



Grants Committee  
Minutes for February 4, 2015  
2:00 – 3:00 pm  
Enid – President's Conference Room  
Stillwater – Cowboy Mall Conference Room  
Tonkawa – President's Conference Room

**Attendance:** Cheryl Evans, Rae Ann Kruse, Laura Marshall, Brad Matson, Kathleen Otto, Shelly Schulz, Kirby Tickel-Hill, Pam Stinson, Ed Vineyard, Frankie Wood-Black, Gene Young, Charlene Flanery, (Chair)

**Call to Order:** Meeting was called to order at 2:10pm.

**Minutes:** Minutes from November 17, 2015 were moved for approval in current format by Gene Young, seconded by Frankie Wood-Black. Motion passed. Minutes approved.

**Welcome to the new Grants Coordinator, Charlene Flanery:**

Charlene Flanery introduced herself and gave a short biography of her experience.

Ms. Flanery has worked in the field of banking for 15 years. She is learning the world of grants and contracts. According to Pam Stinson and seconded by Dr. Evans, Charlene is an expert with compliance issues. Compliance is a huge component of grants and contracts and Charlene will be a great asset to NOC in this area.

Charlene thanked Gene Young for taking over as Chair of the Grants Committee in the absence of a grant coordinator.

**Old Business:**

1. **Drone Grant Proposal/Process** – Dr. Rae Ann Kruse discussed the drone grant proposal that was submitted to the KUP Foundation committee (funding agency). The KUP Foundation gets its funds from a program whereby people round up their electric bill to the next closest dollar. This nets them approximately \$2,500 a quarter. The foundation only began making grant awards last quarter so it is really in its infancy. The KUP Foundation committee met last Thursday and denied our application. As part of our application, we submitted NOCF financial statements. The foundation looked at the NOCF's financial statements and decided that we didn't have the greatest need of grant applicants.

2. **Proposal Planning Sheet** – It was asked of the committee if there were any changes to be made to the proposal planning sheet. Previous minutes stated that a

request was made to review and provide comments by December 15, 2015. Shelly Schulz and Gene Young had a draft they were working on but it is just in its infancy. No other comments or questions were received in the absence of a grants coordinator. Dr. Evans requested that Charlene send out another copy of the proposal planning sheet and the guidelines to the committee members.

3. **Grants Database Update** - Most of the current and previously funded grant documents have been scanned into a database. The program used to access this information is WebXtender. Access to the electronic information is limited. Overall, there are a few unfunded and accounting files that have yet to be scanned. Once the initial bulk of scanning is completed, there will still be additional scanning as file documentation is added during the life of the grant. The paper files within the federally required retention limits will still be available on paper. After that date, generally 3 to 5 years after the close of the grant, the paper copies of the grant will be destroyed.

4. **Donor Wish List** – The July, 2015 Donor Wish List is the most up-to-date list. According to Kirby Tickel-Hill, the list will be updated annually over the summer. Dr. Evans recommended that the email update request to Division Chairs go out in April or May before everyone leaves campus for summer.

Gene Young requested that the donor wish list be tied to the Capital Funds wish list requested in November. He would like the information on how the Capital Funds wish list funds are spent disseminated back to the faculty and staff.

New Business

## 5. **Grants Update**

a. **NASNTI – Part F** –Federal Register is due out in March, so no one knows exactly what the requirements are going to be for the competition. NOC has signed an MOU with Ramona Munsell & Associates to write this grant. If the NOC is not awarded the grant, they do not get paid. If NOC does get the grant, they are 10% of the grant. Munsell & Associates are to offer ongoing assistance to grants department for the next 3 years.

b. **DOL – Tech Partner Group** – The goal of getting this grant was to create a Cybersecurity program in place as either a AAS or certificate program. It was discussed whether the program would work better in Enid or Stillwater instead of Tonkawa. Laura Marshall stated that the requirements of this grant were to have 320 participants go through a Cybersecurity program in years 2 or 3. There is also a 25% match. Dr. Evans reminded us that we have to be cautious of any grant proposal that requires match (or cost share) funds. Discussion centered on whether or not a Cybersecurity program could sustain itself in Tonkawa. Was there a need for it and where would students find a job. Frankie Wood-Black has an upcoming advisory board meeting for Process Technology and she said she would ask the industry partners if they felt there was a need for a Cybersecurity program in this area.

c. **GEAR UP** – NOC Leadership Camp funds (\$28,010) should be received by the first of March. Jermie Fanslor is hoping to make this a successful venture and turn it into an annually funded event by the Regents.

d. **Highlight Grant Recipients** – Charlene Flanery brought up promoting NOC grant recipients. It was noted that she should discuss with Bill Johnson, Public Affairs on a press release. The information should also be submitted to the Regents for their newsletter. Linda Mason, who handles the newsletter, will return to the Regents in April.

e. **Department of Education** – Educational Opportunities Center (EOC) – Erin McCoy is interested in pursuing this grant. It has an April 4<sup>th</sup> deadline so there is time to decide if we want to pursue the grant. A question was raised about whether or not it was possible to gather 1,000 participants for the project. Frankie Wood-Black brought up the idea of a Saturday or Thursday afternoon workshop to show the high school students how to do things like fill out the FAFSA for financial aid, apply for college, etc. She also suggested “blasting” the high school students in concurrent enrollment with NOC. Most high school students don’t realize you have to apply for the FAFSA by January 1. After speaking with Ben Witterhoefft, Erin’s program officer of her Upward Bound account, said that Department of Education officials frown on having the same principle investigator (PI) for 2 individual TRIO programs. Erin’s Upward Bound grant is in its 4<sup>th</sup> of 5 years of funding and she has been forewarned about the possibility of not being funded in the next cycle. She is considering whether she wants to switch to the EOC program as PI instead. This grant project, if received, would dovetail in with the strategic plan and the NASNTI-Part F grant, if received.

f. **New Areas of Interest** – Earthquake research – Frankie Wood-Black; Frankie is going to call the USGS to see about putting a mobile monitoring site at NOC. This would make a triangle research area taking into account the mobile research area in Alva and Norman. They would be able to study the quakes centered in Fairview.

Discussed Cybersecurity in section b.

Information Assurance – Dean Percy – Dean is wanting to create 2 computers with MAC books. He’s looking for a grant that would provide about 10-12 computers. Charlene believes she has found a foundation, the Inasmuch Foundation, might be willing to accept a proposal from NOC to provide for the computers. Their format is such that NOC must submit a letter of intent to them first. If the foundation likes what is proposed in the letter of intent, then they will request a true proposal. Dr. Evans stated that the Gaylord family funded that foundation. She recommends looking at past awards in journalism. The Inasmuch Foundation will determine whether or not the award goes through the NOC Foundation.

Dr. Evans recommended that Charlene look in the library for the “Oklahoma Foundations” book. NOC might even have a current copy of it.

Dr. Rae Ann Kruse said that the CREC’s Roundup Foundation in Payne County would probably accept a proposal from NOC-Stillwater for something in Stillwater. They’ve been around longer and NOC might have better luck with them.

Charlene closes the meeting by thanking everyone for attending and telling everyone that she is open to constructive criticism. Please call or stop by her office.

Charlene asked for a motion to end the meeting. Brad Matson motions, Laura Marshall seconds.