

HUB ADVISORY COMMITTEE
RECAP OF VARIOUS MODELS FOR REVIEW/CONSIDERATION

(A)	(B)	(C)	(D)	(E)	(F)
	KENNETH JOHNSON'S RECOMMENDATIONS	NORTH CAROLINA STATE UNIVERSITY	THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL	STATE OF NORTH CAROLINA	PROPOSED GUILFORD COUNTY SCHOOLS HUB ADVISORY COMMITTEE
MISSION:	There is established by the Guilford County Board of Education an Advisory Committee to assist in efforts to foster economic development and to promote the creation of jobs among businesses determined as "historically underutilized businesses" pursuant to North Carolina General Statute 143-128.6.	The mission of the NC State University Historically Underutilized Business (HUB) Advisory Committee is to provide advice and counsel to the NC State Facilities Division with the intent to reach and exceed the State of North Carolina's goal for HUB participation on building projects.	The mission of the HUB Advisory Committee is to provide advice and counsel to the University in support of its goal to promote and ensure increased participation of Historically Underutilized Businesses (HUB) in the design and construction of University capital improvements projects.	To increase the amount of goods and services including construction, acquired by the State of North Carolina from Historically Underutilized Businesses (HUB).	There is established by the Guilford County Board of Education an Advisory Committee to assist in efforts to foster economic development and to promote the creation of jobs among businesses determined as "historically underutilized businesses" pursuant to North Carolina General Statute 143-128.6.
MEMBERSHIP:	<p>The Advisory Committee on Historically Underutilized Businesses shall be comprised of thirteen (13) members as follows:</p> <ul style="list-style-type: none"> - Three (3) members representing historically underutilized businesses - each such member shall be certified as a minority or women-owned business by a public entity based in the state of NC; - Three (3) members representing non-minority businesses, two of whom are licensed general contractors and one of whom is designated as a small business, subcontractor or licensed electrical, plumbing or heating/ventilation contractor (construction firm); - One (1) member representing an architectural design firm with demonstrated experience in the design of schools or educational facilities; - One (1) member with demonstrated experience working for private, nonprofit, small and underutilized construction businesses; - One (1) member with experience in underwriting surety bonds for construction firms; - One (1) member with experience in underwriting loans for small businesses and minority/women-owned businesses; 	<p>Eleven (11) members:</p> <ul style="list-style-type: none"> Six (6) external members Five (5) internal members <p>1 Committee Support Staff (HUB Construction Program Office Assistant)</p> <p>Five (5) internal members =</p> <ul style="list-style-type: none"> - Director, Design and Construction Services; - University Architect; - Associate Vice Chancellor-Facilities Division; - Director, Construction Management; and - Manager, HUB Construction Program 	<p>Committee membership shall be no less than sixteen (16) persons. It shall include a minimum of nine external members and seven internal members.</p> <p>EXTERNAL MEMBERS =</p> <ul style="list-style-type: none"> - Four (4) HUB firms in the business of architecture, design, or construction making every attempt to solicit participation from each designated minority category covered under SB 914.2 - Two (2) representatives from HUB community, trade, vendor, or industry support organizations. - Three (3) majority-owned firms in the business of architecture, design, or construction. <p>INTERNAL MEMBERS =</p> <ul style="list-style-type: none"> - Associate Vice Chancellor of Facilities Planning and Construction - HUB Coordinator; - Deputy for Facilities Services; - Facilities Planning Representative; - Director Construction Management; - Director Work Management; and - Director A&E Services 	<p>The HUB Advisory Council shall consist of the following 17 members:</p> <ul style="list-style-type: none"> - Governor's Advisor for Minority and Community Affairs; - State Purchasing Officer; - Director of the State Construction Office; - Director of the State Property Office; - Executive Director of the NC Council for Women; - Director of the Office of Hispanic/Latino Affairs; - Executive Director of the Governor's Advocacy Council for Person's with Disabilities; - Executive Director of the NC State Commission of Indian Affairs; - Chief Purchasing Officer of each of the respective Cabinet agencies (the University of NC, the Dept of Community Colleges, and NCDPI); three (3) HUB owners, one of which shall be a minority, one of which