Action Items

1. Finalize RFP interview questions
2. Review Qualtrics survey with team
   a. Link to website
3. Identify announcement of website (who? when?)
   a. Link to Qualtrics survey
4. Student reps to discuss concerns on 2019 report with Office for Inclusion
5. Finalize photos for website

Meeting Minutes

1. Request for Proposal (RFP)
   a. Due 3/9/20
   b. Interviews scheduled for 3/29/20 8am-2pm at IPF
   c. Contract expected to be awarded 3/24/20
      i. Contractual start likely 4/6/20
      ii. Letter of intent to be issued to start process after interviews
   d. BOT progress report – Anticipated 10/2020
   e. BOT Approval to Proceed – Anticipated 12/2020
   f. Planning Committee will make final decision on consultant
   g. Master schedule posted to Microsoft Teams

2. Qualtrics Survey (by Miracle and Tammi)
   a. May link survey to website contingent upon website launch schedule
   b. Present survey to the group – 2-3 questions:
      i. What does a multicultural center mean to you?
      ii. What are 3 key things you’d like to see?
      iii. What kinds of programs should be included in a multicultural center?
   c. An additional survey/feedback will be done after AE has been hired
   d. Include comments box for explaining survey responses in detail
   e. Include link to website in survey (if launched in time)
   f. Team will review data and ultimately turn information in to successful AE candidate

3. Website Update
   a. Link survey to website when launched
   b. Team shared questions about the 2019 report findings
      i. Report removed from website until further discussion with Office for Inclusion

4. DEI Inventory
   a. Next steps: gather remaining responses, then work together to organize data
   b. Inventory will be used to guide consultant
      i. AE will likely met with these units individually
   c. CORES/COPS programming and space has already been accounted for within the inventory
   d. Volunteer from Planning Committee to review documents: Tammi Cervantes