

NC State University HUB Advisory Committee Meeting
Primrose Conference Room
February 25, 2003
2:00 – 4:00 p.m.
MINUTES

Advisory Committee Members Present:

External: Willy Stewart
 Kenneth Johnson

Internal: Ted Devens
 Bob Fraser
 Mike Harwood
 Charlie Leffler
 Marvin Williams
 Carol Woodyard

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Advisory Committee Members Not Present (Excused):

External: Ivey Daughtridge
 Jessie Callis
 Kenneth Martin
 Mike Clark

Carol Woodyard asked if there were any corrections or additions to the November 9, 2002 minutes. The minutes were approved with the exception of the misspelling of the name Ed Rubio. Carol also gave an update of the seminar for “Preparing Your Business to Participate on The UNC Construction Projects”. She spoke of the positive feedback we received.

Charlie Leffler had several questions in regard to the seminar, 1. Do we have any assessment as to whether the contractors attending the seminar had already worked on campus or were just in our database and had an interest? 2. Who are we reaching? We do not want to perpetuate stereotypes. #. How do we follow up to be sure they are using what they have learned?

Carol Woodyard thinks the audience is a mixture and mentioned that she did not get the feeling of stereotyping. She stated that Marvin has begun a process to follow up on attendees. She feels that if people have taken the time to come that we will help them take the next step to move forward.

Marvin Williams gave an update on CVM-Wet Lab Research Building. At this point we have HUB participation at 20.90%, of that 8.06% is African American, 2.86% is Hispanic and 9.98% is female.

Charlie Leffler mentioned he would like for a follow up to be done to be sure the licensing issue with the electrical contractor, work on the Wet Lab project, has been resolved. He was concerned about another large project at CVM, the Infrastructure. He stated there was a lot of opportunity there.

Marvin Williams shared with everyone that he received a call from C. C. Lambert, who was impressed with Bovis' commitment. We have stressed to all CM's at Risk to look at the general conditions, where the contractor will not have to pre-qualify. Bovis has contracted with Todd Grading, Connor and Spivey's plumbing for construction work relative to set-up of construction trailers.

Charlie Leffler questioned if there was a way to capture that information on a spreadsheet.

Marvin Williams reviewed the early site package for the University Apartments. Several 1st Tier contractors are participating. One positive note is Centex is helping one contractor by paying the insurance so he would be able to work.

Willy Stewart mentioned he received a letter from state construction that they want special inspections on this project for Chapter 17 and he is meeting today to discuss that.

Bob Fraser suggested special inspections be handled by the designer. He verified all state jobs going forward will have special inspections provisions.

Willy Stewart mentioned the foundation will not be a part of the special inspections, the super structure will.

Ted Devens gave a report of HUB participation for informal projects based on January 1, 2002 through December 31, 2002. The overall total was 27.4%, 4.8% being African American, 21.6% Female, and .1% Hispanic.

Charlie Leffler asked, "What became of the disparity study?" This report is an update to help determine what the conditions are in North Carolina in regard to minority based businesses to determine what gaps need to be addressed.

Carol Woodyard said we have asked about the disparity study but have never received an answer.

Mike Harwood gave updates on Designer selection and gave out copies of information regarding the upcoming Designers advertisements. An update should be on the web site. There is a sizeable amount of work to be selected.

Charlie Leffler discussed ways of boosting the response from the Hispanic community.

Willy Stewart feels it will take at least another generation to really prepare the Hispanic community because they appear to be so far behind in our culture. He recommended contacting Ed Rubio for suggestions.

Ted Devens wanted to see what the group feels we should focus our efforts on for the next year.

Carol Woodyard felt a good goal for this year would be 5% for African American and increase it the following year.