shall be a female, and one of which shall be an owner with a disability; - two (2) representatives of non-profit organizations having knowledge of and expertise in HUB activity; and - a chief executive officer or CFO of a large non-HUB business entity that either: 	<p>The Advisory Committee on Historically Underutilized Businesses shall be comprised of thirteen (13) members as follows:</p> <ul style="list-style-type: none"> - Three (3) members representing historically underutilized businesses - each such member shall be certified as a minority or women-owned business by a public entity based in the state of NC; - Two (2) members representing non-minority businesses, two of whom are licensed general contractors and one of whom is designated as a small business, subcontractor or licensed electrical, plumbing or heating/ventilation contractor (construction firm); - One (1) member representing an architectural design firm with demonstrated experience in the design of schools or educational facilities; - One (1) member with demonstrated experience working for private, nonprofit, small and underutilized construction businesses; - One (1) member with experience in underwriting surety bonds for construction firms; - One (1) member with experience in underwriting loans for small businesses and minority/women-owned businesses; - One (1) member representing the Guilford County Board of County Commissioners
	<ul style="list-style-type: none"> - Three (3) members representing Guilford County Schools (GCS): <ul style="list-style-type: none"> - one of whom is a member of the Guilford County School Board; - one representative currently employed by GCS in a management and administrative role for capital development; and - one member currently employed by GCS as program director/coordinator for the historically underutilized business program in the area of construction. 			<ul style="list-style-type: none"> (a) sells goods or services to the State, or (b) provides construction or repair work for State buildings 	<ul style="list-style-type: none"> - Three (3) members representing Guilford County Schools (GCS): <ul style="list-style-type: none"> - one of whom is a member of the Guilford County School Board; - one representative currently employed by GCS in a management and administrative role for capital development; and - one member currently employed by GCS as program director/coordinator for the historically underutilized business program in the area of construction.

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<u>TERMS:</u>					
	Members of the GCS Historically Underutilized Businesses (HUB) Advisory Committee shall serve two-year terms, beginning July 1 of each odd numbered year, except initial appointments. Initial appointments shall begin July 1, 2007. Six of the initially appointed members shall serve three-year terms and subsequent appointees shall serve two year terms.	The HUB Advisory Committee members serve two-year terms	The HUB Advisory Committee members serve one-year terms with the option to continue (<i>option to continue contingent upon regular attendance at meetings and continuing to be a contributing committee member - providing constructive, collaborative input</i>) .		Members of the GCS Historically Underutilized Businesses (HUB) Advisory Committee shall serve two-year terms, beginning July 1 of each odd numbered year, except initial appointments. Initial appointments shall begin September 1, 2007. Six of the initially appointed members shall serve three-year terms and subsequent appointees shall serve two year terms.
<u>CHAIR:</u>					
	The chair shall be the member representing the Guilford County Board of Education during the initial one year term. The chair shall be elected annually by the members of the Advisory Committee from the membership of the Advisory Committee and shall be a voting member.	The Committee does not elect a chairperson; however, the HUB Construction Program Manager develops the agenda and leads the meetings.	The Associate Vice Chancellor of Facilities Planning and Construction and the HUB Coordinator serve as co-chairpersons of the committee.		The convener or chair of the Hub Advisory Committee shall be a Guilford County Board of Education member and the convener or chair shall be a voting member of the GCS HUB Advisory Committee .
<u>COMPENSATION:</u>					
	The Advisory Committee members shall receive no salary as a result of serving on the Advisory Committee but are entitled to per diem and allowances consistent with Guilford County School Policy.	The HUB Advisory Committee members are not compensated for their services.	The HUB Advisory Committee members are not compensated for their services.		The Advisory Committee members shall receive no salary as a result of serving on the HUB Advisory Committee.
