**UNIVERSITY CENTER AT PONCA CITY**

**BOARD OF TRUSTEES**

**MEETING MINUTES, SEPTEMBER 7TH, 2023**

The University Center at Ponca City Board of Trustees held a regular board meeting on September 7, 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**: Trustees Chair Steve Scott, Vice Chair Erin Liberton, Secretary Tracie Smith, Jason Grace, Rick Scott, Molly Kyler. Ex-Officios CEO/Supt. Traci Thorpe, Shelley Arrott, Mayor Homer Nicholson, CEO Robyn Armstrong, & Recording Clerk Bron Briggs

**Absent**: Trustees Louise Abercrombie, Natalie Fraser, & Dr. Kelly Campbell. Ex-Officios Regent Carl Renfro, Dr. Clark Harris, UC Foundation Chair Diane Anderson, Calley Lamar, and Supt. Adam Leaming.

**Item B-** Introduction of Guests

 Chair Scott welcomed Mayor Nicholson, Traci Thorpe, & Shelley Arrott to the meeting. Chair Scott also welcomed special guest Dr. Rick Edgington from NOC.

**Item C-** Dr. Rick Edgington from Northern Oklahoma College shared enrollment numbers and gave a presentation on Concurrent High School enrollment.

**Item D-** Voted to approve or not approve the Minutes from the August 3, 2023, Regular Meeting

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

 **Seconded the motion**: Jason Grace

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, Campbell, Fraser

**Item E-** Voted to approve or not approve the Minutes from the August 3, 2023, Special Meeting

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

 **Seconded the motion**: Rick Scott

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, Campbell, Fraser

**Item F-** Voted to approve or not approve the Month-End Budget Reports for July 2023

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

 **Seconded the motion**: Rick Scott

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, Campbell, Fraser

**Item G-** Voted to approve or not approve adding a policy for Paid Maternity Leave to the University Center Policies & Procedures Manual. *Oklahoma Statues as Section 840-2.20D of Title 74.*

**Made the motion to Approve the addition as presented:** Rick Scott

 **Seconded the motion**: Erin Liberton

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, Campbell, Fraser

**Item H-** Voted to approve or not approve adding a policy for Merchandise Sales to the University Center Policies and Procedures Manual.

**Made the motion to Approve the addition as presented:** Erin Liberton

 **Seconded the motion**: Tracie Smith

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, Campbell, Fraser

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

Foundation member Bill Geubelle is working on getting the Parking Lot restriped. The Foundation is waiting on touch up work in the building as well as other building maintenance. The Foundation will also be working on getting scholarships distributed for the Fall Semester. Finally, the Foundation is working on the flier for the 2023 Fundraiser Drive.

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

* **Enrollment-** Enrollment Total count to date is a total of 175 students and 1,012 credit hours. Through our research, we found that 68 students did not return. 20 Graduated, 23 are completely online or on the campuses, and the last 25 are students who had holds beyond our means of assistance, decided not to come back, etc.... According to Bron we have 46 concurrent students, which is up 3 from last Spring semester.

**Follow up from Strategic Planning Session-**

* **Marketing:** I was contacted by KSOK/BOB FM out of Ark City to advertise. We will try it for 3 months, that will get through open enrollment in October after Fall break. Northern Advertises with them.
* **Selling merchandise and Apparel**- We’ve had students asking us to sell UC branded shirts. I think this will be another good way to get our name and LOGO out in the Public to promote pride and awareness of the UC.
* **Speak Now Films-** I renewed the 12 Months of Advertising Web Series: What’s Happening in Ponca City. I had a meeting with Luke about managing our FB page, Instagram, and other social media platforms. He will also record some testimonials from current and former students that we can add to our website. We won’t be paying for separate services.
* I will get in contact with Po Hi to discuss Intern.
* **NWOSU Nursing-** NWOSU is advertising a faculty position for a Nursing for NWOSU to house at the UC. Dr. Hicks resigned and that position needs to be here. Hopefully this will generate and build the nursing program again. I visited with Dr. Leslie Collins, NWOSU Chair of Nursing. We discussed ideas to help build and recruit. I suggested a monthly meet and greet with potential students to help answer questions and help them know what to expect on the application process and entrance exam. They also want to put in a simulation lab and will provide a bed, table, and other necessary components. We will try to set up one of the classrooms for this.
* **Kay County Free Fair-**We will have a table/booth set up at the Kay Co Free Fair in Blackwell 9/12-9/16. Need volunteers for Saturday. Bron and I will work the evenings.
* **Technology**- Still a work in progress. We are scheduled to have some zoom meetings with engineers from SHI. They are on a state contract.
* **Scholarship** – Will award after we get a list from scholarship dept. at NOC & NWOSU.

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

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

* **PTC-** Traci Thorpe said that the school year was going well. PTC had an increase in participation in their Adult Nursing Program. They have also received a grant to help in the implementation of an “Employment Hope Center”. The goal of the center is to identify people who are utilizing DHS benefits and do work readiness training and employment preparation.
* **Ponca City Chamber-** Shelley Arrott talked about this year’s Leadership Ponca City class. There are 22 members of the leadership class, and the class recently had their retreat and are currently working on their specialized projects.

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

It was asked about what handouts would be taken the to the Free Fair booth and it was established that the UC Brochures and various other handouts would be taken to the fair for reference.

**Item N-** Chair Scott announced the next Regular Board of Trustees Meeting will be on Thursday, November 2, 2023, at 8:30am in the University Center Conference Room.

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

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

 **Seconded the motion**: Tracie Smith

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

**Voted No:** NONE **Abstain:** NONE **Absent:** Abercrombie, Campbell, Fraser