

**NC State University HUB Advisory Committee Meeting**  
**Facilities Planning and Design Conference 301**  
**January 25, 2005**  
**2:00 – 4:30 p.m.**  
**MINUTES**

**Advisory Committee Members Present:**

External: Jill B. Smith  
Henry Richardson  
Kenneth Johnson  
Toni F. Lipscomb  
Kenneth Martin  
Willy Stewart

Internal: Ted Devens  
Bob Fraser  
Mike Harwood  
Kevin MacNaughton  
Marvin Williams

Others Present: Brian Schneiderman, Business Development, Self-Help Credit Union  
Joseph Francis, Plan Room Mgr, Raleigh Business & Technology Center  
Bob Robinson, Exc. Director, Raleigh Business & Technology Center  
Dan Calloway, Business & Finance, Raleigh Business & Technology

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

**Advisory Committee Members Not Present:**

Internal: Carol Woodyard

Marvin Williams opened the HUB Advisory Committee Meeting and thanked everyone for being there.

Mike Harwood introduced Kevin MacNaughton as the new Associate Vice Chancellor for Facilities.

Kevin MacNaughton made a few comments regarding the HUB community and how far it has come and stated he looked forward to be working with the HUB program.

Marvin Williams ask everyone present to introduce themselves.

Mike Harwood asked if anyone had comments or edits to the minutes of November 16, 2004. Kenneth Johnson noted the last paragraph should be changed from becoming associations to performing as an association with...

Marvin Williams reviewed the HUB participation statistics and gave a printout showing the percentage totals for bond and non-bond projects through the fourth quarter of 2004.

Toni Lipscomb asked how this report compared to the previous quarter.

Sharon Beavers explained that non-bond projects bid after January 1, 2002 with the code older than 400, or funded prior to 2000, were added to the report beginning this quarter. Previously, non-bond projects with a code older than 400 were not reported, but since these projects are being reported to HUBSCO, it was decided they should be include.

Kenneth Johnson wondered if there is a tracking system for actual HUB dollars verses commitment and if commitments are consistent or are we seeing changes or substitutions.

Marvin Williams responded stating that we have seen some substitutions, but very few. Commitments are usually pretty consistent, but sometimes we may see an increase because a contractor may intend to self-perform areas and will decide to sub it out or a change order may affect the committed amount.

Ted Devens reviewed the HUB participation for informal projects and shared a spreadsheet with everyone showing the dollar amounts, percentages, number of contractors invited to bid and how many were HUB contractors. Ted gave the group a handout showing the list of contractors selected for each category to be invited to bid on informal project for 2005. He explained the contractor selection process and qualifications to qualify for the list.

Kenneth Johnson questioned the percentage of minority participation on informal projects and wondered if it was due to the lack of identifying HUB contractors in such areas as mechanical and electrical and if so what can we do to address diversity in these areas. She also felt that in the informal bid process, the contractor should be ask if he is self-performing or if subcontractors will be performing parts of the work. If subcontractors are doing a portion, they should identify these components and how they intend to address diversity.

Ken Martin suggested a sub-committee be formed to discuss further how HUB participation on the informal projects might be increased. Members selected for the sub-committee include Henry Richardson, Ted Devens, Marvin Williams, Bob Fraser and Kenneth Johnson.

Toni Lipscomb and Brian Schneiderman explained the mission of Self-Help Credit Union and how it might benefit HUB contractors and help them be awarded larger projects.

Bob Robinson, Joseph Frances and Dan Calloway presented what the Raleigh Business & Technology Center has to offer small business owners.

Kenneth Johnson wanted to know if the university was trying to structure a supportive outreach training, technical support to contractors. She suggested NCSU bring together various targeted entities in a separate meeting for the CM at Risk, Single Prime, and HUB contractors to assess their feelings in order to respond to their needs.

Bob Fraser requested Kenneth Johnson provide a list of single prime and HUB contractors to invite to the meeting.

