We are proud of the accomplishments of the Facilities staff during fiscal year 2016-17. This report summarizes the efforts and results achieved in numerous program areas within the Facilities organization.

In establishing annual goals, Facilities adheres to and elevates the Division of Business Affairs’ Guiding Principles of Employee Engagement, Customer Service and Responsible Stewardship. Employee engagement initiatives were deployed in fiscal year 2016-17 aimed at: improving communications through the chain of command; reducing number of accidents in Facilities; understanding of the career banding program; recognition of employee contributions; building personal relations through holiday celebrations; implementing career development plans, enhancing the work environment though the power of play; departmental meetings; hosting employee recognition events; building strong relationships through cross functional teams; strengthening partnership with the academic core; and providing leadership opportunities at all levels through the Business Affairs Expo.

Customer Service strategies implemented included: establishing and enhancing metrics for various service delivery processes such as work order completion time; metrics on time to complete project estimates; benchmark metrics for environmental health and safety service levels; revising the design and construction project service survey to better measure processes; delivery of numerous class presentations; and enhancing the scope of service in residence halls to include life safety systems.

In the area of Responsible Stewardship, Facilities staff realized achievements in the areas of: landfill diversion rate; mentoring and advising the Green Fund Student Committee; supporting the Sustainability Council and climate action work groups; realignment of resources to strengthen service levels; completing renovation projects within budget; maintaining energy consumption in check; deploying a campus wide protocol and process to prioritize all things related to safety and security issues on campus; enhancing energy analysis; and strengthening our focus addressing the building performance issues that impact energy consumption.

We are incredibly fortunate to have recruited a number of very talented staff to join the Facilities organization this year. At the same time, several key members of the Facilities team decided to enjoy retirement and others moved on to higher level positions. We thank them for their valuable contributions to our organization.

Our goals for fiscal year 2017-18 include investing in a number of employee engagement initiatives; lifting customer service in key areas; reduction of utility consumption; implementing energy conservation projects; raising the sustainability culture on campus through the green office/green room programs and the campus conversations on responsible investment; elevating campus safety by hosting the first safety week on campus; vacating and demolishing the McIver Building; and starting construction of the Nursing and Instructional Building and the South Chiller Plant.

This report is structured such that each major program area within the Facilities organization has a dedicated section, highlighting accomplishments, staff, training, and major noteworthy events as well as fiscal year 2017-18 goals for each program area.
This report provides clear evidence of the strong commitment of the Facilities staff to continuously striving to create a great place to work, delivering excellent customer service and making best use of available resources, while supporting UNC Greensboro’s mission.

Jorge Quintal
Associate Vice Chancellor for Facilities
ENVIRONMENTAL
HEALTH AND SAFETY
EXECUTIVE SUMMARY

Environmental Health and Safety (EH&S) had a great 2016-17 fiscal year including the lowest recordable injury and illness rate ever at UNCG with only 27 injuries campus wide. The EHS staff and I want to thank all the departments in Facilities whose efforts in injury reductions significantly contributed to this great year.

The year was packed with new initiatives aimed at improving our services and elevate employee engagement, customer service, and responsible stewardship. Highlights include the creation of EH&S’s first ever customer service survey, Power DMS implementation, and the first Safety Priorities list from the new Safety Committee Structure.

The Customer Service Survey was jointly created with the Bryan School of Business students and faculty and was constructed to gather feedback to improve the office’s customer service in all functional areas.

Robert Wilson led the Facilities team in fully implementing Power DMS for tracking of both safety training and Career Development plans. This new tool will greatly improve EH&S’s ability to track and maintain all safety training for Facilities employees.

This year was the first ever in which the Safety Priorities list was generated through the new Safety Committee structure. This list was created using feedback from all safety committees to compile a master list of safety priorities for campus. These priorities included upgrading several fire alarm systems; creating a new Automated External Defibrillator program to be led by EH&S; and replacing three live front high voltage switches in the campus electrical distribution system.

We look forward to a new year, new challenges and opportunities.
ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2016-17

Responsible Stewardship

- Facilities Wide Power DMS Implementation
- Campus Wide Safety Committee Development/Implementation

Customer Service

- Create Baseline Customer Service Survey
- Conduct Customer Service Focus Groups

Facilities Wide Power DMS Implementation

Power DMS (Document Management System) was purchased in August for two purposes. First was the intention to be able to better track safety training in Facilities Operations through this system. Second as a means for Facilities to be able to track overall Career Development Plans (CDP) training of all staff. Both areas were historically tracked using inefficient methods in need of improvement. Environmental Health and Safety led the implementation and training efforts for all Facilities departments during FY16-17. DMS is now fully implemented for tracking all CDP related training for all Facilities employees. EHS is now using this system to ensure compliance with required safety training. The system will go “live” in Facilities Operations with the start of the new CDP’s for the FY17-18. Building upon this goal Environmental Health and Safety has created a goal of developing at least three online training courses for the FY17-18 year in DMS to be delivered exclusively through the DMS system. This will allow EHS to develop more specific training courses for departments in person and improve the overall safety training process and content.

Campus Wide Safety Committee Development/Implementation

The safety committee structure for UNCG was revamped to better prioritize and recommend safety items for review by Executive Staff. This approach included a new risk based review process that involves all committees related to Public Safety, Emergency Management and Environmental Health and Safety. The first year of safety committee meetings were conducted and a safety priorities list provided to the Vice Chancellor for Business Affairs for review. Areas for improvement based on feedback from the steering committee and committee leadership include: 1) Formalize the risk assessments to better quantify risk level. 2) Integration with Institutional Risk Management Committee as there is overlap between safety risks and institutional risk and confusion about where safety items are place. 3) Expand items that are brought to the steering committee to include items that are smaller in scale such as sidewalk repair projects. Specific items addressed in this year’s list of campus safety priorities included: fire alarm systems which are past their usable life expectancies, switch gear upgrades, and campus wide Automated External Defibrillator (AED) program development.
Create Baseline Customer Service Survey

EHS contacted a campus subject matter expert (Dr. Bonnie Canziani) from the Bryan School of Business in August 2016 to request assistance in developing a customer service survey tool that could be used by EHS. Dr. Canziani suggested that EHS participate in a customer service project with her Sustainability and Hospitality Management class for Spring 2017 semester. In addition to building a survey tool for the entire office, the class also benchmark the current EHS functional areas against other university programs and make suggestions for improvement in customer service arena. Class projects began in mid-January with final class projects completed in late April early May. The class groups met with functional areas throughout the semester and were provided campus contacts to evaluate current services and understanding of EHS on campus. The survey was sent to approximately 60 campus stakeholders including faculty (laboratory) and staff (Business Affairs, Student Affairs, Research Support). The class also provided written reports on each functional area within the EHS office with suggestions for improvement. The survey is currently under review by EHS and will be edited slightly. The Customer Service Survey will be added to the EHS website for completion at any time by any campus stakeholder in early January 2018. This survey will be used by EHS to improve customer service, employee engagement and responsible stewardship on an annual basis and will also be used as part of the individual staff’s Performance Management Plan process. Based on the survey results coupled with the alignment survey results, EHS is proposing a goal for FY2017-18 to include development of online training courses as well as scenario based trainings meant to bridge the gap between compliance training and actual field work activities.

Conduct Customer Service Focus Groups

EHS functional areas conducted focus groups aimed at improving customer service through better understanding of customer needs. Focus group topics were developed by functional area leaders and included: Lab Safety Hazardous Waste and Research Integrity Interactions / Safety Culture Trades / Safety Culture Facilities Services / After Hours Emergency Response and Indoor Air Quality for Facilities Operations and Housing and Residence Life. All groups except for lab safety were charged with identifying suggestions for improvement and present a report of suggested improvements to the Director of Environmental Health and Safety. Lab Safety Hazardous Waste and Research Integrity suggestions for improvement included: 1) Better sharing of information – Lab safety plans are now shared with Research Integrity office. An evaluation of plans has been conducted in order to close compliance gaps in the area of Biosafety protocols required for Research Integrity. 2) Better define the role of EHS on the Biosafety Committee and update of Biosafety Policy. 3) Improve role of Research Integrity with Radiation Safety Committee. 4) Include Research Integrity in some EHS Lab inspections.

After Hours Emergency Response suggestions for improvement included: 1) Improve EHS notification of significant events that occur after hours. Presently working on contact protocol.
2) Develop specific water event protocol between EHS, Facilities Operations and Housing and Residence Life.

Safety Culture Trades group suggestions included 1) providing more specific detailed safety training, 2) improve training calendar, 3) increase EHS presence in the field through spot check programs. EHS is using this information to form this year’s goals which include new training calendar approach, development of shop specific hands on training opportunities, development of new online training courses, development of spot check program.
STATISTICS

Projects

Led UNCG Auditorium repair and recovery efforts related to the fire that occurred in the auditorium. This included replacing rigging, fire curtain and various other items that were impacted by the fire.

Lead effort to correct several safety concerns including steam plant boiler fall protection, Bryan building fall protection and various walking and working surface repairs.

Lead an effort to train Facilities stakeholders on Power DMS online training tracking program.

Received NC Department of Labor “One Million Hour” award for 2016 calendar year. This award represents 1 million work hours completed without an injury requiring time away from work. This award is largely attributed to the efforts of the Facilities Operations staff and supervisors in increasing safety awareness.

Statistics

Conducted a total of 146 hours over 101 total safety training courses with a total of 1146 training participants.

Conducted 72 laboratory safety inspections and an additional 21 lab safety consults.

Permitted 2 firework events through the Department of Insurance, 18 tent and inflatable events, 2 Haunted House events, and 2 carnival events for Campus Activities office.

Lead the Annual North Carolina Department of Insurance Fire and Life Safety inspection process for 2016-17. Most notably all items on inspection report are now either funded or corrected.

Lead the North Carolina Department of Health and Human Services Annual inspection with all items corrected.

Conducted 2 hazardous material response cleanup activities.

Conducted 98 ergonomics evaluations including one department wide sweep.

Conducted 12 Indoor Air Quality response investigations.
Waste Shipment Weights

Hazardous Waste Shipment Weights

Lamp recycling
Changes in Personnel

The 2016-17 fiscal year was a productive one with significant changes and challenges. Chad Simmons who had been at UNCG fourteen years departed for his new position with the Office of the State Fire Marshal.

Welcome Erin! Fire and Life Safety Manager

Erin Price-Erwin joined the EHS group as Fire and Life Safety manager this April. She is originally from Charlotte and a graduate of UNCW in Elementary Education. Having taught for a year and a half, she opted for a more active career and joined the Greensboro Fire Department where she has been for the past 15 years. The first 8 years of her career, Erin served as a firefighter and specialized in technical rescue. She then transitioned into a position with the Greensboro Fire Marshal's office in which she performed fire inspections, investigated cause and origin of fires, and developed and implemented fire safety education. In her time off she enjoys hikes with her husband and 3 Boston Terriers.
GOALS for FY2017-18

Customer Service
- First Annual Spartan Safety Week Event
- Online and Scenario Based Training Initiative

Responsible Stewardship
- Automated External Defibrillator Policy Development
- Emergency Preparedness Exercises
- Peer Benchmarking Initiative

First Annual Spartan Safety Week Event - Champion Todd Beck - Implement the first safety week event focused on engaging all areas of campus (students, staff, and faculty). EHS will partner with other Spartan safety services and campus stakeholders to conduct an event aimed at increasing overall safety awareness on campus. The event will take place in early November and will include at least five components. 1) Open house and opening reception. 2) Fire Safety Event to include fire extinguisher training and burn room exhibit on College Avenue (student focus). 2) Safety Seminars with campus partners to occur on Tuesday and Thursday. 3) Safety Academic Departments Meet and Greet. 4) Keynote speaker and book signing. EHS will host Behavior based safety faculty Dr. Scott Geller to provide a keynote address on safety in a university setting.

Online and Scenario Based Training Initiative – Building off of last year’s goal of customer focus groups, EHS found that many customers want improved training courses. As a result, Kara Milton and Robert Wilson will champion this year – Develop 3 scenario based trainings and at least 7 online trainings. The scenario based trainings will be based on results of Facilities Services and Building and Trades Safety culture focus group reports. Scenario based trainings will be mock up scenarios where employees can functionalize operations discussed in compliance based classroom training. The online trainings will be based on areas to increase services and campus awareness and subjects in new areas (noncompliance based training).

Automated External Defibrillator (AED) Policy Development – Because of last year’s safety and security committee’s list of priorities, EHS will now take oversight over the campus AED policy and program. This program was found to be out of compliance with applicable regulations and in need of update. EHS will take over management of the policy and program for Emergency Management. A work group has been formed by the Vice Chancellor for Business Affairs that will review the applicable regulations and draft a campus wide AED policy. Once the policy is complete EHS will oversee all aspects of this program.

Emergency Preparedness Exercises – Because of last year’s focus group surveys, EHS will lead an effort to make sure all areas of campus are prepared for emergencies and how they impact our work areas. EHS will conduct two emergency preparedness drills with Chemistry and
Facilities and Biochemistry and other campus response partners. These drills will be aimed at increasing awareness of campus stakeholders and improving communication between stakeholders. The first drill is scheduled for December and will involve an incident in a Chemistry and Biochemistry research laboratory. Preliminary ideas for the second drill will involve a Facilities scenario.

Peer Benchmarking Initiative – In an effort to ensure that EHS is providing adequate compliance mechanisms and to improve customer service, EHS will conduct two peer led audits of high risk EHS programs. Champions Robert Wilson and Todd Beck will coordinate these audits in the areas of electrical safety and injury prevention/reporting areas. These audits will help determine compliance gaps and areas for improved customer service.
FACILITIES
OPERATIONS
EXECUTIVE SUMMARY

Maintenance of the Kaplan Center in its first year of operation and ensuring proper building operation was and continues to be a priority. We also completed our first year of maintaining all life safety systems in the residence halls during which we added value by increasing reliability levels.

We continued to improve upon our customer service by decreasing our service request response time through technology utilization, increasing our customer communication, and being more proactive in self-identification of corrective work. The addition of the Business Manager position provided a much-needed resource to help ensure that we have efficient and effective business processes and budget management practices as the university grows.

Facilities Operations had its best year of safety performance since tracking began in 2012-13 both in total injury rate and the rate of the more serious OSHA-recordable injuries. The decrease in OSHA-recordable injuries was more than two percentage points below our best previous rate.

We continue to be good stewards of university resources. With the exclusion of the Kaplan Center, UNCG’s average energy consumption per gross square foot decreased this fiscal year by almost 1%. This is the result of ongoing implementation of utility savings carry forward projects as well as other energy conservation measures. The utility consumption of the Kaplan Center was tracked on a monthly basis in a higher level of detail than any new building previously. This allowed us to see how the building was performing and was instrumental in demonstrating the need to continue to work through system operation issues.

Progress was also made in increasing sustainable and environmentally-friendly practices. We achieved our highest waste diversion rate ever and continue to try to keep as much waste as possible out of the landfill. Our Sports Turf Shop was certified by the Sports Turf Management Association for their environmental practices and stewardship. Grounds received the Tree Campus USA award for the seventh year in a row. Facilities Operations also installed a second rainwater cistern, funded by the Green Fund, for use by Grounds to water plants.

Dan Durham
Director
## ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2016-17

### Employee Engagement

<table>
<thead>
<tr>
<th>GOAL DESCRIPTION</th>
<th>METRIC</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Decrease annual rate of total accidents/injuries by 2%; OSHA recordable injuries by 1% compared to FY15-16</td>
<td>Safety metrics on annual rate of total accidents/ injuries and OSHA recordable injury rate. Data kept by Facilities Operations.</td>
<td><strong>Exceeded goal:</strong> Total accident rate of 9.9% was 4.5% lower and OSHA-recordable rate of 3.4% was 4.3% lower than last fiscal year. Safety performance in FY 2016-17 was the best since tracking began in FY 2012-13.</td>
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### Customer Service

<table>
<thead>
<tr>
<th>GOAL DESCRIPTION</th>
<th>METRIC</th>
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<tbody>
<tr>
<td>Enhance customer service. Increase self-identification &amp; completion of corrective work by Zone Maintenance, specifically for ceiling tiles, proper storage of materials and ladder inspections.</td>
<td>Eliminate the following items in the building EH&amp;S reports: a) ceiling tiles missing or stained; b) ladders not inspected; c) improper storage of materials in mechanical/electrical/ housekeeping areas.</td>
<td><strong>Did not meet goal but achieved a significant reduction (partial year of EH&amp;S reports):</strong> Through November of 2016 (the last month that EH&amp;S building inspection reports were received), achieved a 38% reduction in the number of ceiling tile needing replacement, a 43% reduction in the number of ladder violations, and a 20% reduction in the number of improper storage items compared to the same period last fiscal year.</td>
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<tbody>
<tr>
<td>Enhance customer service. Decrease service request average response time.</td>
<td>Decrease average service request finished time to 3.5 calendar days and complete 90% of service requests within 7 calendar days.</td>
<td><strong>Exceeded average service request finished time goal but did not meet 90% completion goal within 7 Days:</strong> Achieved an average service request finished time of 3.2 calendar days and completed 88% of service requests within 7 calendar days.</td>
</tr>
</tbody>
</table>
Increase communication with customer through the life of the customer generated work order:
   a) Implement service request communication protocol

Implementation of protocol and development of monitoring process.

