

**50th Commemoration of the Bursar's Office Takeover (BOTC)
University Planning Committee Meeting
Hardin Hall, Rebecca Crown Center**

**Thursday, November 30, 2017
12:00 – 1:30 PM**

Meeting Minutes

Attendees

Kamilah Allen	Theresa Bratanch	Peter Kaye	Michele Rogers
Dan Amato	Carole Cahill	Kevin Leonard	Maria Sanchez
Alan Anderson	Ofelia Casillas	Eugene Lowe	Kasey Semaj Brown
Jabbar R. Bennett	Nancy Cunniff	Viorica Marian	Jeffrey Sterling
Kathleen Bethel	Dave Davis	MaryAnn Marsh	Tim Stevens
Susy Bielak	Karla Del Angel	Teresa Mastin	Kyla Taylor
Donna Biernadski	Nicole Eggleston-Watkins	Sekile Nzinga-Johnson	Sonia Waiters
Martha Biondi	Phylindia Gant	Susan Olson	Lee West
Sarah Bopp	Austin Gardner	Nneka Onyeka (for Jade Mitchell)	Charles Whitaker
Dana Bozeman	Jann Grovogui	Karyn Reif	Charla Wilson
Dana Bradley	Robert Hariman	Alecia Richards	
Ann Bradlow	Joseph Holtgreive	Nsombi B. Ricketts	

Welcome and Introductions

Jabbar Bennett introduced the new Office of Institutional Diversity and Inclusion (OIDI) Intern, Sarah Bopp, who is a graduate student in the MS in Higher Education Administration & Policy Program in the School of Education and Social Policy. She is currently a part-time graduate intern for the Pritzker School of Law Career Strategy Center as well. Sarah previously worked as the Program Assistant for the Graduate LLM Tax Program at Pritzker for two years. For the purposes of this committee, Sarah will be serving as the coordinator for the co-chairs, subcommittees, and subcommittee chairs throughout the planning process.

Announcements and Updates

NUBAA - Takeover Documentary

The University is collaborating with Northwestern University Black Alumni Association (NUBAA) to develop a documentary about the Bursar's Office Takeover. OIDI is collaborating with Alumni Relations and Development, Global Marketing and Communications, School of Communication, University Archives and NUBAA's Documentary Advisory Group on the planning process.

March NU Magazine: Eva Jefferson

Eva Jefferson, former Associated Student Government (ASG) president and participant in the Bursar's Office Takeover, will be featured in the March issue of the *Northwestern Magazine*. Programming Committee member, Austin Gardner, would like to bring Jefferson to campus next year, ideally during Black History Month. NUBAA is also interested in bringing her to campus during the Commemoration activities, to create an opportunity for her to interact with current students.

Monthly Subcommittee Meetings

BOTC subcommittees should be meeting independently on a monthly basis, or more frequently if necessary, to plan for Commemoration activities. The BOTC Co-Chairs will meet with all Subcommittee Chairs to discuss cross-group synergies in January 2018. Full committee meeting dates are coming soon for February and April of 2018.

MLK Commemoration Update

The MLK Commemoration Planning Committee has finalized the contract with guest speaker, Charles Blow, an Op-Ed columnist for the *New York Times*. In his work, Blow covers hot topic issues such as racial equality, social justice, white house politics, gun control, police violence, and the Black Lives Matter Movement. Charles Blow will be speaking on both the Chicago and Evanston campuses on Monday, January 22, 2018. For more information on MLK Commemoration activities, please visit <http://www.northwestern.edu/mlk/>.

Subcommittee Reports

Programming Committee

Michele Rogers: The Programming Committee discussed the process for allocating funding to schools, departments and units for their collaboration on events and initiatives relating to the Bursar's Office Takeover. The criteria will require the event to be educational, inclusive, and engaging, and up to \$2,500 will be provided in support of each proposal. The subcommittee plans to create an application for processing these requests. Sarah Bopp will create a designated events template to track campus events related to the Bursar's Office Takeover, which will be housed in the BOTC folder in Northwestern Box. The committee intends to hold several events from the beginning of 2018 leading up to the Commemoration in May. One idea is a storyboard project entitled, "*What's worth standing for?*" Another idea is to have a photo booth in conjunction with the "*Hear My Story*" event planned for April 22, the date when students involved in the Bursar's Office Takeover submitted their list of demands to the Northwestern administration. This event would be a chance for alumni, current students, and guest speakers to come together to tell their stories of then and now.

Engagement Committee

Dana Bozeman: The Engagement Committee expressed that the majority of their actions depend upon the plans and goals of the Programming Committee. However, the committee has created several buckets to categorize their different engagement target groups including students, faculty, staff, alumni, community members, businesses, faith-based organizations, and education systems (CPS, Evanston Township, etc.). The committee also discussed plans to reconvene and create direct outreach goals once the BOTC events calendar is populated.

Legacy/Memorial Committee

Ann Bradlow: The Legacy/Memorial Committee identified three main tasks: consider pre-approval process for any memorial, creating the proposal request process, and understanding the Northwestern context in which the memorial needs to fit. Subcommittee member, Karyn Reif has experience working with Facilities Management for pre-approval plans such as these and can be of great assistance in this process. The group is working to consider how much input they want to gather from the Northwestern community and what that proposal request process would look like. They also discussed the importance of gaining a clear understanding of the overall context for this memorial, and the committee will assess NUBAA's memorial plans and existing memorials on campus.

Marketing/Communications Committee

Donna Biernadski: The Marketing/Communications Committee will work closely with the Programming Committee to develop marketing plans. They will ensure the communication about the Bursar's Office Takeover are accurate, and this will involve engaging various people and using archival data. The group is planning to leverage a 1960's theme for BOTC marketing including items such as buttons, black light posters, etc. Overall, the committee is looking for more coordination to ensure the events are clearly outlined in the months leading up to Commemoration. Additionally, they hope to partner with Takeover participants to ensure the communications and events are accurate, respectful and reflective.