

Attendees: BJ Abrams, Tina Alonzo, Diane Barker, Tiana Carter, Miracle Chatman, Tammi Cervantes, Terry Frazier, Matt Postma, Shiksha Sneha, Paulette Russel, Denise Maybank, Barb Kranz and Lisa Sudia.

Meeting Minutes

1. Steering Committee Updates
 - a. [Website](#) Review
 - i. Student activism captures – edits provided to team.
 - ii. Will link to History document with more robust information.
 - iii. Ensure all minority groups are represented historically and graphically.
 - iv. Project Background – Report:
 - Report was established to officially recommend the Multicultural Center.
 - Would like to discuss report in depth, specifically review campus climate survey.
 - v. Feedback:
 - “comment section” instead of “contact”.
 - Add “student section” for resources and how to get involved.
 - vi. Outline specific comments to be relayed to website team.
 - b. [Master Plan](#) – Location Options
 - i. Shows what space is currently available.
 - ii. Living document - new president likely to change master plan due to new initiatives.
 - iii. Recommend criteria to help guide planning and site selection with consultant.
 - c. DEI Inventory Review
 - i. 40+ units asked to provide responses, only 20 have responded thus far.
 - ii. 30+ pages of information – would like to have Planning Committee volunteer review:
 - Will include courses, support units, academic programs, etc.
 - iii. Feedback
 - Need clarity of programmatic needs (classrooms booked, etc.) – where space is located, not where activities occur.
 - Need clarity on spaces that are RHS vs. OPB. - Intent to capture general program spaces – will get more detailed as we move forward with the study.
 - Perhaps collect data via the academic reservation system.
 - iv. Can share template and list on Teams – expect to sift through and analyze collectively.
 - v. Will use the inventory as a starting point for consultant.
 - d. Global Youth Center Initiative (International Studies Program)
 - i. Nothing definitive.
 - ii. GYC has a donor very interested in this – currently 7 across the globe, interest to connect to US, particularly MSU.
 - iii. GYC within a broader center is being considered.
 - iv. Need to gauge University’s level of interest in the GYC – Steering Committee to discuss with president and provost.
 - v. ISP may include in their DEI Inventory while University decides whether or not to support it.
2. Schedule
 - a. RFP released 2/7/20, due 3/9/20
 - b. Interview 3/18/20
 - c. Selection 3/31/20
 - d. Consultant on board by 4/1/20
 - e. DEI Inventory by 4/1/20
 - f. Student committee groups can organize different ways to capture student input prior to consultant hire.
 - i. Set up Qualtrics survey to capture student input with broad questions.
 - ii. Town halls through online public viewing as an option.
 - g. Will have charrettes and town halls as part of consultant’s contract to engage with community.

- h. Currently in Step 1 – Authorization to Plan
 - i. Step 2 (December 2020) meeting with BOT to proceed with design and construction.
 - ii. Must have a solid budget in Step 2.
- 3. Funding is to be determined – part of Steering Committee’s role is to identify funding.
- 4. Develop/review RFP questions
 - a. Successful candidates to interview: Hamilton Anderson/Moody Nolan and Hanbury.
 - b. Candidates are asked to interview in charrette fashion – will be interactive.
 - c. Questions to ask during RFP interviews:
 - i. What is your process for analyzing the data captured through community engagement to produce feasibility study?
 - ii. How do you understand the culture of today’s generation of student and how do you plan for future students?
 - iii. What do you know about diversity, equity and inclusion?
 - iv. Diversity and ability – accessible/user-friendly – experience with different religions, different genders, etc.
 - v. Advise how you will provide a highly innovative space with strong technological presence?
 - vi. *Will be verified during study phase: Advise how you will change your recommendations for freestanding building vs. renovating existing building?*

Action Items

1. Finalize RFP by 2/7/20
2. Fill out [Doodle](#) Poll for end of Feb/March.
3. Identify volunteer from Planning Committee to review DEI Inventory.
4. Set up Qualtrics and other engagement opportunities prior to consultant hire 2/12/20
 - a. General questions (ex: “What does a Multicultural Center mean to you?”)
5. Website review:
 - a. Review website and provide comments/feedback for website team to make changes.
 - b. Send picture options to Denise to relay to website team.
 - c. Paulette to review pictures on Office of Intercultural Activities website.
6. Steering Committee to discuss YGC considerations with president and provost.
7. Post tentative schedule to Teams.