**Achieved goal:** Service Request Communication Standard Operating Procedure was implemented on 7/14/16, communicated by e-mail to all staff, and posted on the Facilities Operations SOP web page. The Customer Service Center implemented monitoring of this process beginning the week of January 30th.

Improve quality of services by creating a Trainer's position as recommended by the APPA FMEP survey.

Creation of position

**Did not achieve goal:** A Position Description was drafted but not finalized.

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### Responsible Stewardship

<table>
<thead>
<tr>
<th>GOAL DESCRIPTION</th>
<th>METRIC</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Reduce energy consumption. Implement Energy Conservation Measures to reduce energy consumption in terms of btu/gsf by 1% from FY 15-16. Complete retrocommissioning of four buildings.</td>
<td>Completion of retrocommissioning of four buildings. Overall energy consumption metric is the BTU Comparison report.</td>
<td><strong>Energy consumption goal nearly met (excluding Kaplan Center), retrocommissioning goal exceeded:</strong> Average campus energy consumption (BTU/gsf) excluding Kaplan Center fell by 0.86%. Average energy consumption including Kaplan Center increased by 0.38% due to the Kaplan Center consuming significantly more energy than indicated in its energy model. Retrocommissioning of twelve buildings has been completed. The energy savings projects completed in FY 2016-17 include the Sullivan Science Chemistry Teaching Labs Occupancy Sensors, Steam Plant Boiler#1 Economizer Replacement, Music Building LED Retrofit, Campus Supply Store LED Retrofit, VFD installation for the Hot Water Systems for Stone Building and Sullivan Science Building, and the Controls Conversion for Carmichael Building.</td>
</tr>
<tr>
<td>Improve management efficiencies. Hire a Business Manager and reorganize Business Office</td>
<td>Fill position and make org changes by winter break.</td>
<td><strong>Achieved goal:</strong> Completed on 11/21/16</td>
</tr>
<tr>
<td>Task</td>
<td>Completion Details</td>
<td>Result</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reduce utility consumption. Enhance energy measurement abilities</td>
<td>Complete submetering in two more Academic/Administrative Buildings: complete year-end project to install steam meter and integrate water meters in EUC. Identify next building to complete metering, create project scope and budget, and submit funding request by January 30th.</td>
<td>Achieved goal: A new steam meter was installed and two water meters were integrated to complete the utility metering for the Elliott University Center. Decision was made to utilize available USI funding to conduct an LED lighting upgrade in Campus Supply to achieve energy savings instead of proceeding with the second metering project.</td>
</tr>
<tr>
<td>Work with the Sustainability Office to meet the target of 50% waste diversion by 2017 identified in the UNCG Climate Action Plan.</td>
<td>OWRR Waste Diversion Report</td>
<td>Did not meet goal but achieved highest-ever waste diversion rate: Waste diversion rate of 45.2% compared to 44.6% in FY16.</td>
</tr>
<tr>
<td>Implement recommendations by the APPA Facilities Management Evaluation Program survey regarding time management and labor efficiency within Grounds</td>
<td>Implementation of time management practices and generation of a monthly report of zone inspections with comparison to baseline inspection.</td>
<td>Achieved goal: Baseline zone inspection was completed and time management/labor efficiency practices were implemented on 5/1/17.</td>
</tr>
</tbody>
</table>
## STATISTICS

### Facilities – Annual Statistics

<table>
<thead>
<tr>
<th>Metric</th>
<th>Fiscal Year 2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective Work Orders completed</td>
<td>11,492</td>
</tr>
<tr>
<td>Preventative Work Orders completed</td>
<td>15,831</td>
</tr>
<tr>
<td>Special Billing Work Orders completed</td>
<td>943</td>
</tr>
<tr>
<td>Pounds of steam produced</td>
<td>277,718,000</td>
</tr>
<tr>
<td>Cubic feet of gas used by Steam Plant</td>
<td>321,385,000</td>
</tr>
<tr>
<td>Gallons of fuel oil used</td>
<td>2,242</td>
</tr>
<tr>
<td>Gallons of boiler make up water used</td>
<td>3,056,500</td>
</tr>
<tr>
<td>Gallons of water (other than steam plant) used</td>
<td>140,001,200</td>
</tr>
<tr>
<td>Total water consumption per gallons/GSF</td>
<td>22.32</td>
</tr>
<tr>
<td>Total energy consumption per BTU/GSF</td>
<td>104,388</td>
</tr>
<tr>
<td>Recycling as percentage of weight</td>
<td>45.2%</td>
</tr>
<tr>
<td>Total training hours</td>
<td>814.5</td>
</tr>
<tr>
<td>OSHA compliance hours</td>
<td>184.25</td>
</tr>
<tr>
<td>Technical training hours</td>
<td>206.5</td>
</tr>
<tr>
<td>Computer training hours</td>
<td>17.5</td>
</tr>
<tr>
<td>General training hours</td>
<td>26</td>
</tr>
<tr>
<td>Professional training hours</td>
<td>380.25</td>
</tr>
</tbody>
</table>

### Key Performance Indicators in Facilities Operations

1. Avg. Work Order Cycle-Time (customer generated) in calendar days | 3.2
2. Ratio of Corrective to Total # of Work Orders               | 40.71
3. Ratio of PM to Total # of Work Orders                       | 55.49
4. Ratio of Project/Special Billing to Total # of Work Orders  | 3.4
5. Ratio of Corrective to Total Work Order Man-Hours           | 47.43
6. Ratio of PM to Total Work Order Man-Hours                   | 40.9
7. Ratio of Project/Special Billing to Total Work Order Man-Hours | 9.62
8. Delinquent Corrective Work Orders (over 30 days)            | 209
9. Delinquent PM Work Orders (over 30 days)                     | 52
10. Number of Accidents                                        | 23
Changes in Personnel

Retirements this fiscal year:

Chris Aaroe
Ben Johnson
Willie Dowd
Randy Cappo
Ray Montgomery
Joseph Borden
Hoyte Phifer
Peter Ashe

Employees who received promotions this fiscal year:

Pamara Carter
Elizabeth Swinson
Sean Moon
Jeremy Murray
Cristian Rodriguez
Richard Ratcliffe
Erik Schuman

Temporary employees hired to a permanent position this fiscal year:

Chance Estler
Cristie Stewart
Sierra Poteat
James Farmer
Juanita Hawkains
Amaris Lee
Brenda Millner
Ulysses Moone
James Hodges
Belinda Alcon
Bernice Richardson

New positions created this fiscal year:

1 Business Officer
2 Facility Maintenance Technicians (Kaplan Center)
4 Building and Environmental Services Technicians (Kaplan Center)
1 Building and Environmental Services Supervisor (Kaplan Center)
**Personnel Accomplishments**

Nihal Al Raees earned her Doctor of Philosophy degree in Computational Science and Engineering in December 2016. Hoyte Phifer graduated from the APPA Leadership Academy.

**Training**

Choosing Optimum LED Products – Douglas Cato
NCAPPA Conference – Dan Durham, Ben Kunka, Tom Hailey, Mark Cable, Richard Ratcliffe, Hoyte Phifer, Thomas Everett, James Poteat, Ernest Brooks, Jeremy Murray, John Tinnin, and Jon Soter
Dale Carnegie: Leadership Training for Managers – Dan Durham
Schneider Workplace Tech Programming – Ken Lewis
NC CUPA-HR – Vickie DeBari and Elizabeth Jordan
TMA Systems Conference 2017 – Amber Wall
Excelling as a Manager or Supervisor – Amber Wall
National Electric Code Workshop – Brad Weatherly and Jim Mohr
NICET Level 1 & Fire Alarm Systems Course – Charles Landreth and Jarrod Pratt
MEC-Tric Steam System & Equip Training – Cristian Rodriguez, Daniel Russell and David McFayden
APPA Institute for Facilities Management, Track 3 – Douglas Cato
Asbestos Supervisor Refresher – Lester Rogers
Backflow Prevention Assembly Certified Tester Course – Marty Pridgen
EECO Yaskawa AC Drive Training – Mike Jumpe and Sam Waters
Managing Multiple Projects, Objectives, and Deadlines – Nihal Al Raees
NC State Energy Conference – Douglas Cato and Nihal Al Raees
Toro Equipment Service Training – Jimmy Smith and Jarad Webster
NICET Sprinkler and Testing Webinar – Andrew Gwyn
Turf Grass Conference – James Smith and Jarad Webster
Microsoft Excel Training – Elizabeth Jordan and Debbie Reynolds
APPA Leadership Academy, Track 4 – Hoyte Phifer
How to Become a Better Communicator – Ivan Lyall
Managing Multiple Projects, Objectives, and Deadlines – Nihal Al Raees
National Electric Code Applications Recertification – Cynthia Culberson
2017 ECGMLA Conference – Kevin Siler and Jim Munro
NC State Vehicle Inspection Certification – Tim Johnston and Ben Evans
Fire Alarm Training – Charles Landreth and Jarrod Pratt
NC State Univ. Field Day – Peter Ashe, Rickey Craft, Kevin Siler, Lee Martin, and Jeff Hawkins
Cullowhee Native Plant Conference – Peter Ashe
Backflow Certification – Marty Pridgen
Carolina Recycling Conference – Ben Kunka
AWARDS

Recipients

Staff Stars:
Sam Waters – Electric
Jon Soter – Utilities
Darrell Trogdon – HVAC
Rebecca Jones – Facility Services
Amanda Teer – Customer Service Center
Debbie Reynolds – Accounting
Steve Tuck – Facility Services

Employee Recognition Awards:

January Awards
Customer Service – Erick Gardner, Facility Services
Collaboration and Teamwork – Bernard Goodwine, Facility Services

June Awards
Customer Service – Sam Waters, Electric Shop
Safety – David Alcon, Electric Shop
Collaboration and Teamwork – Craig Payne, Facility Services

Housekeeping Week Awards:
Walter Graham – Housekeeper of the Year
Jacqueline Bryant – Best Detail Person

Tree Campus USA Award
Grounds Department was recognized for the seventh year in a row.

Sports Turf Management Association Environmental Facility Certification
The Sports Turf Shop was recognized for their environmental practices and stewardship.
Shred-a-Thon 2017 will be June 23

May 31, 2017 by Campus Weekly Staff

UNCG Campus Community members, Friday, June 23, at 8 a.m.-1 p.m. will provide an opportunity to shred paper documents with sensitive/confidential information for free. The event will be in front of Foust Building on Administration Drive. The mobile shredding truck that will be stationed there is designed to process large amounts of paper on site, users can even choose to watch the secure destruction on a closed circuit TV on the truck. Confidential materials from your office or home are welcome. This event is limited to UNCG Faculty, Staff, Students and Alumni. Help will be available to unload your car. Staples, envelope windows and small paper clips are fine to be included with the material but no binders will be accepted. Please be sure all paper is out of any binders before bringing your material. Use proper lifting technique and teamwork to move paper to the event; paper is deceptively heavy.

This is a one day event so please prepare your material early; the next opportunity will be June 2018. Last year about 16,920 lbs. of material was shredded and recycled, which is roughly equivalent to 143 trees worth of paper.

For any questions or assistance with getting records to the event please contact Ben Kunka, bakunka@uncg.edu.

Records that have permanent or historical value, based on the approved records schedule, are to be transferred to University Archives. Instructions for transferring records to University Archives are available at http://uncg.libguides.com/university_archives/transferring_to_archives. If you have questions about transferring records to University Archives or the historic value of your records (both paper and digital) contact Erin Lawrimore at erlawrim@uncg.edu.

UNCG is required to comply with the North Carolina Public Records Law concerning the retention and disposition of records. Records are to be disposed of according to University and State approved schedules. The UNC General Records Retention and Disposition Schedule is available at http://its.uncg.edu/records_management/. If you have questions about records management, contact 6-TECH at 256-8324.

Copy provided by Ben Kunka, UNCG Office of Waste Reduction and Recycling
A second cistern at UNCG

July 22, 2016 by Campus Weekly Staff

A new cistern is being designed for UNCG. The design and the components should be completed by the end of August, says Jim Munro (UNCG Grounds). The cistern will be located behind the Financial Aid office, located on Kenilworth Street.

It is funded by UNCG’s Green Fund. (See previous article.)

A lot of water can be utilized through a cistern. For example, in the fall 2015 semester between Aug. 15 and Oct. 20, 7,500 gallons of water were conserved in the campus’s one existing cistern and used on campus plantings.

“That is water we didn’t have to purchase,” says Munro.

Over the winter, 725 gallons were used to make brine.

And it was valuable in the spring. For example, from April 25 to June 3, UNCG Grounds captured and used 3,400 gallons of water, Munro has calculated.

The campus has wells to water the athletic fields. But for the other parts of campus, the cistern is used – though Grounds ran out of cistern water during part of last fall. This additional cistern, which will also collect the condensate from the chiller units / air-conditioning at Financial Aid, will provide for additional water to be used in landscape plantings campuswide. And once it’s built, it’s free water, Munro notes.

Money doesn’t fall from the sky. In this case, it sort of does.

By Mike Harris
Photo by Mike Harris, of Kevin Siler using cistern water to water begonias on July 21, 2016
Attracting bees and butterflies, at UNCG pollinator gardens

July 12, 2016 by Campus Weekly Staff

A collaboration among UNCG Grounds, a class of biology students led by professor Ann Somers, and agrochemical company Syngenta, pollinator gardens are blooming in their first season on campus.

The gardens, which house an eclectic mix of flora and fauna, are five in total: four in Peabody Park and one on the edge of the Aycock parking lot, next to the UNCG Baseball stadium. The pollinator mix, which is specifically designed for North Carolina, offers both perennials and annuals that attract honey bees, bumble bees, moths and numerous bird varieties.

While the students are on summer break, Building and Environmental Supervisor of UNCG Grounds Peter Ashe looks over the gardens. He said that the gardens will become more lush as they continue to mature in the coming years.

“The perennials take a couple growing seasons to establish and shoot flowers,” said Ashe. “This first season they’re establishing a root system. In the next two or three years they’re going to get some blossoming. You’re fighting the weeds, you’re fighting drought sometimes you’re fighting the weather — It’s not easy, it’s a challenge.”

Somers, who led the service learning wildlife course that planted the gardens, said that foresight and an understanding that actions of environmental stewardship today have a positive impact for the future is part of the learning process.

“It’s not all about the moment. Bringing wildlife back is a long process,” said Somers. “What the students in 2015 understood is that the work we did would really come to fruition in 2017.”

Both Somers and Ashe believe that naturalizing the grounds is an act of environmental stewardship. Somers said she imagines that in thirty years the campus norm could be pollinators, rather than sterile non-nectar producing plants.

The pollinators allow a community of plants and animals to thrive, a partnership not unlike that shared between grounds, students and faculty.
Wondering about some of the flowering plants you see in these gardens? To help you in identifying them, here are the seeds they used.

Swamp milkweed  Black-eyed Susan (this is native)
Butterfly milkweed  Bluebell, California
New England aster  Candytuft, annual
Purple coneflower  Catchfly
Swamp sunflower  Clarkia, deerhorn
Autumn sneezeweed  Coreopsis, dwarf Plains
Gayfeather  Daisy, African
Bergamont  Daisy, African stick
Spotted beebealm  Forget-me-not, Chinese
Hairy beardstem  Godetia, dwarf
Virginia mountain mint  Larkspur, rocket
Gray goldenrod  Poppy, California
Ohio spiderwort  Poppy, corn
New York ironweed  Snapdragon, tall spurred Northern Lights
Golden Alexander  Stock, Virginia
Aster, China single mix  By Daniel Wirtheim
Baby’s breath, annual  Photograph by Martin W. Kane

Facilities Operations Safety/Employee Recognition Day

August 9, 2016 by Campus Weekly Staff

Facilities Operations Safety/Employee Recognition Day, observed annually, is an occasion held for the purpose of raising awareness of engaging in safe work practices to reduce injury while at work and public recognition of employees.

Held on June 9, 2016, employees started Safety Day at Ferguson Auditorium, where they heard from various speakers on different aspects of safety, including statistics on how Facilities Operations did on reported injuries in the last year.

Safety Day/ Employee Recognition Day is also a day to recognize employees who go above and beyond in the areas of Safety, Collaboration & Teamwork, and Customer Service. Employees are nominated by their peers and selected by the Employee Recognition Awards Committee.
Congratulations to Vince Whitt, Rickey Craft and Amanda Teer (in visuals) for winning the awards this June.

