**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, AUGUST 3RD, 2023**

The University Center at Ponca City Board of Trustees held a regular board meeting on August 3, 2023, at 8:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair 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**: Chair Steve Scott, Vice Chair Erin Liberton, Secretary Tracie Smith, Louise Abercrombie, Dr. Kelly Campbell, Jason Grace, Molly Kyler, & Rick Scott. Ex-Officio members Supt. Adam Leaming, Calley Lamar, UCF Chair Diane Anderson, Mayor Homer Nicholson, CEO/Supt. Tracie Thorpe, Shelley Arrott, CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: Trustee Natalie Fraser, Ex-Officio members Dr. Clark Harris, & Regent Carl Renfro.

**Item B-** Introduction of Guests

 Chair Scott welcomed Mayor Nicholson, Traci Thorpe, Shelley Arrott, Adam Leaming & Calley Lamar to the meeting.

**Item C-** Voted to approve or not approve the Minutes from the June 1, 2023, Regular Meeting

**Made the motion to Approve the minutes as they stood:** Jason Grace

 **Seconded the motion**: Tracie Smith

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

**Voted No:** NONE **Abstain:** Liberton **Absent:** Fraser

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

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

 **Seconded the motion**: Erin Liberton

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Fraser

**Item E-** Voted to approve or not approve the updated University Center Policies & Procedures Manual.

**Made the motion to Approve the changes and manual as presented:** Kelly Campbell

 **Seconded the motion**: Rick Scott

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Fraser

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

* The foundation is working on getting the issue with the parking lot lights and it should be taken care of very soon. We are still working on striping the parking lot, but issues have kept coming up that prevent it from being completed. The UCF received a donation from a previous Leadership Ponca City class. The UCF is also working on the brochure for the UCF Fundraiser and working on Fall Scholarships. The UCF will also have two new members joining.

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

* **Enrollment-** Enrollment goals for the fall are ambitious. I have asked Bron to be diligent in contacting past students. I will also visit with Dr. Edgington to get his input. We had an enrollment event on Tuesday with NOC from 9-12:00 and they will also be here Thursday afternoon from 1-4:00pm. There were quite a few students, mostly concurrent, here as soon as it started at 9:00.
* **Technology**- Still a work in progress. 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 met with Mike Macia Director of IT at NOC and McClelland, Inc. who they used for their upgrade. We have to plan one room at a time during the Fall semester to implement the upgrade. Also, there is a possibility that we will need a zoom license for each room at the cost of $500 per room.
* **Summer LEGO Robotics** – Summer LEGOs ended the 3rd week of July. Was very successful. I thought all went well.
* **Audit started** – I will be working with Crawford and Hinkle & Co.
* **Scholarships**- Received one from the estate of Guy Clark for around $4500, and PLC donated $2000 for a non-traditional student. The Foundation board will discuss at the next meeting on August 10th how much they will expend the funds.
* **Resignation**- Matt Duplissey, our evening 4:6:00pm PT Facilitator, is resigning. He graduated from NWOSU with a degree in Psychology and accepted a position at Grand Mental Health. I will advertise the position.

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

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

* **PTC-** Traci Thorpe stated that over 200 people participated in the PTC Summer Camps this summer. They are excited to start the new school year on August 10th. The PTC Nursing Program is full and has a waiting list. Pioneer Tech was also recognized with the Pace Setter School awards and was also recognized as a Gold Start School for the 21st year. On August 8, PTC will be holding Back to School Night.
* **City of Ponca City-** Mayor Nicholson mentioned that the City had its Grand Opening for its Public Safety Center. The Center is available for tours until Friday. The fiber optic broadband is fully complete and is available for Ponca City Citizens who are interested. The City has two new ambulances and a firetruck on order. There is lots of street work going on as well in the City.
* **PCPS-** Supt. Leaming talked about how 64 teacher spots were filled for the new school year. He also talked about now numerous construction and renovation projects were finishing up before the school year began on August 24th. There will be a new teacher luncheon held at the Ponca City Country Club. There is a record investment in payroll which will result in raises for numerous positions. Finally, at the PCPS Board Meeting on August 14th, there will be a Bid Approval for a new athletic field and indoor sports facility.
* **Ponca City Chamber-** President Arrott says the Chamber is gearing up for Party at the Palace at the Marland Mansion. She mentioned that there will be auctions again this year with three platinum items available for bid. Golden Tickets will be sold for the chance at Gold Items at the auctions. The Chamber Stuff the Bus event will be held at WalMart on August 19th. She also talked about creating gift and swag bags for the contractor’s turnaround at P66.

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

**Item K-** Secretary Scott announced the next Regular Board of Trustees Meeting will be on September 7, 2023, at 8:30am in the University Center Conference Room.

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

**Made the motion to adjourn:** Molly Kyler

 **Seconded the motion**: Jason Grace

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Fraser