

Attendees: Terry Frazier, Lizmary Fernandez, Diane Barker, Lisa Sudia, BJ Abrams, Matt Postma, Tammi Cervantes, and Shishka Sneha

## Action Items

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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

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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