

# UNIVERSITY CENTER AT PONCA CITY BOARD OF TRUSTEES MEETING MINUTES, FEBRUARY 6, 2025

The University Center at Ponca City Board of Trustees held a regular board meeting on February 6, 2025, at 8:30 a.m. in the University Center Conference Room, 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma.

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: Relo Adams, James Devinney, Natalie Fraser, Jason Grace, Molly Kyler, Chair Erin Liberton, Rick Scott, and Secretary Tracie Smith

Ex-Officios: NOC President Diana Watkins, Calley Lamar, Supt. Todd Overstreet, CEO/Supt. Tracie Thorpe, CEO Tim Williams, & Recording Clerk Bron Briggs

**Absent:** Trustees: Dr. Kelly Campbell Ex-Officios: Supt. Adam Leaming, CEO/Pres. Shelley Arrott, Mayor Homer Nicholson, & Regent Carl Renfro

**Item B-** Introduction of Guests

Vice Chair Liberton welcomed Calley Lamar, Diana Watkins, Todd Overstreet and Traci Thorpe to the meeting.

**Item C-** Discussion & possible action on the Minutes from the January 9, 2025, Regular Meeting

**Made the motion to approve the minutes as presented:** Jason Grace

**Seconded the motion:** Molly Kyler

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Campbell

**Item D-** Discussion & possible action on the Month-End Budget Report & details for December 2024

**Made the motion to approve the financials as presented:** Molly Kyler

**Seconded the motion:** Rick Scott

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Campbell

**Item E-** Discussion & possible action on the acceptance of the UC Expressive Speech Annual Report and Policy

**Made the motion to approve the Policy and Report as presented:** Jason Grace

**Seconded the motion:** James Devinney

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Campbell

**Item F-** Discussion & possible action on the new Board Vice Chair and possible Board Secretary for the remainder of the 24-25 Fiscal Year

**Made the motion to nominate Tracie Smith for Vice Chair and James Devinney for Board Secretary for the remainder of the fiscal year:** Natalie Fraser

**Seconded the motion:** Relo Adams

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Campbell

**Item G-** UC CEO Tim Williams gave the Foundation Report for the absent UCF Foundation Chair Brooke Jones

The UC Foundation donation drive has collected a little over \$5,000. The Foundation is also in the middle of a Concurrent Scholarship Project and the foundation will meet Tuesday to discuss the project further. The goal of the concurrent scholarship is to fully fund 25 Concurrent Students for the next fall and spring semesters. The overall goal is to fully fund 100 concurrent students. There will be a fund drive later in the month regarding the Concurrent Scholarships.

**Item H-** UC CEO Tim Williams gave the Administrative Report.

**Demographic Data for Spring 2025**

**Social Media Management:**

- I have done quite a bit of budget research and review. One thing that has jumped out at me is our cost for social media management. We pay \$1050 a month for 8 posts, plus I can send them some impromptu posts. That equates to \$12,600 a year and is just over 1/3 of our full annual advertising budget.
- Beginning in April I plan to move our social media management in-house. It is on a month-to-month rather than a contract, so it is not anything the board needs take formal action on. They are already working on March posts, so I would have March be their last month.
- I understand why the move was made, but I can manage our social media and be able to shift some funds to other advertising.

**Summer Robotics Academy:**

- We have 5 camps scheduled for June and July. Britany Lawrence is teaching. Deb Jones is assisting in the 2 WeDo camps for 2<sup>nd</sup>-4<sup>th</sup> graders.

**Policy & Procedures Manual and Student Handbook.**

- Both need some additions and revisions. I will plan to have both ready to approve in August. The last update for Policy and Procedures was August 2023. I am not sure when the last update of the Student Handbook was. It was mentioned a couple of years ago but don't think it happened.
- Fall enrollment begins the week of March 24.
  - We are in process of scheduling marketing and events.

**Watch the Weekly Update for Upcoming Dates.**

**Item I- New Business**

There was no new business discussed.

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

- **NOC-** President Watkins stated that CEO Williams visited NOC and the Executive Council. Dr. Edgington will be attending the UC Concurrent Event later this month. NOC has been working within its Nursing department to help make some of the Nursing courses completely remote for UC students to attend. In regard to Concurrent costs, President Watkins mentioned that NOC has started inclusive access for textbooks, allowing them online access at a greatly reduced cost. President Watkins also talked about the possibility of working with the UC when micro-credentialing starts at NOC.
- **Pioneer Tech-** Short term training started in January. PTC has a class at the Perk that is Sold Out about the basics of Coffee. Coming up soon, PTC will have a course about Advanced Beverage Services. Student competitions are beginning with the hopes of PTC students heading to National Level Competitions. Rick Scott Construction will soon begin the remodeling of the Welding Room. While the remodel is taking place, the welding students will relocate to continue with their courses. Central Tech has dropped the tuition of their Truck Driver Training. CEO/Supt. Thorpe also gave statistics regarding completion rates and placement rates, which are showing that students are very successful in finding jobs after completing their PTC program.
- **Newkirk Public Schools-** Supt. Overstreet talked about how Newkirk Schools worked with Pioneer Tech to remodel their outdated Technology Education classroom. He also mentioned that with the bond that passed last February, Newkirk Schools will be working on four projects including a new football facility, a new Elementary School playground, a Family Consumer Science classroom, and an FFA Building. The projects should all be completed in about 12-14 months.

**Item K- Discussions made by the UC Chair and Board Members**

There were no further discussions made by the UC Board Members

**Item L-** Vice Chair Liberton announced the next Regular Board of Trustees Meeting will be on Thursday, April 3, 2025, at 8:30am in the University Center Conference Room.

**Item M-** Discussion and possible action to adjourn

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

**Seconded the motion:** Rick Scott

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Campbell