The HUB Advisory Committee's next scheduled meeting is Tuesday, March 29, 2005 at 12:00 p.m.

**NC State University HUB Advisory Sub-Committee Meeting**  
**Construction Management Conference Room 303**  
**February 14, 2005**  
**10:00 – 12:00 p.m.**  
**MINUTES**

**Advisory Committee Members Present:**

External:     Kenneth Johnson  
                  Henry Richardson

Internal:     Carol Woodyard  
                  Marvin Williams  
                  Ted Devens

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Marvin Williams opened the meeting by explaining the purpose of the meeting was a result of a concern for minority participation on informal projects.

Ted Devens shared a graph showing the percentage of times a minority contractor was invited to bid on projects and percentage of times they responded.

Kenneth Johnson requested historical data that would show the type of projects being done, the contractors invited, and the dollar amount. She hoped this would show a trend.

Henry Richardson was concerned about the current participation and why it was not as high as it had been when SB914 began in 2002. He also wondered if the female participation in 2002 was certified since the participation was much greater than the current year. He felt the informal minority participation should be much higher. He also felt that there are minority companies doing work on campus that no one takes credit for. He mentioned projects done by his company that he feels is not being counted toward minority participation.

Carol Woodyard determined these to be purchasing contracts and stated she has made efforts to have them included.

Kenneth Johnson reminded everyone that it is possible that this could lower the participation amount.

Carol Woodyard agreed but stated, if Construction Management was in charge of these projects, they could also pursue greater minority participation.

Kenneth Johnson stated her concern about all minority groups, but is especially concerned about African American since she feels there is a larger disparity for African American than other groups. She suggested contracting Pembroke for a listing of Native American companies.

Ted Devens described the process of the informal bidding and the reason for selecting general contractors as opposed to contractors with specific trades. However, he maintains a file of specialty contractors since these are projects they are able to do without a general contractor.

Kenneth Johnson suggested looking at general contractors that are African American, Native American and Latino beginning with the ones in a certain miles radius and then moving out. She would like to know what projects these contractors have been invited to bid. She thought it may be that they have been invited to bid small projects when they have a three (3) hour drive and it would not be worth their while.

Ted Devens explained his work has gone from \$7 million to \$14 million over the last five (5) years and the number of staff is the same. With the extra workload, most of the time, even if there is a project that may be done by a specialty contractor, it is more efficient to put them under a general contractor that already knows how NCSU operates, than to take the time to train someone.

Kenneth Johnson suggested that NCSU provide her with the Repair and Renovations report that is submitted to the UNC System. This will allow her an opportunity to screen minority contractors, in advance of the project, then she can refer contractors that fit the trade. She will not recommend a contractor that she is not confident with.

Ted Devens and Carol Woodyard both agreed to share the R and R Report however, they had no idea when a project is transferring to Construction Management. Many times a project is received and must be done the following week, especially those from housing.

Ted Devens offered to share the Facilities Planning & Design Report that includes informal projects currently in the design phase. This report provides an awareness of projects that will eventually be transferred to the construction phase.

Henry Richardson suggested seeking help from the City of Durham EOE as a resource to obtain a list of general contractors.

Ted Devens mentioned the contractors must have a general contractors license and be able to handle any type of general construction because time does not permit him to go through a list to determine who can do the project.

Henry Richardson wondered if it is possible to open the groups up because a contractor may be invited to bid on a project he is not interested in and may not get invited to the one he would like to have.

Ted Devens discussed Time and Material projects as another possibility of increasing informal participation.

Kenneth Johnson recommended vendors or suppliers be added to the minority list. She will provide names of suppliers to add to the database.

Kenneth Johnson inquired on how the HUB program (Marvin) and the informal program (Ted) interact or track minority participation on informal projects and what is done different on formal that is not done on the informal.

Henry Richardson suggested setting a goal in order to try to obtain higher participation on informal projects.