The full list of 2016 Facilities Operations Summer Employee Recognition Nominees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Recognition</th>
<th>Name</th>
<th>Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vincent Whitt</td>
<td></td>
<td>Chris Aaroe</td>
<td></td>
</tr>
<tr>
<td>Cynthia Barnes</td>
<td></td>
<td>Maryann Burdett</td>
<td></td>
</tr>
<tr>
<td>Amanda Teer</td>
<td></td>
<td>Chris Chilton</td>
<td></td>
</tr>
<tr>
<td>Paul Bigelow</td>
<td></td>
<td>David Alcon</td>
<td></td>
</tr>
<tr>
<td>Rickey Craft</td>
<td></td>
<td>Jon Soter</td>
<td></td>
</tr>
<tr>
<td>Kevin Siler</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

2016 International Housekeepers Week

September 13, 2016 by Campus Weekly Staff

Several members of Housekeeping

International Housekeepers Week will be marked at UNCG the week of September 19, 2016. Events will include:

**Awards Day (Guest Speaker, Jorge Quintal)**
Tuesday, September 20, 8:30 – 10:30 a.m.
Organ Hall, Music Building

**Lunch Social**
Wednesday, September 21, 11 a.m. – 1 p.m.
UNCG Police Station

**Zone Appreciation Days**
Thursday and Friday, September 22 – 23

This week is a great time to show appreciation to UNCG’s housekeeping staff members for the essential work that they do for students, faculty and staff.
Facilities employees recognized at awards day

March 7, 2017 by Campus Weekly Staff

Facilities Management Division of Business Affairs held its semi-annual Employee Recognition Awards Day January 25, 2017. The event was held in the Alumni House’s Virginia Dare Room, with Chancellor Gilliam as guest speaker.

The purpose of this program is to recognize employees that strengthen the Facilities team through their remarkable contribution and performance.

The Selection Committee of the Employee Recognition Program received 11 nominations, exemplifying the outstanding work of UNCG’s Facilities staff.

During this celebration they recognized:
Marshall Hankins
Teddy Hyatt
Curtis Hartsen
Cynthia Louis
Erick Gardner
Debbie Reynolds
Ernest Brooks
Esmilda Matamoros
Rhonda Goins
Bernard Goodwine
Rebecca Jones

During this celebration, two employees were recognized as winners for outstanding service in the areas of Remarkable Customer Service, and Teamwork/Collaboration. (There were no nominations for the Safety Award.)

* Bernard Goodwine – Facility Services, 2nd shift– for the Spring 2011 Customer Service Award
* Erick Gardner –Facility Services, 1st shift- Collaboration and Teamwork Award
The next winners will be announced in June of this year. Nomination forms can be found on the Facilities webpage.

Information provided by Employee Development Committee co-chairs Buddy Hale and Hoyte Phifer.

Spartan sports fields: sustainably beautiful and bona fide green certified

July 24, 2017 by Campus Weekly Staff

There’s something appealing about a vast stretch of green, healthy grass on a ball field. You only have to go to the west side of UNCG’s campus to see 17 acres of it, all year round.

“The university community enjoys the green space,” said Pete Ashe, who is recently retired from the position of Sports Field Supervisor. “And the greenscapes are treasured on this campus.”

It’s common knowledge that nicely kept fields are a requirement for Division I athletic programs. What may go unseen is all the work that goes into keeping UNCG’s six fields in shape, with environmental responsibility as a priority.

UNCG Sports Turf Grounds Management Operations team work out of a building behind Weil Residence Hall and the UNCG tennis courts. During the 2017 spring season, their sports fields, facilities and the team’s stewardship underwent an extensive evaluation by the Sports Turf Management Association (STMA) to determine their consistent environmental effort.

In March, UNCG became the “Sweet 16th” institution to be recognized for environmentally responsible sports turf management, through the STMA’s newly created environmental certification program.

UNCG has been a member of the STMA, an international professional organization, for more than twenty years, and Ashe helped in the certification process for other universities. The practices evaluated to determine an environmentally sustainable sports facility have a broad
range. Storm water management, fertilization and associated runoff consequences, integrated pest management, recycling, composting, mowing, energy conservation, turf shop building and storage management, irrigation, water quality and educational outreach are all taken into consideration. Techniques the UNCG sports turf team uses, such as calculated root system management, soil aeration and spot-treating for fertilization, pest management and irrigation, reduce unintended effects and create turf grass density, and level playing surfaces which means safe, playable fields, for the enjoyment of student athletes and campus recreation groups. They also look nice.

Twice a year the UNCG Grounds team seasonally transitions acres of turf grass crop populations on campus sports fields.

“We fall oversee and grow ryegrass for green fields in winter-spring,” Ashe explained. “And then we work hard to transition back the dormant warm season Bermuda grass when weather heats up in late spring-summer.”

October and May, the transition months, are when they face the most strenuous work. They battle the weather and the natural wear and tear that happens on the field during practices and games. And they’re not only responsible for the soccer, baseball and softball fields, but also the golf greens, the student recreation field, the new wetlands, the pollinator garden, the Piedmont prairie and “no-mow” zones sanctioned for biology research.

Ashe credited the hard work of the grounds crew for UNCG’s success in keeping these areas in top condition, in an environmentally responsible manner. He also appreciated UNCG’s Office of Sustainability, the Biology Department and the involvement of student volunteers in campus grounds environmental improvement projects.

“Earth day is every day for us,” he said. “We manage in a conscientious manner for everything we do to our fields.”

Ashe spent his career with a commitment to natural resource management, starting in the 1960s, during the peak popularity of Rachel Carson’s “Silent Spring,” and when the words “conservation” and “ecology” were just coming into use.

He worked as a golf caddie and then a landscaper. Subsequently, he became a greenkeeper and a golf course superintendent for 18 seasons before switching to campus grounds and sports field management. He holds a degree in agronomy from Michigan State University and a degree in natural resources and ecology from Lake Superior State University. Ashe came to UNCG in 1999, when the baseball stadium had just been built. Before his retirement, he completed his 17th growing season with UNCG.

*By Susan Kirby-Smith*
GOALS for FY2017-18

Employee Engagement
- Raise the Facilities Department Level Leadership score on the November 2017 Employee Engagement survey from 3.38 to 3.85 or higher (within "average" box for BAF)
- Raise the Facilities Supervisory Interactions score on the November 2017 Employee Engagement survey from 3.86 to 4.37 or higher (within "average" box for BAF)
- Raise the Facilities Professional Development score on the November 2017 Employee Engagement survey from 3.6 to 4.07 or higher (within "average" box for BAF)
- Decrease Annual Rate of Total Accidents to 10% or less and OSHA-Recordable Accidents to 3% or less
- Fully implement PowerDMS in Facilities Operations to document Career Development Plans and training for current performance plan cycle

Customer Service
- Decrease service request average response time to 3.25 calendar days and complete at least 90% of service requests within 7 calendar days.
- Eliminate the following items in the building EHS reports: a) ceiling tiles missing or stained; b) ladders not inspected; c) improper storage of materials in mechanical/electrical/ housekeeping areas
- Automate key request process
- Increase average grounds zone (excluding Sports Turf) inspection score to 2.24 or less from baseline inspection score of 2.42 and Sports Turf average inspection score to 1.82 or less from 2.00 compared to the baseline inspection.
- Maintain a 95% or higher positive response to customer communication weekly spot surveys

Responsible Stewardship
- Lower average campus energy consumption per gross square foot by at least 1% compared to FY 2016-17
- Increase annual waste diversion rate to at least 45%
- Revamp inventory control method for Facility Services and Zone/HVAC supply storage areas within Campus Supply preferably utilizing TMA
- Define scope, request funding, and complete utility submetering in two more Academic/Administrative buildings
FACILITIES DESIGN AND CONSTRUCTION
EXECUTIVE SUMMARY

This year has been a very exciting year for the department with over $305 million dollars’ worth of projects in design and construction, placing 37 projects into service.

We were eager to start the design of the Nursing and Instructional Building project this year. The Nursing and Instructional Building project includes the construction of a new chiller plant, the renovation and relocation of spaces for the departments vacating the McIver building, the demolition of the McIver building and constructing a new building on the previous building’s site.

This past year, we developed a project database that can be used for updating projects and tracking our progress on meeting our schedule commitments to our customers. This database will allow for multiple reporting functions and was created to be used as a tool for the project managers to prioritize and distribute information to our customers.

We created our customer service surveys using Qualtrics that allows us to send surveys in a digital format. This alone have increased our ability to distribute and track surveys. We increased the number of surveys sent out by 2.5 times and tripled our completed survey numbers from last year.

We have kick started our Geographical Information System (GIS) initiative by hiring Michael Swaim as our GIS leader. Michael jumped right in with our “one campus, one map” project and has helped several departments with mapping needs.

We also increased our permanent staff by hiring William “Bill” Chatfield. Bill has been a project manager for over 25 years and is a welcomed addition to our staff.

Facilities Design and Construction continues to look for ways to improve our internal relationships, our customer service and our ability to meet schedule and estimating commitments.

We look forward to a new year, new challenges and new partnerships.
ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2016-17

Employee Engagement
- Initiated monthly staff luncheons to promote interaction among coworkers.
- Buddy Hale and Helen Bradford assisted Facilities Operations with new student move in.
- Jennifer Feehan was elected to Staff Senate and many other employees are volunteering to be part of various committees on campus.

Customer Service
- To improve customer service and communication with department heads and directors, a report has been created for distribution on a monthly basis.
- To better serve our customers in providing prompt, accurate and reliable information, FDC hired two department retirees as design projects managers to assist with the extensive workload.

Responsible Stewardship
- Because of Maryann cleaning out four offices and the central library area at Sink Building, the following were recycled/reused or returned to the University:
  - Hardcover books, paint, material and carpet samples totaling ~800lbs.
  - Interior architecture received the scanner, wide format copier and four 5-drawer flat files.
  - Transferred a large quantity of photographs and awards to the Library for archives.
  - Transferred furniture, equipment and supplies to POCAM, Facilities Operations, Interior Architecture and Surplus.
  - Ten 4-drawer filing cabinets with closed projects were sent to Library for archives.
- Customer Service Evaluation Surveys are now distributed digitally so there is no paper used.
- Reduced printer equipment by returning one printer to the vendor which reduced the amount of money spent on printer supplies.
- First successful annual clean out day held in January. We returned or recycled the following items:
  - Building materials and product samples project managers had acquired over the years.
  - Unused books and office supplies.
  - Office equipment no longer utilized by project managers.
MAJOR ACCOMPLISHMENTS

1) Michael Swaim began employment with the department on January 3, 2016.
2) Bill Chatfield began employment with the department and with the University on June 6, 2017.
3) The Railroad Pedestrian Underpass projects took top honors in the Institutional category of the Collaboration of Art + Design (CODA) Awards. Projects were judged on the extent of collaboration between craftsman to integrate commissioned artwork into the design project, and the influence of that artwork on the overall design. Wagner Murray Architects, P.A. was the architect of the project.
4) Cynthia Barnes-Phipps was awarded the 2016 M/WBE Advocate Award. This award was given to her in recognition for her dedication in promoting and advocating for minority and women-owned businesses.
5) FDC won the 2016 Business Affairs Expo Award for Best Overall Presentation as voted by Business Affairs colleagues. FDC received $400 to be used for professional development as well as recognition on a plaque housed in Business Affairs and a trophy.
6) Architecture firm Walter Robbs received the North Carolina State Building Commission Excellence in Design Award for its design of the Leonard J. Kaplan Center for Wellness. The Kaplan Center was also recognized by the National Intramural and Recreational Sports Association (NIRSA) as an “Outstanding Sports Facility” at the organization’s annual conference in Washington, D.C.
7) FDC transferred all project data to a new Microsoft Access database. FDC is now able to provide an unlimited number of customized reports without having to duplicate efforts. It also allows project managers to track the status of their projects all in one location.
8) Successful completion of 37 projects totaling $5,672,320, including:
   • Fire alarm system replacement and addition of mass notification and ADA compliant upgrades in Moore Strong Residence Hall.
   • Replacement of an existing cooling tower (175 ton) and two existing chillers (175 ton and 400 ton) in the HHP Building.
   • The second phase to replace several air handling units within the Eberhart Building.
   • A full modernization of the EUC freight elevator to eliminate ongoing maintenance problems and improve service reliability.
9) This fiscal year there was a large increase in both the number of customer service surveys distributed (81 vs. 29) and the number of surveys returned (54 vs. 18), thus increasing the number of surveys sent out by 2.5 times and tripling our completed survey numbers from last year. This is likely attributed to changing the distribution method from hard copy to digital. Clients seem much more receptive to filling out the survey online.
STATISTICS
Projects Placed in Service

Thirty-seven projects totaling $5,672,320 were placed into service.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan Building 301N Cubicle Installation</td>
<td>$800</td>
</tr>
<tr>
<td>Bryan Building Common Area Upgrades</td>
<td>$32,300</td>
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<tr>
<td>Bryan Building Elevator Flooring Replacement</td>
<td>$1,750</td>
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<tr>
<td>Campus Supply Sprinkler System</td>
<td>$300,000</td>
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<tr>
<td>Eberhart AHU Partial Replacement Phase II</td>
<td>$586,000</td>
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<tr>
<td>Eberhart Lab 333 Renovation</td>
<td>$282,000</td>
</tr>
<tr>
<td>Electrical Upgrades Campus-Wide</td>
<td>$210,000</td>
</tr>
<tr>
<td>Mossman Lobby &amp; 3rd Floor Painting</td>
<td>$40,479</td>
</tr>
<tr>
<td>UNCG Auditorium Sign</td>
<td>$36,600</td>
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<tr>
<td>EUC 236 Renovation</td>
<td>$361,000</td>
</tr>
<tr>
<td>EUC Freight Elevator</td>
<td>$36,600</td>
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<tr>
<td>EUC Room 225 Carpet Replacement</td>
<td>$10,200</td>
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<tr>
<td>Faculty Center First Floor Upgrades</td>
<td>$33,000</td>
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<tr>
<td>Ferguson 300 Alterations</td>
<td>$24,000</td>
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<tr>
<td>Foust 208 Renovations</td>
<td>$7,590</td>
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<tr>
<td>Foust Park LED Lighting Conversion</td>
<td>$4,023</td>
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<tr>
<td>HHP Cooling Tower &amp; Chiller Replacement</td>
<td>$940,000</td>
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<tr>
<td>Installation of New Tennis Scoreboard</td>
<td>$51,743</td>
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<tr>
<td>Jackson Library 1st Floor Circulation Area Carpet</td>
<td>$48,300</td>
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<tr>
<td>Kaplan Center Office Relocations</td>
<td>$9,540</td>
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<tr>
<td>Market Street Entrance &amp; UNCG Auditorium Signs</td>
<td>$54,645</td>
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<tr>
<td>McIver Move Renovations for ITS Super Lab-Jackson Lib</td>
<td>$11,100</td>
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<tr>
<td>MHRA 1611 Modification</td>
<td>$20,500</td>
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<tr>
<td>Moore Nursing 1st &amp; 2nd Floor Upgrades</td>
<td>$21,700</td>
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<tr>
<td>Moore Nursing ADA Restrooms</td>
<td>$70,000</td>
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<tr>
<td>Moore Strong Fire Alarm Replacement</td>
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<tr>
<td>Moran Commons Business Center Upfit</td>
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<td>Moran Commons Roof Access II</td>
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<td>Mossman Lobby &amp; 3rd Floor Painting</td>
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<td>Music Building Room 102 and 220 Modifications</td>
<td>$110,600</td>
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<td>Music Performance Lighting Modifications</td>
<td>$233,900</td>
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<tr>
<td>Oakland Deck Electric Vehicle Charging Station</td>
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<tr>
<td>Peabody Park Wetlands Installation</td>
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<tr>
<td>School of Ed Room 307 Extraction Arm Installation</td>
<td>$4,100</td>
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<tr>
<td>Steam Plant Economizer #1 Replacement</td>
<td>$135,000</td>
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<tr>
<td>Tate Street Digital Sign</td>
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<tr>
<td>Taylor Orchestra Pit Structural Modifications</td>
<td>$7,100</td>
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<tr>
<td>Virginia Dare Room Sound System Installation</td>
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**Projects in Construction**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>1510 Walker Avenue Renovation</td>
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<tr>
<td>Bryan Building Auditorium Air Handling Unit Replacement</td>
<td>$185,000</td>
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<tr>
<td>Bryan House Bathroom Renovations</td>
<td>$160,007</td>
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<tr>
<td>Carmichael Building Upgrades</td>
<td>$115,600</td>
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<tr>
<td>Cone Residence Hall Renovation</td>
<td>$10,971,000</td>
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<tr>
<td>Eberhart Building 321 Lab Renovations</td>
<td>$275,000</td>
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<tr>
<td>Elliott University Center Bridge Repairs</td>
<td>$697,000</td>
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<tr>
<td>Foust 105 Suite &amp; Conference Rooms Upgrades</td>
<td>$59,500</td>
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<tr>
<td>Jackson Library Roof Replacement-1951 Wing</td>
<td>$1,276,000</td>
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<tr>
<td>McIver Move Renovations for ITS McNutt</td>
<td>$108,400</td>
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<tr>
<td>McIver Move Renovations for Nursing</td>
<td>$99,000</td>
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<tr>
<td>McIver Move Renovations for Theater - 326 &amp; 328 Tate St (CFF)</td>
<td>$2,575,825</td>
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<tr>
<td>McIver Move Renovations for Theater - 812 Lilly Ave (CFF)</td>
<td>$540,750</td>
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<tr>
<td>McIver Move Renovations Salvation Army Properties - 821 S Aycock (CFF)</td>
<td>$4,960,155</td>
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<tr>
<td>McIver Move Renovations Salvation Army Properties - 840 Neal St (CFF)</td>
<td>$4,021,783</td>
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<tr>
<td>Music Library Door Upgrades</td>
<td>$20,200</td>
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<tr>
<td>Pedestrian Underpass-Forest Street Upgrades Landscaping</td>
<td>$140,000</td>
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<tr>
<td>Spartan Village Student Housing Phase II (Capital Facilities Foundation)</td>
<td>$37,000,000</td>
</tr>
<tr>
<td>Taylor Building Elevator Addition</td>
<td>$450,000</td>
</tr>
<tr>
<td>Tower Village Roof Replacement</td>
<td>$595,000</td>
</tr>
</tbody>
</table>

