

# NC STATE UNIVERSITY HUB ADVISORY COMMITTEE MEETING

MINUTES

FEBRUARY 23, 2010    2:00 PM

<b>FACILITATOR</b>	Marvin Williams
<b>MEMBERS PRESENT</b>	Sepideh Asefnia, Kristen Hess, Bob Robinson, Bruce Knight, Carole Acquesta, Andy Snead, Mike Harwood, Lisa Johnson and Marvin Williams.
<b>GUESTS</b>	Vincent Taylor Capstone Civil Group Discussion Leader and Panelist Roula Qubain and Kevin Utsey of AECOM Engineers, Fred Hennies of Morganti Construction Managers, Justin Jenkins of Surepower Electric and Jake Hodges of Solar Tech.

## Agenda topics

### WELCOME AND INTRODUCTION

MARVIN WILLIAMS

<b>DISCUSSION</b>	It was noted that Zack Abegunrin was absent due to obligation at NC Central University. Kevin MacNaughton was on vacation.

### REVIEW AND APPROVAL OF OCTOBER 2009 MINUTES

MARVIN WILLIAMS

<b>DISCUSSION</b>	Committee reviewed the minutes.	
<b>CONCLUSIONS</b>	Meeting minutes approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	

### RECOGNIZE AND WELCOME NEW HUB ADVISORY COMMITTEE MEMBERS

MARVIN WILLIAMS

<b>DISCUSSION</b>	Three new members of the HUB Advisory Board were welcomed, Kristen Hess Principal at H.H. Architecture, Bob Robinson Executive Director Raleigh Business Technology Center and Bruce Knight Higher Education Program Manager D. H. Griffin Construction Company	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	


**CAPACITY AND CAPABILITY BUILDING OF  
EMERGING FIRMS**

VINCENT TAYLOR AND PANEL

<b>DISCUSSION</b>	<p>In this discussion Vincent Taylor and the panelist pointed out several key points. There must be a commitment from the owner and majority firms to assist smaller firms in building their capability. It is incumbent upon larger firms to establish lasting relationships with smaller firms that extend beyond the current project on which they are working. Capstone Civil Group has established such relationships with AECOM Engineers and Morganti Construction Managers. Their relationship is not project specific but ongoing in the development of Capstone's capability to perform complex projects as a stand alone company. These companies not only provide job related opportunities but have provided both technical expertise and resources to increase Capstone's capability. Vincent called these relationships above the line. Small firms must have actionable relationships with larger firms in order to progress. Key words in the discussion such as commitment and integrity by all parties were vital in the process.</p>	
<b>CONCLUSIONS</b>	<p>Participation percentages are good but long lasting relationships are better and that is how the capacity and capability of a small firm is built.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<p>Develop a plan to help facilitate and foster actionable relationships between large and small firms with the goal to build both capacity and capability of small firms.</p>	<p>Marvin Williams</p>	

**STRATEGIES TO INCREASE MINORITY DESIGN  
PARTICIPATION**

MARVIN WILLIAMS

<b>DISCUSSION</b>	<p>The desire of the university is to increase the participation of minority design firms working on campus. How can we best accomplish this? The committee discussion generated the following recommendations. Establish participation goals for minority design firms. Hold networking sessions to facilitate interaction between majority and minority design firms. (One such session can be held at the annual State Construction Conference similar to that which is now provided for contractors). Utilize the mentor/protégée process for design services. A list of certified minority design firms is required for use by majority firms, agencies and institutions. The Architectural and Engineering licensing boards should develop and maintain this list. Minority design firms that reach a certain revenue point should be considered a majority firm. Owning agencies should offer feedback (debriefing) to design firms not selected. Minority design firms meeting to discuss their capabilities with owning agencies. Address the perception that small firms are not able to handle larger projects.</p>	
<b>CONCLUSIONS</b>	<p>Procedures and processes need to be put in place to facilitate an increase in minority participation.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<p>NC State University will develop a plan to implement recommendations for increasing minority design participation. The HUB Advisory Committee will initiate discussions with licensing boards and other state agencies to address recommendations relative to those groups.</p>	<p>Marvin Williams and HUB Advisory Committee</p>	

NEXT SCHEDULED  
MEETING

June 29, 2010