Kenneth Johnson was not certain a goal should be because some groups may be over utilized and others under utilized. If the same goal is set for each group, it may cause a greater over utilization of those that are already over utilized and may place the university in the position where they may have to defend the over utilization and possible law suit.

Henry Richardson assured the group he will work to bring on additional minority firms.

Kenneth was concerned about adding contractors to the list that may not be able to handle the work and did not want them on the list if they are not able to perform.

Ted Devens said send contractor recommendations to him and he will determine if they qualify to be on the list.

HUB Advisory Sub-Committee's next meeting is March 3, 2005 at 1:00 P. M.

**NC State University Meeting with Self-Help Credit Union  
Facilities Planning and Design Conference 301  
February 21, 2005  
10:00 – 11:00 a.m.  
MINUTES**

**Advisory Committee Members Present:**

External: Toni F. Lipscomb

Internal: Ted Devens  
Bob Fraser  
Marvin Williams  
Carol Woodyard

Others Present: Brian Schneiderman, Business Development, Self-Help Credit Union  
Hanif Omar, Commercial Loan Officer, Self-Help Credit Union

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Marvin Williams explained the reason for the meeting and an interest in knowing how NCSU might implement Self-Help Credit Union in the Construction Management at Risk project.

Toni Lipscomb gave an overview of Self-Help Credit Union. The program was developed for the benefit of small contractor with the primary focus on MWBE. Generally these businesses have technical skills, but lack the other elements needed to successfully operate their business. Many times they have no credit, collateral, or administrative skills to grow the business. With this in mind, Self-Help created a contract-financing program where they will use the contract as collateral for their loan. They use a third party, funds administrator, to secure themselves. They review the contract to be sure the contractor is going to make money, make sure they understand the requirements of the contract and stay within budget. Advancements of funds will be made against invoices as work is completed and invoices are signed off. The owner will write the checks to the contractor, but the contractor agrees to have the check sent to their funds administrator. The funds administrator will hold it in an account in the contractors name and Self-Help will reimburse them. Hopefully, after 18 to 24 months they will be in a position to obtain bonding.

Marvin Williams ask Toni Lipscomb what happens if they are working with the contractor and they feel the contractor cannot do the work for the price that was bid.

Toni Lipscomb stated they begin when the contract has been awarded and if it is determined the contractor has underbid they will help him decided what to do next. Self-Help will determine if they will give financing to the contractor, depending on whether the contractor is loosing money on a direct basis, or if they were just not making sufficient contribution to overhead.

Ted Devens asked what fees are being charged to the contractor.

Brian Schneiderman responded that the funds administrator charges anywhere from  $\frac{3}{4}\%$  to  $1\frac{1}{4}\%$  of the contract. Self-Help will charge prime plus 3 on the dollars outstanding.

Toni Lipscomb mentioned that a project less than \$200,000 would probably not be cost effective for the contractor to use Self-Help because of the administrative fees. However, there are exceptions and times when they feel they may be able to help even with a smaller contract, for example, a contractor with a skill set or maybe a contractor that has other projects coming down the pike.

Brian Schneiderman explained their goal is to help a business grow, and if the contractor is going to spin his wheels, they do not feel it would be the best place to put their resources. The goal is not to be the contractors permanent lender, but to help them grow the business, take on larger contracts, build credit history and for them to be able to go to another bank.

Toni Lipscomb proposed that NCSU give them a project to work on. Once the contract is awarded, NCSU can offer the contractors a financing packet so they may focus on the work rather than the financing. Self-Help would like to begin working with the contractor early so they can make better decisions and keep the project clean by only paying payables or labor cost and avoid problems such as cash flow issues.

Bob Fraser felt we first needed to scope out the packages and identify contractors that would likely bid and have them meet for Toni to explain the advantages to them then determine if they are interested. If they are not, they may change their mind if they are asked "what if we can get you into a package over \$300,000 but less than \$1,000,000 if you were represented in this program". Then you may need to go back to the CM @ Risk to see if they would be available in lieu of bonding for certain packages.