**Total 20 Projects in Construction** $71,773,220

*CFF = Capital Facilities Foundation*
# Projects in Design

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 West Market 2nd &amp; 3rd Floor Renovations</td>
<td>$182,100</td>
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<tr>
<td>500 Forest Street Office Renovations</td>
<td>$8,500</td>
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<tr>
<td>723 Kenilworth St Interior Renovations</td>
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</tr>
<tr>
<td>Academic and Sports Performance Center</td>
<td>$14,750</td>
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<tr>
<td>Bryan 235 Sink Installation</td>
<td>$12,400</td>
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<tr>
<td>Building Envelope and Roofing Repairs</td>
<td>$45,000</td>
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<tr>
<td>Coleman 152 Renovations</td>
<td>$370,000</td>
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<tr>
<td>Coleman 338 and 340 KIN Lab</td>
<td>$81,200</td>
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<tr>
<td>Coleman Environmental Chamber Installation</td>
<td>$73,600</td>
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<tr>
<td>Curry Building Fire Alarm Replacement</td>
<td>$425,000</td>
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<td>Eberhart 569/570 Modification</td>
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<td>Foust Electrical Upgrades</td>
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<tr>
<td>Gove Counseling Center Renovations</td>
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<tr>
<td>Gove Student Health Center Elevator Modernization</td>
<td>$315,000</td>
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<tr>
<td>Mary Foust CRL Apartment Renovation (design only)</td>
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<tr>
<td>McIver Move Renovations for 842A W. Gate City Blvd</td>
<td>$24,200</td>
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<td>McIver Move Renovations for 842B W. Gate City Blvd</td>
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<td>McIver Move Renovations for 842C W. Gate City Blvd</td>
<td>$116,000</td>
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<td>McIver Move Renovations for CFNC</td>
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<td>McIver Move Renovations for DCL</td>
<td>$276,700</td>
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<td>McIver Move Renovations for Enrollment Management</td>
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<td>McIver Move Renovations for HHS Advising</td>
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<td>McIver Move Renovations for ITS Campus Supply</td>
<td>$98,300</td>
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<td>McIver Move Renovations for UTLC</td>
<td>$106,800</td>
</tr>
<tr>
<td>Mossman 136 Alterations</td>
<td>$4,600</td>
</tr>
<tr>
<td>Mossman 228 Sink Installation</td>
<td>$15,000</td>
</tr>
<tr>
<td>Nursing and Instructional Building</td>
<td>$105,000,000</td>
</tr>
<tr>
<td>Parking Deck Repairs-Campus Wide</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Phillips Hawkins Fire Alarm Upgrades</td>
<td>$990,000</td>
</tr>
<tr>
<td>Ragsdale Mendenhall Residence Hall Renovation</td>
<td>$1,030,000</td>
</tr>
<tr>
<td>Steam Distribution System Replacement PH IV</td>
<td>$1,622,004</td>
</tr>
<tr>
<td>UNCG Biology - Plant and Pollination Center</td>
<td>$488,500</td>
</tr>
<tr>
<td>Water Isolation Valve Replacement</td>
<td>$82,000</td>
</tr>
<tr>
<td>Weil Winfield Fire Alarm Replacement</td>
<td>$903,000</td>
</tr>
</tbody>
</table>

**Total 34 Projects in Design**  
$116,428,432
Annual Projects Summary

![Bar Chart: Projects in Design, Construction, and Service]

Based on Number of Projects
Combined Total Annual Cost for Projects in Design, Construction and Placed in Service

Fiscal Years

Dollars (in millions)
The department had welcomed some new faces and a few old this fiscal year.

- Michael Swaim began his employment as the GIS Unit Leader on January 3, 2017. He is a certified Geographic Information Systems Professional (GISP) who started his post college career as an archaeologist after graduating from Appalachian State University in 1993. He developed an interest in GIS and cartography while creating site plans of excavations and terrain during work on excavations between North Carolina and West Virginia. In 1999 he moved to Greensboro, NC where he earned a Master’s degree in Geography at UNCG in 2002. Michael taught GIS, cartography and earth science at UNCG before transferring to FDC.

- Bill Chatfield began his employment as a Design Project Manager on June 6, 2017. He has over 25 years’ experience in design and construction at state institutions including ECU, NC State and Emory University. A licensed professional engineer and LEED accredited professional, Bill’s work interests include envelope and MEP commissioning and structures. He is a member of the Research Triangle Envelope Commissioning Group and co-chair of the Sustainable Campuses Committee. Bill is a native of Greensboro and is familiar with older parts of the campus and city.

- Retirees Howard Doyle and Fred Patrick returned as temporary design project managers to assist with the increasing volume of work. Combined they assisted with scope approval, estimating and designing approximately 15 projects.

The department also held their annual holiday team building, pot luck and gift exchange.
CAREER DEVELOPMENT

1) All staff attended Active Shooter training sponsored by the UNCG Police Department.
2) Design Project Managers, Construction Project Managers, Assistant Directors of Design and Construction and the Director attended the 2016 State Construction Conference.
3) Matt Takacs and Ken Pearce completed the APPA Leadership Academy Levels 1 and 3.
4) Supervisors attended the Conflict Resolution Workshop series. Each session was conducted by Dr. Thomas Matyok with Peace and Conflict Studies here at UNCG.
5) The majority of staff attended a Microsoft Access class administered by GTCC. Training included six 4-hour classes where basic to intermediate skills topics were covered including building databases, designing forms, running queries and generating reports.
AWARDS

Kaplan Center recognized for "excellence in design"

April 6, 2017 by Campus Weekly Staff

Winston-Salem architecture firm Weaver Robbins recently received the North Carolina State Building Commission Excellence in Design Award for its design of UNC's Leonard J. Kaplan Center for Wellness.

The award is one of just three awards presented each year at the Annual State Construction Conference. Nominations are reviewed based on a variety of categories— including design innovations, energy efficiency, schedule and budget — and the winner is selected by the State Building Commission.

The Kaplan Center was also recognized by the National Intramural and Recreational Sports Association (NIRSA) as an "Outstanding Sports Facility" at the organization's annual conference in Washington, D.C., earlier this year.

The Kaplan Center opened its doors last fall in conjunction with the merging of Campus Recreation and UNC's

Wellness Center.

Named after local philanthropist Leonard J. Kaplan, whose wife, Tobie, made a generous $5 million gift in his honor, the Kaplan Center features 20,000 square feet of weight and cardio space, seven basketball courts and a 54-foot climbing wall, among other wellness spaces. Additionally, it offers seating areas and social spaces where students can take study breaks and play billiards, shuffleboard and table tennis.

To learn more about the Kaplan Center, visit newsandnews.com/kaplan-center.

By Alyssa Bedrossian
Photograph by Martin W. Kiree

Distributed by News and News

Facilities
UNCG Pedestrian Underpass takes a top prize in international design awards

September 6, 2016 by Campus Weekly Staff

UNCG’s Pedestrian Underpass took top honors in the Institutional category of the the Collaboration of Art + Design (CODA) Awards, an annual international competition that judges design projects on their successful integration of commissioned art into interior, architectural or public spaces.

The 200 foot underpass with a footpath beneath railroad lines won in the Institutional category. Projects were judged on the extent of collaboration between craftsman to integrate commissioned artwork into the design project, and the influence of that artwork on the overall design.

The underpass boasts a vaulted ceiling with ribbons of cast concrete painted in blue and gold.

In selecting the project for the top prize, one CODA juror stated, “Stunning. One does not normally think of tunnels as optimistic places, but this one is a bright, vibrant weave of color and panels of light.”

Wagner Murray Architects, PA., a boutique commercial architecture practice in Charlotte, N.C., was the architect of the project.

Creative manipulation of light was a theme among the winning projects. Taking first place in the Public Spaces category was an oculus design in the student activity center at the University of Texas at Austin, a feature that floods the space with natural light and a programmed LED light show. A notorious neon light installation gracing a landmark New York City hotel won in the Hospitality category.

The mission of the CODA Awards, now in its fourth year, is to recognize those building architecture and interior design projects that promote happiness, well-being and beauty.

Copy drawn from Wagner Murray release.

See additional Charlotte Observer report.
On Mon, Oct 24, 2016 at 10:35 AM, Sean Farrell <sfarrel@uncg.edu> wrote:

Ken, the VC for Business Affairs Advisory Group is pleased to inform you that Facilities Design and Construction has won the Expo Award for Best Overall Presentation as voted by our Business Affairs colleagues. Congratulations! The recipient for this award will receive $400 to be used for professional development as well as recognition on a plaque housed in Business Affairs and a trophy for Best Overall Presentation. Please be prepared to designate someone to represent your department and have their photo taken during both Open Forum times this Wednesday.

If you have any questions, please let me know.

Thanks and Congratulations!

Sean

Sean Farrell
Information Technology Analyst
Human Resources - UNCG
(336) 256-0341
HR Questions or Comments?

HR has moved!
We are now located at 723 Kenilworth Street.
Campus Map - Building 107

THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO
Human Resources
Good Morning,

Minority Enterprise Development (MED) Week

Since 1983, the U.S. President has proclaimed a national MED Week observance to recognize the outstanding accomplishments of minority business enterprises and to honor those corporations and financial institutions supporting minority business development.

The 2016 Greensboro MED Week Committee, comprised of representatives from UNCG (Tony Phillips—HUB Coordinator), NC A&T University (James Griffin—HUB Coordinator), City of Greensboro (Gwen Carter—M/WBE Coordinator and Tiffany Jones—M/WBE Specialist) and Guilford County (Shayla Parker—Senior Buyer, Purchasing Department) planned a week-long series (September 26-30, 2016) of educational, networking and recognition events that commemorates the achievements of minority entrepreneurs and affirms government, business and community organizations’ commitment to the principle of equal opportunity, inclusion and diversity.

Congratulations to Cynthia Barnes-Phipps (Asst. Director of Renovation), on winning the 2016 M/WBE Advocate Award. This award was given to Cynthia in recognition to her dedication in promoting and advocating for minority and women-owned businesses.

Thank You Cynthia for all that you do! UNCG’s HUB Office truly appreciate your commitment and dedication to our mission.

Anthony (Tony) Phillips
HUB Coordinator
The UNCG Staff Senate encourages all staff, campus-wide, to nominate employees whom they observe being kind, thoughtful, helpful or considerate. Maryann was a recipient of a Staff Star Award in January 2017.
MEDIA

By John Newsom
john.newsom@ Greensboro.com

GREENSBORO — It's big, it's expensive and now it's dedicated.
UNCG-Greensboro on Friday officially opened the new $91 million student recreation center.

"The Leonard J. Kaplan Center for Wellness serves as a crown jewel for the Spartan Village, an iconic icon for the ongoing evolution of the UNCG campus," said David Sprinkle, a UNCG trustee and former chairman of the Board of Trustees. "It also plays an important part in the continued revitalization of Gate City Boulevard."

Spartan Village is the latest part of the UNCG campus that sits along the former West Lee Street. The university opened a new dorm complex there in 2013. UNCG is now building a second two-building residence hall complex next door to the rec center.

The enormous Kaplan Center — it covers almost an entire city block — opened to UNCG students and employees Aug. 1. It remained open Friday, and several students in workout clothes came and went during the brief dedication ceremony held right outside the building's front door.

The building's namesake was Leonard J. Kaplan, who built a janitorial supplies company into Kay Chemical Co. He died in 2015. Tobee Kaplan, his wife, gave $3 million to UNCG for the project in March, just four months before she died.

Former UNCG Chancellor Linda Brady attended Friday's ceremony, which included the ringing of the university bell and an open house for anyone who hadn't been inside the building.

Current UNCG Chancellor Frank Gilliam stepped out Brady for praise. Students and neighborhood residents criticized her for the building's size and expense — UNCG students pay $638 per year for the building. But Brady pushed hard for its construction to replace a smaller, older rec center elsewhere on campus.

"Linda deserves a great deal of gratitude for her leadership and perseverance and patience in getting this project underway," Gilliam said. "She really fought for this building to be built. ... As time goes on, history will show that this was the right decision at the right time."

Contact John Newsom at (336) 373-2112 and follow @johnnewsom on Twitter.
UNCG’s new rec center is chic, costly, cutting-edge

GREENSBORO — Take it from someone who’s been there. Just walking from one end of UNC-Greensboro’s new student recreation center is a workout all by itself.

The place serves nearly an entire city block. It’s huge.

The Leonard J. Kaplan Center for Wellness, which opens today, is the cornerstone of Spartan Village.

BY JOHN NIMMO
john.nimmo@newsobserver.com

The Leonard J. Kaplan Center for Wellness is a larger, more modern version of UNCG’s old rec center. It’s also the cornerstone of Spartan Village, the university’s recent expansion along Gate City Boulevard.

Two UNCG staff members showed a News & Record reporter and photographer around the building last week. Here are some facts, figures and impressions about the facility.

See UNCG, Page 87

A worker cleans an HVAC unit inside the pool room the Leonard J. Kaplan Center for Wellness. “We hope students will find this to be a good place to hang out and socialize and meet more people,” said Jill Beville, UNCG’s director of recreation and wellness.

“But we also want them to be active.”

Two rubberized basketball courts which will double as a space for indoor soccer and other activities inside the new rec center. The center is the cornerstone of Spartan Village, the university’s recent expansion along Gate City Boulevard.

UNCG

Continued from Page A1

What’s inside

As soon as you step inside the place, there’s movement and activity. Treadmills and other cardio machines are to the right. Free weights straight ahead.

Turn the corner past the check-in desk and there’s Main Street—a long, open hallway that runs the length of the building.
If leads past the three- court, wood floored basketball gym. Past the MAC, short for multi-purpose activity courts. Past the 54-foot rock wall with 20 climbing lanes. The old rec center’s climbing wall stood just 54 feet high.

Downstairs, there are two more basketball courts and a pair of salt water swimming pools—one for swimming laps and one for just splashing around. There are even comfortable chairs and a pool table—a ping pong table is on order—if people simply want to hang out.

“This building, said Bill Beville, UNCG’s director of recreation and wellness, “should be fun.” The building was designed for both casual play and serious workouts and UNCG’s club sports and intramural programs are based here. Beville said the Kaplan Center also intended to be a flexible space with plenty of room for many different activities. One of the workout rooms, for instance, has facing courts painted on the floor, but it could hold yoga or Pilates classes. The two multi-purpose activity courts can accommodate basketball, indoor soccer, floor hockey or dodgeball games. The downstairs gym can be converted to volleyball courts.

“We hope students will find this to be active... We hope we can develop a sense of belonging and a passion for (activities) they can do through their lives.”

How it looks

The old rec center was dark, cramped and crowded. The new one? It’s open—you just want to get to from one end of the building to the other—and filled with natural light. The dominant materials are glass, steel, brick, block and wood, which gives the place an industrial feel. The new center is unfinished by design.

“That makes it very low maintenance and will give it a long life span,” said Matt Takac, UNCG’s assistant director of design, who helped oversee the project.

The university hopes to get a LEED Silver cert.

Want to know more?

The Leonard J. Kaplan Center for Wellness is located at 1301 W. College Boulevard, between McCormick and Neil Streets. For more information, call (336) 341-5924 or visit newcomer.uncg.edu.

A ribbon-cutting ceremony, open to the public, has been scheduled for Sept. 6.