Kenneth Johnson would like to find out what we perceive are barriers to underutilization of the different sub-groups, when you look at diversity within diversity, and how we perceive that we might address those particular barriers. Comparing the formal, the download, and the informal, if you're seeing low utilization in the formal and download you are dealing with comparative bidding then at the informal level, where you have the most flexibility, what are we seeing? Many of the campuses are saying that they are getting 40% utilization or higher for the informal because they have greater flexibility there. When you get to the formal it's lower. Other campuses have a higher utilization for informal than NCSU. She is interested in what the barriers relative to the underutilization of the different subgroups. NCSU and UNC have a rotation process for informal. What are other campuses doing differently that causes their utilization for informal to be greater?

Charlie Leffler mentioned it could have something to do with the fact that we have a low response in electrical and mechanical, which is a lot of what our work is. Other campuses may have plenty of work in another category and have plenty of response in that area. He ask Kenneth, what we can use to learn about these specific trades to get them to our door in order to get them pre-qualified?

Kenneth Johnson stated last week she began to call the electrical and HVAC contractors and setting up appointments with Bovis and Centex so these particular contractors would be in the loop and get pre-qualified. It was specifically targeting the unlimited license contractors. So far there is about 10. She will provide this list to us.

Carol Woodyard mentioned the electrical contractors have to have unlimited licenses, limited licenses are not allowed to work around 480 volts and almost any area will have high voltage.

Charlie Leffler and Ted Devens both had concerns about the geographical location of the electricians. In case of a safety issue they want to be able to call them out to the job and not be spending more time traveling than doing the job.

Kenneth Johnson feels we need to look at inventory, what the available and acceptable is. Look at the packages and determine what is coming up in the next 1 to 3 months and try to align what might be minority construction firms with what we see to be coming up.

Ted Devens suggests that we identify the qualified electrical contractors and get them in the rotation. Once this is done it doesn't matter what projects are coming up.

Kenneth Johnson said if the colleagues from other campuses are able to identify and utilize sub-groups and are showing significant progress, then what is State not doing that other campuses are and how do we learn from them?

Ted Devens and Carol Woodyard agree this is not the same information they have been hearing. The campuses they have been in contact with have a lower percentage and are asking how to increase the scores. They would like to get more data from the other campuses and compare figures on the informal projects.

Kenneth Johnson will refer some campuses that will be willing to share this information.

Kenneth Johnson asked for Marvin Williams' opinion on the informal projects and if there were specific barriers that might be addressed, or how we might brain storm to get greater inclusion.

Marvin Williams responded we certainly needed to look at the Electrical and Mechanical.

Charlie Leffler wanted to make sure Kenneth Johnson was going to provide us with information from other campuses and he in turn would provide her with a list of our projects over the past two years so that she might do some comparisons.

Marvin Williams reviewed the report for the UNC Bond Program. The HUB participation for NCSU ending 2002, the total was 13.6%, with 10.6% being WBE and 3% being African American.

Kenneth Johnson was wondering what we might do to increase the percentages in the Latino community.

Charles Leffler answered by stating that the Latino community would probably continue to be a challenge depending on where they are in their maturation process and in some cases their cultural issues process.

Kenneth Johnson feels we may need to try to target and recruit Latino construction firms. Ed Rubio should be able to help identify them.

Willy Stewart stated Marvin Williams has been appointed to call and meet with Ed Rubio.

Kenneth Johnson mentioned they met with the Legislative last week. Ed Rubio participated in that meeting. They were looking at SB914 and what we are continuing to see as barriers.

Charlie Leffler asked if there were any Latino's from the governor's office in that discussion, since they had several conversations with Nolo Martinez in regard to advertising in some Hispanic papers about the outreach seminars that were held last fall.

Kenneth Johnson suggested that we do some time specifics and set some goals, i.e., if we are at 2% Hispanic now, we want to be at 3% Hispanic by a certain date and the same with African Americans. We need to put a plan together based on what we are aspiring as our goal.

Charlie Leffler suggested we first have the tools, i.e., being able to identify electrical and mechanical contractors, then what Kenneth is saying will be possible and realistic and we will be able to set an achievable goal.