<u>MEETINGS:</u>					
	The Superintendent of the Guilford County School System shall convene the first meeting of the Advisory Committee within thirty days after July 01, 2007. Meetings shall be held bi-monthly or more frequently if determined by the Advisory Committee.	2007 meeting schedule: February , 2007 June 26, 2007 October 30, 2007 Time: 2 PM	Regular meetings will be held on the first Wednesday of each month at 12:00 noon. Meetings are working lunch meetings which last from 12 noon until 1:30 PM. Topics are presented in an agenda format.	The HUB Advisory Council shall meet on a semiannual basis or more frequently at the call of the Secretary of Administration.	The Guilford County Board of Education member identified as the convener or chair of the HUB Advisory Committee shall convene the first meeting of the Advisory Committee within thirty days after September 1, 2007. Meetings shall be held bi-monthly or more frequently if determined by the HUB Advisory Committee.
<u>QUORUM:</u>					
	A majority of the members of the HUB Advisory Committee constitutes a quorum for the transaction of business. A vacancy in the membership of the HUB Advisory Committee does not impair the right of the quorum to exercise all rights and to perform all duties of the HUB Advisory Committee.				A majority of the members of the HUB Advisory Committee constitutes a quorum for the transaction of business. A vacancy in the membership of the HUB Advisory Committee does not impair the right of the quorum to exercise all rights and to perform all duties of the HUB Advisory Committee.
<u>VACANCIES:</u>					
	A vacancy on the HUB Advisory Committee resulting from the resignation of a member or otherwise is filled in the same manner in which the original appointment was made, for the balance of the unexpired term.				A vacancy on the HUB Advisory Committee resulting from the resignation of a member or otherwise is filled in the same manner in which the original appointment was made, for the balance of the unexpired term.

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REMOVAL:					
	A member who misses three (3) consecutive meetings of the HUB Advisory Committee may be removed for nonfeasance. A member may also be removed from the HUB Advisory Committee on the happening of any of the following actions: a) the member ceases to be a resident of the state of North Carolina; b) a member ceases to comply with the provisions of appointment as a characterized representative of a designated business or official of the GCS; c) a member is convicted of a felony or of any offense involving a violation of his official duties; or, d) any member of the HUB Advisory Committee may be removed from the Committee for misfeasance, malfeasance and nonfeasance.		The University HUB Office will monitor attendance and participation of committee members and make recommendations to the committee for inclusion or replacement of members.		A member who misses three (3) consecutive meetings of the HUB Advisory Committee may be removed for nonfeasance. A member may also be removed from the HUB Advisory Committee on the happening of any of the following actions: a) the member ceases to be a resident of the state of North Carolina; b) a member ceases to comply with the provisions of appointment as a characterized representative of a designated business or official of the GCS; c) a member is convicted of a felony or of any offense involving a violation of his official duties; or, d) any member of the HUB Advisory Committee may be removed from the Committee for misfeasance, malfeasance and nonfeasance.
