**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, MAY 4, 2023**

The University Center at Ponca City Board of Trustees held a regular board meeting on May 4, 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, Dr. Kelly Campbell, Natalie Fraser, Molly Kyler, Erin Liberton, Rick Scott, & Tracie Smith. Ex-Officio Members Mayor Homer Nicholson, Dr. Clark Harris, CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: BOT Members Louise Abercrombie & Bruce Evans. Ex-Officio Members CEO /Supt. Traci Thorpe, Supt. Shelley Arrott, Regent Carl Renfro, Calley Lamar, & UCF Chair Diane Anderson.

**Item B-** Introduction of Guests

 Secretary Scott welcomed Mayor Nicholson & Dr. Harris to the meeting. He also introduced the two newest Board Members, Molly Kyler and Rick Scott, and welcomed them.

**Item C-** Voted to approve or not approve the Minutes from the April 6, 2023, Regular Meeting

**Made the motion to Approve the minutes as they stood:** Kelly Campbell

 **Seconded the motion**: Tracie Smith

**Voted Yes:** Campbell, Fraser, Liberton, S. Scott, Smith

**Voted No:** NONE **Abstain:** Kyler, R. Scott **Absent:** Abercrombie, Evans

**Item D-** Voted to approve or not approve the Minutes from the April 10, 2023, Special Meeting

**Made the motion to Approve the minutes as they stood:** Kelly Campbell

 **Seconded the motion**: Tracie Smith

**Voted Yes:** Campbell, Fraser, Liberton, S. Scott, Smith

**Voted No:** NONE **Abstain:** Kyler, R. Scott **Absent:** Abercrombie, Evans

**Item E-** Voted to approve or not approve the Month-End Budget Reports for March 2023

**Made the motion to Approve the financials as they stood:** Tracie Smith

 **Seconded the motion**: Erin Liberton

**Voted Yes:** Campbell, Fraser, Liberton, S. Scott, Smith

**Voted No:** NONE **Abstain:** Kyler, R. Scott **Absent:** Abercrombie, Evans

**Item F-** Voted to approve or not approve the Fiscal Year ending June 30, 2023 RFPS for Auditors Hinkle & Co. for External Audit and Crawford & Associates for Internal Audit

**Made the motion to Approve the financials as they stood:** Molly Kyler

 **Seconded the motion**: Kelly Campbell

**Voted Yes:** Campbell, Fraser, Kyler, Liberton, R. Scott, S. Scott, Smith

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

**Item G-** Discussion and action to approve or not approve the FY 24 (23-24) Holiday Calendar

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

 **Seconded the motion**: Tracie Smith

**Voted Yes:** Campbell, Fraser, Kyler, Liberton, R. Scott, S. Scott, Smith

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

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

The UC Foundation fundraiser is over and will start again at the end of this year. Rich Terrell turned in matching hours for himself and other retirees that used the UC for Tax training. Generated $6000 that will be used for scholarships.

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

* **June Board Meeting-** The June meeting will determine the Executive Committee Slate of Officers for the next fiscal year. As you know Jason Grace will replace Bruce Evans’ position. His term will begin 07/01/2023 to 06/30/2032. Molly Kyler is replacing Darin Fields. Her term is 04/13/2023 -06/30/2028. Rick Scott is replacing Rich Cantillon. His term is 04/13/2023 -06/30/2025.
* **Equipment-** Polycoms and most equipment were last updated in 2013-2014. They are at the end of their life span. I have met with IT, and they will have a proposal for our next meeting. That will allow them to start working this summer as we have fewer classes.
* **LEGOs-** After school LEGO Robotics ended last week. We had 16 students. There will be 4 sessions of Summer LEGO Robotics in June, and 1 week in July for 2nd-4th grade students.
* **Budget-**  Hinkle is the only firm that submitted the RFP on time. The cost will increase over the previous auditor Finley & Cook. But Finley & Cook had quoted 5 years of service in 2018. They are familiar with our processes and will work well with Crawford and Associates. Chris Pembrook with Crawford and Associates works with a lot of these firms and has been a part of our Internal audit now for several years. He streamlines the process because he has security clearance with the state and can pull reports without me requesting them from OSRHE. Saves time and money.
* **Enrollment – Graduate #’s Northern 35, NWOSU 21** Summer and Fall enrollment are open. We are working with our partner schools. I requested a Retention Report from NWOSU and Bron will continue to contact students to see if we can assist them in any way. We have had conversations with Dr. Edgington at NOC about summer courses. Also, discussed opportunities with Dr. Edgington for his Financial Aid team to visit with students at the UC to assist with FAFSA.

**Item J-** New Business- There was no new business discussed at the meeting.

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

* **NOC-** Dr. Harris mentioned that there was a bill in place for Universal FAFSA where High School seniors will be required to fill out the FAFSA application for Financial Aid. NOC has a new regent in Mike Loftis, who will be starting on July 1st, replacing Jodi Cline. NOC also had their Phi Theta Kappa Honor Society induction ceremony. As of current time, enrollment for Fall and Summer are up. The Ag Alumni group had a fundraiser event. Dr. Harris also talked about the possibility of bringing Soccer to the Enid campus and the possibility of bringing wrestling to the Tonkawa campus. Finally, NOC will be having their commencement ceremonies on Saturday at 9:30am in Tonkawa and 2:30pm in Enid with UCF Member Ken Bellmard as the speaker.
* **City of Ponca City-** Everything is going well with the city. They just approved their new budget for the year. The Broadband internet is almost finished. The Senior Citizen Center is now open and had a complete remodel and has seen many people per day. The city has ordered a new packer truck, a new fire truck, and a new ambulance. The City is also looking to hire more Policemen and Firefighters. Finally, Ponca City Main Street was nominated for numerous awards at the Oklahoma Main Street Awards.

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

Natalie Fraser announced that Board members Rick Scott, Molly Kyler, and future Board Member Jason Grace will all be confirmed on Tuesday.

**Item M-** Secretary Scott announced the next Regular Board of Trustees Meeting will be on June 1, 2023, at 8:30am in the University Center Conference Room.

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

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

 **Seconded the motion**: Tracie Smith

**Voted Yes:** Campbell, Fraser, Kyler, Liberton, R. Scott, S. Scott, Smith

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