

Meeting Minutes

1. Website – URL
 - a. Free standing website (perhaps mccenter@msu.edu) to be developed mid-January 2020
 - b. People focused photos – student photos require release forms
 - c. Hero version with 3 categories that highlight specific information (similar to current provost website):
 - i. Feasibility study
 - meeting minutes (posted by Tiana)
 - schedule
 - committee members
 - RFQ
 - BOT PowerPoint
 - will transition to design/construction post BOT approval
 - ii. Upcoming events
 - town halls
 - informational sessions
 - iii. About
 - history (to be developed by Student Affairs VP Office)
 - project description
 - feedback information (Paulette’s team to receive)
 - d. Website will include contact information, link to websites of campus partners, and president’s commitment statement (video) to be located on navigation/task bar
2. DEI Inventory
 - a. Purpose: understanding current related programs and where they reside
 - b. Remove “recurring/non-recurring”
 - c. Returned by 1/6/20
 - d. Include president’s commitment/statement to cover letter of feasibility study
3. General Discussion
 - a. Students want a single location for all multicultural activities that is highly inclusive (auditorium, academics, etc.)
 - b. Will likely be more directed to programs than teaching and classes
 - c. Looking to provide a space that has future flexibility
 - i. We are designing for students that are coming to us in the future, currently in middle school
 - d. What are the operations going to look like? Who would be responsible for the administration of the Center and programs?
 - e. Operations will be similar to those within the Union – programming, scheduling, leasing space, etc.
4. RFQ – **extended due date to 1/15/20**
 - a. Review with planning group simultaneously
 - b. RFQ’s submissions will be sent electronically
 - i. Develop questions to ask when reviewing RFQ’s
 - ii. Will develop a matrix
 - c. Shortlist 4-5 firms for interviewing
 - d. The design (A/E) firm does not have to be licensed in Michigan, but prefer Michigan based contractor
5. Updates
 - a. Compile list of shortlist firms that we will be calling

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- i. Be cognizant of fair process when calling firms directly
- b. Will start writing RFP
- c. Funding for study is being set up (OPB)
- d. Design to LEED standards a priority

Action Items

1. Website
 - a. Identify who is responsible for maintaining the website going forward
 - b. T. Carter will post meeting minutes after reviewed and approved in Teams and the website once set up
2. DEI Inventory
 - a. Include a cover letter that contextualizes the president's commitment to the feasibility study. Steering Committee Chair/PGR to finalize and distribute to MAU Administrators with return date first week of February.
3. Identify director/group of MC Center to be part of planning
4. Matt to send RFQ submissions to team electronically
 - a. Matt/Tiana compile list of A/E firms to call to submit on RFQ – will share with committees
5. OPB/Barb to confirm funding for feasibility study
6. Identify if center should be LEED certified

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