**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, AUGUST 4, 2022**

The University Center at Ponca City Board of Trustees held a Special board meeting on August 4, 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, Vice Chair Darin Fields, Louise Abercrombie, Erin Liberton, Tracie Smith, CEO/Supt. Traci Thorpe, UCF Chair Diane Anderson, Dr. Clark Harris, Calley Lamar, CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: Secretary Steve Scott, Dr. Kelly Campbell, Bruce Evans, Natalie Fraser, Supt. Shelley Arrott, Mayor Homer Nicholson, & Regent Carl Renfro

**Item B-** Introduction of Guests

 CEO/Supt. Traci Thorpe and Calley Lamar to the meeting

**Item C-**Voted to approve or not approve the minutes of the June 2, 2022, Special Meeting

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

 **Seconded the motion**: Darin Fields

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Campbell, Evans, Fraser, Scott

**Item D-** Voted to approve or not approve the Month-End Budget Reports for May & June 2022

**Made the motion to Approve the financials as they stood:** Darin Fields

 **Seconded the motion**: Erin Liberton

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Campbell, Evans, Fraser, Scott

**Item E-** Discussion & action to approve or not approve the purchase of a copier from Galaxie Business Equipment

**Made the motion to approve the copier purchase with CEO’s recommendation:** Louise Abercrombie

 **Seconded the motion**: Tracie Smith

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Campbell, Evans, Fraser, Scott

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

Chair Anderson mentioned how the North Side of the UC Building was finally sold on July 25th. Within the contract of the sale, there was an inclusion of a “First Right of Refusal” clause for both sides that if one side or the other comes back up for sale, the other party has first rights. There was also a surplus auction for excess furniture. The auction was completed on 7/14/2022. We were able to sell old computers, 32 chairs, and an IT Server Rack. Anything that did not get sold was disposed of with the help of Ryker Removals.

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

* **Communicators Council-** I am serving on the Communicators Council. Had my first meeting yesterday, 8/3/22. I amworking with OSRHE. This is a statewide panel of the chief communications/public relations professionals from each public college and university. The council serves as a key advisor group to the Chancellor, State Regents’ staff and other state officials. I can stay abreast of all current topics.
* **Audit-** I completed the duties of the UCF audit. They will be filing a report. The UC Audit has started. I have been working with the auditing firm for several weeks to provide documents requested.
* **PC Leadership Class –** On July 14th PC Leadershippresented a check to the UC Foundation forScholarships**.** I will work with the scholarship committee to award to a non-traditional student. We have one that is working on a Master’s in Education and Curriculum that I believe is a very deserving student. She doesn’t have very many scholarship options available. The PC Leadership class said to use our discretion awarding to students in need. PYE scholarship was $470 to use for a non-traditional student.
* **Safety Training-** July 18th we had School Safety Training, Active Shooter/Attack Response Training. Shawn Grigsba came and presented a 2-hour safety training. I will hold a staff meeting with those that were unable to attend the day session.
* **Summer Robotics –** The Summer Robotics classes were very successful. We had 36 enrolled for LEGO Summer Academies; 3 sessions in June , 1 session in July was full at 13 kids
* **Advertising/Marketing-** Met with all the Radio stations, Cable One, and Becky Julian for the Chamber Map. For Advertising. Covering all the outlets.
* **Summer Classes and Enrollment -** Had a low number of students due to zoom and online options being offered by both colleges. As a result of online classes, we did proctor quite a few online tests. This week has been very steady with phone calls and appointments. We continue to help students with enrollment, courier services, advisement, and test proctoring services have increased due to the high volume of online students. To name a few tests the staff have been proctoring: NOC & NWOSU online class tests, finals. Dental Hygiene student exams, and OSU Business School, OSU Engineering exams, and OSU Math placement exams. Dr. Edgington from NOC will be at the UC next week on Tues & Weds to enroll students.

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

* **Pioneer Tech-** Traci Thorpe talked about her building projects wrapping up and getting everything moved and also moving into the new Conference Center, where there will be a ribbon cutting at a later time. PTC is excited to opening up the food services again after a 2-year hiatus. For their summer camps, there were around 120 students who attended the 3-day sessions and about 80 students who attended the weeklong sessions. PTC will be having Back to School Night on August 11th by appointment. Finally, for the 20th year, Pioneer Tech has received the Gold Star School Award.
* **NOC-** NOC is up in total students, but down in total credit hours. This summer, NOC has been doing Targeted Enrollment Days to walk students through the entire process of enrolling and using the MyNOC system. NOC is having great success with the library remodel including murals, new carpet, and & new technology. NOC is hoping to have it fully completed before the students come back for classes. NOC is hoping to work with the Tech Centers in the hopes of developing Associate’s Degrees. Finally, the Book Sale starts tonight (8/4/22) as a preview sale and the sale continues until Sunday afternoon.

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

Chair Cantillon and Erin Liberton both announced that Dr. Hannaford had asked them to participate in the NWOSU President Advisory Council, which they think would be a great benefit for Ponca City.

**Item J-** Chair Cantillon announced the next Special Board of Trustees Meeting will be on September 1, 2022 at 8:30am in the University Center Conference Room.

**Item K-** 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**: Tracie Smith

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

**Voted No:** NONE **Abstain:** NONE

**Absent:** Campbell, Evans, Fraser, Scott