**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, JUNE 1ST, 2023**

The University Center at Ponca City Board of Trustees held a regular board meeting on June 1, 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, Rick Scott, Louise Abercrombie, & Tracie Smith. Ex-Officio Members Mayor Homer Nicholson, CEO /Supt. Traci Thorpe, Supt. Shelley Arrott, Calley Lamar, Trustee-Elect Jason Grace, CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: BOT Members Bruce Evans & Erin Liberton. Regent Carl Renfro, Dr. Clark Harris, & UCF Chair Diane Anderson.

**Item B-** Introduction of Guests

 Secretary Scott welcomed Mayor Nicholson, Traci Thorpe, Shelley Arrott, & Calley Lamar to the meeting. He also introduced the newest Board Member, Jason Grace, to the meeting.

**Item C-** Voted to approve or not approve the Minutes from the May 4, 2023, Regular Meeting

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

 **Seconded the motion**: Kelly Campbell

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

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

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

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

 **Seconded the motion**: Natalie Fraser

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

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

**Item E-** Voted to approve or not approve the FY 24 (23-24) IT Contract with ABT Solutions

**Made the motion to Approve the contract as it stood:** Molly Kyler

 **Seconded the motion**: Kelly Campbell

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

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

**Item F-** Voted to approve or not approve the FY 24 (23-24) Maintenance & Cleaning Contract with S&S Cleaning Service

**Made the motion to Approve the contract as it stood:** Tracie Smith

 **Seconded the motion**: Molly Kyler

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

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

**Item G-** Voted to approve or not approve the FY 24 (23-24) lease with the University Center Foundation

**Made the motion to Approve the contract as it stood:** Rick Scott

 **Seconded the motion**: Natalie Fraser

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

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

**Item H-** Voted to approve or not approve the FY 24 (23-24) FY 24 Executive Board Appointments

**Made the motion to nominate Steve Scott as Chair, Erin Liberton as Vice Chair, & Tracie Smith as Secretary:** Kelly Campbell

 **Seconded the motion**: Rick Scott

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

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

**Item I-** Voted to approve or not approve IT Purchases over $10,000.

**Made the motion to table item and discuss later:** Kelly Campbell

 **Seconded the motion**: Tracie Smith

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

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

**Item J-** Voted to approve or not approve the FY 24 (23-24) University Center Line-Item Budget

**Made the motion to approve the budget as it stood:** Rick Scott

 **Seconded the motion**: Kelly Campbell

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

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

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

The UC Foundation does not have a fundraiser going on at this moment, but they are looking to do some maintenance and touch up work to the building, which will be further discussed at their June Meeting.

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

* **Information for new Trustees-** The University Center at Ponca City charges a facility usage fee to students of $27.83 per credit hour and a $20 Badge Fee. The fees are approved through the Oklahoma State Regents for Higher Education and are assessed by all institutions providing courses through the University Center at Ponca City. The following procedures establish a process for fee distribution within ninety (90) days of the beginning of the fall and spring semester and thirty (30) days of the summer semester. Partner schools are responsible for enrollment and collection of all tuition and fees for their courses offered at the University Center. They provide an official enrollment count and appropriate documentation confirming the official count (e.g., a report listing student credit hours by student or by course) within thirty (30) days after the last day of add/drop of the fall, spring and summer semesters. The University Center invoices them for the University Center’s share of the fees collected from students enrolled in courses at the University Center
* **Technology**-For the new Trustees, Polycoms and most equipment were last updated in 2013-2014. I had hoped to start upgrades this summer while we have down time. This is still a work in progress! Our IT is currently researching components and costs. Dakota and I will be meeting with NOC on 6/15 and NWOSU to see their room set ups. Mike Macia with NOC will also ask the IT company they use for installation and purchases to meet with us. Yesterday Dakota researched equipment that NWOSU is currently purchasing to upgrade their rooms. I will reach out to our Representative from Dell and get a price list as well; Dell is on state contract. It’s possible that we can start one room at a time and be under the threshold for board approval for the items. If so, we can move forward with upgrading the room that is currently not functioning.
* **Summer LEGO Robotics** - will start Monday, June 5th. There will be 4 sessions of Summer LEGO Robotics. Each week will be different levels. The Level 1 class is full and has a waiting list. The week starting July 10th will be the WeDo class for 2nd-4th grade students.
* **Enrollment-** Enrollment goals for the fall are ambitious. We evaluate our internal numbers each week, we also notify staff of our progress towards our goals. We do not have enrollment in any Interim classes as Instructors chose to teach those by zoom this summer. The summer classes have a few students enrolled, but the majority of classes are online. We have seen this trend for the past couple of summers.

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

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

* **PTC-** Supt. Thorpe said that they were wrapping up the school year and PTC had its first combined graduation in their new Conference Room. They also had a great turnout at their Kevin Brown event. She also mentioned that their Summer Academies were beginning soon as well as a Teen Truck Driver Training Program. She also talked about how the PTC Cafeteria will be open all summer for breakfast and lunch.
* **City of Ponca City-** Mayor Nicholson said that things were going good for the city including a new budget. He also talked about new vehicles being on order including fire trucks and ambulances. Mayor also mentioned that the new Police Center should be finishing this summer. The City is also looking to work with an Architect to create a new terminal building at the Airport. He also encouraged people to wear orange in support of National Gun Violence Awareness Day.
* **PCPS-** Supt. Arrott talked about the new budget for public education which also includes teacher raises. PCPS also received money from the Redbud Grant, which will go towards the building fund. PCPS is now offering 6 weeks of Maternity Leave to certified teachers. PCPS is also going to have a Literacy Drive, which will include bringing in 10 literacy coaches. Supt. Arrott also talked about there still being a teacher shortage, with 12 positions open, but having 43 new hires.

**Item O-** Additional comments and discussions made by the UC Chair and Board Members- No additional comments were made.

**Item P-** Motion and vote to enter Executive Session, as authorized by Title 25, Section O.S. 307 (B.)(I.) and (7.) to discuss CEO Contract & Full-Time staff employment.

**Made the motion to enter Executive Session:** Natalie Fraser

 **Seconded the motion**: Kelly Campbell

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

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

**Item Q-** Motion and vote to return to Open Session from Executive Session

**Made the motion to exit Executive Session:** Steve Scott

 **Seconded the motion**: Natalie Fraser

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Campbell, Evans, Liberton

**Item R-** Secretary Scott gave a Statement of Executive Session Minutes to approve or not approve the CEO contract and employee contracts discussed in Executive Session.

**Item S-** There was no outside vote due to the matter being discussed and voted upon during Executive Session.

**Item T-** Secretary Scott announced the next Regular Board of Trustees Meeting will be on August 3, 2023, at 8:30am in the University Center Conference Room.

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

**Made the motion to adjourn:** Rick Scott

 **Seconded the motion**: Tracie Smith

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Campbell, Evans, Liberton