Kenneth Johnson suggested that we get a copy of DOT's Disparity Study (they have done 2 studies) and their goal.

Mike Harwood discussed the report for Designer Selection Summary-Major and Minor Projects for the calendar Year of 2002 through March 2003. This report was broken down by quarters. The total number of projects for 2002 was 30 and we received 504 proposals. We shortlisted 94 firms, of which 6 were HUB firms and 3 were women-owned. We selected 34 firms, 2 HUB firms and 1 woman-owned. It reflects improvement in both women and HUB firms. We are trying to better understand the market place so that we may align our expectations to where we should be.

Charlie Leffler replied we have to look at the design work different than the low bid of contractors work because we are really pairing up experience to a particular project. We need someone who has experience with that type of project. He mentioned that Mike Harwood has been doing follow-ups with HUB designers and exchanged some good information with them. This has helped the designers to have a target so they don't waste their effort bidding on a project they don't fully understand and don't have a chance at and to be sure they bid on the ones they do qualify for.

Kenneth Johnson wanted to know what we see as the barriers since we have 30 design projects for 2002 and such a small number of HUB firms selected.

Willy Stewart replied we are looking at large projects and small architectural firms could not handle them. However, he added we have sub-consultants that are HUB firms that may be working on just a portion of a project, yet only the prime is listed. If we had a system to track the sub-consultants, it would definitely raise the figures.

Kenneth Johnson wanted to know if in our process of trying to promote diversity, to what extent are we encouraging designer firms to team with HUB firms that we realize are not big enough, and what is being done by the owner to insure that there is greater diversity and inclusiveness and what do we need to do to ensure that this is done.

Mike Harwood answered that we are doing two things. One thing we are doing is emphasizing the idea of teaming to all non-HUB firms that contact us about doing business here. We encourage them to have a team strong in HUB work participation. The other thing is in regard to the fact that many firms are not big enough. What we are hearing from HUB firms is, they are asking how to overcome this perception. We have been giving them feed back on how to put their best foot forward when giving their credentials and how to look at their team and come forward with the expertise or how to supplement their team so their credentials and expertise are seen in the best light.

Charlie Leffler wondered if you go to the website to look at advertisements for design projects, do we link to the selection criteria since we added the HUB participation of the firm to the trustee's criteria last year. He felt this is an important communication issue.

Mike Harwood said that criteria should be linked to all the project summaries. He also mention they are trying to make folks understand that we are underlining that. Although it is not the most critical factor and we haven't previously given as much attention to it, we are now.

Marvin Williams added to the response of Kenneth's question that one of the things he is doing is setting in on the interview process. He is able to make suggestions to those presenting and tell them basically how they presented and what they need to change or improve on.

Kenneth Johnson wanted to know if we could look at specific goals around inclusion in the area of design. Could we begin to target a tight goal with some real emphasis, maybe at the 1st tier level, where we would require a teaming relationship?

Willy Stewart mentioned this is already in place at Mecklenburg County. You either come with a team or you don't get a job – period. You won't even have a chance – zero chance, because they do have goals there. Durham County also has this in place.

Charlie Leffler felt this is a fair goal on the 1st tier level. We are striving for that goal, but haven't yet been successful, however, we're getting closer. The other issue is looking at HUB participation both statically but also as a competitive factor in the shortlist.

Willy Stewart responded if you look down at what we have at the 1st tier we would probably be surprised and find we are not doing that bad.

Mike Harwood added we needed to include in addition to the project dollars, what the fee is for the project, what are the sub-consultants and what their fees are.

Kenneth Johnson wondered if we should look at the model of Mecklenburg and Durham Counties and also Durham City and how they are extracting their data, what their requirements are and how it's extracted on the front end. Could we get information from other universities and how they are doing it and possibly solicit information from these other counties and cities that already have these requirements in place?

Charles Leffler thought it was a good question we should be asking ourselves, but was not sure that we are ready to answer. He felt we should be advised in whatever we do to set the criteria as the law allows us to.

Kenneth Johnson requested the groups help as her final statement. She stated that Bob Fraser and Marvin Williams are probably the cream of the crop in terms of the states effort around working hard to ensure that there is diversity. She said, "There probably isn't another campus with the kind of effort that they make." She has mentioned to UNC-GA that they probably need to get them to train the other universities to move forward. When she talked to the legislature, she referred to Bob and Marvin as the "poster children for success" for their efforts in regard to inclusion. She stated that no other university is making this kind of effort. But, when it comes to the design and informal she doesn't feel it is making the kind of effort it could around inclusion. She stated that she still does not understand what the barriers are in those two areas in regard to inclusion. She did mention that hopefully by April we would have a clearer understanding.

Charlie Leffler remarked that in order to overcome this significant obstacle, it would be important for the informal to identify contractors for electrical and mechanical. For the design, it's a case of getting them in here and getting them experienced in the process. It takes large firms several tries to land a job here because this is very competitive. Last year we had 504 proposals for 30 jobs. Our last assignment brought in over 40 applications. He does not feel there are any barriers left, but simply getting the proposals here that will make the difference. Sometimes we have a job that would be appropriate for minority firms, but they don't apply even though they have been notified, in that case there is nothing we can do. He also wondered if Kenneth might be able to help us get information as to why they didn't bid, that they have been notified, and say they are going to respond, but they didn't.

Kenneth Johnson said she has done that with one package and these firms plan to bid on the next set.

HUB Advisory Committee's next scheduled meeting is April 29, 2003.

NC State University HUB Advisory Committee Meeting
Construction Management Conference Room
April 29, 2003
2:00 – 4:00 p.m.
MINUTES

Advisory Committee Members Present:

External: Willy Stewart
Kenneth Johnson
Jessie Callis
Kenneth Martin

Internal: Bob Fraser
Mike Harwood
Charlie Leffler
Marvin Williams
Carol Woodyard

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Advisory Committee Members Not Present (Excused):

External: Ivey Daughtridge
Mike Clark
Ted Devens

Carol Woodyard asked if there were any corrections or additions to the February 25, 2003 minutes. The minutes were approved with corrections.

Charlie Leffler explained the rotation process for HUB Advisory members. It was determined that a set number of external members be rotated out on a yearly basis. Two members will rotate out this year, with two new members selected starting June of this year.

Marvin Williams discussed pre-qualification of prime contractors in regard to the general statutes and the possibility of using it at NCSU. Charlie Leffler requested a determination of suggested criteria that could be used. Willy Stewart suggested referring to the State Construction Manual for criteria. Carol Woodyard stated that the State Construction Manual only states the approval of pre-qualifying, not the determining factors allowed.

Charlie Leffler wanted to assure contractors without experience in the process are not excluded or handicapped by it. Willy Stewart suggested talking to Jeff Parsons, Assistant Attorney General, and the State Construction Office to see what is currently in place in regard to criteria for pre-qualification. Kenneth Johnson stated she has talked to Jeff Parsons and there is no set criteria.

Charlie Leffler suggested we could use a track record to get single primes to work harder at increasing HUB participation on each project and use a point system to pre-qualify contractors. Kenneth Johnson recommended pre-qualifying by contractors providing a two-year track record showing how they addressed the issue of diversity and shows how they plan to address the issue of diversity on the upcoming project. She also suggested a point value system be put in place in order for contractors to bid projects.

The effort was tabled until Marvin could obtain further information.

Marvin discussed the HUB statistics for formal projects and mentioned package breakout and pre-qualifying bidders is making a difference on CM @ Risk projects, but we do not have the same ability with the single prime.

Kenneth Johnson suggested we track the 2002 disaggregating of CM @ Risk projects due to a recent report submitted to the legislature on Bond projects. The figures on this report are low and some even zero, since the project has been awarded to the CM @ Risk, but not yet to the trade contractors. She feels that if we track this information, we will be able to explain why the totals appear low.

Kenneth Johnson shared a copy of a complaint from CoMor in regard to projects with work in the area of telecommunications and the requirement of the KRONE product. She suggested we follow up in writing.

Kenneth Johnson stated that she tried to find out where the campuses are having the most success, formal, download or informal, and attempted to do this by getting a report from State Construction, General Administration and the HUB office, but was not able to get information from the HUB office since they do not have complete data. She gave the statistics on the data she received.

Charles Leffler asked Marvin to contact Shari Harris at General Administration office to obtain this report so he may review it.

Charles Leffler suggested that we layout the data on HUB utilization that we have and look at the trends that might or might not be there and focus on techniques that may be used yet be within the bounds of the law and hold up under scrutiny. He feels the greatest concern is in the area of download.

Jessie Callis feels the main concern in regard to single prime contractors is to meet the letter of law rather than succeed.

Carol Woodyard gave an update on designer selection for Mike Harwood who was excused from the meeting early.

HUB Advisory Committee's next scheduled meeting is June 24, 2003.

NC State University HUB Advisory Committee Meeting
Construction Management Conference Room
June 24, 2003
2:00 – 4:00 p.m.
MINUTES

Advisory Committee Members Present:

External: Tonita F. Lipscomb
 Kenneth Martin
 Jill B. Smith
 Willy Stewart

Internal: Ted Devens
 Bob Fraser
 Charles Leffler
 Marvin Williams
 Carol Woodyard

Carol
Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Advisory Committee Members Not Present (Excused):

External: Kenneth Johnson
 Jessie Callis
 Mike Harwood

Charles Leffler introduced two new members, Jill B. Smith and Tonita F. Lipscomb and review the mission of the HUB program

Carol Woodyard asked if there were any corrections or additions to the April 29, 2003 minutes.

Marvin Williams talked about utilizing more African American designers and about a recent series of meetings to encourage more African American involvement. Since Ken

Martin's firm was involved, he was asked for feedback. Ken felt the meetings were a good beginning and not only did the firms learn about NC State, but NC State benefited by learning about the firms, what they do, their staffing, capabilities and their strengths. Bob Fraser also attended and agreed with Ken.

Marvin Williams discussed the six series of seminars recently held to provide training for HUB contractors in various aspects of the business. He was pleased with the response except for the Safety meeting. Toni Lipscomb felt that many contractors don't see the importance of safety, but are rather focusing on being the low bidder and getting the job done on time. She suggested Lloyd Dunn might be able to put together a program to help in this area, showing that safety is related to cost, timing and profit.

Marvin Williams shared a published article pertaining to a recent weekend seminar focusing on Estimating and Bidding. He mentioned that the feedback was so great that another such seminar is being scheduled in August.

Ted Devens reviewed the process of bidding on informal projects. Bob Fraser described the process of formal projects from selecting a designer to bidding the project for single prime and CM @ Risk.

Marvin Williams reviewed a handout with information regarding HUB statistics for Formal and Informal Project for the Fiscal year July 2002 – June 2003.

Charlie Leffler discussed monitoring the breakdown of pay applications to see if they are being executed as originally planned.

Toni Lipscomb mentioned that many smaller contractors do not have the ability to keep up with the administrative work. Willie Stewart wondered where we draw the line in regard to helping smaller contractors succeed and if they were not able to do the paper work were they capable of doing the labor. Toni Lipscomb and Bob Fraser felt they were very capable of doing the work, but either due to lack of knowledge or too busy, they are not able to successfully manage administrative matters. Ted pointed out we could have workshops to help contractors reach the expected standards.

Ken Martin asked how NC State percentages compare to other universities. Charlie Leffler stated that a comparison has been made between 16 campuses regarding bond projects. Some universities are higher than others in certain areas, such as Fayetteville State and Pembroke are higher in the Native American category, Central is higher in African American, and Asheville has almost no African American.