Toni Lipscomb said the funds administrator calls this service "Bond Alternatives". The funds administrators are primary market surety bond companies which give you a better financial control because you have a budgeting process. She stated that she would provide literature so NCSU may be able to show the CM @ Risk and the potential contractors the benefits.

Bob Fraser wondered why Kenneth Johnson did not seem to favor Self-Help and had previously stated that contractors don't want the oversight. He stated that it would be great if we could get Kenneth Johnson on board.

Toni Lipscomb felt that although Kenneth Johnson has a personal vendetta against Self-Help, because of her passion for the contractors, she would be willing to lay aside her dislike for the benefit of the contractors.

Haniff Omar spoke about the lending of Self-Help and mentioned the pace has picked up over the last year.

Ted Devens was concerned about soliciting business for Self-Help and not referring contractors to other companies as well.

Toni Lipscomb stated they are a non-profit organization and most of what they are doing; other banks have no interest in doing.

Ted was curious to know how Self-Help answers the question from contractors that say “if I go with a surety bond, I have protection, but if I go with Self-Help, where is my solvency”.

Toni Lipscomb replied that very few losses occur because of lack of ability to work, but rather because of financial management. So they deal with this up front. You can get a surety bond and pay someone, but they can still take your money and use it on another job. Self-Help is giving up front protection so NCSU will know that what they are paying the contractor will go to that job and because they budget, if there is a work failure, there should still be sufficient funds to complete the project.

Brian Schneiderman gave an example of another advantage of support for a contractor that had trouble getting payment for retainage at the end of the project. Since the funds administrator requires regular lien waivers in addition to the payables and invoices, they were able to act as a third party and show all necessary documentation. They were also knowledgeable in knowing the language and how to deal with the situation.



**NC State University HUB Advisory Sub-Committee Meeting**  
**Construction Management Conference Room 301**  
**March 3, 2005**  
**1:00 – 2:00 p.m.**  
**MINUTES**

**Advisory Committee Members Present:**

External:      Kenneth Johnson  
                     Henry Richardson

Internal:        Carol Woodyard  
                     Marvin Williams  
                     Ted Devens

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

Marvin Williams opened the meeting and ask everyone to review the minutes from the previous meeting on February 14, 2005.

Ted Devens said the graph he shared should state “a graph showing the **percentage** of times a minority contractor was invited to bid on projects and the **percentage** of work they won, instead of stating the number of times **invited** and how many times **responded**. He also corrected the second page, fourth paragraph that states it is more **profitable**, but should read it is more **efficient**.

Kenneth Johnson ask that corrections be made regarding time and materials.....She also ask to correct the statement that read “she did not feel a goal should be set” She stated it was not that she did not want a goal set, but rather it was the analysis of whether a goal should be set when a sub-group might be over utilized or under utilized. She stated that setting the same goal for everyone including those that are already over utilized will cause that group to be even more over utilized and may place the university in the position were they have to defend the over utilization. She also wanted to correct the statement that said “Kenneth was concerned about contractors to the list that may not be able to handle the work and did not want them on the list if they are not able to bid.” She state that it should say “if they were not able to perform the work”.

Marvin Williams gave an update on progress since the last meeting. He met with Henry and also Azara General Construction and Access Electric, both licensed contractors. Both received informal bid information. Pembroke was contacted for a list of their Native American contractors and ECU was contacted for their list of Hispanic contractors.

Ted Devens shared the design report of future projects and explained what was on the report.

Kenneth Johnson stated she has put together a list of paving contractors, but is following up on their performance before she recommends them.

Marvin mentioned he would like to present, at the HUB Advisory Committee Meeting, a report showing what has been done and the progress that has been made.

Ted Devens requested names of vendors/suppliers such as mechanical supplies, steel, etc. that could be put into a list to shared with contractors.

