



Grants Committee  
Minutes for September 1, 2016  
2:00 – 2:48 pm  
Enid – President’s Conference Room  
Stillwater – Cowboy Mall Conference Room  
Tonkawa – President’s Conference Room

**Attendance:** Charlene Flanery, Dr. Cheryl Evans, Pam Stinson, Anita Simpson, Gene Young, Dr. Jack Crossen, Kathleen Otto, Sheri Snyder, Kirby Tickel-Hill, Laura Marshall, Bart Cardwell, Dr. Frankie Wood-Black, Dr. Tim Kruse, April Heitfeld, Dr. Shannon Cunningham, Dr. Ed Vineyard

**Welcome and Call to Order:** The meeting was called to order by Charlene Flanery. Purpose of the meeting is to go over revisions to the Grants Manual and the Accounting Manual, and then send the approved manuals to the Executive Council for approval followed by the Board of Regents for approval.

**Minutes:** The minutes for the August 10<sup>th</sup> meeting were sent out via email. Some changes were suggested to those minutes, as follows:

- Remove Monday and put date of August 15, 2016.
- Under New Business, first paragraph, first sentence change “send” to “sent”.
- Same paragraph, 2<sup>nd</sup> Sentence: Add “being” at the Blackwell Manager’s discretion “for funding”.
- Same paragraph, last sentence, add “most appropriate use” at the end and remove “best”.
- Gene Young made a motion to approve the minutes as amended. Second by Frankie Wood-Black. Motion approved.

**Reports** –N/A. Charlene stated that she would like to have an updated report for the committee showing current applications in the pipeline with amounts, awards, etc.

**Grants Updates:**

- Dr. Frankie Wood-Black shared that she received a scholarship to attend the national PTEC convention. The scholarship includes room and registration fee.
- Dr. Frankie Wood-Black has a course that is part of Beta test. The students received 4-months free access to the online homework and loaner textbooks in exchange for filling out surveys about the process.
- Barb Stadler in Stillwater received a WebAssign Philanthropist grant. She applied for \$12,000 and was told she could have extra funds. New amount she is asking

for is \$14,120. This grant will supply 35 computers and 2 carts for the math department.

- Title III deadline needs to be clarified that it is for eligibility for grants, not necessarily the grant itself. It opens up on December 1 and the deadline is in January 2017.
- Kerr Foundation was submitted. Consideration will be at the December Trustee meeting. Hope to find out prior to Christmas break.
- NASNTI grant announcement will be within the next 30 days.
- Wal-Mart grant is being worked on by Dr. Rae Ann Kruse. Plan to submit it within the next two weeks.

### RCR Policy

- Question on the RCR Policy under the Collaborative Institutional Training Initiative (CITI). Can the required course be used as Professional Development requirement for faculty?
  - Dr. Pam Stinson: Division Chair needs to decide per division if it is appropriate use of funds for that division.
  - Charlene stated that the RCR policy is also only for those grants through the National Science Foundation and possible the National Institute of Health. It is not likely that this would be needed for any other grant.
- A question during the revisions asked who pays for the fees when signing up as an independent learner?
  - Charlene stated that this statement was meant to be broad so that each individual case could be treated as such and wouldn't be tied down to a specific method of payment. The annual subscription is \$3000 and NOC cannot justify that type of cost at this time.
  - Gene discussed the fact that this discourages faculty if they have to pay to take a particular training for a grant. Anita Simpson stated that adding wording "May be considered for reimbursement by the college, i.e. Professional Development of R&R" would suffice so that it explains that there could be reimbursement, it just doesn't specifically state where that comes from.
  - It is typical that this training should be completed within 90 days after the money is awarded, but that the project shouldn't be started until this is complete. This includes any faculty, staff or student that takes part in the research.
  - Frankie motioned to pass as amended, Laura Marshall seconded. Motion passed.

### Revised Accounting Policy

- Several revisions to the policy have been made through the contribution of several. The most recent revisions were given shortly before the meeting and will touch base on them.

- A suggestion was made to add a “revised” page at the end of each manual to show what was revised in each policy. For a complete listing of the revisions, see the revision page at the end.
- Motion by Frankie Wood-Black to approve the policy as amended. Motion passed.

#### Revised Grants Manual

- Most of the revisions on this manual have already been viewed by everyone. A revision page will be added at the end to show all the changes. See revisions in manual
- Motion by Gene Young to approve the manual as amended. Motion passed.

#### New Business

- Upward Bound competition is coming up for Enid. Discussion has been held about hiring an outsource grant writer for the Enid application. It was also discussed that upon hiring a writer, we may add a second application for the Tonkawa location. The estimated deadline is mid-January, but it would be best to complete the application(s) before Christmas Break.

#### Other News

- Sheri Snyder asked if we are still working on getting grants for Ag Tech program or Physical Therapy? Pam stated that we are still looking at possibilities.
- Charlene asked for clarification of grants committee. Committee is not a governing board, but rather a review board and cannot approve or deny grant proposals, it can only review and recommend. The wording in the policy and procedure manual will be amended to reflect this.
- OCCC had people suspended last week for altering enrollment numbers for grants. This is to reiterate the importance of having sound policies and procedures in place.
- Gene Young will have two research students to take to the upcoming research conference. He previously had two students that attended that same conference both of which received NSF scholarships. Alexis Wiles is one that received a \$10k scholarship at OSU and has co-authored. These students have represented NOC.
- Gene also asked about the NOCF grants. Their deadline is September 15<sup>th</sup>. Previously their Masonic Fraternity Grant has provided \$2800 in grant funds and over \$21,000 through the Presidential Partners for various projects and events.

Look for next meeting through the Doodle Poll

Meeting Adjourned at 2:48 p.m.

Next Meeting: