Fiscal year 2017-18 was a very productive year for Facilities. We achieved significant goals that moved the organization, and UNCG, forward in its mission to provide a transformative experience for our community members.

The year included large scale projects like the demolition of the McIver building, the fire renovation of the UNCG auditorium, completion of Phase 2 of Spartan Village, and the reorganization of Facilities Design and Construction. The year also saw the staff of Facilities Operations exceed several expectations, including a record waste diversion rate, our lowest average energy usage and lowest water consumption campus-wide since tracking began in 2002-2003, a more than 30% participation rate from Historically Underutilized Businesses, and our lowest average of customer generated work order completion rate of 3.0 days.

Riding that momentum into Fiscal Year 2018-2019, we will continue to examine, develop, and enhance our standard operating procedures; prioritize workplace safety; identify and pre-qualify new contractors to bid our work; and implement strategies to address key concerns raised during the employee engagement survey conducted last spring.

For a complete list of our accomplishments in Fiscal Year 2017-2018 and our priorities in Fiscal Year 2018-2019 please see our full and detailed report. Highlights below.

- Successfully completed the post-fire restoration at the UNCG Auditorium. This was one of the best examples of outstanding collaboration among various departments in Facilities and outside Facilities.
- Completed renovations and started maintenance and operation of 1510 Walker Avenue.
- Completed Spartan Village Phase 2.
- A new Chancellor’s Residence was purchased in the fall. Facilities Operations performed an initial property evaluation, successfully completed move-in preparations on an aggressive schedule, and setup ongoing maintenance and event support for the residence.
- Completed renovations and stood up maintenance operations of five new properties (840 Neal, 821 South Aycock, 812 Lilly, 328 Tate) associated with vacating McIver.
- Completed numerous renovations that concluded with vacating and demolishing the McIver Building. This effort required the support of many, from procurement and financial tracking, to design, construction, project turnover and maintenance.
- Bid, awarded, and started construction of the Nursing and Instructional Building and the South Chiller Plant.
- Stood up operations at Moss Street Partnership School by UNC Greensboro. Facilities Operations staff successfully made arrangements for maintenance, custodial services, and grounds maintenance services for the school prior to the start of the lease on July 1.
• Accomplished the lowest average work order completion for customer generated request, at 3.0 days, and completed 91% of customer generated work orders within 7 calendar days.

• Implemented an online key request form to make it easier for our customers to request keys.

• Our monthly grounds inspection program has yielded positive improvements in campus appearance.

• Achieved our goal of a 1% energy reduction for UNCG compared to the previous fiscal year to our lowest average energy usage per square foot since tracking began in fiscal year 2002-03.

• Achieved our lowest water consumption per gross square foot since we began tracking in fiscal year 2002-03.

• Facilities Operations staff completed over $400,000 worth of energy conservation projects in FY18.

• Achieved Tree Campus USA certification by the Arbor Day Foundation for the eighth year in a row.

• Diverted a record 41.5% amount of waste from the landfill and carried out a record number of sales at the Surplus Warehouse.

• Implemented the learning management system Power DMS.

• Completed peer benchmarking program aimed at improving overall compliance and customer service related to existing EHS programs. This year’s benchmarks included Injury and Illness Reporting Prevention, Arc Flash Program, and Hazardous Waste Disposal programs.

• Environmental Health and Safety led the effort to create the draft of a campus-wide Automated External Defibrillator policy.

• Implemented a campaign to educate all new on-campus student residents about sustainable living.

• The Green Room self-certification program was enthusiastically adopted by the Strong Residential College, with over 50 rooms certified.

• Expanded the number of participants in the Green Office program.

• Started the reorganization of Facilities Design and Construction.

• Created a new campus map.
• Moved all drawings to electronic format and are currently in the process of moving the operations and maintenance manuals to electronic format.

• Exceeded the 30% annual goal for HUB participation in our construction program.

• Continued to recruit and prequalify new contractors to bid our construction work.

• On the employee engagement side, our focused efforts to increase the number of nominations to Facilities Employee Recognition Program was very successful.

• Continued to issue our newsletter highlighting our staff and accomplishments.

• Continued frontline staff meetings with the AVC and Directors twice per year.

• Approximately 5,050 training hours were recorded by the Facilities staff.

Continuing to elevate our performance next fiscal year, we have identified the following goals for fiscal year 2018-19:

• Transition to online courses for new employee orientation.

• Expand safety programs at Campus Rec, Athletics, and ITS.

• Provide capital improvement financial training to various departments impacted by personnel transitions.

• Issue a desk reference manual for capital improvement financial procedures.

• Facilities Operations and Facilities Design and Construction will collaborate in developing a written Standard Operating Procedure (SOP) for project transition and management of warranties.

• Review inventory management practices in Facilities Operations to see how we can monitor utilization and identify efficiencies.

• Developing standard operating procedures for moving services.

• Continue to enhance our sustainability culture by reducing energy and water consumption and increasing landfill diversion.

• Continue to prioritize safety in the workplace.

• Continue restructure of Facilities Design and Construction.

• Create a pilot program for GIS integration using high voltage distribution data.
• Identify and prequalify new contractors to bid our work.

• Submit our institutional sustainability self-assessment (STARS).

• Host the Appalachian Energy Summit mid-year meeting in February 2019.

• Implement strategies to address key concerns you raised during the employee engagement survey last spring.

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

Environmental Health and Safety (EH&S) had a great 2017-18 fiscal 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 first ever Environmental Health and Safety Week, online and job specific safety training courses development, Automated External Defibrillator Program oversight, emergency preparedness drills and peer benchmarking initiative.

Building upon fiscal year 16-17 goal of implementing a Career Development Plan tracking system using Power DMS, EHS moved on to phase II of this initiative. This included developing 9 online courses which can now be completed online.

Environmental Health and Safety completed the first ever EHS Week, a week of activities meant to increase overall awareness of EHS services provided on campus.

The office also started a recurring peer benchmarking program aimed at improving overall compliance and customer service related to existing EHS programs. This year’s benchmarks included Injury and Illness Reporting Prevention, Arc Flash Program and Hazardous Waste Disposal programs.

To increase emergency preparedness for the campus community EHS lead two emergency response scenarios that included participation of campus stakeholders and first responder agencies.

Environmental Health and Safety led the creation of campus wide Automated External Defibrillator policy.

We look forward to a new year, new challenges and opportunities.
ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2017-18

Employee Engagement
- Environmental Health and Safety Week

Customer Service
- Power DMS – Online Training Course Development / Job Specific Training Courses

Responsible Stewardship
- Automated External Defibrillator Program Development and Oversight
- Peer Benchmarking Initiative
- Emergency Preparedness Drills

Online and Job Specific Training

Building upon last year’s goal of implementing Power DMS training tracking software, Environmental Health and Safety developed 9 online training courses and conducted 4 scenario-based job specific training for Facilities. Online training courses are aimed at increasing efficiencies and allowing the office to work with shops to develop more specific in person trainings moving forward. Online courses are available through Power DMS for completion by various facilities groups. These online courses include Asbestos Awareness, Hot Work Permit, Walking and Working Surfaces, Confined Space Awareness, Ladder Safety and Fall Protection, Hazardous Communications, Coaching the Van Driver, Fire and Life Safety, Safe Lifting and office ergonomics. Job specific trainings were also conducted throughout the year and included Confined Space Entry for PD and ITS, Electrical Safety (Breaker Operations) for HRL, BBP scenario for HRL and Fire and Life Safety for Warehouse Operations. We will continue to build upon this goal this fiscal year with the implementation of individual shop training calendars and development of more job specific training in each of these areas. The intent of shop specific calendars is to increase EHS’s ability to continue to make training more specific to specific job procedures while continuing to complete compliance training online.