Henry Richardson felt we should be able to share our progress with the HUB Advisory Committee. He spoke with Angela Henderson from City of Durham EOE. She suggested someone contact Debra Jiles at EOE. He also felt that we should be able to increase the overall pool of informal project participation.

Kenneth Johnson disagreed and felt we could go beyond that. She felt that is an objective and the goal is to look at how we increase diversity in terms of utilization and to identify the barriers that have historically limited and/or inhibited diversity. She said we may increase the availability of contractors, but we need to determine why are they no being used. It may be that we can help them be more competitive.

HUB Advisory Sub-Committee's next meeting is March 3, 2005 at 1:00 P. M.

**NC State University HUB Advisory Committee Meeting**  
**Construction Management Conference Room 101**  
**July 26, 2005**  
**12:00 – 2:00 p.m.**  
**MINUTES**

**Advisory Committee Members Present:**

External: Jill B. Smith  
Henry Richardson  
Toni F. Lipscomb  
Kenneth Martin

Internal: Ted Devens  
Don Iddings  
Mike Harwood  
Kevin MacNaughton  
Marvin Williams  
Carol Woodyard

Others Present: Berry Jenkins, Carolinsa AGC

Committee Support Staff:

Sharon Beavers, HUB Construction Program Office Assistant

**Advisory Committee Members Not Present:**

External: Kenneth Johnson  
Willy Stewart

Marvin Williams opened the HUB Advisory Committee Meeting and thanked everyone for being there.

Carol Woodyard asked if there were any corrections to the minutes.

Kevin MacNaughton explained the purpose for reorganizing the Facilities Division. He also handed out a flow chart showing the new structure and answered questions regarding the reorganization.

Mike Harwood reviewed the current status of NCSU Bond Program and what lies ahead. He also answered questions pertaining to the bond program and upcoming projects.

Marvin Williams introduced Berry Jenkins from Carolinas AGC.

Berry Jenkins discussed the Mentor-Protégé Program. This program was developed in partnership with NCDOT, FHWA, AGC and the Minority Contractor Expansion Council and is based on a business model with incentives and flexibility. The immediate objective of the Mentor-Protégé program is to provide M/W/DBE firms with assistance and advice that will improve their ability to compete in the highway construction industry and to increase the capacity and number of M/W/DBE firms in highway construction areas in which they normally do not compete. The ultimate objective of the program is to

develop M/W/DBE firms capable of participating in the highway construction industry as fully independent and viable firms. Berry briefly discussed components of the plan such as project selection, mentor-protégé responsibilities, process, as well as incentives and rewards. Mr. Jenkins said they should know the success of the program in approximately one year, however, he saw no reason why the program would not be successful. He answered questions asked by HUB Advisory Committee members regarding the program.

Henry Richardson informed the group that his company is one of the business involved in the mentor/protégé program with DOT. He stated that he is working to build a group of young energetic employees willing to travel and accomplish paving projects.

Marvin Williams distributed a spreadsheet listing CM at Risk projects and reviewed HUB participation for each. In addition, a spreadsheet was distributed showing yearly analysis of HUB participation.

Henry Richardson stated that we would see some positive movement in the area of HVAC and electrical work.

Marvin Williams gave an overview of upcoming CM at Risk projects.

Toni Lipscomb asked if any studies have been done to determine if it is more expensive to break out packages on the CM at Risk projects versus single prime projects.

Kevin MacNaughton replied that a study, such as this, was done by the University of Pennsylvania and that a copy can be obtained from Gordon Rutherford.

Marvin Williams indicated that he would get a copy and forward to Toni Lipscomb.

Marvin Williams also gave handouts and reviewed the “Dispute Resolution Process”, “HUB Documentation for Submission With Bid” and “HUB Documentation for Submission within 72 hours of Low Bidder Notification”.

The HUB Advisory committee’s next scheduled meeting is Tuesday, September 27, 2005 at 2:00 pm.