The name and the namesake

The facility is named for the late Leonard J. Kaplan, the founder of Kay Chemicals. In March, his wife, To- bee Kaplan, gave $5 million to the university to support UNCG’s health and wellness programs. The gift is the second larg- est in UNCG’s history. To- bee Kaplan died July 15.

The Kaplan name is a familiar one around UNCG. The Kaplan Com- munity, the lawn outside UNCG’s student center — is named for local developer Randall Kaplan. His a UNCG trustee and the son of Leonard and Tobee Kaplan.

Originally, UNCG officials referred to the build- ing as “the new student recreation center.” But as the Kaplan gift was announced this spring, the university merged the recreation and wellness de- partments into a new unit — the Department of Recrea- tion and Wellness — and renamed the building. As part of the merger, by all full-time students, to cover construction costs. That raised that particular student fee to $707 — high- est in the UNC system.

UNCG also uses a portion of a $477-per-semester per-year student activity fee to operate the building. Part of that fee, $102 — covers the cost of rec cen- ter programs and salaries of students who work at a facility that opens at 6 a.m. most days and usually doesn’t close until 11 p.m.

Another $93 from this fee goes for utilities and routine maintenance.

All told, full-time UNCG students pay $639 per year for the new rec center. The Kaplan gift, meanwhile, will support health and wellness programs based in the new building.

Who uses it?

Students mostly. Students don’t have to pay extra to use the Kaplan Center because it’s covered in their student fees.

The building is also open to faculty, staff and retirees, who pay to use it like they would a gym. Alumni can join, too. Re- cent alumni — those who have graduated since 2012 — get a discount because they paid the debt service fee before the building opened. This year’s UNCG healthfee will get a simi- lar discount.

The building isn’t open to the general public.

Controversy

A building this big wasn’t built without some hard feelings. The rec center towers above the Greenwood neighborhood to the south. Greenwood residents com- plained, among other things, about the building’s size and the traffic it will generate, and they mourned when UNCG cut down a stand of large, old oaks to make way for the building. Students have grumbled about the cost, both pri- vately and at on-campus protests about rising col- lege costs and growing student debt.

Some students interrupted a Board of Trust- ees meeting in late 2013 and urged members to re- consider. That prompted a letter from the board’s chairman that noted the concerns but said UNCG would go ahead with the project.

Why it was built

UNCG officials have said the school outgrew the old rec center. When the former facility opened in 1992, UNCG had about 12,000 students. Last year’s enrollment topped 19,000 and more students live on campus than ever before.

The old rec center was only 90,000 square feet — the new one is more than twice as large — and had little room for fit- ness classes and occa- sional lines to use workout equipment.

Rather than expand a facility barley in by city streets, a softball field and an academic building, UNCG elected to build a new one.

Beville said the old rec center averaged about 1,200 visitors per day. He estimates the Kaplan Cen- ter will attract twice that many visitors, with peaks of 6,000 per day.

In context

At $91 million, the Kap- plan Center is the most expensive building UNCG has ever built. The next most expensive project, the School of Education building that opened in 2011, cost only about half that. But the Kaplan Center isn’t the biggest structure on campus or the most valuable.

According to UNCG system figures, only three UNCG buildings would cost more to replace if they had to be rebuilt today: the Coleman Building (home of the athletic department and the School of Health and Human Sciences), the Menden Com- mons and Plaza (the cafeteria and an adjacent outdoor area) and Jackson Library.

Only six campus structures are larger than the 216,000-square-foot Kap- plan Center. UNCG’s three parking decks, the Coles- man Building, the library and Spring Garden Apartment, a 403-bed residential complex.

The old rec center

UNCG built its old Stu- dent Recreation Center in 1992 and the building at 1510 Walker Ave. still has some life left in it. The university will spend about $7.5 million to convert it into a new home for the Middle Col- lege at UNCG and addi- tional space for the School of Health and Human Sciences.

The project also in- cludes renovations of the Coleman Building next door. Most notably, the Rosenbuhl Pool, built in the 1920s, will be converted to a dance studio.

Contact John Wesson at (336) 334-7130 and follow @JohnWesson on Twitter.
UNCG purchases Tate Street buildings

By John Newsom
jeolknewom@uncg.edu

GREENSBORO — To make way for its new nursing building, UNC-Greensboro is expanding its campus.

A board of trustees committee on Wednesday gave preliminary approval to plans to lease three buildings — two on Tate Street — from the university's real estate foundation.

Trustees also gave initial approval for plans to convert the former Salvation Army property to the Glenwood neighborhood into administrative offices.

UNCG officials said they need the space to account for the imminent demolition of the McIver Building on campus. The university plans to tear down the 56-year-old building in May 2018 so it can construct a new nursing and science building. North Carolina voters approved $105 million for the new building as part of the Connect NC bond package in March.

Eighteen different departments use McIver, a classroom building named after the university's first president, and all of those professors and staff members have to go somewhere.

One major McIver tenant is UNCG's School of Theatre, which will take over three newly acquired buildings: the former Adams University Bookstore, which closed two years ago, at 226 S. Tate St., a former bar, pool hall and apartment leasing office at 228 S. Tate St., and a former CrossFit studio at 312 Lafay Ave., about two blocks east of Tate Street.

See Purchase, Page A4

UNCG has bought the former Adams' University Bookstore (right) at 226 S. Tate St. The university stores Thursday on the adjacent property (left, with red awning) at 228 S. Tate St. UNCG's Eberhart Building is in the background.

Purchase

Continued from page A1

The university's real estate foundation bought the three buildings for $1.2 million. UNCG plans to spend $3.2 million to build set design and costume design facilities as well as classrooms, practice space and prop, costume and equipment storage. The new buildings are close to current theatre facilities in the Brown and Taylor buildings on Tate Street.

"We're making some significant improvements in their facilities," said Charlie Maimone, UNCG's vice chancellor for business affairs.

In a related move, UNCG will renovate the former Salvation Army chapel and Boys & Girls Club building at 840 Neal St. UNCG bought the 8-acre site next to the new student recreation center in 2013.

The Salvation Army and Boys & Girls Club moved out this month to a new building on Freeman Mill Road.

UNCG plans to spend $4.9 million to renovate the two buildings for its advancement office and about half of its information technology staff. About 110 UNCG employees will work at that site.

Some trustees said the renovation costs seemed high. UNCG officials said it's more cost-effective over the long term to renovate these structures than to build new buildings or lease private property off campus.

The full board of trustees is expected to approve the lease deals and renovation plans Friday.

Contact John Newsom at (336) 334-7712 and follow @JohnNewsom88 on Twitter.
GOALS for FY2017-18

Employee Engagement
- Incorporate Business Affairs guiding principles into departmental vision and develop a plan implemented in the coming years.
- Communicate why the changes are being made before making the change.

Employee Engagement / Customer Service
- Partner with staff to develop and execute a career development plan to enhance departmental reputation and provide excellent customer service.
- Strengthen independent decision making and input from staff. Gain buy-in and information from employees managing projects.

Responsible Stewardship
- Partner with ITS to move FDC file structure to “Box”.
- Optimize reporting function of FDC. Transition to one database in which reports can be customized.
- Achieve a minimum of 30% HUB participation in the Annual Services design contract.

Responsible Stewardship / Customer Service
- Complete informal project initiation within the specified duration at a minimum of 50% of the time. This is an interactive process to reach 90% in the coming year.
- Reduce time to prepare informal project estimates. Review existing process and identify efficiencies to reduce time between receipt of project request and delivery of estimate to customer.
- Improve communication with customer, department heads, dean and directors.
HISTORICALLY UNDERUTILIZED BUSINESS
EXECUTIVE SUMMARY

The mission of the Historically Underutilized Business (HUB) Program at UNCG is to provide HUB Businesses equal access to participate fully in all aspects of the University’s construction and procurement opportunities. We strive to exceed the state’s goal of 10% for HUB utilization to a University goal of 15% by partnering with surrounding universities, state agencies, community and trade organizations in outreach initiatives to increase the participation and success rate of HUB designers, contractors, professional services providers and vendors.

This last fiscal year, the HUB Office focused on its commitment to the mission and the overall growth of the programs Goals at UNCG. The HUB Office milestones and recognition during 2016-2017, were achieved with the spirit of collaboration, inclusiveness, support and transparency.

Anthony “Tony” Phillips
HUB Coordinator
ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2016-17

Employee Engagement
- Oversee day-to-day operations and long-term strategy while promoting the University’s HUB program to internal and external stakeholders and performing outreach to target populations. Develop and cultivate partnerships to increase the pool of qualified Historically Underutilized Businesses for public construction projects.

Customer Service
- Assist in the Outreach events, contractor prequalification and bid notifications for all Informal, Formal and Construction Manager at Risk Projects.
- Assist minority contractors/vendors on obtaining their Statewide Uniform Certification.

Responsible Stewardship
- Assist minority contractors/vendors on obtaining their Statewide Uniform Certification.
- Support and collaborate on minority opportunity events with other State Universities HUB Coordinators.
- Support and collaborate with the North Carolina Minority Organizations (UMCNC, NCCN, HCAC, The Institute) on state, county and community minority programs and events.

MAJOR ACCOMPLISHMENTS:
- 2nd Annual Greensboro Minority Enterprise Development (MED) Week (Host: UNCG, NC A&T, City of Greensboro, Guilford County, GTCC and Guilford County Schools).
- 6th Annual Gate City Minority Business Opportunity Fair (Host: UNCG, NC A&T, City of Greensboro, Guilford County Schools, GTCC, Guilford County and East Market Street Development Corporation).
- 8th Annual Small Business Summit (Host: Greensboro Chamber of Commerce, High Point Chamber of Commerce & Small Business Center)
- Triad Region Carolina Contractors College (Host: UNCG, NC A&T & WSSU)
- Chancellor’s Advisory Committee for Equity, Diversity and Inclusion
- Co-chair, UNCG’s Police Staff and Faculty Advisory Board
- Business Affairs’ Vice Chancellor Advisory Group

Annual HUB Participation
- Informal, Formal and Construction Manager at Risk Projects - $18.9MM in overall project expenses with $4.5MM in minority business expenses. As well as, total HUB Participation of 23.7% with African-American Participation of 6.1% and Female Participation of 16.4%.

Awards
- The Good Faith Effort Award for Agency/Public Owner Advocate received at the 36th Annual State Construction Conference from the Office of Historically Underutilized Businesses, in recognition of Outstanding Commitment to The HUB Program & Utilization of HUB Firms.
MEMORANDUM

August 29, 2017

TO:

Kiara Allison Graduate Student, ELC; Office of Student Rights and Responsibilities
Silvia Bettez Educational Leadership & Cultural Foundations, Women & Gender Studies
Nikki Baker Director of Federal and External Affairs, Office of the Chancellor
Denise Bellamy Senior Director, International Programs Center & Director, Study Abroad and Exchanges Katty Castellon
Undergraduate Admissions
Nora Dial-Staley Native American Indian/ Information Technology
Vidyaranya Gargeya School of Business
Joseph Green Enrollment Management
Tara Green African American-African Diaspora Studies /CASA
Gerald Holmes University Libraries Andrea Hunter School of Health and Human Sciences
Emily Janke Community Engagement
Spoma Jovanovic Communication Studies
Brad Johnson School of Education, LEARN Committee
Mary Landers University Advancement Larry Mayes Institutional Research
Augusto Peña Office of Intercultural Engagement
Anthony Phillips Facilities Management
Stephanie Pickett School of Nursing
Bruce Pomeroy Office of Accessibility Resources and Services
Holly Shields Undergraduate Student (SGA President)
Leila Villaverde Educational Leadership/Cultural Foundations
Brad Wrenn Veterans Resource Center

FROM: Julia Mendez Smith, Chancellor’s Fellow for Campus Climate

DATE: August 14, 2017

RE: Chancellor’s Committee on Equity, Diversity and Inclusive Excellence

Thank you for agreeing to serve on the Chancellor’s Committee on Equity, Diversity and Inclusive Excellence during the 2017-2018 academic year. This is our 125th Anniversary Year, and I am excited to see what our committee can achieve together over the next 12 months. This letter serves to confirm your appointment to this university level committee. It is with great appreciation that I thank you for your service. Without the expertise and input from our campus leaders like yourselves, we cannot hope to achieve as much as we can together.

Regards,

Julie Mendez Smith, Ph.D. Chancellor’s Fellow for Campus Climate Office of the Chancellor

jlmendez@uncg.edu
State of North Carolina

ROY COOPER
GOVERNOR

UNIVERSITY OF NORTH CAROLINA SYSTEM TRIAD COALITION CONSTRUCTION AND SUPPLIER OUTREACH CONFERENCE

2017

BY THE GOVERNOR OF THE STATE OF NORTH CAROLINA

A PROCLAMATION

WHEREAS, small, minority-owned, and women-owned businesses are invaluable firms within the construction industry in North Carolina and play a critical role in sustaining this vital part of our economy; and

WHEREAS, construction in North Carolina is providing new and renovated homes, schools, commercial facilities, utilities, and roads for our growing population; and

WHEREAS, small businesses at all levels are making significant contributions to education institutions through support of our students, faculty, and staff, as well as in the overall economic development efforts of our state; and

WHEREAS, small businesses in construction bring vision, professionalism, and positive influences to communities across North Carolina; and

WHEREAS, small businesses in construction grow into large businesses with skilled trades, architecture, design, engineering, safety, and carpentry, and prepare others to continue in these trades; and

WHEREAS, the State of North Carolina is proud to join the University of North Carolina System’s Triad Coalition, Winston Salem State University, North Carolina Agricultural and Technical State University, and University of North Carolina at Greensboro, along with other interested agencies and organizations, in recognizing the impact that small businesses in construction make in building and strengthening our state;

NOW, THEREFORE, I, ROY COOPER, Governor of the State of North Carolina, do hereby proclaim the fourth week in May, 2017, as "UNIVERSITY OF NORTH CAROLINA SYSTEM TRIAD COALITION CONSTRUCTION AND SUPPLIER OUTREACH CONFERENCE" in North Carolina, and commend its observance to all citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of North Carolina at the Capitol in Raleigh this seventeenth day of May in the year of our Lord two thousand and seventeen and of the Independence of the United States of America the two hundred and forty-first.
UNC System Triad Coalition
Seventh Annual Minority Construction and Supplier Outreach
Theme: North Carolina Bond Which Connects!
Wednesday, May 24, 2017
9:30 AM – 3:00 PM
Exhibit Table Setup – 8:00 – 9:30 AM
UNC - Cone

Agenda

➤ Mistress of Ceremony .................................................................................................................................. Dr. Eunice M. Dudley

➤ Introductions, Greetings and Remarks ...................................................................................................... 9:30 – 10:15 AM
   o AVCs from each University: Jorge Quintal-UNCG, Andrew Perkins-NCAT and Rosalba Ledezma-WSSU,
     Gordon Rutherford, UNC-GA
   o HUB Coordinators: Tony Phillips, UNCG; James Griffin, NCAT and Brenda Fulmer, WSSU

➤ Panel Facilitator ........................................................................................................................................... Dr. Eunice Dudley, CEO of Dudley Cosmetology Schools

➤ Panel I ......................................................................................................................................................... 10:15 – 11:45 AM
   o A Diversity State of Mind: Jorge Quintal, Trent Rawley-NC HUB Office, Annette Stevenson-SAS, Andy Perkins, Gordon
     Associate, Jonathan Smith, Director of Financial Reporting, WSSU

➤ Break ......................................................................................................................................................... 11:45 – 12:00 PM

➤ Sponsors 90 sec Company Focus .................................................................................................................. 12:00 – 12:30 PM

➤ Lunch & Networking .................................................................................................................................... 12:30 – 1:30 PM

➤ Special Presentation .................................................................................................................................... Michael A. Leach, State of N. C., Office of the Governor

➤ Speaker: Mrs. Ursula Dudley Oglesby, President and CEO of Dudley Beauty Corp., LLC ......................... 1:30 – 2:00 PM

➤ Panel II ......................................................................................................................................................... 2:00 – 2:30 PM
   o Informal Projects $30k and below reporting - What is your approach?
     o Cynthia Barnes – UNC-Greensboro, NC State, Tracey Vann-Burns-NC Central and Dorothy Vick-UNC-Charlotte, Shanika
       Raughman-NC-Chapel Hill
   o Construction Opportunities ...................................................................................................................... Various Universities and HUB Office
     o N.C. Connect Bond – What’s next?
     o Updates .................................................................................................................................................. Tammie Hall, President/CEO, THall Consulting

➤ Closing Remarks ........................................................................................................................................... UNC System Triad Coalition
Minority Enterprise Development (MED) Week 2016  
SEPTEMBER 26-30

Join us for Greensboro’s second annual celebration of the accomplishments of minority and women business enterprises.

MED Week activities are open to the public and most are free. Events include several networking opportunities, a luncheon and a golf tournament.

For full details and advance ticket purchasing, visit www.greensboro-nc.gov/MEDWeek.