Peer Benchmarking Initiative

In an effort to continue to be responsible stewards in the area of compliance, EHS started a peer benchmarking initiative in fiscal year 17-18. The overall goal of this program is to ensure that the office is maintaining compliant programs while also evaluating how other schools implement programs to provide customer service to campus stakeholders. Peer institutions are selected for review based on overall strength of their program (System leaders) and also scale of their programs (Peer size considerations). This initiative began with evaluations of ASU, UNCC and ECU Injury and Illness Reporting and Prevention Programs, UNCC Arc Flash Program and NCSU Hazardous Waste Programs. Injury and Illness Programs at three institutions were evaluated against UNCG program and evaluations included, return to work programs, training
and prevention techniques and injury type review. UNCG was found to be in line with other programs and garnered useful information about return to work programs at these institutions. The Hazardous Waste Program evaluation with NCSU resulted in an office goal for this year to implement Subpart K Hazardous Waste program aimed at increasing flexibility in how we currently manage waste on campus. Implementation of this program change will allow researchers more flexibility in how they manage waste in their lab and increase overall compliance gaps with the existing hazardous waste program. Lastly, we evaluated the Arc Flash program at UNCC. This peer assessment resulted in the need for UNCG to better define our Arc Flash program which is currently imbedded in the overall Electrical Safety Program. This benchmark led to this year’s goal of developing a standalone Arc Flash program that will better define roles and responsibilities and increase overall compliance.

Environmental Health and Safety Week

The first ever Environmental Health and Safety Week was held the week of November 6th through the 10th. Highlights included guest speaker Dr. Scott Geller and distinguished professor in Virginia Tech’s Psychology Department, safety seminar days, Departmental Safety meet and greets and EHS Open House. All toll there were more than 260 campus stakeholders that participated in the events of this week. As with any initial undertaking there were many lessons learned from this first ever event and EHS is evaluating ways to improve this event for future years.

Emergency Preparedness Drills

In an effort to increase campus stakeholder awareness and preparedness for various emergency situations the office led two emergency preparedness drills. These included a Greensboro Fire Department meet and greet and preplanning session with the Chemistry and Biochemistry Department. We had hoped to complete a full table top exercise with this department, but scheduling issues did not allow for this to happen. In addition, EHS led a drill involving Greensboro Fire Department, the Emergency Management Office and UNCG PD in responding to a radioactive materials release in a laboratory. During this drill Greensboro Fire Department and Hazmat responded to a mock emergency at the Chemical Safety Facility. UNCG Police and Emergency Management participated in this drill and garnered valuable feedback as to how we would respond in such an emergency.

Automated External Defibrillator Program (AED)

One of the safety priorities of fiscal year 16-17 year was for Environmental Health and Safety to review, implement and take oversight of the suspended AED program. The Director of Environmental Health and Safety led a program review group which included representatives from campus stakeholder groups. This group drafted an AED program and policy to ensure the university follows applicable General Statutes related to the placement use and maintenance of these devices. EHS will now take the lead in oversight of this program.
STATISTICS

Projects

Lead the asbestos abatement of 8 rooms in the Eberhart building and developed a risk assessment process for all campus asbestos locations.

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 Power DMS online course completion.

Statistics

Conducted a total of 132 hours and 97 total safety training courses with a total of 1256 training participants.

Conducted 72 laboratory safety inspections and an additional 24 lab safety consults.

Permitted 2 firework events through the Department of Insurance, 24 tent and inflatable events, 2 Haunted House events, and 3 carnival events for Campus Activities office.

Lead the Annual North Carolina Department of Insurance Fire and Life Safety inspection process for 17-18. This effort corrected over 96% of all items on the largest inspection report in the history of the office.

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

Completed the first ever Office of State Human Resources annual inspection and program review. This review resulted in the update of 5 programs and correction of all items associated with this report.

Conducted 6 hazardous material response cleanup activities.

Conducted 117 ergonomics evaluations including two department wide sweeps.

Conducted 19 Indoor Air Quality response investigations.
Hazardous Waste Shipment Weights in pounds

![Hazardous Waste Shipped](image)

Total Waste Shipment Weights in pounds

![Total Waste Shipped](image)

Lamp recycling

![CFLS, HID, and projectors lamps recycled](image)
GOALS for FY2018-19

Responsible Stewardship

- Online New Employee Orientation / Training Initiative
- Hazardous Waste Compliance Initiative
- Outlier Compliance Initiative (Training needs assessment)

Online New Employee Orientation – Environmental Health and Safety will move from in person new employee orientation to delivering this training in an online format. Human Resources is partnering with EHS to move the EHS portion of new employee orientation online through an HR supported system. In addition to transitioning the current neo presentation online, EHS will work to build Canvas online courses for job specific environments online for better tracking and compliance with onboarding training. These canvas courses will include training for the following environments, Office, Clinical, Laboratory, Trades. This will require all staff’s assistance in building these courses.

Hazardous Waste Compliance Initiative (Sub-Part K) – Environmental Health and Safety will update the current Hazardous Waste Program to incorporate lab specific waste plans and training for all staff who generate hazardous waste. This program will be updated to allow for specific lab waste generations plans which will increase the overall compliance with hazardous waste laws and allow laboratories more flexibility in how they store and dispose of hazardous waste. This will include a new policy development, lab specific plan development and training before implementation of the program takes place in early 2019.

Outlier Group Compliance Initiative (Training Needs Assessment) – Environmental Health and Safety will increase focus on groups historically not fully embedded in the EHS program. These groups are groups who may be conducting hazardous work activities where there may be employee training gaps in relation to regulations. These groups will include Information Technology Services, Athletics, Campus Enterprises, Art and Theater Departments, Campus Recreation and Wellness. This initiative will consist of gathering job descriptions, conducting training needs assessments, conducting compliance training and standard operating procedures and communicating this throughout these organizations. This will require input from all functional areas of EHS. The aim of this initiative is to increase overall university compliance with applicable regulations and prevent injuries.
FACILITIES
OPERATIONS
EXECUTIVE SUMMARY

Fiscal year 2017-18 was an eventful year for Facilities Operations. It began with ongoing recovery efforts from a stage curtain fire in UNCG Auditorium in collaboration with various other UNCG staff. Maintenance and operation of the renovated 1510 Walker Avenue building began in July and Spartan Village Phase 2 and associated properties were turned over prior to fall semester. A new Chancellor’s Residence was purchased in the fall. Facilities Operations performed an initial property evaluation, successfully completed move-in preparations on an aggressive schedule and set up ongoing maintenance and event support for the residence. Facilities Operations also assumed maintenance responsibility for various smaller properties (840 Neal, 821 South Aycock, 812 Lilly, 328 Tate) once renovations were completed.

A lease was signed in March for operation of the Moss Street Partnership School by UNC Greensboro. Facilities Operations staff successfully made arrangements for maintenance, custodial services, and grounds maintenance services for the school prior to the start of the lease on July 1st.

We continue to make enhancements to our customer service. We exceeded our annual goal to achieve our lowest-ever average completion time for customer service requests. We also implemented an online key request form to make it easier for our customers to request keys. Our monthly grounds inspection program has yielded positive results in campus appearance.

