**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, SEPTEMBER 2, 2021**

The University Center at Ponca City Board of Trustees held a regular board meeting on September 2, 2021 at 8:30 a.m. in the University Center Conference Room, 2800 N. 14th Street, Ponca City, Oklahoma.

Chair Rich Cantillon 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, Chair Rich Cantillon, Bruce Evans, Vice Chair Darin Fields, Erin Liberton, Secretary Steve Scott, & Tracie Smith. Ex-Officios UCF Chair Diane Anderson, PTC Supt./CEO Traci Thorpe, Mayor Homer Nicholson, Interim CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: Dr. Kelly Campbell, Supt. Shelley Arrott, NOC Pres. Dr. Clark Harris, & Regent Carl Renfro

**Item B-** Introduction of Guests

 Chair Cantillon welcomed all guests to the meeting including Mayor Nicholson, Diane Anderson, & Traci Thorpe.

**Item C-**Voted to approve or not approve the Minutes of the June 3, 2021 Regular Meeting.

 **Made the motion to approve the minutes as they stand**: Bruce Evans

 **Seconded the motion**: Steve Scott

**Voted Yes:** Abercrombie, Cantillon, Evans, Fields, Liberton, Scott,

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Campbell

**Item D-** Voted to approve or not approve the Month End Budget Report for May, June, & July 2021.

**2 Motions Made- Approve End of Fiscal Year Financials & Approve July Financials as they stood**: Darin Fields (both)

 **Seconded the motion**: Bruce Evans (Motion 1), Erin Liberton (Motion 2)

**Voted Yes:** Abercrombie, Cantillon, Evans, Fields, Liberton, Scott,

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Campbell

**Item E-** UC Foundation Chair Diane Anderson presented the UC Foundation Report.

* The UCF Audit is complete. A copy of pages with any significant findings was provided for the members review. Tru-Line Striping & Seal Coating sent a quote. They will be out this weekend to clean the parking lot and remove some of the debris left over from Starbucks. He thinks that will help with visibility of old stripes. Contacted Lee Evans, we are on their schedule for pothole repair. Bloyer roofing was here to give us a quote for the far side roof. He will get an estimate to us within a week or two. Demo on far side. Bill Geubelle is working with Sober Bro’s The A/C unit was replaced a couple weeks ago by Stolhand.
* As you know we received grant of $30000 from Hardesty family must be dispersed this Fall with 30 - $1000 scholarship. Robyn and Bron are tracking and recording those students. We will work with Diane Wilkes the Director of the foundation. We have identified 28 students that qualify. Must be a sophomore and have at least 30 hours of credits. Work in essential job, or family that were essential employees during pandemic. Enrollment and Hardesty Scholarships have been marketed on social media, radio, PC News, and Sparklight

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

* **Robotics -**Summer LEGO academies were successful. Went off with flying colors with 41 registered kiddos. We only cancelled one week and moved the few kids from the cancelled class to the next week. All enrolled were able to attend and enjoyed their time. Blake has scheduled a robotics course for September 16-19th, $75, 5-9th grades. 3D printing classes Sept 23-26th, Adults ages 17 and up. Also, new age group 7th -12th grade. $60. Will also be working with PC Young Employees group for a 3D course in October.
* **Technology –** We used carryover funds to upgrade our 8 year old equipment. Such as the Backend server. Plus, computers for the computer lab, and test room.
* **Enrollment –**The numbers are still down. We are working to combat zoom vs in class student. To date there are 207 students enrolled for fall, last fall 228. Total of 1311 hours, last Fall 1511. Included in total student count are 45 concurrent students, up from 35 last Fall 28 students enrolled that fulfill the requirements of the Hardesty Scholarship, plus 5 Sr’s. and, 3 Jr’s enrolled in the NWOSU/BSN program. Overall, we are down 13.16%.

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

There was no new business discussed at the meeting.

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

Traci Thorpe talked about Pioneer Tech working to provide a Threat Suppression Training course for all school staff and administration in the event there is an active shooter on the campus. The course will be two days on September 13th and 14th.

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

**Item J-** Voted to approve or not approve the entrance into Executive Session

**Made the motion to approve to enter Executive Session**: Steve Scott

 **Seconded the motion**: Bruce Evans

**Voted Yes:** Abercrombie, Cantillon, Evans, Fields, Liberton, Scott,

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Campbell

**Item K-** Chair Cantillon acknowledged the return to Open Session from Executive Session.

**Item L-** Chair Cantillon gave the Statement of Executive Session Minutes.

**Item M-** Vote to approve or not approve actions discussed during the meeting in regards to possible raise increase for the Interim CEO. It was discussed to give the current Interim CEO-Robyn Armstrong-a $10,000 bonus effective immediately and additional bonuses every quarter.

**Made the motion to approve the $10,000 bonus and additional quarterly bonuses for the Interim CEO:** Steve Scott

 **Seconded the motion**: Tracie Smith

**Voted Yes:** Abercrombie, Cantillon, Evans, Fields, Liberton, Scott,

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Campbell

**Item N-** Chair Cantillon announced that the next regular Board of Trustees Meeting will be on November 4, 2021 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**: Louise Abercrombie

 **Seconded the motion**: Steve Scott

**Voted Yes:** Abercrombie, Cantillon, Evans, Fields, Liberton, Scott,

**Voted No:** NONE

**Abstain:** NONE

**Absent:** Campbell