Jill Smith brought up the fact that many minority companies are too small to take on such large projects. Charlie Leffler explained how these projects are broken down into small portions making it feasible for smaller businesses to bid on them.

Marvin Williams asked what areas we need to pursue for the next outreach meetings. Suggestions included, combining with UNC to do one meeting together, doing a regional

meeting as a one-stop shop, offering topics such as “How Not to Get Buried in Paperwork”.

HUB Advisory Committee’s next scheduled meeting is August 26, 2003 at 12:00 noon.

NC State University HUB Advisory Committee Meeting
Construction Management Conference Room
August 26, 2003
12:00 – 2:30 p.m.
MINUTES

Advisory Committee Members Present:

External: Jessie Callis
 Kenneth Johnson
 Tonita F. Lipscomb
 Kenneth Martin
 Jill B. Smith
 Willy Stewart

Internal: Ted Devens
 Bob Fraser
 Mike Harwood
 Charles Leffler
 Marvin Williams
 Carol Woodyard

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Lunch was provided.

Carol Woodyard asked if there were any corrections or additions to the June 24, 2003 minutes.

Mike Harwood gave the statistics and progress for the designer selection and provided spreadsheets summarizing the designer totals. He also gave everyone a list of upcoming designer advertisements for the next 12 months.

A group discussion was done regarding the criteria for designer selection, improving our process of selection, and setting goals. It was decided that a subcommittee would meet to discuss establishing goals for minority designer participation. Ken Martin, Marvin Williams, Jill Smith and Mike Harwood volunteered to meet prior to the next HUB Advisory Committee Meeting. Anthony Hunt was also recommended for this subcommittee.

Carol Woodyard handed out a copy of the Appendix E form used for tracking payments of HUB contractors and discussed the information being captured on the form. She also asked for comments and suggestions.

Marvin Williams discussed the recent bid results of the Apartment Complex (Wolf Village) being constructed by Centex Construction Company.

Kenneth Johnson asked about the process and time frame of contractors receiving pay and how to enhance a quick pay process. Following was a discussion of reasons contractors may be delayed in receiving payments.

Marvin Williams reviewed the bid results for the North Campus Chilled Water Phase II Yarbrough Plant being done by Gilbane Company.

Marvin Williams and Kenneth Johnson informed the group of an upcoming estimating seminar to be held October 16, 17, and 18 to benefit contractors. Since Wake Tech was also planning an estimating seminar around the same time and their computer lab will accommodate a larger group, we will join efforts with them.

HUB Advisory Committee's next scheduled meeting is October 28, 2003 at 2:00 P. M.

NC State University HUB Advisory Sub-Committee Meeting
Construction Management Conference Room
October 1, 2003
1:30 to 3:30 p.m.
MINUTES

Advisory Committee Members Present:

External: Kenneth Martin
 Jill B. Smith
 Anthony Hunt, Special Panelist

Internal: Mike Harwood
 Marvin Williams

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Marvin Williams opened the meeting and explained its purpose to set goals for designer selection.

Mike Harwood gave everyone a copy of a spreadsheet “Designer Selection Summary.” He discussed the current statistics of designers at North Carolina State University and possible targets we may set to measure success for designer goals.

Ken Martin was concerned about the report giving more credit to minority firms than what it actually should, such as when a minority company is 1st tier and subs work to non-minority businesses. The report should not reflect the minority company with 100% participation, but only what was actually done by minorities. Mike Harwood explained this process.

There was a discussion to decide what information and how much detail should be included on the design report.

Anthony Hunt wondered if we should include availability of opportunities, showing percentage of capital expenditure available.

Ken Martin discussed the availability of minority designers and a questionnaire he created and sent to minority firms to find out their interest in working on university

projects. He also talked about matching projects with designers by looking at the firm's size and experience or possibly partnering with another firm to be able to accomplish the job. He suggested the university meet with each designer one on one to better understand where each firm stands.