We continue to be good stewards of university resources. We achieved our goal of a 1% energy reduction for UNCG compared to the previous fiscal year to achieve our lowest average energy usage per square foot since tracking began in fiscal year 2002-03. This was made possible by implementation of energy conservation projects funded by utility savings carry forward and taking action to decrease the energy usage by the Kaplan Center for Wellness. Facilities Operations staff completed over $400,000 worth of energy conservation projects in FY18. We also monitored usage and resolved issues in the Kaplan Center in collaboration with Facilities Design and Construction to reduce energy consumption to within the original design estimate for the first time. We achieved Tree Campus USA certification by the Arbor Day Foundation for the eighth year in a row. We also diverted a record amount of waste from the landfill.

We implemented PowerDMS as a training tool and made efforts to improve the quality of the training included on Career Development Plans. PowerDMS greatly enhances our ability to identify and complete required and desired training to bolster professional development of staff. Safety is a constant priority for Facilities Operations. Safety performance was very good even though we were not able to improve over last fiscal year’s best-ever performance. We also completed items noted on various inspection reports to improve the safety of facilities and equipment.
Overall, it was a very productive year for Facilities Operations and improvements were made in several areas. Facilities Operations staff continue to demonstrate professionalism and resilience by meeting the challenges in a very dynamic environment.

Dan Durham
Director
ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2017-18

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)
  - To be determined since replaced by System Office survey
- 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 Business Affairs)
  - To be determined since replaced by System Office survey
- 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 Business Affairs)
  - To be determined since replaced by System Office survey
- Decrease Annual Rate of Total Accidents to 10% or less and OSHA-Recordable Accidents to 3% or less
  - Did not quite meet goals: Total Accident Rate was 10.8% and OSHA-Recordable Accident Rate was 4.2%
- Fully implement PowerDMS in Facilities Operations to document Career Development Plans and training for current performance plan cycle
  - Completed by 7/31/17

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.
  - Exceeded goals by achieving an average service request response time of 3.0 calendar days and completing 91% 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
  - Could not perform comparison due to inadequate number of reports due to temporary cessation of building inspection reports by EH&S. Next year there will be enough information to perform a comparison.
- Automate key request process
  - Completed and communicated to building contacts during annual meetings on 3/2/18
- 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.
  - Grounds zone (excluding Sport Turf) exceeded the goal by achieving an average inspection scope of 1.92. Sports Turf did not quite achieve goal with an average inspection score of 1.91.
• Maintain a 95% or higher positive response to customer communication weekly spot surveys
  o Did not meet goal; achieved a positive response rate of 62%.

**Responsible Stewardship**

• Lower average campus energy consumption per gross square foot by at least 1% compared to FY 2016-17
  o **Exceeded Goal**: accomplished 1.05% reduction in average campus energy consumption per square foot compared to FY 2016-17.

• Increase annual waste diversion rate to at least 45%
  o Did not quite meet goal; achieved a 41.2% diversion rate. Had a record-breaking year for total tonnage of waste produced and total tonnage diverted from landfill disposal. However, diversion rate fell as a part of the whole.

• Revamp inventory control method for Facility Services and Zone/HVAC supply storage areas within Campus Supply preferably utilizing TMA
  o A draft SOP was generated in March but was not able to finalize for a variety of unforeseen reasons.

• Define scope, request funding, and complete utility sub metering in two more Academic/Administrative buildings
  o **Completed** by installing steam meters in Mossman and Brown Buildings.
## STATISTICS

<table>
<thead>
<tr>
<th>Facilities – Annual Statistics</th>
<th>Fiscal Year 2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective Work Orders completed</td>
<td>12,118</td>
</tr>
<tr>
<td>Preventative Work Orders completed</td>
<td>17,762</td>
</tr>
<tr>
<td>Special Billing Work Orders completed</td>
<td>1932</td>
</tr>
<tr>
<td>Pounds of steam produced</td>
<td>286,955,000</td>
</tr>
<tr>
<td>Cubic feet of gas used by Steam Plant</td>
<td>316,218,000</td>
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<tr>
<td>Gallons of fuel oil used</td>
<td>142,509</td>
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<tr>
<td>Gallons of boiler make up water used</td>
<td>3,358,996</td>
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<tr>
<td>Gallons of water (other than steam plant) used</td>
<td>129,353,644</td>
</tr>
<tr>
<td>Total water consumption per gallons/GSF</td>
<td>20.32</td>
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<tr>
<td>Total energy consumption per BTU/GSF</td>
<td>103,373</td>
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<tr>
<td>Waste diversion as percentage of weight</td>
<td>41.2%</td>
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<tr>
<td>Total training hours</td>
<td>5050.5</td>
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<tr>
<td>OSHA compliance hours</td>
<td>1819</td>
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<tr>
<td>Technical training hours</td>
<td>1734</td>
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<tr>
<td>Professional training hours</td>
<td>1497.5</td>
</tr>
</tbody>
</table>

**Key Performance Indicators in Facilities Operations**

1. Avg. Work Order Cycle-Time (customer generated) in calendar days | 3.01
2. Ratio of Corrective to Total # of Work Orders | 38.07%
3. Ratio of PM to Total # of Work Orders | 55.80%
4. Ratio of Project/Special Billing to Total # of Work Orders | 6.07%
5. Ratio of Corrective to Total Work Order Man-Hours | 17.69%
6. Ratio of PM to Total Work Order Man-Hours | 74.55%
7. Ratio of Project/Special Billing to Total Work Order Man-Hours | 7.76%
8. Delinquent Corrective Work Orders (over 30 days) | 33
9. Delinquent PM Work Orders (over 30 days) | 28
10. Number of Accidents | 26
**Changes in Personnel**

**Retirements this fiscal year:**
Marshall Hankins  
Genaro Perez  
Steve Lane  
Ricky Gilmore  
Hal Shelton  
Jack Mongold  
Vickie DeBari  
Don Williamson  
Cynthia Culberson  
Joe Wagner  
Michael Goodman  
Josephine Hall  
Ray Riggins

**Employees who received promotions this fiscal year:**
Joel Woods  
Kenneth O’Carroll  
Martin Atama  
Belinda Alcon

**Temporary employees hired to a permanent position this fiscal year:**
Donna Degraffenreidt  
Jonathan Hanichack  
Jo Curtis  
Sierra Poteat

**New positions created this fiscal year (provided to maintain new facilities or were reallocated from existing resources):**
2 Building and Environmental Technicians – Contributing  
2 Part-time Building and Environmental Technicians – Contributing  
1 Building and Environmental Technician – Journey  
1 Facilities Maintenance Technician Building – Journey  
2 Facilities Maintenance Technician Mechanics – Journey  
1 Training Specialist - Journey

**Personnel Accomplishments**
Andrew Gwyn and Jarrod Pratt completed the EST3 Series Certification.  
Stephen Head received his Fire Alarm Systems level 4 Certification (NICET IV).  
Elias Segoviano earned his Refrigerant Certification.  
Douglas Cato graduated from the APPA Institute for Facilities Management.
**Training**

