**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES-JUNE 6, 2019**

The University Center at Ponca City Board of Trustees held a regular board meeting on June 6, 2019 at 9:00 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Bruce Evans 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**: Louise Abercrombie, Barry Bickle, Vice Chair Carol Bouldin, Secretary Rich Cantillon, Chair Bruce Evans, Darin Fields, and Erin Liberton. Ex-Officio member CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, Mayor Homer Nicholson, CEO Adam Leaming, and Recording Clerk Bron Briggs

**Absent:** Chuck Greenwood, Pat Hullet, Regent Carl Renfro, UC Foundation Chair Lee Evans, Supt. Shelley Arrott, and Associate Director Robyn Armstrong

**Item B**- Introduction of Guests

Chair Evans welcomed Ex-officio members CEO/Supt. Traci Thorpe, Dr. Cheryl Evans, and Mayor Nicholson to the meeting.

**Item C-**Voted to approve or not approve the Minutes of the May 2, 2019 Regular Meeting.

**Made the motion to approve the minutes as they stand:** Rich Cantillon

**Seconded the motion:** Carol Bouldin

**Voted Yes:** Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Greenwood, Hullet

**Item D**- Voted to approve or not approve the Month End Budget Report for April 2019.

CEO Leaming gave the report for the absent Associate Director Armstrong.

Made the motion to approve the budget report as it stood: Carol Bouldin

Seconded the motion: Barry Bickle

**Voted Yes**: Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Greenwood, Hullet

**Item E**- CEO Leaming (in place of the absent UCF Chair Lee Evans) presented the UC Foundation Report.

The UC Foundation is working towards making their own stand-alone website. It was also discussed about creating a CREATE Lab Task Force for the future.

**Item F-** Discussion and action to approve or not approve the line item budget for FY 20.

**Made the motion to approve the FY20 Budget as it stood:** Barry Bickle

**Seconded the motion:** Louise Abercrombie

**Voted Yes:** Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Greenwood, Hullet

**Item G**- CEO Adam Leaming presented his Administrative Report.

**G-1. LEGO Robotics**: The first week of LEGOs are starting and there are 16 students in the morning and afternoon sessions. The Ponca City School District will also be providing breakfast and lunch for the LEGO students throughout the month of June.

**G-2. CREATE Lab Task Force**: We are hoping to get people from economic development, schools, individual experience, and enthusiasts to take part in the task force. We are aiming to have the first task force meeting at the end of June.

**G-3. Summer/Fall Advisement**: Advisors have met with about 100 students for the Summer semester. Fall Semester is right on track towards having increased enrollment.

**G-4. ZOOM Deployment**: Looking to move away from the Polycom System to the software-based ZOOM System. We are going to NOC to learn more about the system move.

**Item H-** The discussion of new business.

There was no new business discussed at the meeting.

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

There was no public comments made at the meeting.

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

There were no additional comments.

**Item K-** It was deemed unnecessary to enter Executive Session, so there was no motion to vote.

**Item L-** Since the board did not enter Executive Session, there was no motion to exit Executive Session.

**Item M-** Since the board did not enter Executive Session, there was no statement of session minutes.

**Item N-** Chair Evans announced that the next regular Board of Trustees Meeting will be on August 1, 2019 at 8:30am in the University Center Conference Room.

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

Made the motion to adjourn the meeting: Carol Bouldin

Seconded the motion: Rich Cantillon

**Voted Yes:** Abercrombie, Bickle, Bouldin, Cantillon, Evans, Fields, Liberton

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Greenwood, Hullet