Jill Smith stated she had contacted the city of Greensboro, Durham and Fayetteville and asked if they would be willing to share their list of minority firms. She was concerned about the how we should classify each firm in regard to size and what they are capable of doing. Many firms have contracts with sub-consultants, but are not able to list them as an employee, making their firm look smaller in size and not able to do what they are actually capable of doing. Ken Martin felt we should let the firms tell us what their capacity is.

The group discussed what numbers or percentages should be captured in order to set a goal to work toward.

It was decided that a questionnaire would be sent to designers and bring the results to the next meeting. Ken Martin will contact African American designers and Jill Smith will contact female designers. There was a discussion as to what questions should be ask.

HUB Advisory Sub-Committee's next meeting is October 21, 2003 at 1:30 P. M.

NC State University HUB Advisory Sub-Committee Meeting
Construction Management Conference Room
October 21, 2003
1:30 to 3:30 p.m.
MINUTES

Advisory Committee Members Present:

External: Kenneth Martin
 Jill B. Smith
 Anthony Hunt, Special Panelist

Internal: Mike Harwood
 Marvin Williams

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Marvin Williams opened the meeting by asking for the approval of minutes. Minutes were approved.

Kenneth Martin discussed the questionnaire that was sent to African American designers. The responses stated they would like to do work at NCSU but wondered what their chances would be. They did not want to deal with the time and expense if the potential was not there.

Jill Smith contacted the City of Durham for names of women designers. She was given two architects. She received a list from The City of Greensboro of their complete list of HUB firms. The City of Fayetteville has not responded yet. She was concerned because there are not many women owned design firms and even less with willingness to do university projects.

Anthony Hunt felt we should consider that fact when calculating the capacity and only count the firms that have an interest in doing university work.

After a group discussion regarding designers and consultant, it was decided that the breakdown on of first tier and consultant would be done at one time.

Jill Smith felt since so many minority architects are small businesses and not capable of doing many of the university projects, that an outreach would be helpful to give them knowledge and help them realize they can team with other architects as consultants. She also mentioned we should set the current goal at identify firms and meeting and getting to know them, then later set percentages to the goal, but Ken Martin felt we had a small window of opportunity and need to move quicker since the time for the bond referendum is limited.

Ken Martin has identified African American designers by verbally contacting them, then sent confirmations by fax. Jill Smith is waiting for responses to identify women designers. She will forward this list to Marvin Williams for follow up.

Mike Harwood discussed the design summary and percentages and dollar amounts that were HUB firms.

The group decided that showing percentages instead dollar amounts would be the best way to reference minority totals.

Anthony Hunt mentioned that our next step is to get a figure for capacity, but although we come up with a goal, we need some subjective dialogue to see if it is actually attainable.

Mike Harwood felt the goal should be a gradual increase for a period of time before leveling off.

It was decided that the group would meet another time before finalizing a goal.

Anthony Hunt reviewed the formula to be implemented at the next meeting to determine how the group will conclude with a goal.

HUB Advisory Sub-Committee's next meeting is November 11, 2003 at 1:30 P. M.

NC State University HUB Advisory Committee Meeting
Construction Management Conference Room
October 28, 2003
2:00 – 4:00 p.m.
MINUTES

Advisory Committee Members Present:

External: Jill B. Smith
Willy Stewart

Internal: Ted Devens
Bob Fraser
Mike Harwood
Charles Leffler
Marvin Williams
Carol Woodyard

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Advisory Committee Members Not Present (Excused):

External: Jessie Callis
Kenneth Johnson
Tonita F. Lipscomb
Kenneth Martin

Carol Woodyard asked if there were any corrections or additions to the minutes for the August 26, 2003 meeting.

An update on designer progress was given by Mike Harwood. He handed out a summary of this information and also spoke about the progress of the HUB Advisory Sub-committee meeting. The sub-committee has met twice and plans to have another meeting before making a final decision on a goal.