APPA Institute for Facilities Management, Track 4 – Douglas Cato
APPA Leadership Academy, Track 2 – Jon Soter
Appalachian Energy Summit – Douglas Cato, Nihal Raees
Armstrong Guidelines for Steam Trap Repair – Chris Miller, Lester Rogers
Backflow Test/Repair Certificate – Dicky Hawks, Daniel Russell
Basic Chiller Operation – Munawar Khokher, Chris Miller, Lester Rogers
Basic Skills of Customer Service – Paul Dow, Martin Rojas
Building Automation Systems – Chris Chilton, Bill Tillman
Business Grammar and Proofreading – Elizabeth Jordan
Communicating with Tact & Professionalism – Elizabeth Jordan, Cynthia Louis
Creating and Scheduling TMA Reports Training – Janet Elmore, Amanda Teer
Cutting Through the Clutter – Janet Elmore, Cynthia Louis
Dectron Air Handler Training – Gary Denny, Eddie Newsome
Defensive Driving – Carlo Frate, Zachery Hyatt, Jerome Isley, Erik Schuman, Vincent Whitt
Defining Roof Problems & Location of Leaks – Dean Perdue, Cristian Rodriguez
Defining Types of Lumber – Paul Dow
Developing Will Power and Self-Control for Behavior Change – Cynthia Louis
eMarketplace Training – Debbie Reynolds
EST3 Series Introduction – Andrew Gwyn, Jarrod Pratt
Fire Protection/Sprinkler Maintenance and Fundamentals – Michael Elberson
Framing Floors and Stairs – Paul Dow
Friendly Persuasion: How to Get the Things You Want – Cynthia Louis, Lester Rogers
Fundamentals of Plumbing Code Enforcement – Michael Elberson
GRUNDFOS Pump Service – Tim Jordan, Munawar Khokher, Robert Long, Chris Miller, Lester Rogers, Phillip Thomas
Ice Maker Service and Maintenance – Joel Woods
Initiating Difficult Conversations – Janet Elmore, Ben Kunka, Amanda Teer, Debora Tinnin
INTERLINK Language Centers Courses – Nihal Raees
Introduction to Online Surveys Using Qualtrics – Janet Elmore
Journey Electrical License – Samuel Waters, Brad Weatherly
Kronos Webinar: Using Basic Scheduler in Workforce Timekeeper – Elizabeth Jordan, Cynthia Louis
Lawnmower Safety – James Smith
Licensure/Certification for Lock Shop – Scott Cline, Travis Holcomb
Locking Systems including Card Reader/Electronic – Scott Cline, Travis Holcomb, Mert McGuire
Making Energy Efficiency a Reality – Nihal Raees
Managing Multiple Projects, Objectives, and Deadlines – Elizabeth Jordan
Manual & Electronic Flush Valves and Sink Faucets – Guy McGayhey
Mastering the Bandsaw and Jigs – Paul Dow
Microsoft Excel 2013 Essentials – Yasra Arshad
Microsoft Office Training – Michael Jumpe, Jim Mohr
NCAPPA Conference - Sylvia Bland, Mark Cable, Andy Currin, Dan Durham, Thomas Everett, Richard Ratcliffe, Ross Rick, Elizabeth Swinson, Timothy Wilkins
NC State Board of Examiners of Plumbing, Heating, and Fire Sprinkler Contractors – Dicky Hawks
NC Turf Grounds Council (Maintain) – Rickey Craft, Jarad Webster
NCRWA Back Flow Certification – Dicky Hawks
NICET 1 & 2 Fire Alarm Certification – Jarrod Pratt
Operations and Maintenance for Water and Wastewater Utilities – Phillip Thomas
Pesticide/Herbicide Training – Chris Cardwell, Jeff Hawkins, Kevin Siler, James Smith, Jarad Webster
Providing Excellent Customer Service – Yasra Arshad, Janet Elmore, Debbie Reynolds
Recycling Guidelines – Carlo Frate, Zachery Hyatt, Jerome Isley, Erik Schuman, Vincent Whitt
RL Vanstory 2018 Annual Product Showcase – David Alcon
Run, Hide, Fight: Active Shooter Training – Carlo Frate, Kelsey Hewitt, Zachery Hyatt, Jerome Isley, Debbie Reynolds, Erik Shuman, Vincent Whitt
Specifying Types of Keying Systems – Scott Cline, Travis Holcomb, Mert McGuire
Sports Field Management – James Smith
SRAPPA Conference – Thomas Everett
State Energy Conference – Nihal Raees, Douglas Cato
SuperVISION Training – David Alcon, Chris Cardwell, Lester Rogers, Kelsey Hewitt, Andy Currin
The Key to Customer "Delight": The Journey to Excellence – Yasra Arshad, Janet Elmore, Amanda Teer
TLV Steam and Condensate Training Seminar – Dicky Hawks, Daniel Russell
TMA Systems User Conference – Richard Ratcliffe, Amanda Teer
Tree Protection Training – Jeff Hawkins, Kevin Siler
Understanding Multiple Lighting Systems – Guy McGayhey
AWARDS

Recipients

Staff Stars:
Silvia Benavides – Housekeeping
Rhonda Goins – Housekeeping
Craig Payne – Housekeeping
Pierre Springs - Housekeeping

Employee Recognition Awards:

March Awards
Collaboration and Teamwork – Rebecca Jones, Facility Services
Safety – Sean Moon, Plumbing
Customer Service – Debbie Reynolds, Fac Ops Accounting

June Awards
Collaboration and Teamwork – Richard Ratcliffe, PM Coordinator
Safety – Michael Jumpe, Electric Shop
Customer Service – Melanie Sawyer, Facility Services

Housekeeping Week Awards:
Housekeeper of the Year - Valerie Johnson

Tree Campus USA Award
Grounds Department and UNCG were recognized for the eighth year in a row.
MEDIA

Cram and Scram sale Aug. 25

August 15, 2017 by Campus Weekly Staff

UNCG’s premiere rummage sale, Cram and Scram, will be Aug. 25, 8 a.m. to 11 a.m. in the EUC Cone Ballroom. The goods are made up of items collected from residence halls as students departed campus last spring. The sale is open to anyone, but particularly geared toward UNCG students. All items are only 50 cents, cash only.

Proceeds from the sale, put on by UNCG’s Office of Waste Reduction and Recycling, fund environmental educational opportunities for UNCG students and the greater community.

For more information, contact Ben Kunka at recycle@uncg.edu or (336) 334-5192.

In unique course, UNCG Facilities staff LEED by example

November 13, 2017 by Michael D Harris

For a course in applied sustainability, the entire campus can be a classroom, and the UNCG Facilities staff are the experts.

This past semester, Assistant Professor of Interior Architecture and Sustainability Faculty Fellow Dr. Amanda Gale taught a brand-new class for UNCG – Sustainability in the Built Environment, which enrolled students in both interior architecture and environmental studies programs.

The course focused on content that helps students pass the Leadership in Energy and Environmental Design (LEED) Green Associate Exam, an internationally recognized green building professional credential.

UNCG has one of the highest percentages of LEED-certified buildings among schools in the UNC system, and many of the Facilities Operations staff who have made that possible took the time this fall to share their hands-on knowledge of sustainable design with Gale’s students.
For several weeks, the staff members served as guest speakers and guides, touring students through campus sites that corresponded to their learning objectives, and sharing their expertise on water efficiency, energy and atmosphere, material and resources, transportation and indoor environmental quality.

The first trip was through UNCG’s first LEED-certified building, the Education Building, with Associate Vice Chancellor of Facilities Jorge Quintal and Director of Facilities Design and Construction Ken Pearce. Quintal and Pearce’s presentation not only covered the building itself, but also the planning process, how the project was implemented and what was required for LEED certification.

In the following weeks, the class explored UNCG’s newest addition, Spartan Village II, with Assistant Vice Chancellor for Campus Enterprises Scott Milman; the campus cisterns and wetlands with Grounds’ Jim Munro; the McIver Chiller Plant, with UNCG’s HVAC supervisor Gary Denny and Utilities Manager Jon Soter, who explained the details of the campus’ water efficiency.

Next, the students toured the Kaplan Center for Wellness with Campus Mechanical Engineer Douglas Cato and energy analyst Nihal Al Raees, who spoke about the center’s energy-conserving operations, including its chillers, boilers and air handlers.

For the last trip, the students toured the Facilities Operation Yard with Waste Reduction & Recycling Operations supervisor Ben Kunka and Director of Purchasing and Contracts Michael Logan. For one additional guest visit, safety training coordinator Todd Beck came to the class to demonstrate how to use safety equipment.

