**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, APRIL 6, 2023**

The University Center at Ponca City Board of Trustees held a regular board meeting on April 6, 2023, at 8:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Secretary Steve Scott 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**: Board of Trustees Members Secretary Steve Scott, Louise Abercrombie, Dr. Kelly Campbell, Natalie Fraser, Erin Liberton, & Tracie Smith. Ex-Officios Dr. Clark Harris, Mayor Homer Nicholson, Calley Lamar, CEO/Supt. Traci Thorpe, Recording Clerk Bron Briggs, & CEO Robyn Armstrong

**Absent**: Bruce Evans, Ex-Officios Supt. Shelley Arrott, UCF Chair Diane Anderson, & Regent Carl Renfro.

**Item B-** Introduction of Guests

 Secretary Scott welcomed Mayor Nicholson, Dr. Harris, CEO/Supt. Traci Thorpe & Calley Lamar to the meeting.

**Item C-** Voted to approve or not approve the Minutes from the February 2, 2023, Regular Meeting

**Made the motion to Approve the minutes as they stood:** Natalie Fraser

 **Seconded the motion**: Kelly Campbell

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Evans

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

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

 **Seconded the motion**: Erin Liberton

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Evans

**Item E-** CEO Robyn Armstrong presented the UC Foundation Report for the UCF Chair Diane Anderson.

The UCF awarded $10,000 for the Spring Semester. The funds have been distributed to the students. Community Health Foundation awarded $500 scholarships to all 5 Sr. Nursing students. The building committee will be scheduling paint, and maintenance for touch ups.

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

* **Audit-** I sent out packets to accounting Firms for the Audit for a request for proposal. I have been contacted by two firms that have shown interest. They will submit proposals to me by May 1st, I will bring those for approval during the May 2023 meeting. One of the firms is Hinkle & Associates. They were the first auditing firm to audit the UC when we became an independent agency. They are familiar with our processes and would most likely work less hours to complete the audit, saving costs.
* **March enrollment –** Summer and Fall enrollment opened this month. We have advertised heavily for the opening of enrollment. I have asked Bron to contact past students that haven’t graduated that didn’t enroll in the Spring session. Hopefully can get them enrolled again for Summer or Fall.
* In February Bron went to PTC for an event and visited with students. He has been contacting students from that event.
* We will have someone from the UC attend the OKIES Celebration on May 24th.
* **Brochures-** I had new brochures made at My Media Matters, designed by Robyn Ryan. She did an awesome job. I will make contact with businesses and see if I can leave some in their break rooms or if they have a place in their lobbies for the public.

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

* **NOC-** Dr. Harris talked about celebrating NOC’s Nursing Program’s 50th Anniversary with special guests including members of the first graduating class and the original program director. He also talked about the Distinguished Alumni ceremony honoring three NOC Alumni. Dr. Harris also mentioned that NOC has the National Junior College Livestock Judging Team Champions as well as the Coach of the Year and four All American Students. The women’s basketball team also has a member who is a 2nd Team All American. The NOC Roustabouts will be holding their final show of the year in Ponca City at the Poncan Theatre. NOC is also still working on Concurrent enrollment in the hopes of funding it as much as possible. Dr. Harris went to the capital for Higher Education Day and the OK All Academic Event to honor some of the NOC students.
* **Pioneer Tech-** CEO Thorpe said that PTC is beginning their enrollment season with counselors visiting schools to get high school students enrolled and beginning their adult enrollment. Many of PTC’s students are going to State Competitions and National Competitions including SkillsUSA. There will be 3rd Graders touring PTC soon for their annual visit. Graduation Ceremonies will be held in the new PTC Conference Center. There will also be a speaker event on May 24th for $20. Finally, she mentioned that PTC is looking to reorganize a few of their Full Time Health Career Programs including a High School pathway to becoming an LPN.
* **City of Ponca City-**The city is working on the budget and Mayor Nicholson said they foresee increases in utility costs. The Police Station and Citywide Broadband projects should finish this summer. A new ambulance should be ready in 2024. The Ponca City Electrician Linemen won some National Awards at the International Lineman’s Rodeo in Kansas City.

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

CEO Armstrong stated Rich Cantillon resigned from his position as a Trustee for the UC Board of Trustees. His term was through June 2025. A new member is needed to complete his remaining term of 2 years. In the absence of Darin Fields, Vice Chair, the board will default to Sect. Steve Scott the remainder of this fiscal year. In June, the Board will determine the Executive Committee Slate of Officers for the next fiscal year. Also, the Board has two positions to fill. The Governor’s office placed Jason Grace in Bruce Evans’ position. His term will begin 07/01/2023 to 06/30/2032. Luke Garrison declined to serve because of conflict of interest with his business Speak Now. The Governor’s office said applicants need to apply ASAP. It was established that a Special Meeting will be held on Monday, April 10th, at 8:30am to discuss potential members.

**Item I-** Secretary Scott announced the next Regular Board of Trustees Meeting will be on May 4, 2023, at 8:30am in the University Center Conference Room.

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

**Made the motion to adjourn:** Kelly Campbell

 **Seconded the motion**: Tracie Smith

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Evans