Atlantic Contracting Company  
Balfour Beatty Construction  
Barton Malow/RJ Lepre Joint Venture  
Bowden Electrical  
Caring Hands Home Health  
Cartographic Aerial Mapping  
Century Products  
Chester Engineers NC  
Cinda Corporation  
Critik Engineering Group  

C.T. Wilson Construction Company  
Garney Construction  
GBane  
Grandoover Resort  
Greensboro Community Development Fund  
HDR  
J. E. Dunn  
J. W. Wright & Associates  
McCants Communication  
O. Henry Hotel  

Professional Lighting & Supply  
Rentenbach  
Samet/SRS Joint Venture  
Self Help  
Skanska  
S. L. King Engineering  
United Maintenance Group  
W & W Crane & Rigging  
WEA/ERCOOKE

City of Greensboro M/WBE Office • 336-373-2674 • mwbe@greensboro-nc.gov

Guilford County Schools  
NC State University  
UNCG
2017 ANNUAL MEETING
BENNETT COLLEGE CENTER FOR GLOBAL LEARNING
ARE YOU R.E.A.D.Y.?

www.umcnc.org
Laying Foundations that Build Stronger Futures

JUNE 14-16, 2017
COLUMBIA, SOUTH CAROLINA
AT THE MARRIOTT DOWNTOWN COLUMBIA
April 20, 2016

Mr. Tony Phillips  
HUB Coordinator  
UNC-Greensboro  
105 Gray Drive  
Greensboro, NC 27412

Dear Mr. Phillips:

On behalf of The Institute, Carolinas-Virginia Minority Supplier Development Council, and Billion Dollar Roundtable Inc., we want to express our sincere thanks and appreciation for your support and attendance at this year's Executive Networking Conference: “Striving and Thriving In a Value Based Business Ecosystem,” April 14-16, 2016, at The Ballantyne Hotel.

Your presence helped to make this event a great success, and your enthusiasm and positive energy contributed to creating an engaging and productive conference. Our diverse and dynamic group of presenters, speakers and panelists provided in-depth insights and shared actionable and practical tools to guide our next steps.

We understand that your time is valuable and hope that you found ENC to be informative and worthwhile. The primary goal of our conference was to bring together global thought leaders and business/industry professionals in an open dialogue to discuss important issues facing our community; and to offer solutions for corporations, government entities, M/WBEs and HBCUs to collaborate and advance innovative strategies for sustainable wealth creation.

As a result of your support, The Institute is able to host ENC annually and serve as the constant voice and advocate for diverse business enterprises across North Carolina. Thank you again for participating at ENC 2016, we look forward to seeing you again next year.

Sincerely,

Farad Ali  
President and CEO
<table>
<thead>
<tr>
<th>TIME</th>
<th>SEMINAR</th>
<th>ROOM</th>
<th>TRACK</th>
<th>PRESENTER</th>
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<tr>
<td>8:30</td>
<td>Check-In</td>
<td>Lobby</td>
<td>E</td>
<td>Mark Hegenbuch, Dr. Parker, Kathi Luster, Patrick Chapin, Mark Prince</td>
</tr>
<tr>
<td>9:00</td>
<td>Welcome</td>
<td>Auditorium</td>
<td>E</td>
<td>Wells Fargo Team / Wilson Lester</td>
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<tr>
<td>9:30 - 10:55</td>
<td>Financial Panel - Led by Wells Fargo</td>
<td>Auditorium</td>
<td>E</td>
<td>Rick Gilmore, NCMBE &amp; George Griffin, PTAC</td>
</tr>
<tr>
<td>11:00 - 11:55</td>
<td>Doing Business with the Government</td>
<td>130</td>
<td>E</td>
<td>Chisa Pennix-Brown, Lady Bizzness</td>
</tr>
<tr>
<td>11:00 - 11:55</td>
<td>Business Planning with Wells Fargo Works</td>
<td>BB&amp;T D</td>
<td>SU</td>
<td>Wells Fargo</td>
</tr>
<tr>
<td>11:00 - 11:55</td>
<td>Monetize Your Ideas</td>
<td>131</td>
<td>BD</td>
<td>SCORE &amp; Lynn Douthett, SBA</td>
</tr>
<tr>
<td>11:00 - 11:55</td>
<td>Ask the Experts</td>
<td>BB&amp;T A</td>
<td>BD</td>
<td>Evelyn Williamson, IRS</td>
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<td>IRS</td>
<td>132</td>
<td>BD</td>
<td>Chad Collins</td>
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<tr>
<td>11:00 - 11:55</td>
<td>Small Business Bookkeeping</td>
<td>BB&amp;T B</td>
<td>SU</td>
<td>Kathleen Addo, STC Consulting</td>
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<td>11:00 - 11:55</td>
<td>LUNCH</td>
<td>Pre-Function</td>
<td>E</td>
<td>Joel Kaczmarek, Sandler Training</td>
</tr>
<tr>
<td>12:00 - 12:55</td>
<td>Improving Your Bottom Line</td>
<td>Auditorium</td>
<td>E</td>
<td>John Flynn, Elion Law</td>
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<td>2:00 - 2:55</td>
<td>Legal Structure</td>
<td>Auditorium</td>
<td>SU</td>
<td>Rick Gilmore, NCMBE &amp; George Griffin, PTAC</td>
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<tr>
<td>2:00 - 2:55</td>
<td>Doing Business with the Government</td>
<td>130</td>
<td>BD</td>
<td>Justin Nifong, NK Patent Law</td>
</tr>
<tr>
<td>2:00 - 2:55</td>
<td>Intellectual Property</td>
<td>BB&amp;T D</td>
<td>BD</td>
<td>Joel Kaczmarek, Sandler Training; Sam Pinczess, Nasaboom Center; Lou Anne Randers-Stac, Cal/eb; Joe Rotondi, The Forge</td>
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<tr>
<td>2:00 - 2:55</td>
<td>Co-Working, Incubation &amp; Maker's Space: Which is Best Fit for Your Business</td>
<td>131</td>
<td>BD</td>
<td>Johnetta Appling, NCDOR</td>
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<td>2:00 - 2:55</td>
<td>Nonprofit Development Planning</td>
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<td>2:00 - 2:55</td>
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<td>BB&amp;T A</td>
<td>BD</td>
<td>SCORE &amp; Lynn Douthett, SBA</td>
</tr>
<tr>
<td>3:00 - 3:55</td>
<td>Accepting Credit &amp; Debt for Payment</td>
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<td>Power Up Your Pitch</td>
<td>131</td>
<td>SU</td>
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<td>3:00 - 3:55</td>
<td>What it Means to be Minority Certified Business</td>
<td>BB&amp;T B</td>
<td>SU</td>
<td>Tony Phillips - NCDOR</td>
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<td>3:00 - 3:55</td>
<td>NC DGR</td>
<td>130</td>
<td>BD</td>
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</tr>
<tr>
<td>3:00 - 3:55</td>
<td>Intellectual Property</td>
<td>BB&amp;T D</td>
<td>BD</td>
<td>Bren Coles, Zibster</td>
</tr>
<tr>
<td>4:00 - 4:55</td>
<td>Websites &amp; What You Need to Know</td>
<td>Auditorium</td>
<td>E</td>
<td>Bren Coles, Zibster</td>
</tr>
</tbody>
</table>

**OUR PARTNERS**

- Greensboro Chamber of Commerce
- GMA
- High Point Chamber of Commerce
McCory Administration’s HUB Office Extends Contractors College to Piedmont-Triad Region

Raleigh Nov 22, 2016

Governor Pat McCory’s Office for Small & Historically Underutilized Businesses (HUB) concluded the first Triad Region Contractors College on the campus of Winston-Salem State University. Fifteen firms from various segments of the construction industry completed the ten-week program. “I’m extremely excited to host this program in the Triad Region. More than $340 million construction is taking place in the region thanks to the Connect NC bond,” said Dennis M. English, Jr., Director of the HUB Office. “It is Governor McCory’s priority to ensure that our small and minority contractors are not only aware of these construction opportunities but also have the strategy in place to take advantage of them.”


“The McCory Administration continues its support the Contractors College Program,” added Judy Kay Jefferson, Deputy Secretary of Advocacy, NC Department of Administration. “It is critical to developing our small and minority businesses that will compete for the millions of dollars in construction across the state of North Carolina. As a former project manager of a small construction firm, I have witnessed firsthand the growing pains companies experience if the growth happens too quickly and structure is not in place. Programs such as the Contractors College allow firms to become stronger through education and the building of relationships and alliances.”

Since 2014, the HUB Office has partnered with industry leaders from across the State to hold four Contractors Colleges, which produced 48 graduates. These Colleges have provided cutting-edge training for HUB firms that have helped them prepare for success in the modern era of construction.

“The class was very impactful. We not only learned about systems and processes from some of the top construction companies in the state, but also had the chance to interact with many of the influencers and decision-makers from various institutions in the Triad Region,” said Lee Addo, President of Sterling Construction Services. “The opportunity to network with fellow classmates as well as the program sponsors allowed each participant to collaborate and form partnerships in order to begin building strategic alliances that will help our companies grow and be more competitive in the market.”

“I am pleased to have been an integral part of the planning of Triad Region Contractors College,” said Brenda Pulmore, Director of Supplier Diversity, Winston-Salem State University.

“Throughout this ten-week course, relationships and alliances were created amongst participants, sponsors and industry leaders. Participants actively bid and won contracts, a couple of them on the campus of Winston-Salem State University. Programs such as the Contractors College are relevant and important to North Carolina’s growing construction market.”
### Statistics

#### The University of North Carolina at Greensboro

**Overall Hub Program**

**2016-2017 Hub Utilization Report**

**Submitted by**: Tony Phillips  
**Title**: Hub Coordinator

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Total Project Budget</th>
<th>Minority Business Participation</th>
<th>Total Dollar Value</th>
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<tbody>
<tr>
<td><strong>Open End Agreements Award</strong></td>
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<td>41 Projects</td>
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<td>$40,030 8.4%</td>
<td>$27,250 5.7%</td>
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<td></td>
<td></td>
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<td>$133,025 27.9%</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td>$0 0.0%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$200,305 42.6%</td>
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<tr>
<td><strong>Informal Projects</strong></td>
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<td></td>
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<tr>
<td>68 Projects</td>
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<td>$63,578 28.9%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$72,423 3.0%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$0 0.0%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$1,665,944 69.4%</td>
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<td><strong>Formal Projects</strong></td>
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<td>Steam Distribution System Rplmt-II</td>
<td>$1,041,490</td>
<td>$105,814 10.2%</td>
<td>$65,408 6.3%</td>
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<tr>
<td></td>
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<td>$116,400 11.2%</td>
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<td>Eberhart AHU Replacement-Phase II</td>
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<td>$39,930 9.2%</td>
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<td>Moore Strong Fire Alarm Replacement</td>
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<td>$3,182 0.5%</td>
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<td>$0 0.0%</td>
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<td>Grogan Residence Hall Renovation</td>
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<td>$0 0.0%</td>
<td>$1,771,166 26.3%</td>
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<td>Steam Distribution System Rplmt-III</td>
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<td>$0 0.0%</td>
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<td>Reynolds Residence Hall Renovation</td>
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<td>$144,529 2.2%</td>
<td>$468,171 7.0%</td>
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<td>$26,553 0.4%</td>
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<td>$2,821,473 17.0%</td>
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<tr>
<td>6 Projects</td>
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<td>$2,202,777 14.6%</td>
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<td>$142,953 0.8%</td>
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<tr>
<td></td>
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<td>$2,821,473 17.0%</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$18,929,156</strong></td>
<td><strong>$1,157,686 6.1%</strong></td>
<td><strong>$3,114,355 16.4%</strong></td>
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<td></td>
<td></td>
<td></td>
<td><strong>$215,376 1.1%</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>$4,487,417 23.7%</strong></td>
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</tbody>
</table>

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Facilities  
HUB 12
PERSONNEL

Anthony “Tony” Phillips
HUB Coordinator

In accordance with the Board of Governors adopted 2001 Historically Underutilized Businesses (HUB) Policy. The University of North Carolina at Greensboro has identified a full-time HUB Coordinator, who has the responsibility of monitoring, providing assistance to all construction and procurement departments, and administering all HUB related activities at the university.

Appointment: Chancellor’s Advisory Committee for Equity, Diversity and Inclusion
Appointment: Co-chair, UNCG’s Police Staff and Faculty Advisory Board
Appointment: Business Affairs’ Vice Chancellor Advisory Group
Appointment: Chair, Facilities Management Event Committee-Employee Engagement
AWARDS

GOOD FAITH EFFORT AWARD
Owner / Agency
Presented to
Tony Phillips
University of North Carolina
Greensboro
In Recognition of
Outstanding Commitment to the
HUB Program and Utilization of HUB Firms
36th Annual State Construction Conference
March 2, 2017
Tony Phillips honored for work as HUB coordinator of facilities

March 26, 2017 by Campus Weekly Staff

Tony Phillips, UNCG’s Historically Underutilized Businesses (HUB) coordinator of facilities, has been central in fulfilling UNCG’s goal of providing minority-owned businesses equal access and opportunity to participate in the university’s construction program.

His work is part of UNCG’s culture of inclusiveness.

Phillips received the “Agency/Public Owner Advocate Award” from the North Carolina Department of Administration HUB Office, earlier this month at the Annual State Construction Conference.

Phillips became UNCG’s HUB coordinator in 2006. He has shown a clear commitment to meaningful partnerships with HUB contractors, and during the last five years, with his guidance, UNCG’s HUB participation has been higher than 50 percent, far exceeding the state’s recommended goal of 10 percent and UNCG’s own goal of 15 percent.

Phillips has worked closely with UNCG Purchasing and many other departments in contracting with HUB firms. He has promoted HUB projects on the UNCG campus by facilitating collaboration between UNCG, HUB contractors, majority contractors and other surrounding state agencies. He also encouraged UNCG to establish a HUB participation goal for design services under the open ended design services program. He attends many stakeholder meetings with HUB contractors to help identify potential barriers and challenges.

Associate Vice Chancellor for Facilities Jorge Quintal says of Phillips, “Tony’s commitment to providing opportunity for HUB firms to participate in UNCG’s construction program is remarkable. Through the HUB program, local and regional HUB contractors are able to compete for construction work at UNCG and when they are successful in winning a contract, they know that Tony is always available to make sure any issue that may arise during the execution of the contract is resolved. Because of his working experience and knowledge of the construction industry, Tony is very effective in working with construction managers in identifying opportunities for HUB firms in large university projects.”

In reference to his dedication to UNCG’s HUB involvement, Phillips said, “It is my goal each year to continue making significant gains towards building a strong program dedicated to providing minority businesses equal opportunities on UNCG’s campus.”

In 2011, Phillips helped create the UNC System Tidal Coalition—Annual Minority Construction and Supplier Outreach Event, a project with Wake-Salem State University and NC A&T University that provides networking opportunities for UNC system schools, HUB contractors and majority contractors. With Phillips’ direction, UNCG co-hosted the NC HUB Office Contractors College, an eleven-week program dedicated to increasing the capabilities and capacities of HUB/Minority contractors. Phillips also developed a HUB Coordinator procedures manual for facilitating processes at every stage, from design through construction.

Antonio Wallace, CEO of a local HUB firm, GP Supply Company, praised Phillips by saying, “When I first met UNCG’s HUB Coordinator, Tony Phillips, I immediately sensed his dedication to providing HUB Businesses equal access to the university’s construction and procurement opportunities. After working with him the past three years, I realize that Tony is a tremendous asset, not only to the HUB community but to everyone. He recognizes the value of relationships and encourages networking and collaboration between the university, HUB contractors and majority contractors. His efforts are consistent and his commitment to the HUB community is unwavering.”

Some text in this piece courtesy the N.C. Department of Administration HUB Office.
MEDIA

The Business Affairs Expo Committee 2016

The Triad Region Contractor College-Graduation Day
The Chancellor’s Advisory Committee on Equity, Diversity & Inclusion

Governor’s Proclamation from Michael A. Leach (middle) Office of the Governor at 2017 Triad Coalition Annual Event
November 9, 2016

UNCG
Anthony Phillips
105 Gray Drive
Greensboro, NC 27412

Mr. Phillips:

I would like to take this time to recognize you for the awesome work that you are doing to help small minority contractors such as myself. I never want to take anyone's time and advice for granted. Thank you for the many, many times you have taken time out of your busy schedule to advise me, encourage me, educate me and believe in my success. Anyone can carry the title of a Hub Coordinator, but not everyone can do what you do. You are very passionate about the growth and success of minority contractors. For every meeting we have had, I always go away with a golden nugget that I would store in my treasure box.

I want you to know that your labor is not in vain. Please let me share with you a few of the fruits that has yielded from your labor and the value I have received.

- I have connected with people like Antonio Wallace with GPS who is now one of my mentors and has been doing a phenomenal job with me.
- I have been approved for bonding.
- I just won my very first informal project with WSSU
- I teamed up with a fellow student (TeamJ) from my contractors class on another project, and not only did we win it, but I had the opportunity to give her, her very first project. That was the greatest feeling.

