

**HUB Advisory Council  
Construction Sub-Committee  
Conference Call 4-10-18**

Meeting attended by: Terrence Holt (Committee Chair), Aaron Thomas, Dorrine Fokes, Vinnie Goel, Russel Parker, Carla Daniels, John Guenther

Terrence opened the meeting with a quick overview of the State Construction Conference and changes that may positively impact plan reviews and timelines, i.e. State Construction beginning to use Bluebeam, etc.

Review of meeting notes from 1-31-18 with discussion around each topic and determination as to the priority of topics as they relate to the work the sub-committee will do.

- **10-year plan/appropriate \$'s and project forecast: Understanding how agencies/universities/community colleges make decisions and plan for construction. (priority)**
- Discussion held around the benefit of businesses knowing the forecast, how dollars are allocated.
- Discussed understanding that funding sources tend to fluctuate which in turn could impact the project forecast.
- Instead of meeting with each agency to determine how each determines construction spend/forecast, Dorrine suggested creating a questionnaire to send to agency Capital Project Coordinators/ Directors of Construction for all agencies/universities/community colleges.
- Terrence and Dorrine will work on this and will email a draft to committee members by 4-20-18.
- Committee members to review ahead of the Advisory Council meeting 4-25-18.

Quick update from John regarding improved Interscope+ reports that are coming; reports are designed to assist in more accurately tracking spend data.

Review of remaining discussion from 1-31-18:

- Where can information come from before projects bid?- this ties into discussion from above
- How do we continue to recruit minority/women owned design firms?- maintain this as a work item for the group
- How actively are we scrubbing the HUB database? Terrence and committee members discussed the importance of educating firms regarding the importance and benefit of maintaining their profile in the HUB database;

- How much of the state budget is available to increase spend with HUB firms? - Aaron stated that this dovetails into how each agency procures- stated that the survey to all agencies will provide further information.

#### **University HUB Reporting:**

**The University System Office has been open about the fact that they do not have a solution for requiring universities to report the construction spending. This could be a critical component/task for the sub-committee.**

- John provided background information on reporting; stated that it is very difficult to know when a project is completed- information is not being entered; HUB Office can only report on what has been entered into the system.
- Aaron agreed that having Miriam Tripp join a future call to discuss the difficulties in getting the information reported timely and accurately.
- Some discussion about there being confusion on University campuses about who is responsible for reporting; many have additional job duties.
- Terrence discussed the idea of having reporting tied to something that is valuable (i.e. payment).
- Important for the state to understand how we are doing to measure impact and continued improvement
- Dorrine reported that the Community College system is asking each college to identify a person that will be the campus HUB Coordinator. Identified person will be responsible for entering data on time;
- Discussed that questionnaire could add to understanding

#### **Deliverables:**

**Terrence will provide Dorrine with an example of questions to be considered for questionnaire by 4/11/18**

**Dorrine will create draft questions and send to Carla by 4/20/18**

**Carla will email to sub-committee**

**At the Advisory Board Meeting- all board will be solicited for input**

**Carla will invite Miriam Tripp to join next sub-committee call to discuss reporting**

**Next call:**

**Tuesday 5/8/18**

**3:00pm-4:00pm**

**Meeting notice will be emailed by Carla**