

Dear Members of the Feasibility Planning Team:

Attached are the minutes from the of the December 11, Steering Committee minutes. Prior to December 11th we did not have minutes taken, but I'm attaching the agendas from the prior meetings for your review. Please note, the Steering Committee met on November 20, however I was out of the state and did not provide the committee with an agenda.

Thank you all for your candidness regarding your views on going forward and it is the hope of the Steering Committee that we continue to make the progress we're all committed to in completing the feasibility study within the timelines we've recommended.

Best wishes for a relaxing winter break, and happy holidays to everyone.

Sincerely,

Paulette

Meeting Minutes

Feasibility Study: Multicultural Center/Building Steering Committee December 11, 2019

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

Action Items

1. Identify a student to represent this initiative with President Stanley
2. Distribute BOT PowerPoint
3. Forward final changes of RFQ to committee members
4. Distribute template for DEI Activities Inventory week of 12/16 – due by Feb. 3, 2020
 - a. Remove square footage from requirements
 - b. Include instructions that suggest leaving items blank if unknown
 - c. Paulette to simplify spreadsheet and send to Barb

New Items

1. Review of Final BOT PPT and discuss remarks for BOT work session–Barb /Paulette
 - a. President has indicated support for the planning related to a new multicultural center.
 - b. Discussed the idea of a student to represent the initiative with President Stanley.

MCC Feasibility Study Discussion at IPF 12/11 3pm

- c. Steering Committee and Planning Team are separate with different roles/responsibilities:
 - i. Nature of the steering committee is mostly to help navigate the outcomes from the planning committee through the administrative processes (budget, etc.).
 - ii. Nature of the planning team is to provide input on the design, programming and purpose of the new Multicultural Center.
 - d. Meeting minutes will be posted for transparency.
 - e. Discussed representation on and meetings between Steering committee and the Planning Team.
2. Final draft RFQ to A/E Consultants and next steps
 - a. This is a public document sent to A/E Consultants.
 - b. Reviewed RFQ with Jack Mumma and Kevin Durkin along with Lisa Sudia and Barb Kranz for contractual language.
 - c. Finalize edits/comments and send out this week.
 - d. It was agreed to add a footnote to the facility name, i.e., “Multicultural Center”.
 - i. Include foot note on page 3 of RFQ: “Multicultural Center” can be one of three options: *free standing building, or renovation or addition to existing building.*
 - e. Add “approximately” 50,000 students on explanation of MSU.

3. Template for DEI Activities Inventory - Paulette Granberry Russell/Barb Kranz
 - a. Goal: Obtain a summary of current dedicated programming that targets multicultural activities and their locations. Administration wants to understand current programs, efforts and functionality of what is going on across campus.
 - i. Keep the document simple to digest by units and fill in.
 - b. Timeline for distribution: Distribute to colleges/departments/units week of 12/16 and due by Monday, February 3, 2020.
 - i. Consultants are expected to be hired by mid-February.
 - c. Edits suggested:
 - i. Remove “square footage” requirement.
 1. Could use University space standards for a high level proposal of square footage for multicultural center instead.
 - ii. Include instructions in distribution which allows for leaving boxes blank if unknown.
 - iii. Send the current report with distribution as an example.
 - iv. Remove budget from inventory – replace “recurring/non-recurring program” with “frequency/ongoing”.
 - d. The audience of the inventory includes space coordinators, academic/support contacts and deans/directors.
 - e. Student vision for this building is very inclusive; space for academic classes as well as multicultural organizations.
 - f. After discussion it was agreed that the inventory template would be simplified so the steering committee is capturing essential data and Facilities can add other data if the Steering Committee believes necessary for the A/E to conduct the feasibility study. Barb Kranz will make the changes on the template and forward to the steering committee for review before sending to the MAU leaders.

Continuing Items

4. Feasibility Study – General Discussion
 - a. Purdue’s Feasibility Study
 - b. Campus visits/contacts
 - i. UMich
 - ii. Other campuses
5. Fundraising
 - a. Role of Advancement
6. Project Milestone Plan
 - a. December 2020 presentation to the BOT

Agenda

Feasibility Study: Multicultural Center/Building Steering Committee December 11, 2019

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

New Items

1. Review of Final BOT PPT and discuss remarks for BOT work session—Barb /Paulette
 - a. CORE meeting discussion
2. Steering Committee members and Planning Committee meeting, 3:00 pm, IPF.CR, 1147 Chestnut.29D
3. Final draft RFQ and next steps
4. Template for DEI Activities Inventory - Paulette Granberry Russell/Barb Kranz
 - a. Timeline for distribution

Continuing Items

5. Feasibility Study – General Discussion
 - a. Purdue’s Feasibility Study
 - b. Campus visits/contacts
 - i. UMich
 - ii. Other campuses
6. Fundraising
 - a. Role of Advancement
7. Project Milestone Plan
 - a. December 2020 presentation to the BOT

Agenda

Feasibility Study: Multicultural Center/Building Steering Committee December 4, 2019

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

New Items

1. Review of BOT PPT – Brab Kranz
2. Template for DEI Activities Inventory - Paulette Granberry Russell/Barb Kranz
 - a. Two-fold purpose: Multicultural Center/Building and DEI Strategic Plan
 - b. DEI Steering Committee and campus Inventory

Continuing Items

3. Feasibility Study – General Discussion
 - a. Purdue's Feasibility Study
 - b. Campus visits/contacts
 - i. UMich
 - ii. Other campuses
4. Fundraising
 - a. Role of Advancement
5. Project Milestone Plan
 - a. December 2020 presentation to the BOT

Agenda

Proposal for a Multicultural Center Steering Committee November 13, 2019

Paulette Granberry Russell, Steering Committee Chair; Dan Bollman, Vennie Gore, Denise Maybank, Mark Fellows

1. MCC Student Concerns – Dr. Denise Maybank
2. June 2019 Proposal to BOT June 2019 – Paulette Granberry Russell
3. Steering Committee and charge – Paulette Granberry Russell, Chair
4. Feasibility Study – General Discussion
 - a. Purdue's Feasibility Study
5. Fundraising
 - a. Role of Advancement
6. Project Milestone Plan
 - a. October 2020 presentation to the BOT