

**UNIVERSITY CENTER AT PONCA CITY
BOARD OF TRUSTEES
MEETING MINUTES, April 7, 2022**

The University Center at Ponca City Board of Trustees held a Special board meeting on April 7, 2022 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: Chair Rich Cantillon, Secretary Steve Scott, Louise Abercrombie, Dr. Kelly Campbell, Natalie Fraser, Erin Liberton, Tracie Smith, Supt./CEO Traci Thorpe, Interim CEO Robyn Armstrong, & Recording Clerk Bron Briggs

Absent: Bruce Evans, Vice Chair Darin Fields, Supt. Shelley Arrott, Dr. Clark Harris, & Regent Carl Renfro

Item B- Introduction of Guests

Chair Cantillon welcomed Traci Thorpe to the meeting.

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

Made the motion to approve the minutes as they stand: Steve Scott

Seconded the motion: Erin Liberton

Voted Yes: Campbell, Cantillon, Fraser, Liberton, Scott, Smith

Voted No: NONE **Abstain:** Abercrombie

Absent: Evans, Fields

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

Made the motion to Approve the financials as they stood: Steve Scott

Seconded the motion: Erin Liberton

Voted Yes: Campbell, Cantillon, Fraser, Liberton, Scott, Smith

Voted No: NONE **Abstain:** Abercrombie

Absent: Evans, Fields

Item E- Voted to approve or not approve the Month-End Budget Reports for Dec. 2021, Jan. 2022, & Feb. 2022

Made the motion to Approve the financials as they stood: Steve Scott

Seconded the motion: Tracie Smith

Voted Yes: Campbell, Cantillon, Fraser, Liberton, Scott, Smith

Voted No: NONE **Abstain:** Abercrombie

Absent: Evans, Fields

Item F- Voted to approve or not approve the engagement letters for Finley & Cook to perform the FY22 External Audit for up to \$10,200.

Made the motion to Approve the Engagement Letters: Kelly Campbell

Seconded the motion: Erin Liberton

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

Voted No: NONE **Abstain:** NONE

Absent: Evans, Fields

Item G- Voted to approve or not approve a method to dispose of surplus items in accordance to state of Oklahoma regulations.

Made the motion to approve the use of a public online surplus auction to dispose of surplus items: Kelly Campbell

Seconded the motion: Natalie Fraser

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

Voted No: NONE **Abstain:** NONE

Absent: Evans, Fields

Item H- UCF Chair Diane Anderson presented the Foundation Report.

Chair Anderson announced that the North side of the University Center building is officially under contract to sell. The closing should occur at the end of May. There will be no demolition necessary so that will save the UC money in the long run. After long delay, the parking lot has been freshly striped, and the fire lane has been freshly painted. The UCF is still in discussions in regard to the lights in the parking lot.

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

- **Enrollment** – We have 181 students for Sp FY22, we had 182 Sp FY21...only 1 student less. We had a total of 1117 credit hours for SP FY22, and 1116 for SP FY 21. One over on credit hours. This includes 44 concurrent students. Approx. 250-300 students served between phone calls and appointments. Letters have been mailed out to Jr's & Sr's parents providing information about concurrent classes and availability. Summer and Fall enrollment opened March 22, 2022. We have approx. 35 students enrolled.
- **Spring Scholarships** – UCF awarded \$10,000 for the Spring Semester. Community Health Foundation awarded \$500 scholarships to all 5 Sr. Nursing students. I've worked on a scholarship for Senior Girls for Soroptimist we are awarding to 2 Sr's \$500
- **PC Young Employees** - I met with Allyson Brumme and Austin from PC Young Employees. They are working on a scholarship for UC student/or students. They are hosting a Fund Raiser on 04/09/22 at OSAGE casino.
- **TAX Training** -VITA, AARP were here for 2 weeks in January. One of the Conoco Phillips Retiree's turned in their Conoco Phillips Volunteer Grants for \$2000 for the UCF.

- **LEGO-** After school schedule started Feb 9th thru April 27th from 4-5:00 pm. Summer LEGO Camp is scheduled for June 6th thru June 30th. 4 days per week LEVEL I, Space Challenge, and LEVEL II. New this summer is for 1st – 2nd grade students. Simple Empowered Machines -LEGO - July 11th - 14th - Entry level
- **KAPLAN Test** for potential nursing students. The UC proctored the exam on January 28th they had 3 students that tested.
- **North Side of Building-** I've been working with UCF and the Realtors on the sale of the unoccupied space. Will work with them moving forward to clean up the space so it is ready for closing.

Item J- Comments from the public.

There were no comments from the public.

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

- **Pioneer Tech-** Traci Thorpe reported that were still going to be some delays in the completion of the Conference Room due to engineering restraints. The kitchen is renovated and hoping to move the culinary arts students back in as well keep Cafeteria services running all year round. The student organizations are starting to attend State Competitions with one person making the National Competition. Enrollment for Summer Camps started April 1st. The camps will take place the first week of June with a week-long camp available for older students. PTC will be having CDL Trainings and Courses for Class A and Class B CDLs.

Item L- Motion to enter Executive Session

Made the motion enter Executive Session: Steve Scott

Seconded the motion: Tracie Smith

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

Voted No: NONE **Abstain:** NONE

Absent: Evans, Fields

Item M- Motion to exit Executive Session

Made the motion exit Executive Session: Steve Scott

Seconded the motion: Kelly Campbell

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

Voted No: NONE **Abstain:** NONE

Absent: Evans, Fields

Item N- Chair Cantillon gave the Statement of Executive Session minutes.

Item O- Vote to approve or not approve a \$10,000 quarterly bonus for the interim CEO Robyn Armstrong as well as promote Robyn Armstrong from Interim to Permanent CEO.

Made the motion to approve a \$10,000 quarterly bonus, 1st quarter 2022, for the interim CEO, Robyn Armstrong, as well as promote the Interim CEO, Robyn Armstrong, to Permanent CEO effective April 1, 2022: Steve Scott

Seconded the motion: Tracie Smith

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

Voted No: NONE **Abstain:** NONE

Absent: Evans, Fields

Item P- Chair Cantillon announced the next Special Board of Trustees Meeting will be on May 5, 2022 at 8:30am in the University Center Conference Room.

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

Made the motion to adjourn the meeting: Kelly Campbell

Seconded the motion: Steve Scott

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

Voted No: NONE **Abstain:** NONE

Absent: Evans, Fields