

# NC STATE UNIVERSITY HUB ADVISORY COMMITTEE MEETING

MINUTES

MARCH 29, 2011

2:00 PM

<b>FACILITATOR</b>	Marvin Williams
<b>MEMBERS PRESENT</b>	Zack Abegunrin, Sepideh Asefnia, Kristen Hess, Bruce Knight, Kevin MacNaughton, Carole Acquesta, Andy Snead, Mike Harwood, Cameron Smith and Marvin Williams.
<b>GUESTS</b>	Johnny Rankin, Calvin Stevens and Tony Stoneking of Balfour/Beatty Construction Co., Marty Moser of Barnhill Construction Co. and Michael Washington of Action Coach Business Coaching.

## WELCOME AND ANNOUNCEMENTS

MARVIN WILLIAMS

<b>DISCUSSION</b>	<p>The following announcements were made. Lisa Johnson was named University Architect January 2011. Mike Harwood is now the Associate Vice Chancellor for Centennial Campus Development. Carole Acquesta is University Architect/Associate Director for Design and Construction at Appalachian State University. Cameron Smith Associate Director of Construction Management, Capital Project Management was welcomed to the committee as the newest member. Committee members Lisa Johnson and Bob Robinson were absent. Kevin MacNaughton gave a few remarks concerning the current climate relative to construction funding.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

CENTENNIAL CAMPUS DEVELOPMENT (20 MINS)      MICHAEL HARWOOD – ASSOCIATE VICE  
CHANCELLOR OF CENTENNIAL CAMPUS  
DEVELOPMENT

<b>DISCUSSION</b>	<p>Michael Harwood gave a power point presentation of current and future development occurring at Centennial Campus and Centennial Biomedical Campus. To date 2.74 million sq. ft. of development has occurred on both campuses. Several projects highlighted were the James B. Hunt Jr. Library presently under construction and the Centennial Campus Parking Deck recently completed. In the design or planning stage are several projects including a Conference Center and Hotel, Residential Multi-Family Housing, Student Housing and a Town Center. Completed recently on Centennial Biomedical Campus is the 130,000 sf Terry Veterinary Medical Center.</p>	
<b>CONCLUSIONS</b>	Centennial Campus is a model of business and education development.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW MENTOR/PROTÉGÉ PROCESS (20 MINS)

CALVIN STEVENS AND BALFOUR BEATTY/BARNHILL TEAM

<b>DISCUSSION</b>	The mentor protégée program at North Carolina State University is designed to allow a minority construction firm to work on a major project with a Construction Manager at Risk firm. The purpose is to acquire the knowledge and abilities to grow their firm. In the past, the protégé firm was selected by the University. Calvin Stevens explained the new process utilized for protégé selection on the Centennial Campus Student Housing Project. The University and the CM Construction team BalfourBeatty/Barnhill invited seven minority construction firms to submit prequalification applications for consideration as the protégée for this project. Some of the criteria used to select seven firms was the requirement that the firms be licensed General Contractors. Firms must also be able to secure bonding and actively working in the construction industry. In addition, firms must have worked successfully on projects in the UNC System. Following the application review, three firms were selected for interviews. Application review and interviewing was a joint effort of the University and BalfourBeatty/Barnhill. Callis Construction Company of Durham was selected as the protégée firm for the Centennial Campus Student Housing project. The new protégé selection process permits a small firm to gain experience in the application and interviewing process.	
<b>CONCLUSIONS</b>	Feedback received from the minority firms was very positive. This process also provides an opportunity for the construction management team to be involved in determining who they work with. A question raised during the meeting was the possibility of a protégée firm also bidding and performing work on the project as a contractor. Presently the protégée is compensated for work as a part of the team but this involvement is not a real revenue generating opportunity.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
North Carolina State University will discuss with the office of State Construction the legality of a protégé in the mentor/protégé process bidding and performing work.	Marvin Williams and Cameron Smith	

HOW TO SURVIVE IN TOUGH ECONOMIC TIMES (20 MINS)

MICHAEL WASHINGTON/ACTION COACH

<b>DISCUSSION</b>	Current economic conditions have resulted in a few minority and majority firms going out of business. The attitude of some companies today is to survive until the economy improves. Michael discussed some essentials that firms can do to survive in these times: Planning, implementation, accountability and marketing is important. This is a time to look at costs cutting measures that do not affect revenue. Basic customer service and expense management is very important. The economic downturn provides an opportunity to deepen relationships with your current customers and prepare for the next recession.	
<b>CONCLUSIONS</b>	This presentation was very informative and highlighted some points that could benefit the design and construction community.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Proceed with further discussions with Michael Washington on how we can present to the construction and design community, "Surviving tough economic times." A follow up meeting will be scheduled with Michael Washington.	Marvin Williams	

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DESIGNER FORUM II (20 MINS)

MARVIN WILLIAMS

<b>DISCUSSION</b>	How to improve Designer Forum II utilizing feedback received from attendees of Designer Forum I	
The HUB Advisory Committee reviewed feedback comments from attendees of Designer Forum I. The committee discussed and recommended how we can best implement these suggestions in the next designer forum. The committee also generated some very good ideas that will be implemented in the next forum.		
<b>CONCLUSIONS</b>	The feedback received from the attendees of Designer Forum I was very positive. The committee agreed that we should move forward in implementing some of these recommendations in the next forum.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The recommendations presented by the Designer Forum I attendees and HUB Advisory Board Committee will be implemented in planning Designer Forum II.	Marvin Williams	

HUB ADVSORY COMMITTEE ASSIGNMENT (20 MINS)

MARVIN WILLIAMS

<b>DISCUSSION</b>	The question presented to the committee is to suggest how to improve on the following: (1) NC State University HUB website. (2) Wolfworks Newsletter (3) Keeping minority design and construction community engaged in these tough economic times.	
<b>CONCLUSIONS</b>	The committee has several innovative ideas relative to the website, newsletter and the continued engagement of the minority design and construction community. The committee also agreed to study these areas further and to provide recommendations.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The committee is to provide recommendations addressing the (3) discussion points to Marvin Williams no later than April 29, 2011. These items will be reviewed and implemented where possible. Some recommendations may take further study prior to making changes.	The HUB Advisory Committee	April 29, 2011

<b>NEXT SCHEDULED MEETING</b>	September 29, 2011
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