**NC State University HUB Advisory Committee Meeting**  
**Construction Management Conference Room 303**  
**September 27, 2005**  
**2:00 – 4:00 p.m.**  
**MINUTES**

**Advisory Committee Members Present:**

External: Jill B. Smith  
Henry Richardson  
Toni F. Lipscomb  
Kenneth Martin  
Willy Stewart

Internal: Ted Devens  
Mike Harwood  
Kevin MacNaughton  
Marvin Williams  
Carol Woodyard

Others Present: Mark Moeller, F. N. Thompson  
Herbert Bailey, Bailey Contracting  
Derek McSween, DCM Group  
Gail Edmondson, Bull City Steel and H. Richardson Company  
Shari Harris, UNC General Administration

Committee Support Staff:  
Sharon Beavers, HUB Construction Program Office Assistant

**Advisory Committee Members Not Present:**

External: Kenneth Johnson

Marvin Williams opened the HUB Advisory Committee Meeting and thanked everyone for being there. He introduced Mark Moeller from F. N. Thompson to speak to the group about a Mentor/Protégé Program and asked him to introduce the guests attending with him.

Mark Moeller mentioned that F. N. Thompson is now known as B. E. & K. Group. He introduced Derek McSween, President of the DCM Group who will be serving as the HUB coordinator for the Polk Hall Project and also Herbert Bailey of Bailey Contracting

Marvin Williams also asked Henry Richardson to introduce a guest attending with him.

Henry Richardson introduced Gail Edmondson, project manager and consultant with Bull City Steel and H. Richardson Company.

Carol Woodyard asked if there were any corrections to the minutes.

Marvin Williams informed the group that several documents were in the packet handed out and some documents are information to review. One is “Mentor-Protégé Pilot

Program Guidelines” for the North Carolina Department of Transportation. The guidelines were submitted by Barry Jenkins from Carolinas AGC, who spoke at the previous meeting about the Mentor-Protégé program at NCDOT. Two other documents Marvin mentioned, included in the packet for consideration, are upcoming HUB outreach meetings, one for the South Gardner Hall Project and another for the Biotechnology Facility.

Mark Moeller discussed the Mentor-Protégé Program, on the Polk Hall Project, between F. N. Thompson and Bailey Contracting. He mentioned since they are the first on this campus, they will aspire to set the standard. Mark explained that he met Mr. Bailey during construction of a project they worked on together. He was impressed by Mr. Bailey’s work ethic, integrity and desire to take his company to the next level. He also mentioned that F. N. Thompson is working with Derek McSween, DCM Group and feels it is a benefit to everyone because not only will F.N. Thompson be mentoring the DCM Group, but because of Derek’s knowledge in the mentor/protégé program, F. N. Thompson will be learning from them.

Herbert Bailey spoke about the type of work, experience and longevity of Bailey Contracting, but the mentor/protégé program is new to the company and he originally perceived it to be difficult, however, he has found it to be just a learning experience.

Willy Stewart ask Mr. Bailey to describe the process in a little more detail, what is Bailey Contracting doing and what is F. N. Thompson doing as far as the contract.

Derek McSween, Diversity Director for Polk Hall, mentioned that he is just becoming involved, but explained that typically, they set achievable goals for each company. In this case, Mr. Bailey may provide two or three individuals for the general conditions, possibly an assistant project manager, superintendent, project secretary, etc. Depending on the finances provided for general conditions. Mr. Bailey will be reimbursed for the employees he provides, he will make a profit on the job and get a percentage of the fee. F. N. Thompson will provide technical assistance and training with regard to pre-construction. Mr. Bailey will learn all areas of the project from start to finish, working side-by-side with F. N. Thompson, including attending meetings. Mr. McSween hopes to work with Bailey Contracting one-on-one and establish goals in certain areas such as scheduling, change management, pricing, computer and other technology training in hopes that they will gain knowledge to operate as the larger companies do. Mr. McSween mentioned that he has a written plan that he has submitted to F. N. Thompson on other projects that he plans to share it with Mr. Bailey and tailor it to this project.

