

Idaho State University
Cultural Affairs Council
Minutes

Friday, February 20, 2009
2:00 p.m.
Faculty Senate Conference Room, REND 301

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

1. Announcements

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

ACTION: Kantabutra moved and Meldrum seconded to **approve the minutes of December 3, 2008**. The motion was **passed**.

a. Grants Awarded

Livingston Friedley reported that things seemed to be panning out well with the events for which the grants were awarded.

b. Grant Returned

Livingston Friedley received an email from Shu-Yuan Lin regarding the grant that she was awarded. They were unable to get the speaker they were hoping for due to budgeting reasons. They had the option of finding another speaker or return the grant. Lin did find another speaker but because it was a faculty member it did not meet the grant criteria and was returned. They hope to apply again next year.

Due to this recent event the Council needed to decide whether or not they would advertise that the money has now become available. Livingston Friedley posed that the next Grant Application deadline be moved up in order to give applicants enough time to secure a speaker for the month of April. The council decided to set the new deadline for Monday, March 16, 2009.

Livingston Friedley asked Council members if someone would be interested in representing her at the next Faculty Senate Advisory Council meeting scheduled for Monday, February 23, 2009. Meldrum volunteered to attend in her place.

2. New Business

a. Discuss criteria used in evaluating proposals

Livingston Friedley did receive calls from applicants inquiring about why their grants were not approved. She was able to explain to the applicants why grants were denied but also realizes that these criteria for evaluating proposals need to be concrete and available for applicants to see. The Council brain stormed about criteria. Some of the suggestions they had are as follows:

- Funds must be disbursed to an individual (namely the speaker) not a department.
- Incomplete applications will not be considered.
- How will the grant benefit the department or university?
- Shows reasonable effort to identify matching sources for funding.
- Follows SBOE guidelines.

Livingston Friedley will compile ideas into a draft and return next meeting to discuss further.

b. Discuss Council By-laws to be made according to senate template

Livingston Friedley informed Council members that Faculty Senate has issued a bylaws template for its councils to follow in revising their bylaws. Cultural Affairs Council reviewed its bylaws and concluded that the following changes be made:

- Under Chapter Three- Officers and Meetings letter A & B
 - Council members found the wording of A to be confusing. Livingston Friedley will come up with a new paragraph and bring the results to the committee.
 - Livingston Friedley mentioned the issue concerning a new chair elect and that the members should be thinking about who that person should be.

- Under Chapter One- Other Grants- Last Paragraph
 - Members discussed the following paragraph:
“The Council also recommends University policy governing public programs and exhibits sponsored by the University, including lectures, concerts, exhibitions, other public programs and use of performance arenas.”

It was decided that it was unnecessary due to the fact that Cultural Affairs Council does not recommend anything to the University. They decided to strike the paragraph.

ACTION: Bhushan motioned and Freudenthal seconded **to remove the last paragraph in Chapter One under Other Grants.** The motion was **passed.**

- Lastly the fourth bullet on the third page of the Faculty Senate bylaws template
 - Cultural Affairs Council bylaws do not contain information regarding the duties of members. The members stated the duties of a member on the Cultural Affairs Council is to review, discuss and give input regarding the funding of grants and programs, to promote the submission of grants and help develop the view and mission of the committee.

The Committee would also like to add to the bylaws that Cultural Affairs Council meets as needed and at least twice a semester. For this reason the Council is able to motion and vote on bylaw changes in any given meeting.

Livingston Friedley will revise the Council’s bylaws in accordance with the suggestions and the template given by Faculty Senate and will bring revisions to the next Council’s meeting.

Adjournment: 2:42 p.m.

The next Cultural Affairs Council meeting is scheduled for **Friday, March 20th** at 1:00 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: April 1, 2009
Approved by Faculty Senate: April 6, 2009