**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, NOVEMBER 4, 2021**

The University Center at Ponca City Board of Trustees held a regular board meeting on November 4, 2021 at 8:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Rich Cantillon 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, Dr. Kelly Campbell, Chair Rich Cantillon, Natalie Fraser, Erin Liberton, Tracie Smith, Supt. Shelley Arrott, Supt./CEO Traci Thorpe, UCF Chair Diane Anderson, Dr. Clark Harris, Mayor Homer Nicholson, Interim CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: Bruce Evans, Vice Chair Darin Fields, Secretary Steve Scott, & Regent Carl Renfro

**Item B-** Introduction of Guests

Chair Cantillon welcomed all guests to the meeting including Mayor Nicholson, Diane Anderson, Shelley Arrott, Traci Thorpe, Dr. Clark Harris. Also, in attendance were Dan Bledsoe of Finley & Cook, CPAs for the audit and Ms. Whitney Herzog Scimeca, Assistant Attorney General of the State of Oklahoma.

**Item C-**Voted to approve or not approve the Minutes of the September 2, 2021 Regular Meeting.

**Made the motion to approve the minutes as they stand**: Louise Abercrombie

**Seconded the motion**: Tracie Smith

**Voted Yes:** Abercrombie, Campbell, Cantillon, Liberton, Smith

**Voted No:** NONE

**Abstain:** Fraser

**Absent:** Evans, Fields, Scott

**Item D-** Voted to approve or not approve the FY 21 Audit Report as prepared and presented by Mr. Dan Bledsoe, Finley & Cook, CPAs.

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

**Seconded the motion**: Erin Liberton

**Voted Yes:** Abercrombie, Campbell, Cantillon, Fraser, Liberton, Smith

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans, Fields, Scott

**Item E-** Voted to approve or not approve the Month-End Budget Reports for Aug. & Sept. 2021

**Made the motion to Approve Aug. & Sept. Financials as they stood**: Louise Abercrombie

**Seconded the motion**: Kelly Campbell

**Voted Yes:** Abercrombie, Campbell, Cantillon, Fraser, Liberton, Smith

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Evans, Fields, Scott

**Item F-** UC Foundation Chair Diane Anderson presented the UC Foundation Report.

* **Fundraising-** The UC Foundation fund drive is underway. The flyer designed by My Media Matters is awaiting printing. 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.
* **Building-** The UCF board voted to approve a new roof on the north side of the building. The contract was awarded to American Roofing. They are local and had the best quote. The UCF would like for the space to be marketable.
* **Hardesty Scholarship-** Hardesty Scholarships were awarded to 30 Sophomore students who were essential workers or had family who were considered essential workers.

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

* **Website-** Upgrading website with Kelsey Wagner, My Media Matters. It has been over 4 years since it has been updated. Site should be ready to go within a week.
* **Enrollment-** It is a newer process this semester with NOC and their new Student Information System that deployed last Fall. Spring Enrollment is open for both NOC and NWOSU. Summer Enrollment is also open for NOC only.
* **Repairs-** In kind donation; Lee Evans repaired the pot holes in the parking lot.
* **Concurrent Students-** There were 46 Concurrent Students this semester who were each awarded a $100 scholarship from the Renfro endowment.
* **3D Printing-** Blake Scott taught 17 students from PC Young Employees on Oct 14th. Another session scheduled for Nov 15th-18th.

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

There was no new business discussed at the meeting.

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

There were no comments from the public.

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

* **UC Board Chair-** Chair Cantillon stated the main goal of the UC is to help the citizens of Ponca City obtain a four-year degree. He also talked about retaining strong relationships with NOC as well as NWOSU.
* **NOC-** This was Dr. Clark Harris’ first UC Board of Trustees Meeting and he is very excited to work with the University Center. Dr. Harris announced the NOC musical Legally Blonde will be performing on November 14th.
* **Pioneer Tech-** Ms. Traci Thorpe stated the PTC building project should be completed by the end of the semester. She also stated they are working with grants and using them for Academic Development.
* **Ponca City Public Schools-** Superintendent Arrott stated thanks to the CARES Act funds the district has many projects they are working on. She has many staff members who are emergency certified and they are trying to find ways to either get them the necessary degree or help them towards alternative certification.
* **City of Ponca City-** Mayor Nicholson talked about the opening of the new Public Safety Center that will happen late this summer.

**Item K-** Chair Cantillon announced that the next regular Board of Trustees Meeting will be on December 2, 2021 at 8:30am in the University Center Conference Room.

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

**Made the motion to adjourn the meeting**: Louise Abercrombie

**Seconded the motion**: Natalie Fraser

**Voted Yes:** Abercrombie, Cantillon, Fraser, Liberton, Smith

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Campbell (left before meeting completion), Evans, Fields, Scott