

Equity Action Planning Task Force (EAPT)

Tuesday March 12, 2024, at 9:00am
President's Boardroom F303

Attendance:

- Traci Malkowski (virtual)
- Talena Jackson (virtual)
- Kevin Wamsley
- Kyle Anderson
- Natalya Brown (virtual)
- Jenny Mackie
- Veronica Afonso
- Charles Anyinam (virtual)
- Aidan Haghgoo (virtual)
- Emily Couchie (virtual)
- Serena Kataoka (virtual)

Not in Attendance:

- Chris Greco
- Jeannie Metis
- Ann-Barbara Graff
- Taijon Eccleston-Graham
- Harikesh Panchal

Finalize the Terms of Reference

- Discussed the action plan and committee structure afterwards.
- The composition of this group may not be the group that would put together an action plan.
- Discussion surrounding the fact that the EDI action plan will not be created by the taskforce.
- The recommendations that come from the proponent will need to go to Kevin to be approved by the Board.

Feedback for Supervisor, Procurement & Risk (Adam Middleton)

- The committee finalized the information that Adam required.
 - The committee agreed to shortlist up to five proponents and who meet a minimum score of 50/80 (62.5%)
 - Term of Agreement: "This RFP provides for a one (1) year contract term. The contract initial term will commence upon award and end on _____. NU reserves the right to extend this contact provided the successful proponent's annual performance and product quality is satisfactory."
Looking for clarification from Adam here: how is the payment schedule set up? I imagine something is held back until all deliverables are fulfilled. This would be important if an extension were provided.

- Proposal submission deadline will be 30 days. Proposal deadline for questions, the committee discussed 28 days. **Looking for clarification from Adam here:** in terms of follow up questions, how does this process work? Who answers the questions and should the committee schedule a meeting for this purpose.
- **Looking for clarification from Adam here:** for committee purposes, should we also set deadlines for completing the scoring? Any other activities & dates we should be considering, before setting Stage 3 dates?

Timeline and Targets for EAPT Webpage

- To be discussed at next meeting.

Next Meeting

- Patricia will send out a doodle for the next meeting.