Willy Stewart mentioned that so often HUB firms have difficulty bonding and he wondered if the mentor/protégé program would improve the capability for the protégé company.

Derek McSween replied that he is currently working with F. N. Thompson on a project that he was not able to bond but F. N. Thompson agreed to bond him. As he works through the project the bonding company will get to know him and as his cash flow increases he will be able to obtain bonding. Mr. McSween also mentioned that you need to be careful with the type of relationship that is established because of the legalities, such as joint venturing which requires the same type of licensing, certain financials and you both share equally in the profit or loss. Most small companies cannot absorb that kind of loss.

Willy Stewart asked if anything had been established should legality problems arise.

Herbert Bailey replied that F. N. Thompson has agreed to hold him harmless.

Marvin Williams introduced Shari Harris, UNC General Administration

Shari Harris, UNC General Administration, handed out copies of various spreadsheets. They include, Bond Program for African American Contractors with Estimated Available Pool of Contractors as of April 2005 Data, the UNC Bond Program – Summary by Institution Minority Participation in Construction Projects, Consolidated (Bond and Non-Bond) Project Data for June 2005 BOC Report (4/2005 Data) UNC Capital Improvement Projects – CM at Risk Construction Contract Method HUB Participation in Construction July, 2005, UNC Bond Program – summary by Institution Minority Participation in Bond Construction Projects for September 2005 BOC Report (7/2005 Data). This spreadsheet was broken down by bond, non-bond and consolidated (bond and non-bond). She explained that she had developed a challenge for all the UNC campuses by using the disparity study done by the HUB office for 2003/2004. The disparity study was broken down into 17 construction regions and was based on the available firms and they came up with a assessment of the overall community of minority contractors, but they did not brake out capability and location. Shari stated that she gathered some of that data and did an evaluation and came up with a rough number showing how many contractors are available to do work in each category. Shari answered several questions pertaining to the spreadsheets and the goals.

Shari Harris discussed the HUB Construction Academy and how successful it has been. She mentioned that fact that it all started at NC State.

Marvin Williams mentioned that he made a presentation to the NC State Chancellor's African American Community Advisory Council. He explained to them the purpose of the HUB Program, SB 914 and the bond program. He also explained how NC State got the HUB Program started and what NC State continues to do to help HUB contractors be successful. Although the group was aware of the HUB program, they were impressed to hear about the program in such detail. They recommended this information be published and distributed to both on campus and off campus organizations. As a result, Marvin mentioned that he met with Dr. Jose Picart, Vice Provost for Diversity and African American Affairs, and discussed ways to publicize the information, such as newsletters, the News and Observer, diversity magazines. He plans to meet with Dr. Picart again, along with Carol Woodyard, to discuss how to accomplish this.

Marvin Williams discussed plans to get feedback from HUB and non-HUB contractors to see what we can do better. He mentioned having two meetings, one for HUB contractors where specific questions may be presented to find out how they perceive the program and how we can better assist them, then another meeting with prime contractors, since they have to deal with HUB contractors on the job, to see if they have insight on how things may be improved.

Marvin Williams handed out a spreadsheet and explained the details showing the current status for the Riddick Labs Renovation project.

The group discussed the advancement of the HUB program over the past 3 years in being able to capture data. They also mentioned the progress many of the contractors have made.

Henry Richardson mentioned that the minutes from the last meeting stated that we wanted to see improvement in the area of HVAC and Electrical and although they are not plentiful, they do exist and we should keep after the prime contractors to find them.

Herbert Bailey mentioned that his company just picked up for sets of applications for HVAC licenses.

Marvin Williams mentioned that, even with licenses, many have a limit on what they can do. Since there is more flexibility on the C M at Risk projects, they are working to break down packages on to allow 2<sup>nd</sup> tier opportunities to those with limited licenses.

The HUB Advisory Committee's next scheduled meeting is Tuesday, November, 2005 at 12:00 pm