Throughout the course, students learned about sustainable design while gaining a comprehensive understanding of the LEED rating system. For several, the campus tours and special lectures from staff also sparked their interest in facilities and operations careers.

“The systems involved are just fascinating and the cooling towers were incredible,” said senior interior architecture major Cameron John, who cited the chiller plant as his favorite visit.
As the students look toward their LEED-certification exam, Gale has seen a definite increase of their knowledge of sustainable operations, and the UNCG Facilities staff tours played a big part.

“It was a great collaborative success,” she said. “The speakers and corresponding tours were engaging, interactive and reinforced the concepts we discussed in class. The students were able to learn directly from the experts who have firsthand experience with UNCG’s approach to sustainability.”

Sustainability Coordinator for Operations Dr. Shanna Eller agrees.

“The academic and Facilities partnership helps students see not just beyond the classroom walls,” she said. “But literally inside, underneath, above, between and among them – to the wires, waters, sensors, pipes, plumbing and all the parts that make our campus work. It’s a living lab for sustainable operations.”

Next semester, a pilot companion class will be offered through the Environmental and Sustainability Studies program – Sustainable Campus Operations, taught by Program Director Aaron Allen.

By Susan Kirby-Smith
Photos courtesy of Amanda Gale

Lots of snow, lots to clear

January 22, 2018 by Campus Weekly Staff

Eight inches of snow hit UNCG last Wednesday. Offices and classes were closed Wednesday and Thursday, reopening Friday at noon. Many staff worked to ensure the students were cared for and the university continued to operate.

From Dining Services making sure the students and support staff had breakfast, lunch and dinner at the dining hall (see tweet) to Housing & Residential Life making sure the students’ needs were cared for, the unexpectedly large snowfall was dealt with.

UNCG Grounds staff led the effort of clearing the snow and ice.
“We started before the event,” said Tom White. “We wanted to be a pre-emptive as we could.”

Jeff Hawkins (Grounds) noted they applied several hundred gallons of brine before the snow hit Wednesday. It began before daybreak and continued till late in the evening.

They made a “gigantic effort” as the snowfall ended to clear the snow and ice. Offices reopened, and classes resumed at noon Friday.

White explained that they hired a contractor to clear streets and parking lots.

They focused on clearing the rest (and did some work on the parking lots themselves later in the week).

“The guys (in Grounds) have worked overtime the last days,” he said in a brief interview at the Grounds shop Friday morning.

Terry Goins (Grounds) was in the Grounds shop, preparing to go back out. He noted their approach to dealing with the remaining snow that day (Friday): “We’ll work longer hours.”

He noted that part of their morning work was applying ice-melt to walkways – and they’d “hit the parking lots” again that day too.

At midday on Friday, Robbie Gray (Facilities) was clearing snow near employee back entrances at Coleman Building, where he works in Maintenance for the building. Jeff Hawkins (Grounds) on a Bobcat and Lee Martin (Grounds) on a bulldozer cleared additional snow off walkways at the Quad. Hawkins spread more ice-melt.

Eight inches of snow is a lot.

Text and photos by Mike Harris.

For Spartans, steam heat around the clock
Lester Rogers leads the UNCG Steam Plant
“I make steam.”

That’s Lester Rogers, supervisor of the UNCG Steam Plant. That steam heats most of the campus. If your building is warm on a cold day, if the water for showers and sinks are hot, you can thank the people who keep the steam plant operating smoothly.

“Ninety percent of the buildings on this side of the railroad tracks are heated by this plant.”

He adds, “More than a million cubic feet of natural gas is used a day in the wintertime.”

It’s a great old building, supplying heat to generations of UNCG students. With a staff that keeps it going, around the clock, no matter the weather.

That’s a nice thought to warm up to.

Boilers inside the steam plant

“Ninety percent of the buildings on this side of the railroad tracks are heated by this plant,” Rogers says. He adds, “More than a million cubic feet of natural gas is used a day in the wintertime.” That points to the need to conserve hot water on campus, as much as possible.

The Steam Plant, built in the 1920s, was sited so that a short railroad spur could provide coal, its original source of fuel. Now, natural gas fuels it.
Rogers joined UNCG in 1995. “Since ‘99, I’ve been the supervisor” at the Steam Plant, he says.

The plant is the epitome of dependability. Rogers shows a generator they use if the power goes out during a storm. “After 15 seconds of lights out, this thing will fire up,” he says.

“We have someone here 24/7, 365 days a year,” he said. Two people are on shift per average. Eight staff members work in this building at some point during the week.

The interior resembles the interior of a naval vessel, with pipes. Most Steam Plant employees are military veterans, he explains.

All the pipes are color-coded. The huge yellow pipes carry steam. Orange is exhaust. Light blue is condensate. Dark blue is water coming to the boilers. “The water comes in from the city at 68 degrees F. We’ll heat it up to 300 degrees.”
It’s toasty inside the plant. The boilers “keep the air nice and warm,” Rogers says.

The “smokestack” releases water vapor and exhaust.

How much steam is produced? “33,000 lbs. per hour right now.”

It’s a great old building, supplying heat to generations of UNCG students. With a staff that keeps it going, around the clock, no matter the weather.

Many admire the architecture of the Steam Plant, built in the 1920s.

Shred-a-Thon June 8
The Office of Waste Reduction and Recycling (OWRR) will host a paper shredding event at UNCG on June 8, 2018 (8 a.m. – 1 p.m.). The location will be at the baseball field service drive area at the corner Kenilworth Street and Theta Street. The UNCG Shred-a-Thon will provide faculty and staff an opportunity to dispose of paper records that have met retention requirements. Remember to maintain proper security of records containing sensitive information. For more information about the UNCG Shred-a-Thon, contact OWRR at 336-334-5192.

Changes to UNCG Key Request process

Facilities Operations put their Key Request process online earlier this year. Starting July 1, the gray keycards some of campus are accustomed to will no longer be used. Key requests are being accepted from an Interactive PDF form available here. Completed key request forms should be delivered to the Customer Service Center via email to fowork@uncg.edu; or faxed to (336) 334-4026; or sent through campus mail to Facilities Operations in the Sink Building; or hand delivered to the Customer Service Center on the 2nd floor of the Sink building.

In order to pick up assigned keys, the keyholder must present a Photo ID as well as sign the Keyholder’s Acknowledgement agreement at time of pick-up.

Full information is available at this Facilities Operations web page.
GOALS for FY2018-19

Employee Engagement

● Identify, implement, and support initiatives from review of System Office Employee Engagement survey to improve level of employee engagement.

Customer Service

● Generate a Facilities Project Transition Policy in collaboration with FDC to cover inspections, punch list, warranty, project documentation, M&V, etc. including Capital Facilities Foundation and Dining Services projects. First draft policy submitted for review by 10/31/18; finalized by 3/1/19.

Responsible Stewardship

● Timekeeping Initiative: examine timekeeping process, generate written recommendations to improve by 10/1/18, and implement at least one initiative by 3/1/19.

● Evaluate and propose an improved inventory control method for Facility Services and Zone/HVAC supply storage areas within Campus Supply preferably utilizing TMA. Scope also includes establishment of some metric of inventory use within buildings or zones for benchmarking, tracking, and comparison purposes.
FACILITIES DESIGN
AND CONSTRUCTION
EXECUTIVE SUMMARY

I would like to thank my staff for the commitment and effort demonstrated over the past year.

This past year was a very productive for the department; placing 52 projects at $66.7 million dollars into service with an additional 17 projects in design and 13 projects in construction. These numbers are more impressive with the realization our office was short two positions for most of the year.