I understand the importance of teaming up with other minority companies. Together we are stronger. Together we can change the game.

lgilgeours@gilgeoursonstruction.com
HUB Certified—MBE, WBE
February 10, 2017

Jorge Quintal, PE
Associate Vice Chancellor
Facilities
University of North Carolina at Greensboro
1400 Spring Garden Street
Greensboro, NC 27412

Dear Mr. Quintal,

When I first met UNCG's HUB Coordinator, Tony Phillips, I immediately sensed his dedication to providing HUB businesses equal access to the University's construction and procurement opportunities. After working with him the past three years, I realize that Tony is a tremendous asset, not only to the HUB community but, to everyone. He recognizes the value of relationships and encourages networking and collaboration between the University, HUB contractors and majority contractors. I believe his outreach efforts significantly contribute toward the success of this program.

Tony was one of the first HUB Coordinators not only to sit down and become familiar with my business, but to go the extra mile to tour my facility and meet my team so he could get a better grasp of what we do. He knows he cannot advocate for a company he doesn't understand.

Following the site visit, Tony gave recommendations as to how I should approach the market. Specifically, he encouraged me to remind potential customers that GPS is not just a HUB firm; it's one of the largest PVF distribution companies in Greensboro.

Since May 2014, Tony has been a strong advocate of GPS. His support has helped position GPS for major projects on UNCG's campus like Spartan Village. Moreover, his guidance was definitely a factor to GPS's accomplishment in securing its first supplier contract.

In closing, I think it's also important to mention that his efforts are consistent and his commitment to the HUB community is unwavering. I no longer see Tony as just a HUB Coordinator but also as a trusted advisor.

Sincerely,

Antonio Wallace
Chief Executive Officer
GOALS for FY2017-18

The HUB Office looks to continue making significant gains towards building a strong problem dedicated to provide minority businesses equal opportunities on UNCG’s campus. With the collaboration and support from the growing number of partners on and off campus, our mission will move to the next level this fiscal year.

Employee Engagement
- Work closely with the UNCG Purchasing Department on campus minority business awareness to enhance Employee Engagement.
- Oversee day-to-day operations and long-term strategy while promoting the University’s HUB program to internal and external stakeholders and performing outreach to target populations. Develop and cultivate partnerships to increase the pool of qualified Historically Underutilized Businesses for public construction projects by 10% (Additional 3 HUB Contractors).

Customer Service
- Continue to work closely with Facilities Operation to meet or exceed the minority participation goal of 25%. Meet bi-yearly (January and July) to review participation status and opportunities.
- Continue to work closely with FDC on increasing the minority opportunities in the Architectural, Engineering and Professional Services areas.
- Work closely with the UNCG Purchasing Department on the HUB participation in the procurement areas.
- Continue dialogue with several local prime contractors regarding partnering with UNCG’s HUB Office for assistance with their company’s HUB program.

Responsible Stewardship
- Continue collaboration, partnership and support of the surrounding universities, state agencies and community minority organizations in initiatives to increase minority businesses participation.
- Continue support of the North Carolina Minority Organizations (UMCNC, NCCN, HCAC) on state and local counties minority programs and events.
- Participate in the 7th Annual Gate City Minority Business Opportunity Fair-Scheduled for May 2018.
- Participate in the UNC System Triad Coalition 8th Annual Minority Construction and Suppliers Outreach- Scheduled for May 2018 at WSSU.
- Participate in the 3rd Annual MED Week Event- Scheduled for September 2016.
- Work closely with Rodgers Builders-DPR Construction to meet or exceed the minority participation goal of 30% on the New South Chiller Plant Project.
SUSTAINABILITY OFFICE

Employee Engagement

Responsible Stewardship

Customer Service
EXECUTIVE SUMMARY

FY2016-17 was a year of re-staffing, relocating, and revising for the UNCG Sustainability Office. Specifics included:

- rehiring for position of Sustainability Specialist for Education and Outreach;
- relocating the Sustainability Office from the Mossman Building to Moran Commons main lobby; and
- revising focal points and several operational practices of the Sustainability Council, UNCG Green Fund, and Green Office certification program.

FY2017-18 shall extend and capitalize on the revisions and relocation accomplished in the year. Sustainability Office staff will be visible encouraging folks in Facilities and beyond to take credit for their good work through employee recognition awards and AASHE STARS and using the new office space in Moran Commons to “Make a Show” of the UNCG sustainability commitment to the natural environment, social equity, and aesthetics.

Shanna Eller
Sustainability Coordinator for Operations
ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2016-17

A handful of specific goals are established each year which are tracked as an indicator of the overall work of the Sustainability Office. These goals do not represent the work conducted by the office in its entirety but are a key focal point in a particular fiscal year. Seven goals were tracked for key efforts in the Sustainability Office in 2016-17, each corresponding to one of the UNCG Business Affairs guiding principles. Metrics for each goal area and additional highlights from additional Sustainability Office work follows.

Employee Engagement
G1: Increase nominations of Facilities employee recognition for employee recognition programs including Staff Stars, Francis Bullard Award, Facilities Employee Recognition Program.
  • Determined Sustainability Office was not optimal unit to lead this effort in 16-17.

Customer Service
G2: Collaborate with HUB Office and Purchasing department to develop outreach programs internal to UNCG describing university commitments and services offered by the Sustainability Office
  • Commitment secured from Purchasing to prioritize in 2017-18.

Responsible Stewardship
G3: Partner with ASC to analyze results of sustainability literacy assessment and identify areas of strength and opportunities.
  • Written analysis completed prior to mid-year meeting with Chancellor on February 20, 2017.

G4: Expand Green Office program to four more departments on campus.
  • Program in final stages of revision at end of fiscal year.

G5: Revise Green Room Certification based on lessons from FY2015-16 pilot.
  • Relaunch in 2017-18 as part of larger new campus resident program.

G6: Investigate opportunities for a campus collaboration to look at socially responsible investment practices for the UNCG endowment.
  • At the close of the fiscal year key resources were identified to staff the effort with Sustainability Faculty Fellow in the Bryan business school appointed by the Provost, an economics Graduate Assistant, academic departments to lead the first two of four planned events, and Green Fund monies for outside speakers and logistical costs.
G7: Work with the Office of Waste Reduction and Recycling to meet the target of 50% waste diversion by 2017 identified in the UNCG Climate Action Plan.

- An opportunities analysis was drafted by Sustainability Office staff in partnership with staff from Facilities Operations and the Office of Waste Reduction and Recycling.

**Additional Select Accomplishments**

- Maura Conley hired and began work in November 2016 as Sustainability Specialist for Education and Outreach.
- Green Fund application guidelines and procedures were revised to clarify all eligible uses of fund monies, applicant requirements ensuring practical and financial capacities, and facilitate efficient Green Fund Committee review of proposals.
- The Sustainability Council and members of its Executive Committee were supported in planning and executing a Fall 2016 retreat to review progress on the UNCG Climate Action Plan adopted in 2013. The retreat effort resulted in a recording of progress to date, reinstatement of Climate Action Plan (CAP) workgroups, and a short list of CAP actions that were pursued in 2016-17.
- Sustainability Office staff guided design and construction choices for new office site in Moran Commons, coordinated move to new space, and outfitted space with choice furnishing from surplus.
- Funding was secured from the UNCG Green Fund for three projects Sustainability Staff had a lead role in authoring the proposals for.
STATISTICS

Several quantitative outputs are useful in communicating a snapshot of the work of the Sustainability Office in 2016-17.

Funding
42  number of proposals received and processed by the Green Fund Committee
6   number of funding proposals authored by Sustainability Office staff
3   number of proposals funded authored by Sustainability Office staff

$336,314  amount of funding requested from the Green Fund Committee
$67,000  amount of funding requested via proposals authored by Sustainability Office staff
$12,294  amount of funding secured via authored by Sustainability Office staff

Sustainability Council & Climate Action Plan
160  UNCG Climate Action Plan strategies addressed in Fall 2016 Council retreat
34   people contributing to Climate Action Plan workgroups

Outreach and Education
14   new student orientation sessions staffed by Sustainability Office
112  people at new student orientation requesting follow up information
46   people at Fall Kick off requesting follow up information
290  new employees that received sustainability at orientation

4    guest lectures delivered by Sustainability Office staff to UNCG classes
200  students who received guest lectures from Sustainability staff

54   qualified applicants for Sustainability Specialist position hiring in Fall 2016
PERSONNEL

Organizational Chart

The UNCG Sustainability Office staffing configuration in 2016-17 was comprised of two full-time staff positions: Sustainability Coordinator for Operations and Sustainability Specialist for Education and Outreach. The office also engages students in professional development activities for shorter and longer periods of time – both in paid and unpaid capacities.

Shanna Eller
Sustainability Coordinator for Operations

Training
- AASHE Annual Conference – October 2016 attendee
- App Energy Summit – July 2016 attendee
- App Energy Summit Mid-Year– March 2017 - attendee

Key Activities
- Sustainability Council Fall 2016 retreat
- Sustainability Specialist hiring
Maura Conley  
Sustainability Specialist for Education and Outreach

**Training**
- AASHE Annual Conference – October 2016 attendee
- App Energy Summit – July 2016 attendee
- App Energy Summit Mid-Year– March 2017 - attendee

**Key Activities**
- Green Office program revisions
- Student intern hiring & supervision
- Make a Show of It proposal funding
AWARDS

For the most part, sustainability awards and recognition for universities in the United States today results from institutions submitting information to a series of non-profit organizations for voluntary scores. In 2016-17, UNCG received or maintained the following voluntary recognition.

- STARS Gold from the Association for Advancement of Sustainability in Higher Education (AASHE). Gold was awarded in February 2015 and is valid for a three year period.
- AASHE 2016 Sustainable Campus Index top performer in subcategories of public engagement and water.
- Sierra Cool Schools 2016. Ranked #71 out of 201 schools participating in voluntary ranking with changing annual scoring scheme.
- Tree Campus USA – recognized for six years as a certified campus.
- USGBC LEED certifications for 16 buildings at the end of the fiscal year.
- Bike Friendly University bronze award.
MEDIA

Sustainability programs and approaches vary from business to business and university to university. They are also fairly new programs and are evolving at both the micro and the macro level as conditions, needs, technology, and commitments change.

In 2016-17 the UNCG Sustainability Office had a programmatic approach directed by Facilities Associate Vice Chancellor and UNCG Chief Sustainability Officer Jorge Quintal. That approach was to function similar to a diversity office on a college campus by supporting others in incorporating and pursuing sustainability as a value. In turn, very little media coverage of sustainability at UNCG is expected to focus on the Sustainability Office itself.

If successful in its programmatic approach, the news will instead focus on activities at the macro and the micro level in both academics and operations that reflect progress toward sustainability being led by people outside of the Sustainability Office. Media coverage of all of those efforts at all of UNCG would be excessively large to present in full here, but included the following news items and stories below in 2016-17.

UNCG recognized as top performer in AASHE 2016 Sustainable Campus Index
https://uncgnow.uncg.edu/top-performer-sustainable-campus-index/

UNCG recognized as top Sustainable Campus performer

Wetlands construction begins on campus
https://uncgnow.uncg.edu/wetlands-construction-begins/

Charge it: New electric car charging station at UNCG
http://ure.uncg.edu/prod/cweekly/2017/04/18/charge-new-electric-car-charging-station-uncg/
UNCG has been recognized as a top performer in the subcategories of public engagement and water in the 2016 Sustainable Campus Index, an annual publication of the Association for the Advancement of Sustainability in Higher Education (AASHE).

The index recognizes top-performing institutions in each of the 17 Sustainability Tracking, Assessment & Rating System (STARS) subcategories and highlights innovative and high-impact initiatives. UNCG was ranked No. 3 in the United States and Canada for its efforts in engaging with the local community and No. 5 for effective water conservation and rainwater and wastewater management.
“Recognition as a top performer in two categories is an exciting reflection of our focus on multiple aspects of sustainability,” said Dr. Shanna Eller, sustainability coordinator in UNCG’s Office of Sustainability.

Top performers were determined based on the percentage of points earned within a STARS subcategory and adherence to credit criteria. AASHE staff reviewed data submitted from institutions identified as top-performing candidates to make sure that the content met credit criteria.

For more information about AASHE, visit aashe.org. To learn more about sustainability efforts on UNCG’s campus, visit facsustainability.uncg.edu.

Story by Alyssa Bedrosian, University Communications
Photography by Martin W. Kane, University Communications
UNCG recognized as top Sustainable Campus performer

BY CAROLINIANWEB ON NOVEMBER 11, 2016 • ( 0 )

Linda Cheng  
Staff Writer

UNC Greensboro has been recognized as a top performer in the subcategories of public engagement and water in the 2016 Sustainable Campus Index.

The Association for the Advancement of Sustainability in Higher Education (AASHE) was established in 2005 to help coordinate and strengthen campus sustainability efforts at regional and national levels, and to serve as the first North American professional association for those interested in advancing campus sustainability.
AASHE recognizes colleges and universities that achieve the greatest level of success with green initiatives on-campus and within their surrounding communities. The association gauges these efforts using the Sustainability Tracking, Assessment & Rating System (STARS), a voluntary system that allows different colleges and universities to report trends and track their sustainability efforts. Four different STARS ratings — platinum, gold, silver, and bronze — may be awarded to various establishments, companies, and organizations across the country.

The Sustainable Campus Index (SCI) is an annual publication of the Association for the Advancement of Sustainability in Higher Education (AASHE) which rates institutions based on how sustainably they use their water resources.

SCI recognizes top-performing academic institutions in each of the seventeen Sustainability Tracking, Assessment & Rating System (STARS) subcategories and highlights innovative and high-impact initiatives.

UNCG was ranked No. 3 in the United States and Canada for its efforts in engaging with the local community and No. 5 for effective water conservation and rainwater and wastewater management.

Out of 39 greenest universities of 2016, UNCG was ranked No. 14 by BestColleges.com.

“Greensboro, as its name suggests, is rich in greenery. The third-largest city in North Carolina, this campus is located in the Piedmont Triangle halfway between Washington, D.C. and Atlanta. Two hours west are the Blue Ridge Mountains, while the Atlantic Ocean is three and a half hours to the east,” BestColleges describes. “Greensboro features more than 170 parks and gardens, as well as miles of greenways perfect for hiking, biking, golf, tennis. UNCG wants to keep green living in the foreground for a new generation of students.”

UNCG offers a broad, interdisciplinary degree in environmental studies and sustainability. Students will study ecosystems, climate, pollution and natural resources alongside topics like public policy, economics and ethics. A sustainability minor is also available.
Students at UNCG pursuing environmental and sustainability studies take part in an exciting range of internship opportunities, including state parks, Greensboro Natural Science Center, the Piedmont Environmental Center, the Piedmont Land Conservancy, the North Carolina Sierra Club and the Office of Sustainability at UNCG.

“Recognition as a top performer in two categories is an exciting reflection of our focus on multiple aspects of sustainability,” said Dr. Shanna Eller, sustainability coordinator in UNCG’s Office of Sustainability.

Top performers were determined based on the percentage of points earned within a STARS subcategory and adherence to credit criteria. AASHE staff reviewed data submitted from institutions identified as top-performing candidates to make sure that the content met credit criteria.

This rating means that UNCG is contributing not only to the local but national community as well in terms of conservation of precious and limited resources.
WETLANDS CONSTRUCTION BEGINS ON CAMPUS

March 27, 2017

Excavators broke ground in the Peabody Park recreation area (between the soccer fields and native prairie) and in the adjacent Peabody Park woodland area (near the gated entrance on West Market Street) last week, initiating the first phase of construction of two wetlands on UNCG’s campus.

Students, faculty and staff, as well as the members of the Audubon Society and Greensboro Science Center, participated in the project.

In December, UNCG received a $46,112 grant from the Duke Energy Water Resources Fund to construct the wetlands, which will improve water quality and biotic diversity, provide educational and research opportunities, spur community outreach and enhance the natural
beauty of campus. In addition to the Duke Energy grant, the project received $8,000 from the UNCG Green Fund.

Dr. Lynn Sametz, Dr. Park Rublee and Dr. Malcolm Schug are principal investigators for the grant.

“This project creates a living laboratory to conduct research on biological, plant, microbial diversity and water quality, and to observe changes as they grow, mature and become permanent features of the campus landscape,” Schug said. “The wetlands provide outstanding, hands-on opportunities for course activities in chemistry, biology, and throughout the curriculum.”

Looking ahead, the Wetlands Committee will be planting native aquatic and semi-aquatic plants at both wetlands sites. This process should be complete by late fall.

Long-term, the team will continue to develop curriculum activities, educational activities for K-12 teachers and students, research projects and outreach opportunities in departments across campus. The wetlands project began in the fall of 2014 when UNCG’s Research and Instruction in STEM Education (RISE) Network, led by Sametz, introduced the idea of campus wetlands. The project is an interdisciplinary collaboration between numerous academic departments and community organizations.

