted to approve or not approve the FY22 Audit Report as prepared and presented by Kirk Vanderslice, CPA with Hinkle & Company. *(Via ZOOM)*

**Made the motion to Approve the audit as presented:** Kelly Campbell

**Seconded the motion**: Molly Kyler

**Voted Yes:** Campbell, Fraser, Grace, Kyler, Liberton, R. Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, S. Scott

**Item D-** Voted to approve or not approve the Minutes from the September 7, 2023, Regular Meeting

**Made the motion to Approve the minutes as they stood:** Molly Kyler

**Seconded the motion**: Jason Grace

**Voted Yes:** Campbell, Fraser, Grace, Kyler, Liberton, R. Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, S. Scott

**Item E-** Voted to approve or not approve the Month-End Budget Reports for August & September 2023

**Made the motion to Approve the financials as they stood:** Rick Scott

**Seconded the motion**: Kelly Campbell

**Voted Yes:** Campbell, Fraser, Grace, Kyler, Liberton, R. Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, S. Scott

**Item F-** Voted to approve or not approve the Board of Directors Meeting Schedule for FY25 (24-25)**Made the motion to Approve the schedule as they stood:** Jason Grace

**Seconded the motion**: Kelly Campbell

**Voted Yes:** Campbell, Fraser, Grace, Kyler, Liberton, R. Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, S. Scott

**Item G-** Voted to approve or not approve the purchase of ZOOM Equipment.

**Made the motion to Approve the purchase of ZOOM Equipment:** Rick Scott

**Seconded the motion**: Jason Grace

**Voted Yes:** Campbell, Fraser, Grace, Kyler, Liberton, R. Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, S. Scott

**Item H-** UC Foundation Chair Diane Anderson gave the Foundation Report

Chair Anderson talked about how the flyers for the mailout donation campaign will be going out soon. There will also be new members joining the UC Foundation as well as a change of officers starting in 2024. She also mentioned how the Foundation has moved to having meetings every other month, and at the next meeting, the Foundation is going to come up with ideas on how to get more people into the building.

**Item I-** UC CEO Robyn Armstrong gave the Administrative Report.

* **Spring Enrollment-** Spring enrollment has officially started for both NOC and NWOSU
* **NWOSU Nursing Meeting-** Today I have a meeting scheduled with Heidi Ritchie and Dr. Leslie Collins to discuss a skills lab set up at the UC. They need a space, and they will provide the equipment to make this a zoom classroom. This will allow PC students to stay in Ponca and not drive to Enid for labs. They will provide a bed which will be delivered today for the simulation lab, a table, and other necessary components.
* **NWOSU Nursing Faculty-** NWOSU is advertising a faculty position for a Nursingfor NWOSU to house at the UC. Dr. Hicks resigned and that position needs to be here. Hopefully this will generate and build the nursing program again. I visited with Dr. Leslie Collins Chair of Nursing. We discussed ideas to help build and recruit.
* **Speak Now Films-** Is managing our FB page, Instagram, and other social media platforms. They recorded some testimonials from current and former students to use on our UC Ponca website.
* **P66 United Way Campaign-** The University Center donated a voucher for LEGO Robotics to P66 United Way campaign.
* **REP Conference-** Conference was 10/11/2023. I attended, Steve, Rick, and Molly. Was informative and I will try to get an email link for those of you who could not attend in person. I’ve contacted the folks at OSRHE and will send out when I get a reply.

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

* **City of Ponca City-** Things are going good with the City. On Wednesday, there will be a meeting with KDOT regarding a passenger rail system. There is also a job opening for the Assistant City Manager and the position will also oversee Public Works.
* **Ponca City Chamber-** The Chamber is looking to create a legislative agenda. There was a meeting held with 22 City Leaders in attendance where they came up with three main issues: Work force, Electricity Regulation, and Transportation. The Chamber is also looking for 5 new members and the Executive Board has a new member. Santa Bucks also starts on Friday. On November 15th, there will be a ribbon cutting for the Gate House. Finally, it was recognized that the UC has been a member of the Chamber for 24 years.

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

**Item L-** Vice Chair Liberton announced the next Regular Board of Trustees Meeting will be on Thursday, January 4, 2024, at 8:30am in the University Center Conference Room.

**Item M-** Voted to approve or not approve a motion to adjourn.

**Made the motion to adjourn:** Molly Kyler

**Seconded the motion**: Kelly Campbell

**Voted Yes:** Campbell, Fraser, Grace, Kyler, Liberton, R. Scott, Smith

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, S. Scott