In early 2018, we were successful at filling two vacancies. We are very fortunate to hire Lenny Caudill and Delana Reinard. Lenny Caudill fills a vacant leadership role, as the Assistant Director of Design and has implemented new ideas envisioned to transform our department. Delana Reinard backfills a design project manager position and has matured very quickly in her role.

The Nursing and Instructional Building and South Chiller Plant projects started construction in earnest with the demolition of the McIver Building. This was the first noticeable sign of the NC connect Bond project for the University expanding our programs to support our students, faculty and staff.

Renovations to 1510 Walker building was accepted by the state and we began to use the facilities in fall of 2017. This allowed for several departments to move into permanent locations, highlighted by a new home for the Middle College and new spaces for the Dance department.

Our department continues our commitment in utilizing Historically Underutilized Businesses (HUB). We exceeded our goal of 30%, ending the year with 39% of our design dollars going to Historically Underutilized Businesses.

This past year Facilities Design and Construction expanded the use of the database to produce the facilities coordination meeting report. The report is distributed to attendees ahead of time, and contributes to more effective coordination meetings.

Michael Swaim, GIS leader, implemented “One Campus, One Map. University departments that need special purpose maps use this base map to ensure consistency of the map across users. The GIS department also has scanned 99% of the archive file folders and placed into their respective file folders in Box
We look forward to new opportunities in the coming year as we continue to grow and cultivate our relationships and customer service experience.

Ken Pearce
Director
ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2017-18

Employee Engagement

- Continued quarterly staff luncheons to promote interaction among coworkers.
- Nereida Sutton and Jennifer Feehan assisted Facilities Operations with new student move in.
- Maryann Burditt was appointed to the Vice Chancellor for Business Affairs Advisory Committee, and Mike Swaim was appointed to the Business Affairs Expo Committee. In addition, many other employees are volunteering to be part of various committees on campus.

Customer Service

- FDC implemented a new report in November 2017 using project data from our Access database that is emailed around the 10th of each month to Department Heads and Directors to improve customer service through increased communication.
- Helen Bradford and Maryann Burditt were both nominated for the Employee Recognition Award for outstanding customer service.
- Facilities Design and Construction expanded the use of the project database to produce the facilities coordination report.

Responsible Stewardship

- Green Office certification was obtained on April 2, 2018.
  - All employees were encouraged to participate in the department’s Green Office re-certification process. Participation included items such as the following:
    - Ensuring computers were set to sleep mode after 5 minutes of inactivity
    - Setting office thermostats to higher temperatures in the summer and lower temperatures in the winter
    - Adding “Please consider the environment before printing this email” to email signatures
- FDC partnered with ITS to move FDC’s file structure to “Box”.
- Utilized UNCG Graphics & Printing to complete large print jobs as needed to reduce costs.
- Reduced printer equipment by returning one printer to the vendor which reduced the amount of money spent on printer supplies.
- The second annual clean out day was held in July 2017. We returned or recycled the following items:
  - Unused project drawings and duplicate paperwork now stored in Box.
  - Office furniture/equipment no longer utilized by project managers.
MAJOR ACCOMPLISHMENTS

1) Lenny Caudill was hired as Assistant Director of Design and began employment on January 15, 2018.

2) Delana Reinard also began employment with the department on January 15, 2018.

3) Implementation of the One Campus/One Map initiative which created a standard base map for which all future campus maps will be based. The base map was developed by FDC’s Geographic Information System Unit (GIS) over a period of six months with help from several UNCG staff and faculty across multiple departments.

4) Successful completion of 52 projects totaling $66,734,693, including:
   - Renovation of spaces and move coordination for departments vacating the McIver Building.
   - Replacement of the roof at Jackson Library’s 1951 Wing.
   - Repairs to the Elliot University Center bridge.
   - A full modernization of the Gove Student Health Center elevator to eliminate ongoing maintenance problems and improve service reliability.

5) Demolition of the McIver Building began in February 2018 and was completed on schedule by May 2018. Following the demolition, UNCG held a celebratory groundbreaking ceremony for the Nursing and Instructional Building on April 27, 2018 and site work commenced. Meanwhile construction of the new South Chiller Plant also kicked off in February 2018.

6) Renovations to 1510 Walker building was accepted by the state and we began to use the facilities in fall of 2017. The Dance Studios, along with the circulation connector to Rosenthal opened for use in November 2017. Both the School of Dance offices in the Rosenthal wing of Coleman and the ATEP (athletics) renovations were completed in December of 2017. Other renovated spaces completed within this multi-phased project were Peace & Conflict Studies, HHS office and KIN lab.

7) UNCG’s Leonard J. Kaplan Center for Wellness received the LEED (Leadership in Energy and Environmental Design) Gold rating by the U.S. Green Building Council. UNCG has 17 LEED-certified buildings, including 10 that have attained a Gold rating.

8) Helen Bradford was recognized for her success regarding the 2017 SECC campaign. She was identified as one of the solicitors with the highest participation rates.

9) FDC moved all department digital files into “Box” from September to December. By moving approximately 900,000 files as scheduled, FDC achieved the 2017-18 responsible stewardship goal of partnering with ITS to complete the migration.

10) FDC not only met but exceeded the 2017-18 responsible stewardship goal of achieving a minimum of 30% HUB participation in Annual Services design contracts. The total percentage for the year was 39%.
11) In May 2018 the Access database file became corrupt and unusable. Jennifer Feehan worked diligently with ITS to restore to a previous backup from February and merged data from an Excel spreadsheet to quickly create a new Access file. This allowed for little disruption to the department which depends on Access for all project related information and reports.
STATISTICS
Projects Placed in Service

Fifty-two projects totaling $66,734,693 were placed into service.

