**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, FEBRUARY 1, 2024**

The University Center at Ponca City Board of Trustees held a regular board meeting on February 1, 2024, 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 Louise Abercrombie, Dr. Kelly Campbell, Natalie Fraser, Jason Grace, Vice Chair Erin Liberton, Rick Scott, & Secretary Tracie Smith. Ex-Officios CEO/Supt. Traci Thorpe, Interim NOC President Diana Watkins, UCF Chair Brooke Jones, CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: Trustees Molly Kyler and Chair Steve Scott. Ex-Officios Regent Carl Renfro, Mayor Homer Nicholson, Calley Lamar, Supt. Adam Leaming, & CEO/Pres. Shelley Arrott.

**Item B-** Introduction of Guests

Vice Chair Liberton Welcomed Brooke Jones, Traci Thorpe, & Diana Watkins

**Item C-** Voted to approve or not approve the Minutes from the January 4, 2024, Regular Meeting

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

**Seconded the motion**: Jason Grace

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

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

**Item D-** Voted to approve or not approve the Month-End Budget Reports for December 2023

**Made the motion to Approve the financials as they stood:** Kelly Campbell

**Seconded the motion**: Louise Abercrombie

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

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

**Item E-** UC Foundation Chair Brooke Jones gave the Foundation Report

Chair Jones announced that the UC Foundation will be having their next meeting next Thursday. One of the topics will be about scholarships. Also, there were a few more donations received from donors.

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

**Directors Report 2/1/2024**

* **IT -** Zoom components have been implemented in all but one room. We are waiting for a camera that is on back order. Everything is working as it is supposed to without any complications. Very easy to connect some of the classes by computer. Student service Facilitators still walk to the rooms to make sure they’re connected.
* **Spring Enrollment-** Unfortunately, we are down credit hours and student count. I think it’s because students have so many online and zoom options. Nationwide there is a significant impact on enrollment trends declining.
* **NOC Meeting-** I met with Diana Watkins last week and she mentioned the same thoughts. NOC enrollment is also down. If there are courses being offered by Zoom that are not sent to the UC, they will add a course section for the UC so students will also have availability at the UC rather than zoom only.
* **Recruitment Events-** Bron will be attending the back-to-school night at PTC Thursday, today, from 4-7:00pm. Friday is a symposium for School Counselors at PTC and we will donate 25 swag bags to the Counselors. He will have a table at City Central on Friday February 29th from 10-4:00pm for the Kanza College Fair with the Kaw Nation event. Also, attending a Health Career Fair at PTC in April.
* **Soroptimist-** I have worked with HS Counselors for Sr Girl scholarships for Soroptimist and also reminded them to let students know that the UC offers scholarships to HS students to offset fees to attend UC.
* **Ponca City High Internships-** I’m meeting with Jordan Jackson Gross to discuss HS Internships next week on Tuesday Feb 6th.

**Item G-** There was no new business discussed.

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

* **Pioneer Tech-** February is CareerTech Month and PTC started by greeting all the students at the door. PTC Preview Night will be tonight from 4-7pm. PTC is having its 50th Anniversary Hall of Fame by honoring fifty graduates of Pioneer Tech. The E-Sports Team has started its Spring Season. Legislative Sessions are starting and there are 647 bills. The Work Ready OK Site is nearing completion. The people have all been hired and they will start seeing clients in April.
* **NOC-** Numbers are down for the Spring semester. Thanks to a grant received by the NASNTI (Native American Serving Nontribal Institutions), they have developed a program in Precision Agriculture.

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

Some of the topics discussed included the following:

* Investing more money into Marketing
* Different Ways of promoting the facility
* Ways to entice students to attend the UC (Coffee Truck, Chick-Fil-A Truck, etc.…)
* Student surveys or a student committee to see what the UC can do to be better.
* Having a student Volunteer go to the career fairs and describe what the UC has done for them.

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

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

**Made the motion to adjourn:** Jason Grace

**Seconded the motion**: Tracie Smith

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

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