To learn more about the UNCG wetlands development project, visit rise.uncg.edu/projects/wetlands-project.

*Story by Eden Bloss, University Communications*
*Photography by Martin W. Kane, University Communications*
Charge it: New electric car charging station at UNCG

April 18, 2017 by Campus Weekly Staff

On April 4, UNCG saw the ribbon-cutting of a new sustainability resource: an electric car charging station in Oakland Parking Deck. The opening of the station is an important step in encouraging reductions in greenhouse gas emissions, making the campus and community more eco-friendly.

To kick off the celebration, several who played a key role in the initiative spoke to the crowd of students, faculty and staff. Associate Director of Campus Access and Travel Demand Management Suzanne Williams gave a welcome speech in which she mentioned UNCG’s national honors as a commuter workplace and accomplishments within the Campus Transportation Master Plan and Campus Climate Action Plan.

Following Williams were Associate Vice Chancellor for Facilities and Chief Sustainability Officer Jorge Quintal and Joelle Linderman, an undergraduate student who helped lead the effort.

Campus Enterprises Communication Manager Natasha Toussaint distributed the scissors, and Sustainability Coordinator for Operations Shanna Eller and Academic Sustainability Coordinator Marianne LeGreco joined the speakers in cutting the ribbon. The ceremony was followed by charging demonstrations with several electric vehicles, a Tesla Model X, Tesla Roadster and Nissan Leaf.

Parking Operations and Campus Access Management (POCAM) collaborated with Facilities, Design & Construction (FDC) to install the Oakland station, but all who participated remarked on how the initiative came largely from students, and from support through the UNCG Green Fund.

"When students rallied last year and Green Funds became available a few months ago, we were able to move forward with our first installation at Oakland Deck," said Williams. "We expect to see more electric vehicles on campus now, and anticipate installing more charging stations to meet growing demand, thus helping UNCG reduce our carbon footprint."

LeGreco explained that while the Green Fund has only been funding projects for a year and a half, there are tangible results around campus, such as new LED lights, a new cistern and now the charging station.

"There are so many projects that students are proposing to make the campus more sustainable," she said. "It’s rewarding to see Campus Facilities and Operations step up and say we want to do this too. It also gives students a chance to work with staff and facilities and to learn about what it takes to operate a university."

“This progress forward to me is, in fact, electrifying,” said Quintal. “And I am very proud for UNCG to be able to add to our vehicle charging infrastructure as we drive toward sustainability.”

The charging stations are free, and open to anyone who has a deck permit or pays the parking fee of $2 for the first hour and $1 for every hour after that. The station has nine stalls, with five standard Level 1 chargers and four Level 2 chargers.
Director of Graduate Studies in Library Information Science Nora J. Bird was the first official “customer” of the new charging station.

“Thank the powers that be for this resource,” she said as she charged her 2012 Nissan Leaf. I know that there are only a few of us but there are new models coming out all of the time, so it is good to encourage zero-emission cars.”

By Susan Kirby-Smith
Photography by Susan Kirby-Smith
GOALS for FY2017-18

Employee Engagement

• Provide marketing and communications support to all staff in Facilities such that there is an increased number of nominations for all Facilities and university-wide employee recognition awards.

• Deploy the Sustainability Office Employee Engagement Improvement Plan for 2017-18 in a manner that results in significant increased understanding of office annual planning and reporting processes.

Customer Service

• Update and submit UNCG AASHE STARS data as part of a three-year cycle in a manner that results in a timely submittal, with all credit entries reviewed and updated if needed, and all credits for which the university is getting no or significantly low point discussed with barriers to and prognosis for meeting the credit in the future documented.

Responsible Stewardship

• Deploy a successful new campus resident outreach program that includes: 1) a series of roughly four mid-summer emails to campus residents that is delivered through HRL and highlights different aspects of living sustainably; 2) an updated voluntary Green Room program; and 3) a package of products that support sustainable living that are made available for students to purchase through the bookstore.

• Manage a voluntary Green Office certification program that results in ten units identifying the date when they wish to start their new program certification activities and eight units being certified.

• Support the currently active four Climate Action Plan Workgroups such that they each: 1) meet once in Fall and once in Spring term; 2) have an identified leader that is not the Sustainability staff that reports to the Sustainability Council on a regular basis and as requested or scheduled; and 3) achieves two identified actions in the fiscal year.

• Work to build awareness and understanding of the Green Fund sufficient that eight lead applicants who have not submitted Green Fund proposals previously consider doing so and five of those submit an application.
EXECUTIVE SUMMARY

The mission of the Capital Improvement Administration Department is to ensure that all capital projects are professionally managed according to the laws and regulations of UNC-General Administration and the State of North Carolina. The department is responsible for formalizing and centralizing all the activities, functions and coordination of capital project planning, establishment of capital project authority, and serve as the main contact with the Office of State Budget and Management and UNC General Administration regarding capital projects. This area is also responsible for overseeing that all capital project expenditures are made in compliance with state budget regulations and for financial project close out.

A major goal this year was to learn how to use the new state-wide reporting system, Interscope, to track administrative processes, budgets and Historically Underutilized Business data. Learning the system presented many challenges, but we persevered and can now appreciate the benefits the system offers. Another goal was to host a Supervisor’s Toolkit class at UNCG. Unfortunately, an APPA instructor was not available to teach the class this year. This goal remains a priority on our list of things to accomplish in FY 2017-18.

The Staff Training and Development Policy established by Jorge Quintal, Associate Vice Chancellor for Facilities was fully implemented this year. In conjunction with their supervisor, each employee within the Facilities Division received a training and career development guideline /plan to support them in their individual learning and advancement opportunities.

This year, UNCG was granted authority from the NC General Assembly to build a new Nursing and Instructional Building. The budget was set at $105M. The aged, outdated McIver Education Building will be demolished in the spring of 2018 to make room for the new Nursing Building. Beginning with the 2017 spring semester, relocating offices and classrooms housed in the McIver Education Building were implemented. This office is processing the purchase orders to support the many moves and renovations to accommodate the needs of the newly relocated departments. Through June 30, 2017, transactions to support these moves totaled $201,437. Departmental moves will continue through the end of this year.

Sandra Redmond
CI Administrator
ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2016-17

Employee Engagement

Goal: Sponsor APPA Supervisor Tool Kit training at UNCG

Accomplishment: Delayed due to availability of trainer. Will pursue next FY.

Responsible Stewardship

Goal: Implement Interscope changes and process as new modules are developed. Work with FDC to ensure the information to be entered into Interscope is provided when we need it without having to make a special request for the information.

Accomplishment: FDC and CI staff developed form to capture information required by Interscope for projects going to SCO for code review. HUB only projects are entered by HUB Office upon project completion.

Goal: Archive files in the CI office.

Accomplishment: In progress.


Accomplishment: IBIS and Interscope portions of the desk reference manual are complete.
MAJOR ACCOMPLISHMENTS

Established 10 new fund codes and 2 budget codes (41625 and 46625) this fiscal year.

New Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect NC Nursing/Instructional Building</td>
<td>$105,000,000</td>
</tr>
<tr>
<td>Taylor Building Elevator Addition</td>
<td>450,000</td>
</tr>
<tr>
<td>Gove Student Health Center Elevator</td>
<td>315,000</td>
</tr>
<tr>
<td>Parking Deck Repairs - Campus-Wide</td>
<td>300,000</td>
</tr>
<tr>
<td>Steam Distribution System Replacement Phase IV</td>
<td>1,622,004</td>
</tr>
<tr>
<td>Curry Building Fire Alarm Replacement</td>
<td>425,000</td>
</tr>
<tr>
<td>Eberhart Building Lab 321 Renovation</td>
<td>275,000</td>
</tr>
</tbody>
</table>

Total $108,387,004

Projects Closed

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eberhart Building HVAC Replacement</td>
<td>$519,567</td>
</tr>
<tr>
<td>Classroom Renovations - Campus-Wide</td>
<td>106,000</td>
</tr>
<tr>
<td>Moore-Strong Fire Alarm Replacement</td>
<td>823,309</td>
</tr>
<tr>
<td>Oakland Avenue Roof Coating</td>
<td>122,913</td>
</tr>
</tbody>
</table>

Total $1,571,789

Completed Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steam &amp; Utilities Infrastructure, Drives, Walk Improvements - Campus-Wide</td>
<td>$1,853,543</td>
</tr>
<tr>
<td>Eberhart Building Lab 333 Renovation</td>
<td>233,792</td>
</tr>
<tr>
<td>Moore Nursing ADA Restrooms</td>
<td>66,850</td>
</tr>
<tr>
<td>EUC Freight Elevator Modernization</td>
<td>347,496</td>
</tr>
<tr>
<td>Campus Police Building</td>
<td>8,990,665</td>
</tr>
<tr>
<td>Reynolds &amp; Grogan Residence Halls Renovation</td>
<td>16,688,740</td>
</tr>
</tbody>
</table>

Total $28,181,086

At the beginning of the 2016 fall semester, the new Kaplan Wellness Center (student recreation center) opened. Since this was a capital project, purchase orders for the $2.4M of equipment and furniture were processed by this office.

Effectively managed repair and renovations accounts to allow implementation of many projects with leftover funds.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOEB Strobes Rooms 419 &amp; 421</td>
<td>$1,076</td>
</tr>
<tr>
<td>Deferred Maintenance</td>
<td>23,625</td>
</tr>
<tr>
<td>Taylor Theater Orchestra Pit</td>
<td>64,961</td>
</tr>
<tr>
<td>Safety Railings for Steam Plant &amp; Bryan Building</td>
<td>26,050</td>
</tr>
</tbody>
</table>

Total $115,712
Provided capital and operation budget information as well as employee data for the annual APPA Facilities Performance Indicators Survey.

2017 Reversion Funded Projects Completed

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mossman Lobby Graphics</td>
<td>$78,083</td>
</tr>
<tr>
<td>Mossman 3rd Floor Renovation Design</td>
<td>$15,980</td>
</tr>
<tr>
<td>Auditorium Fire Repairs</td>
<td>$3,600</td>
</tr>
<tr>
<td>Coleman Emergency Power Feasibility Study</td>
<td>$3,000</td>
</tr>
<tr>
<td>Tate-Street Digital Sign</td>
<td>$139,654</td>
</tr>
<tr>
<td>Highland Health Center Study</td>
<td>$3,500</td>
</tr>
<tr>
<td>Place Branding West Gate Boulevard</td>
<td>$30,000</td>
</tr>
<tr>
<td>Branding Signage Color Study – West Gate City Blvd</td>
<td>$4,606</td>
</tr>
<tr>
<td>HRS &amp; Financial Aid Relocation</td>
<td>$51,743</td>
</tr>
<tr>
<td>Millennial Districts Visioning</td>
<td>$30,000</td>
</tr>
<tr>
<td>McIver Moves through June 30, 2017</td>
<td>$201,437</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$561,603</strong></td>
</tr>
</tbody>
</table>

2017 Completed Minor Repair & Renovation Projects Funded from Various Sources

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moran Commons Roof Access Phase II</td>
<td>$3,300</td>
</tr>
<tr>
<td>Campus Kiosk Maps Updates</td>
<td>$19,910</td>
</tr>
<tr>
<td>Steam Plant Economizer</td>
<td>$100,758</td>
</tr>
<tr>
<td>Sullivan Science Building</td>
<td>$88,400</td>
</tr>
<tr>
<td>Market Street/Gray Drive Entrance Sign</td>
<td>$47,214</td>
</tr>
<tr>
<td>Weatherspoon Museum Gallery Lighting Study</td>
<td>$8,800</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$268,382</strong></td>
</tr>
</tbody>
</table>

2017 Ongoing Repair & Renovation Projects Funded from Various Sources

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS Renovations</td>
<td>$18,566</td>
</tr>
<tr>
<td>Landscaping South Edge of West Gate City Blvd</td>
<td>$12,000</td>
</tr>
<tr>
<td>UNCG Auditorium Repairs</td>
<td>$977,911</td>
</tr>
<tr>
<td>Bryan House Repairs/Renovations</td>
<td>$182,800</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,191,277</strong></td>
</tr>
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</table>
### 2017 Green Fund Grant Projects

#### Completed

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Cisterns are Better than 1</td>
<td>$5,696</td>
</tr>
<tr>
<td>Earth Day on April 22, 2016</td>
<td>5,000</td>
</tr>
<tr>
<td>Farm to Fork Green Fund Project</td>
<td>1,200</td>
</tr>
<tr>
<td>Wetlands Development Project</td>
<td>8,000</td>
</tr>
<tr>
<td>Electric Vehicle Charging Stations (Oakland Deck)</td>
<td>8,614</td>
</tr>
<tr>
<td>Foust Park LED Conversion</td>
<td>3,687</td>
</tr>
<tr>
<td>UNCG Pollinator Garden Enhancements</td>
<td>870</td>
</tr>
<tr>
<td>Exterior Lighting LED Retrofit Planning Internship</td>
<td>220</td>
</tr>
<tr>
<td>UNCGreen Science Everywhere Canvas Bags</td>
<td>391</td>
</tr>
<tr>
<td>Sustainability Short Film Competition</td>
<td>1,020</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$34,698</strong></td>
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</table>

#### In Progress

<table>
<thead>
<tr>
<th>Project Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Curry Bldg. Hot Water Pump Constant Volume to Variable Frequency Drive</td>
<td>$16,800</td>
</tr>
<tr>
<td>Mobile Oasis Farmers Market</td>
<td>2,153</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$18,953</strong></td>
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</tbody>
</table>
### CAPITAL IMPROVEMENT ACTIVITY FY2016-2017

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>CI Budget Establishment</th>
<th>CI Allotments</th>
<th>CI Budget Revisions</th>
<th>CI Encumbrances</th>
<th>CI, R&amp;R, &amp; Operating Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
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<td>20</td>
<td>23</td>
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### CAPITAL IMPROVEMENT EXPENSES BY BUDGET CODE

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**Total** $16,318,066.53
STATISTICS

**Personnel Statistics**

Electronic EPAFS Processed 53  
Electronic Hiring Proposals 49  
Position Action Forms (PAFs) 9  
Employee Action Forms (EAFs) 17

**Electronic Budget Statistics**

Permanent Flexes Processed 21  
Temporary Flexes Processed 97

**P-Card Transactions** 33
PERSONNEL

Sandra Redmond
CI Administrator

Accomplishments

- 2016 Business Affairs Expo
- 2016 NCAPPA Planning Conference and Education Committee
- 2016 CPC & Facilities Conference
- 2016 SRAPPA Conference
- 2017 State Construction Conference
- 2017 Stop Hunger Now Campaign
- Employee Recognition Award Committee

Training

- PMP Supervisor Workshop
- Power of Play Workshop
- Preventing Back Injuries & Ergonomics
- Fire Safety Building Procedures
- Hazard Communication
- Advanced Excel
- Conflict Resolution
Lori Krise
Business Services Coordinator

Accomplishments

- 2016 Staff Star
- 2016 Business Affairs Expo
- Facilities Operations Chorale Group
- 2017 Stop Hunger Now Campaign
- Staff Senate Service Committee Co-Chair

Training

- Banner HR Training – EPAF & PPAF
- Advanced Excel
- 2016 CPC & Facilities Conference
- Power of Play Workshop
- Preventing Back Injuries
- Ergonomics
- Fire Safety Building Procedures
- Hazard Communication
- PMP Workshop
ANNUAL GOALS for FY2017-18

Employee Engagement
- A major goal for FY 2017-18 is to plan and host a Supervisor’s ToolKit class at UNCG. This class is a five-day comprehensive educational training class offering a structured approach designed to develop and assist supervisors and future leaders to achieve personal and professional growth in the field of facilities education.

Responsible Stewardship
- Continue implementing Interscope changes and processes as new modules are developed.
- Continue working with project managers to ensure we receive the information needed to enter projects into Interscope Teach, assist and work with project managers as needed to provide guidance and understanding of the minute changes/intricacies of how the system works.
- Continue archiving files located in the Business Affairs and Capital Administrator’s office and properly dispose of materials that are no longer relevant.
- Prepare a flow chart as a desk reference for CI manual and Banner processes.
The Associate Vice Chancellor for Facilities offered an opportunity for everyone in Facilities to attend a workshop—*Transforming the Work Place Through the Power of Play*. The goal was to have 40-50 people per session. Each session had representation from as many areas in Facilities as possible, a “mixed crowd”. Lori Krise coordinated the six sessions. This was no easy task. Lori had to coordinate Dr. Ali’s schedule, a room large enough to accommodate 40-50 people, and the wide range of staff schedules from the six departments. Lori pulled it off. A vast majority of staff participated in this workshop.

**Power of Play in the Workplace**

*By Dr. Omar Ali and Assistant Domonique Edwards*
Facilities

Dec
2016

Jan
2017