1510 Walker Avenue Renovations $7,523,000
1510 Walker Renovations for Peace & Conflict Studies $18,700
2017 Senior Class Gift Garden $2,000
500 Forest Street Office Renovations $15,000
723 Kenilworth Street Interior Renovations $276,200
Bryan 235 Sink Installation $12,400
Bryan Auditorium Air Handling Unit Replacement $185,000
Bryan House Bathroom Renovations $160,007
Carmichael Building Upgrades $115,600
Coleman 240 Environmental Chamber Installation $76,600
Coleman Building Emergency Power Upgrades $26,000
Eberhart 569/570 Modification $6,600
Eberhart Building 321 Lab Renovations $275,000
Elliott University Center Bridge Repairs $697,000
Foust 105 Suite & Conference Rooms Upgrades $59,500
Gove Counseling Center Renovations $180,800
Gove Student Health Center Elevator Modernization $315,000
HR Exec. Asst. Office Addition at 723 Kenilworth $11,250
Jackson Library 061 Alterations $17,400
Jackson Library Roof Replacement - 1951 Wing $1,276,000
McIver Move Renovations for 842 A W Gate City Blvd $24,200
McIver Move Renovations for 842 C W Gate City Blvd $116,000
McIver Move Renovations for CFNC $17,300
McIver Move Renovations for DCL $294,955
McIver Move Renovations for Enrollment Mgt. $75,000
McIver Move Renovations for HHS Advising $20,400
McIver Move Renovations for ITS Campus Supply $98,300
McIver Move Renovations for ITS McNutt $108,400
McIver Move Renovations for Nursing $99,000
McIver Move Renovations for Salvation Army Properties - 821 S Aycock $4,960,155
McIver Move Renovations for Theater - 326 & 328 Tate St (CFF) $2,575,825
McIver Move Renovations for UTLC $106,800
McIver Move Renovations Salvation Army Properties - 840 Neal Street (CFF) $4,021,783
Moran Commons Snow Shield $24,000
<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Mossman 136 Renovations</td>
<td>$4,600</td>
</tr>
<tr>
<td>Mossman 228 Sink Installation</td>
<td>$15,000</td>
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<tr>
<td>Mossman 281 Door Installation</td>
<td>$3,700</td>
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<tr>
<td>Music Building Bi-Directional Amplifier Installation</td>
<td>$67,270</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</td>
<td></td>
</tr>
<tr>
<td>Landscaping</td>
<td>$140,000</td>
</tr>
<tr>
<td>SOEB 1st &amp; 2nd Floor Corridor Painting</td>
<td>$36,400</td>
</tr>
<tr>
<td>Spartan Village Student Housing Phase II (CFF)</td>
<td>$41,000,000</td>
</tr>
<tr>
<td>Sullivan Bi-Directional Amplifier Installation</td>
<td>$58,761</td>
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<tr>
<td>Taylor Building Auditorium Grid Well Protection</td>
<td>$23,587</td>
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<tr>
<td>Taylor Building Elevator Addition</td>
<td>$450,000</td>
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<tr>
<td>Taylor Building Orchestra Pit Lift Permanent Shoring</td>
<td>$12,350</td>
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<td>Taylor Theater Light Bridge</td>
<td>$67,000</td>
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<tr>
<td>Tower Village Mechanical Equipment Upgrades</td>
<td>$285,000</td>
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<tr>
<td>Tower Village Roof Replacement</td>
<td>$595,000</td>
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<tr>
<td>UNCG Auditorium History Exhibit</td>
<td>$135,650</td>
</tr>
<tr>
<td>UTLC Window Frosting - 1100 W Market</td>
<td>$2,000</td>
</tr>
<tr>
<td>Walker Deck Stair Tower Repairs</td>
<td>$27,000</td>
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*CFF = Capital Facilities Foundation*
### Projects in Construction

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>1100 West Market 2nd &amp; 3rd Floor Renovations</td>
<td>$182,100</td>
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<tr>
<td>Coleman 152 Lighting Upgrade</td>
<td>$20,000</td>
</tr>
<tr>
<td>Coleman 152 Renovations</td>
<td>$400,000</td>
</tr>
<tr>
<td>Coleman 155 Renovations</td>
<td>$266,143</td>
</tr>
<tr>
<td>Cone Residence Hall Renovation</td>
<td>$10,971,000</td>
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<tr>
<td>Curry Building Fire Alarm Replacement</td>
<td>$425,000</td>
</tr>
<tr>
<td>McIver Move Renovations for 842 B W Gate City Blvd</td>
<td>$36,368</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>
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<tr>
<td>Phillips Hawkins Fire Alarm Upgrades</td>
<td>$990,000</td>
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<tr>
<td>Sullivan 227 Lab Alterations</td>
<td>$338,283</td>
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<tr>
<td>Sullivan BIO Research Lab</td>
<td>$161,303</td>
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<tr>
<td>Water Isolation Valve Replacement</td>
<td>$170,055</td>
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**Total 13 Projects in Construction** $121,960,252

*CFF = Capital Facilities Foundation*
### Projects in Design

<table>
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<tr>
<th>Project Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Bryan Building Elevator #1 Modernization</td>
<td>$325,000</td>
</tr>
<tr>
<td>Coleman 136A Electrical Panel Assessment</td>
<td>$30,000</td>
</tr>
<tr>
<td>Coleman 137 Academic Center Renovations</td>
<td>$299,000</td>
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<tr>
<td>Coleman Fire Alarm System Replacement</td>
<td>$170,000</td>
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<tr>
<td>Curry Tire Renovations for HRL (Design Only)</td>
<td>$200,000</td>
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<tr>
<td>EUC Cone Ballroom Lighting Upgrade</td>
<td>$284,900</td>
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<tr>
<td>Foust Electrical Upgrades – Phase I</td>
<td>$459,600</td>
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<tr>
<td>Foust Electrical Upgrades – Phase II</td>
<td>$515,000</td>
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<tr>
<td>Jackson Library – Master Plan and Programming</td>
<td>$250,000</td>
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<tr>
<td>Moran Commons College Entrance</td>
<td>$16,690</td>
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<tr>
<td>North Campus Plant and Pollination Center (Budget Oversight)</td>
<td>$448,920</td>
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<tr>
<td>Ragsdale Mendenhall Residence Hall Renovation</td>
<td>$1,030,000</td>
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<tr>
<td>Sprinkle Theater Alteration and Control Room Relocation</td>
<td>$427,000</td>
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<tr>
<td>Steam Distribution System Replacement PH IV</td>
<td>$1,622,004</td>
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<tr>
<td>Stone Building Entrance Repairs</td>
<td>$120,000</td>
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<tr>
<td>Weatherspoon Art Museum – Phase I – Gallery Lighting Replacement</td>
<td>$350,000</td>
</tr>
<tr>
<td>Weil Winfield Fire Alarm Replacement</td>
<td>$903,000</td>
</tr>
</tbody>
</table>

**Total 17 Projects in Design**  
$7,451,114
Combined Total Annual Cost for Projects in Design, Construction and Placed in Service
Projects Funded from Repair & Renovation

Dollars (in millions)

Fiscal Years

- $18,510,000
  2 year allocation COPS
  2004-2006
- $1,197,623
  COPS funds
  2008-2010
- 2.07
- 0.71
- 0.74
- 2.87
- 3.09
- 1.68

- $105,829,000
  BOND funds
  2016-2017
The department welcomed some new faces this fiscal year:

- Brian Payne began his employment as a temporary employee in August 2017. Prior to joining FDC, he was a project manager for C.B. Richard Ellis (CBRE) in Winston-Salem. While at CMRE, he worked on the BB&T and R.J. Reynolds accounts managing all facets of project management including budget, schedule, procurement, quality and risk.

- Lenny Caudill began his employment as the Assistant Director of Design on January 15, 2018. Prior to coming to UNCG, he served the Architect of the Capitol for seven years as Assistant Facility Manager, US Supreme Court Buildings and Grounds. Lenny is a licensed architect and is an IFMA certified facility manager. He holds a Master of Architecture degree from the University of South Florida School of Architecture and Community Design. He is a husband and father that enjoys restoring muscle cars as well as genealogy. Both of his children attend college in the UNC system and he proudly boasts that his paternal family has resided in North Carolina since the mid 1700's.

- Delana Reinard began her employment as a Design Project Manager on January 15, 2018. She holds a bachelor’s degree in interior design from Western Carolina University, a master’s degree in architecture from the University of North Carolina at Charlotte and is a registered architect in North Carolina. Prior to her arrival, she spent 17 years working for David E. Gall, Architect, P.A. on a variety of preservation and new construction projects.

The department also held their annual holiday team building, pot luck and gift exchange.
The department also said goodbye to four team members this fiscal year leaving the department short staffed for several months:

- Matt Takacs stepped down from his role as Assistant Director of Design in July 2017 to pursue opportunities in the private sector.

- Scott Noble, design project manager, became the Director of Planning and Construction at UNC Pembroke in September 2017.

- Johnny Watterson, design/construction project manager, retired in January 2018 after 19 years of service with the department.

