

Meeting Minutes

Feasibility Study: Multicultural Center/Building Steering Committee January 15, 2020

Paulette Granberry Russell, Steering Committee Chair; Dan Bollman, Vennie Gore, Denise Maybank, Barb Kranz, Mark Fellows, Matt Postma, Tiana Carter

Updates and New Items

Action Items

1. TC learn to upload meeting minutes on website.
2. Need an official statement from president for the website.
3. Work with RCPD Mike Hudson regarding public meetings and ways to accommodate those with disabilities related to vision given the nature of the feasibility study and visual representations of the facility and programming.

Updates

1. Website (staging site): <https://stage.cabs.msu.edu/fw2/multicultural/index.html>
 - a. All pictures are place-holders – main banner picture to be rotating.
 - b. Separate meeting minutes by committee.
 - c. Using this feasibility study approach as a best practice to highlight this level of transparency on major construction/renovation projects.
 - d. Substitute “Events” with “Related Activities”
 - i. Town halls, design showings, public presentations, schedule of interviews/study details, etc.
 - ii. Confirm consultant has an accessible, visual format of public presentations.
 - iii. Identify accommodations for accessibility challenges (closed caption, interpreters, etc.).
 - e. Milestones within Project Background
 - i. High level feasibility study dates.
 - ii. Milestones – simple graphic (one line) timeline format.
 - iii. Process of the study and schedule.
2. Update on RFQ and Planning Committee Engagement
 - a. Received RFQ’s 1/15/20 – will post to Teams.
 - b. Additional question suggestions from Steering Committee:
 - i. Experience with communication tools and documents in public venues.
 - c. Hope to shortlist 3-4 vendors by 1/22/20.
 - d. Eliminate biases by setting parameters/expectations in answers up front.
 - i. Provide clarity to align expectations of responses with project goals.
 - e. Need to be upfront with our goals and priorities with what we want out of the consultants in terms of their understanding our values around diversity.

- f. Sharing detailed vetting process during RFP process.
 - g. Each individual from the Planning Committee will fill out the Matrix.
 - h. With out of state firms, the firm may solicit a smaller, local firm to provide a local/social responsibility and presence.
 - i. Firm will need to meet our goals and be qualified to be considered further - there's a component of best quality vs. low bid.
- 3. January 10, 2020 Memo to MAU Administrators for DEI Activities Inventory
 - a. Due back to OPB Feb. 3.
 - b. Discussion on how we organize the data when it's returned to Lisa.
 - 4. Steering Committee Meeting with Planning Committee Feb. 5 - Who is planning to attend?

New Item

- 1. Meeting with ISP Dean, Assistant Dean of Global Youth Advancement Chinwe Effiong
 - a. Invitation of Assistant Dean Effiong to a Steering Committee meeting.
 - b. Understand what the goal is programmatically

Next Meeting

Continuing Items

- 1. Feasibility Study – General Discussion
 - a. Purdue's Feasibility Study
 - b. Campus visits/contacts
- 2. Fundraising
 - a. Role of Advancement
- 3. Project Milestone Plan
 - a. December 2020 presentation to the BOT