

Agenda
Feasibility Study: Multicultural Center/Building
Steering Committee
July 22, 2020

Dan Bollman, Vennie Gore, Convener, Denise Maybank, Barb Kranz, Mark Fellows, Sharron Reed-Davis, Lizmary Fernandez, Tiana Carter, Brian Mullen

Agenda

1. Action Items

- a. Clean up the folder structure in Teams (HAA).
- b. Website: Check with HAA on bios provided in staging website and send approval to Mark to launch (Brian).
- c. Website: Add verbiage on “tentative schedule” or “preliminary” next to project phases link (Mark).
- d. Website: Eliminate details of schedule on RFQ proposal, page 2 (Brian/Mark/HAA).
- e. Provide comments on campus survey to HAA by Friday, July 24th (Team).
- f. Review mission/vision statements (Team).
- g. Planning Committee will start working on a mission/vision statement and send a recommendation to Steering Committee.
- h. Discuss feedback and relationship between the two committees at next meeting.

2. Project Updates – (Brian)

a. Project Schedule

- i. Consultant will present [schedule](#) to steering committee at August 5th meeting.
- ii. Reporting to BOT in February 2021.
- iii. Fundraising should be able to commence between December 2020 and February 2021.
 1. Discuss feasibility fundraising at August 19th meeting.
- iv. Renderings of the site can be
- v. Between now and October, consider the rubric we will use for renovation, addition or new building.
 1. Planning Committee would make a recommendation to Steering Committee and the Steering Committee will discuss with administration.
- vi. CIPWG sometime in October or November with a more defined programming.

b. Community engagement strategies

- i. Consultant is proposing survey to campus community
 1. Qualtrics survey preview [link](#).
 2. *Provide comments by Friday, July 24th. Approximately 2 weeks to distribute, 3 weeks for results.*
- ii. Distributing to campus community:
 1. Will not need to go through IRB.
 2. 900 registered student groups (ask Denise about contact information).
 3. Consider reducing amount of questions.
 4. Be thoughtful of timing to distribute link as the campus will be overwhelmed with COVID-19 and Fall semester.
 5. Send to DEI planning group, student groups first and other constituency groups on campus.

3. Website Updates – (Mark)

a. Consultant Bio

- i. Check with HAA on biography and RFQ information.

- ii. Add verbiage on “tentative schedule” or “preliminary” next to project phases link.

b. Content Update

- i. Development site for the updated project information:
<https://stage.cabs.msu.edu/fw2/multicultural/background/index.html>
- ii. Team approves content, website updates are good to launch.

c. Project Schedule and Milestone update

- i. Eliminate details of schedule on RFQ proposal, page 2.
- ii. Renderings will be added to the website near the end of the study.

4. Budget Follow up – Barb and Dan

a. Clarity on process

- i. Posted to staging website:
 - 1. The program, scope, estimated cost and eventual budget are developed through the multi-step and iterative process for a capital project. The feasibility study focuses on developing and refining the programmatic purpose, development of the space types, adjacencies, square footage, estimated cost range of the overall project and proposed location — whether a renovation, addition or new construction (with the possibility of more than one option to consider at this stage).
The next step after the feasibility study is planning. Components of the feasibility study are further refined through the planning process, and architectural and engineering details emerge, as well as further refinement of the estimated cost and budget.
As we move through the feasibility study to the planning phase, the estimated cost and budget will be determined and the funding approach, including university and fundraising contributions, will be developed.

5. Good for the Cause

- a. Planning Committee will start working on a mission/vision statement and send a recommendation to Steering Committee.

Next Meeting – August 5, 2020 Zoom

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