

Idaho State University
Cultural Affairs Council
Minutes

Wednesday, December 3, 2008
4:00 p.m.
Faculty Senate Conference Room, REND 301

In Attendance: Frantz, Freudenthal, Kantabutra, Livingston Friedley (Chair), Meldrum, Mundt,
Zielinski
Excused: Herrman, Wallace (Recording Secretary),
Absent: Bhushan
Non-voting: Wasden (Student Assistant)

1. Announcements

The minutes from the Council's previous meeting were reviewed by members.

ACTION: Freudenthal moved and Meldrum seconded to **approve the minutes**. The vote was unanimous to approve.

Also, Livingston Friedley spoke to Leo Herrman in the Budget Office concerning the State allocation funds for the Council and whether it will be funded next year. That will be determined sometime in April. As suggested by Herrman, Livingston Friedley will write a report describing the Council's activities in providing supplemental funds for events. The report will be sent to Jim Fletcher in Finance and Barbara Adamcik in Academic Affairs as supporting evidence for the importance of continuing funding the Council's Grant budget.

2. Review and vote on grant applications

At the previous meeting Council members decided that more information was needed from grant applicants concerning their budget outline and the validity of the proposals before a final decision could be made. Livingston Friedley contacted applicants for needed information and relayed the clarifications to the Council. Once the information was presented the Council debated about which proposals would be granted (funds?). There was much discussion about hold backs with concern directed toward the Council's budget. It was determined that all proposals still under consideration would be funded.

ACTION: Kantabutra moved and Meldrum seconded to **approve all grant applications** pending more information about the effect of the hold backs on the grant funds. Members voted and the motion was **passed. Livingston Friedley will contact Herrman and relay the information to the Council.** Letters will then be sent to the grant recipients concerning the approval.

The grants under consideration were:

- Dr. Thomas C. Terry: Donald Shaw, speaker on "Agenda Setting..."
- Susan Ingram: Tears of Joy Theatre, "Little One Inch."
- Bethany Schultz Hurst: Simon Ortiz, Native American Culture Colloquium
- Dr. Shu-Yuan Lin: Dr. Donna Beegle, "Breaking Barriers..."
- Dr. Patrick Brooks: Hornheads, Concert and Clinics
- Michael A. Thomas, Heath Ogden, Rick Williams: Dr Michael Whiting, "Darwin and the Tree of Life."

The Council decided that one of the approved grants will be a Mini-Grant and the rest will be considered to be Large Grants.

ACTION: Kantabutra moved and Freudenthal seconded to approve Dr. Thomas C. Terry for the Mini-Grant proposal. The Council voted and the motion was **passed**.

3. Old Business

a. Review Large Grant Guidelines

The Council members reviewed the Large Grant Guidelines and a few changes were made. The first change made was to strike the first bullet under B and have it read:

“a brief one-page biography about guest or group, Website links may be included for supplemental material only.”

The second change was made to the third bullet under B to read:

“detailed information whether event will be free and open to the public or if an admission fee will be charged.”

There were a few sentences that still contained the wording “Larger Grant” when it should read simply “Large Grant.” Those corrections were made. Also, changes were made to the first paragraph of the Eligibility section of the Grant Information. The Members discussed and decided to change the order of sentence two and sentence three so that sentence three precedes the original sentence two. It now reads:

“The Cultural Affairs Council invites all Idaho State University Faculty, full-time and adjunct, to apply for either a Mini-Grant or Large Grant. Multiple applications from within a given department for different events will be considered. However, only one application from an individual will be funded within an academic year.”

Lastly, the side-note corresponding to the section Grant Proposal Deadlines for FY2008-09 was changed from **“(subject to availability of funds)”** to **“(applicant advised to check on availability of funds)”** to help applicants be aware that funds might already be exhausted.

The Council also reviewed the Large Grant Cover Form. Livingston Friedley pointed out the added criteria such as the applicants email address, the Budget section and the Applicant’s signature. The Members decided that it would be best to add a side note concerning the Budget. A request for the applicant to refer to the state travel guidelines website to prepare their budget was added. Also, Zielinski suggested that page numbers should be added so applicants are aware that the cover form is two pages.

ACTION: Moved by Mundt and seconded by Zielinski to approve the Large Grant Guidelines and Cover Form as amended pending the few changes requested by the Council. The Council voted and the motion was **passed**. **Livingston Friedley will make the changes and hopes to have the guidelines and cover form on the website by Christmas.**

b. Discuss criteria used in evaluating proposals

The Members discussed criteria used in how they evaluate grant proposals. They understand that a time might come when an individual will inquire about how they evaluate proposals and the Cultural Affairs Council will need to have documentation of how they do so. The Council discussed dissecting and reconstructing the CAC mission statement as well as using the grant application guidelines to compose a statement...The Council plan to meet at a later day to discuss this issue as well as the logo and other business.

Adjournment: 5:19 p.m.

The next Cultural Affairs Council meeting is scheduled for **Friday, February, 6, 2009** at 2:30 p.m.

Respectfully submitted by,

Megan Wasden
Student Assistant
Faculty Senate Office

Catherine Wallace
Administrative Assistant 1
Faculty Senate Office

Approved by Cultural Affairs Council: February 6, 2009
Approved by Faculty Senate: March 2, 2009