

UNIVERSITY CENTER AT PONCA CITY BOARD OF TRUSTEES MEETING MINUTES, DECEMBER 2, 2021

The University Center at Ponca City Board of Trustees held a regular board meeting on December 2, 2021 at 8:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Vice Chair Darin Fields presided over the meeting in the absence of Chair Rich Cantillon 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: Bruce Evans, Natalie Fraser, Vice Chair Darin Fields, Erin Liberton, Secretary Steve Scott, Tracie Smith, Ex-Officios CEO/Supt. Traci Thorpe, Mayor Homer Nicholson, Dr. Clark Harris, Interim CEO Robyn Armstrong, & Recording Clerk Bron Briggs

Absent: Louise Abercrombie, Dr. Kelly Campbell, Chair Rich Cantillon, Supt. Shelley Arrott, UCF Chair Diane Anderson, & Regent Carl Renfro.

Item B- Introduction of Guests

Vice Chair Fields welcomed Traci Thorpe, Dr. Clark Harris, and Mayor Nicholson to the meeting.

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

Made the motion to approve the minutes as they stand: Tracie Smith

Seconded the motion: Natalie Fraser

Voted Yes: Fraser, Liberton, Smith

Voted No: NONE **Abstain:** Evans, Fields, Scott

Absent: Abercrombie, Campbell, Cantillon

Item D- Voted to approve or not approve the Month-End Budget Reports for October 2021

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

Seconded the motion: Steve Scott

Voted Yes: Evans, Fraser, Fields, Liberton, Scott, Smith

Voted No: NONE **Abstain:** NONE

Absent: Abercrombie, Campbell, Cantillon

Item E- Voted to approve or not approve the meeting calendar for FY 23.

Made the motion to Approve the calendar as it stood: Bruce Evans

Seconded the motion: Steve Scott

Voted Yes: Evans, Fraser, Fields, Liberton, Scott, Smith

Voted No: NONE **Abstain:** NONE

Absent: Abercrombie, Campbell, Cantillon

Item F- Interim CEO Robyn Armstrong presented the UC Foundation Report.

- **Building and Projects Update-** American Roofing has been putting on the new roof this week. They had the best quote. The UCF would like for the space to be marketable. All other projects are on hold due to pending supply issues.
- **Fundraiser-** The annual fund drive is underway. Fund drive assists with scholarships each semester for our students. This year donors will be able to give online, or give recurring monthly payments. Our website is www.ucpcgiving.com I would encourage each of our board members to contribute on our social media fundraiser and our mail out campaign.

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

- **Spring Enrollment-** Enrollment is underway. Currently we have met with over 80 students who have committed to Spring classes. Letters have also been mailed to Concurrent students' parents of Jr's & Sr's attending Newkirk and Po-Hi.
- **3D Printing Course -** Blake had another 3D printing course. Attendance is not good. We may look into doing one on one, or offering different prices for print jobs. As walk in vs print classes. Blake resigning to look for another position.
- **OSRHE 2021 Virtual Campus Safety and Security Summit-** Attended in November. Very informative and enjoyed the learning experience
- **NWOSU Graduation-** The ceremony is Dec 5th. 5 students from PC graduating this December. 2 students with a Master in Education-Both Ed Leadership, 1 student with Master in Counseling-Psychology, 1 Bachelor in BS Admin, & 1 Bachelor of Arts in Gen Studies
- **PC Monthly-** I met with Chelsea McConnell-past Main Street Director. She is now working for Kelsey Wagner at My Media Matters. Chelsea will write the article up to 1000 words. Kelsey is offering this free of charge so we will have a presence in the community through PC Monthly. I gave her the names of Trustees, UCF members. Mission and Vision statement. Degree programs offered. Quotes from BSN students, and pictures. How taking courses at the UC impacts the students, our community, and grows workforce in PC. Convenience of a smaller campus. I think this will be well written and accepted by all members.
- **VisitPoncaCity.com -** The UC is the featured sponsor this month. If you want to check out their website you will see us highlighted. Another presence in PC!

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.

- **NOC-** Dr. Harris talked about a new initiative they are developing called “Build a Better NOC” which will involve around 40 workshops (55min. each) over different topics and getting the opinion of students and faculty. He also mentioned the annual Christmas Tree Lighting ceremony in Tonkawa on 12/2/2021. The NOC Madrigals will be performing.
- **Pioneer Tech-** Ms. Traci Thorpe stated the PTC building project should be completed by the first of the year. She also stated they are working with grants and hoping to use them for Academic Development. She also stated the Holiday Market was a success and they raised money for their student groups.
- **City of Ponca City-** Mayor Nicholson talked about the opening of the new Public Safety Center that will open late next summer. He also stated the city has 3 new Roll Off Trucks. He mentioned the annual Christmas parade on Grand is Friday 12/3/2021.

Item K- Voted to enter Executive Session.

Made the motion to enter Executive session: Steve Scott

Seconded the motion: Bruce Evans

Voted Yes: Evans, Fraser, Fields, Liberton, Scott, Smith

Voted No: NONE **Abstain:** NONE

Absent: Abercrombie, Campbell, Cantillon

Item L- The Board Unanimously voted during Executive Session to return to Open Session.

Item M- Vice Chair Fields gave a statement of the Executive Session minutes.

Item N- Voted to approve a \$10,000 bonus for Interim CEO Robyn Armstrong. The Trustees will review the Interim CEO’s performance and review any bonuses every quarter.

Made the motion to Approve the bonus and review any bonuses every quarter:

Steve Scott

Seconded the motion: Tracie Smith

Voted Yes: Evans, Fraser, Fields, Liberton, Scott, Smith

Voted No: NONE **Abstain:** NONE

Absent: Abercrombie, Campbell, Cantillon

Item O- Vice Chair Darin Fields announced the next regular Board of Trustees Meeting will be on January 6, 2022 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: Erin Liberton

Seconded the motion: Tracie Smith

Voted Yes: Evans, Fraser, Fields, Liberton, Scott, Smith

Voted No: NONE **Abstain:** NONE

Absent: Abercrombie, Campbell, Cantillon