The status of Construction Manager at Risk Projects was given by Bob Fraser. Upcoming CM at Risk projects include: David Clark Labs, College of Engineering Phase II, Schaub Food Science Building, and Weisiger-Brown Renovation.

The process of selecting bidders for the Bid Rotation List for informal projects was discussed by Ted Devens. He handed out an outline listing criteria and other information regarding this process.

A need to strengthen the Good Faith Effort Requirements was brought to our attention by Marvin Williams. Everyone received a copy of the Affidavit A along with two pages of laws from the Senate Bill 914. After a group discussion concerning changes and the legal aspect regarding Senate Bill 914, it was decided that Shari Harris be invited to the next meeting to discuss the possibilities.

A series of seminars is being planned for next spring by Marvin Williams to help contractors on the topics of "Understanding Bidding Documentation" and "How to Avoid Problems". He asked for additional ideas and topics.

The schedule of HUB Advisory Committee Meetings for 2004 was handed out.

HUB Advisory Committee's next scheduled meeting is January 27, 2004 at 12:00 noon.

NC State University HUB Advisory Sub-Committee Meeting
Construction Management Conference Room
November 11, 2003
1:30 to 3:30 p.m.
MINUTES

Advisory Committee Members Present:

External: Kenneth Martin
 Jill B. Smith
 Anthony Hunt, Special Panelist

Internal: Mike Harwood
 Marvin Williams

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Marvin Williams opened the meeting by asking for the approval of minutes from the previous meeting. Minutes were approved.

Marvin Williams mentioned that he received a list of design firms from Jill Smith. A survey was sent to each designer on the list to determine if they are interested in doing work at North Carolina State University. The consensus was, yes they are.

Jill Smith asked Anthony Hunt about the meeting he attended with state HUB regarding the subject of a centralized database. He explained the process that will be utilized to establish the database.

Anthony Hunt spoke of a disparity study that is in the process and how it might affect NCSU.

Mike Harwood started the process of a formula for figuring a goal for designers. He discussed capacity, opportunity, availability, what should be the denominator, the numerator and what combination should be used.

Since this formula is for NCSU, Jill Smith felt we should look at NCSU figures and what it has to offer.

Mike Harwood led a group discussion and drew the formula as suggestions were made until a conclusion was reached.

Anthony suggested that we start by looking at availability and capacity (who is available and what is their ability to perform), then at the opportunities (figure out what the state opportunity is and break it down to NCSU opportunities). He also suggested looking at the history of previous years and what is expected for the future.

The following are drawings formed from the discussion:

$$\frac{\text{Minority}}{\text{NCSU}} = \frac{X}{Y} \% = \frac{\text{Capacity}}{\text{Opportunity}} = N\% \quad \text{NCSU } \frac{468 \text{ mil}}{2500 \text{ mil}} = 18.72\%$$

$$\frac{\$ \text{Minority}}{\$ \text{Total}} \rightarrow \frac{\text{State work}}{\text{Total Minority}} = 25\text{-}50\% \text{ University work} \times 18.72\% = 5\text{-}10\% \text{ minority cap. } \$$$

Benchmarks

Minority population
SB914=10%

	ASA	AFA	WO	NA	H
10%	0.5	4	4	0.5	1

$$2002 = \frac{170,000}{5,400,000} = 3.1\%$$

X=500,000

X=250,000 Annual Target

It was decided that the formula needed to be review annually. Listed below are factors that need to be considered.

Market/Economy

- Growth of minority community
- Change in NCSU %
- Change in NCSU Construction Activity
- Survey Verification

It was decided that verification of capacity is needed to complete the formula. The group came up with the following questions to be sent to designers in hopes of obtaining the information necessary to verify capacity.

What were your total or annual billings last year?

What were your university billings last year?

What would you like your annual total billings to be or what is your desired or targeted growth?

What would you like your university billings to be?

What portion of university billings would you like to be from NCSU?

HUB Advisory Sub-Committee's next meeting is Tuesday, January 13, 2004 at 1:30 PM