Attendees: Edith Benkov, Scott Burns, Marty Kandes, Donna Tusack, Ric Hovda, Jim Herrick, Reggie Baylock, Anne Graves, Cathie Atkins, Mark Wheeler, James Tarbox, Jack Beresford

1. Discuss charge letter

The components of the letter are specific to the working groups. With the amount of working groups, it is going to be tricky as only 1-5 initiatives will be submitted in the final report.

Scott Burns informed the group that he has collected two lists of non-profits, companies, etc. and has made a shorter list of organizations with broader appeal. Edith Benkov added that many groups on this shorter list already have some involvement at SDSU.

An idea on how to reach out to other groups was to look at the Master Plan’s previous work.

Suggestions were made as to which groups should be invited to the open forum that may not already be on the list:

- Members of leadership in college/local community councils.
  - To avoid casting the net too wide it was suggested to think of what the immediate community would include.
- Charities
- Community colleges may be important to invite as they are not included in other forums.
- Corporations were initially going to be left out but think if there are any that will be beneficial (Sharp was mentioned).

The question of whether students were being covered was posed and since there is a divide between the graduate and undergraduate students, Marty Kandes will bring the topic up in his meeting with the college councils next week.

2. Plan for the open forum

A second and third forum may be held in the future. It was suggested that there be separate forums for different groups for more focus. Time is a big constraint so one meeting that breaks off into groups may be more efficient.
Friday’s open forum is moving forward and will serve as an opener and then can be refined. The second forum could be held in 3 weeks.

For Friday’s forum:

- Comment papers and flip charts are ready to be used.
- The website will be up during the forum as well as the email address for comments.
- Discussions on the community engagement component of the charge letter as well as what the community would like to see may be held depending on participation.
- List of groups SDSU currently works may be distributed to show how the university is already involved.

3. **Schedule subsequent meetings**

The tentative dates for the January meeting are in the calendar distributed to the group. Rather than setting the time and date, it will be more fluid to try to accommodate the group’s schedules. This meeting will go over the report due February 1.