

Attendees: Matt Postma, Tiana Carter, Paulette Russel, Miracle Chatman, Shiksha Sneha, Terry Frazier, Lisa Sudia, Tina Alonzo, BJ Abrams, Denise Maybank, Barb Kranz, Vennie Gore, Dan Bollman, Mark Fellows, Kevin Durkin and Xavier

Meeting Minutes

1. Steering Committee Introductions
2. Overview of project/study
 - a. Student input is key in this project.
 - b. Collaboration, transparency and accountability will keep the project flowing with wholesome answers.
 - c. Q&A Session
 - i. Q: How was the steering committee chosen in terms of excluding student representation? We just want to make sure that what we are planning is coming to fruition.
 - A: The nature of the steering committee is mostly to help navigate the outcomes from the planning committee through the administrative processes (budget, etc.).
 - A: On some level, the committee was self-selected. These are the same people that are elected to get involved in all high level projects of this nature. Many of us sit on the president's cabinet and have decision making ability at the administrative level.
 - A: The steering committee meets 7:30am Wednesdays and meeting minutes will be distributed for transparency.
 - A: The steering committee is not making any decisions on behalf of the planning committee, but rather handling the administrative processes that are coupled with projects of this nature. It is not a hierarchy but just a facilitation of the University processes.
 - ii. Q: Could you tell us what was discussed in previous steering committee meetings?
 - A: We reviewed the BOT PowerPoint, discussed topics of the planning committee meeting, reviewed the final draft of RFQ and next steps, and reviewed DEI template to obtain inventory on current activities across campus.
 - iii. It was agreed that in addition to posting/sharing of meeting minutes, that the steering committee would have representation once a month at the planning group meetings.
3. Review of Request for Qualifications (RFQ due 1/3/20)
 - a. The purpose of the RFQ is to ask A/E Consultants to describe their experience with projects of this nature, similar to submitting a resume.
 - b. Includes history of multicultural activities on campus thus far.
 - c. Project description shows what we want the A/E firm to help with.
 - i. At the end of the study, the A/E will have recommendations for project location.
 - d. During the selection process, the planning committee will review each firm and score them.
 - e. The committee will shortlist consultants and decide which will come back to submit an RFP (request for proposal).
 - f. Consultants will come back with presentations, which we will review as a committee and rate.
 - g. It is an interactive process where the planning committee can ask questions.
4. Microsoft Teams is all set up for collaboration.
 - a. Meeting minutes, presentations and the project schedule will be posted to this platform.
5. New items
 - a. Updated schedule review.
 - b. RFQ Finalization (due 1/3/20).

The preceding is assumed to be complete and correct account of the items discussed, directions given, and the conclusions drawn, unless MSU project manager is notified to the contrary by the next meeting. If no notifications is received, these minutes will be deemed an accurate account of the meeting.

Action Items

1. Students to share notes from the last 6 months of meetings.
2. Include planning committee on related events, including student town halls.
3. Biweekly meetings on Wednesdays from 9am-11am starting Wed., Jan 8.

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