LIMITATIONS:					
	No member of the HUB Advisory Committee shall use his position on the Committee in a manner that may constitute personal benefit or pledging the faith or contract awards for the Guilford County School System directly or indirectly. No member of the HUB Advisory Committee may use his position to influence contract awards to any firms or persons, and any such member found to violate this provision shall be removed from the Committee				No member of the HUB Advisory Committee shall use his position on the Committee in a manner that may constitute personal benefit or pledging the faith or contract awards for the Guilford County School System directly or indirectly. No member of the HUB Advisory Committee may use his position to influence contract awards to any firms or persons, and any such member found to violate this provision shall be removed from the Committee

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RESPONSIBILITIES:					
	Assist in monitoring the implementation practices; assess and evaluate the effectiveness of the GCS Minority/Women and Historically Underutilized Business;	To advise on the ways that the university can improve communication with HUB organizations.	Work to improve contacts within the HUB community and to foster increased communication between all stakeholders.		Assist in monitoring the implementation practices; assess and evaluate the effectiveness of the GCS Minority/Women and Historically Underutilized Business;
	Review strategies that GCS plans to use to implement the requirements outlined in the HUB Program;	To act as liaisons to the minority design and contracting community, encouraging minority and women-owned businesses to obtain certification.	Promote positive relationships with the goal of increasing HUB participation in the University's design and construction process.		Review strategies that GCS plans to use to implement the requirements outlined in the HUB Program;
	Develop recommendations for submittal to the Guilford County Board of Education to improve the participation of the most underutilized minority/women business firms;	To make suggestions on processes and procedures that will improve the access and opportunity of HUB designers and contractors on formal and informal capital projects at NC State.	Provide advice and support to existing University programs designed to improve opportunities for HUB firms and to encourage cooperation in this effort throughout the entire business community.		Develop recommendations for submittal to the Guilford County Board of Education to improve the participation of the most underutilized minority/women business firms;
	Review data compiled by GCS staff regarding small, minority, women, non-minority, medium sized and large construction business participation in GCS contracts;	To assist NC State to become more aware of the available services offered by HUB designers and contractors.	Provide objective feedback to the University regarding performance and achievement of goals set forth in the University of North Carolina Plan to Increase Utilization of Historically Underutilized Businesses.		Review data compiled by GCS staff regarding small, minority, women, non-minority, medium sized and large construction business participation in GCS contracts;
	Assist GCS staff in the analysis of contract awards by business-sized category and identification of trends in participation by racial/ethnic group status and gender;	To provide objective feedback to the Facilities Division concerning its performance in achieving the mission.			Assist GCS staff in the analysis of contract awards by business-sized category and identification of trends in participation by racial/ethnic group status and gender;
	Review and offer recommendations regarding findings related to the number of contracts awarded to businesses with regard to GCS acquisition, construction and equipping of a facility and implementation of the HUB Program;				Review and offer recommendations regarding findings related to the number of contracts awarded to businesses with regard to GCS acquisition, construction and equipping of a facility and implementation of the HUB Program;
	Review reports relevant to the number of HUBs (disaggregated by gender and ethnicity) participating in GCS bond issuances and non-bond construction projects;				Review reports relevant to the number of HUBs (disaggregated by gender and ethnicity) participating in GCS bond issuances and non-bond construction projects;

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RESPONSIBILITIES: (continued)					
	Assist in the development of a self-assessment program compliance and audit readiness procedure. Review findings of the self-assessment implementation report and offer recommendations.				Assist in the development of a self-assessment program compliance and audit readiness procedure. Review findings of the self-assessment implementation report and offer recommendations.
	Review reports outlining comprehensive findings of the GCS good faith efforts;				Review reports outlining comprehensive findings of the GCS good faith efforts;
	Assist in the development of a proposed operating division structure that defines responsibility and accountability for HUB Program implementation;				Assist in the development of a proposed operating division structure that defines responsibility and accountability for HUB Program implementation;
	Assist in the development of recommendations to establish a comprehensive HUB Marketing and Outreach Program;				Assist in the development of recommendations to establish a comprehensive HUB Marketing and Outreach Program;
	Assist in the development, planning and implementation of economic opportunity forums for HUB firms;				Assist in the development, planning and implementation of economic opportunity forums for HUB firms;
	Review data related to the bid solicitation process to determine success and recommendations for improvements;				Review data related to the bid solicitation process to determine success and recommendations for improvements;
	Provide recommendations regarding procurement specifications; HUB subcontracting plans, and evaluation of contracts for compliance; and,				Provide recommendations regarding procurement specifications; HUB subcontracting plans, and evaluation of contracts for compliance; and,
	Develop recommendations to improve GCS HUB organizational structure, operating structure, marketing and outreach strategies, education programs, bonding and loan capital accessibility and Program representation in the community				Develop recommendations to improve GCS HUB organizational structure, operating structure, marketing and outreach strategies, education programs, bonding and loan capital accessibility and Program representation in the community