- John Pope, design project manager, retired in March 2018 after 20 years of service with the department.
TRAINER

1) All staff attended a Sexual Harassment Training workshop hosted by HR.
2) Design Project Managers, Construction Project Managers, Assistant Directors of Design and Construction and the Director attended the 2017 State Construction Conference.
3) Ken Pearce completed the APPA Leadership Academy Level 2 Series.
4) Michael Swaim completed the SuperVISION certification series. The SuperVISION program provides supervisors with tools to manage people, projects and money to meet the goals and missions of their departments and UNCG. The certification consisted of completing 10 courses, 1.5 hours each, over a 10-week period.
5) Jennifer Feehan attended a two-day training session for Introduction to InterScope+ hosted by the State Construction Office. Training included topics such as why Interscope was created, how to create a new project in Interscope, how to add contracts and financial information to a project and how to successfully close out a project including entering HUB data.
6) A number of staff attended webinars throughout the year including topics such as Mastering Excel Functions & Formulas, Communicating through Email, Project Management Skills and Building Better Team Communications.
AWARDS

Kaplan Center receives LEED Gold rating for sustainability

September 18, 2017 by Michael D Harris

UNCG’s Leonard J. Kaplan Center for Wellness has received the LEED (Leadership in Energy and Environmental Design) Gold rating by the U.S. Green Building Council.

A leading benchmark in green building, LEED offers four rating levels: Certified, Silver, Gold and Platinum. UNCG has 17 LEED-certified buildings, including 10 that have attained the Gold rating.

“The Kaplan Center was designed with every aspect of sustainability in mind – from the raw materials used in construction to the light, airy design of the facility,” said Dr. Shanna Eller, sustainability coordinator for operations. “We’re proud that the Kaplan Center has surpassed our initial goal of LEED Silver, and we continue to find new solutions that will help make this state-of-the-art facility even more sustainable and energy efficient.”

Since its opening last August, the Kaplan Center has helped transform campus life at UNCG, with approximately 90 percent of all on-campus students accessing the facility at least once during the 2016-17 academic year.

In addition to promoting health and wellness across campus, the Kaplan Center has hosted numerous student events – such as the popular dive-in movie nights at the pool and this year’s “Convocation Craze” – as well as conferences and meetings for faculty and staff.

To learn more about LEED-certified buildings on campus and the university’s sustainability efforts, visit sustainability.uncg.edu. For more information about the Kaplan Center, click here.

By Alyssa Bedrosian
---------- Forwarded message ----------
From: Macea Whisettse <mmwhiset@uncg.edu>
Date: Wed, Jan 24, 2018 at 12:30 PM
Subject: Congratulations (SECC)
To: Siera Schubach <ssschuba@uncg.edu>, Helen Bradford <hlbradfo@uncg.edu>, Barbara Tookey <bstookey@uncg.edu>, Allan Goldfarb <ahgoldfa@uncg.edu>, Mary Davis Jones <mbdavis3@uncg.edu>
Cc: Cathy Church <mochurch@uncg.edu>

Good afternoon,

We are so thankful for the work each of you did to make this year’s 2017 SECC an exciting and successful campus initiative.

We have identified solicitors with the highest participation rates, divided into groups based on the number of employees in the solicitation areas.

Congratulations for achieving this level of success during the campaign!

We have a beautiful gift for each of you - a COOSA 100ml Glass Vase Aromatherapy Essential Oil Diffuser.

Please let me know when I can either drop it off to you or you are available to come and pick it up from my office (Mossman 262). If we can make arrangements for tomorrow or Friday, it would be great.

Again, thank you for your hard work!

Have a great afternoon.

Macea

Macea Whisettse
Office of the Vice Chancellor
Business Affairs
The University of North Carolina at Greensboro
PO Box 26170
Greensboro, NC 27402
(336) 334-4080 direct line
(336) 334-5200 main
Building a Community for a BOOMING CAMPUS

By Dawn Henning
The University of North Carolina at Greensboro’s Leonard J. Kaplan Center for Wellness successfully integrates brick with precast stone elements, wood, metal panels, an aluminum-framed storefront, and curtain wall systems for an industrial feel.
AT 216,000 SQUARE FEET AND SPANNING NEARLY AN ENTIRE CITY BLOCK, the University of North Carolina at Greensboro’s (UNCG’s) Leonard J. Kaplan Center for Wellness more than doubles the size of the university’s previous recreation building. The facility was designed to provide indoor recreational space for a projected population of 24,000 students, along with faculty, staff and alumni.

Completed in August 2016, the Kaplan Center includes multi-purpose gyms, an indoor track, a 23,000-square-foot weight and cardio space, lap and leisure pools, basketball and racquetball courts, group fitness studios, a roof-deck fitness studio, a cycling room, a 54-foot climbing wall, and numerous other spaces.

The facility promotes campus health and well-being, as well as state-of-the-art instruction and research. Additionally, the center’s construction serves an integral role in UNCG Greensboro’s plan to create a large, mixed-use development of residential, retail and student services. The Kaplan Center, which anchors the southern edge of the campus, incorporates modern construction materials and techniques, while utilizing a consistent palette of colors and materials that complement the historic fabric of the campus.

Filled with natural light, the Kaplan Center is the antithesis of the old, dark, cramped rec center. The successful integration of brick with precast stone elements, wood, metal panels, an aluminum-framed storefront and curtain wall systems gives the facility an industrial feel.

The buildings on UNCG’s campus are primarily brick with limestone or pre-cast accents. The design of the Kaplan Center utilizes a similar palette, coordinating with, but not exactly matching, its surroundings, allowing the new building to stand out. General Shale’s Davidson Blend brick was used for the project, with Red Velour for the face brick and the darker Chestnut Velour for the accent color at the base of the building. The Davidson Blend has also been incorporated into additional campus projects.

With the building situated on a sloping site, the architects designed varying elevations to change planes both vertically and horizontally. The massing and layout were dictated by the large gyms, pools and exercise rooms inside, along
with outdoor terraces and an exterior fitness studio. Ceilings were raised high in the interior open spaces to maintain a light and airy feel.

Two years of research and planning went into the design of the Kaplan Center, followed by two-and-a-half years of construction. The project's primary goals were to create an easy-to-use and maintain, durable, highly secureable facility on a growing campus located alongside a neighborhood in transition. Given the high foot traffic experienced in a recreational facility, hard surfaces were a priority. While burnished CMUs, ceramic and glass tile, terrazzo flooring, and wood were utilized on the interior space, a substantial amount of the exterior brick was also brought inside as accents. Circulation was another key design issue, and the facility is spacious, open and easy to move through.

While the $91 million Kaplan Center is a sleek, modern, state-of-the-art facility, it still fits well into the historical context of the campus, which is located in the middle of a state where brick is held very dear. According to the architect, "This is brick country. People are traditional about using face brick. They like the look of individual brick and the flexibility it affords for changing directions and creating planes." As a result, the Kaplan Center projects strength, vibrancy and community — the very attributes the university seeks to impart to its fast-growing student population.

The Kaplan Center was awarded the LEED Gold rating by the U.S. Green Building Council in September. The facility was also recognized this year by the National Intramural and Recreational Sports Association (NIRSA) as an "Outstanding Sports Facility" at the organization's annual conference in Washington, D.C. In addition, the Kaplan Center’s architect, Walter Robbs, received the North Carolina State Building Commission’s Excellence in Design award earlier this year for its design of the facility.

To learn more about the Kaplan Center, visit recwell.uncg.edu/kaplan-center.

Dawn Henning has served as General Shale’s director of marketing since 2011. Headquartered in Johnson City, Tenn., General Shale is the North American subsidiary of Wienerberger AG and a leading manufacturer of brick. For more information, visit www.generalshale.com.

More Online

General Shale brick was also used in the construction of the University of Colorado Boulder’s Village Center. Find out more at www.masonrydesignmagazine.com.
University Bell sports fresh look

It's the same classic UNCG sound.

Students heard the clang, clang, clang on the very first day of classes Oct. 5, 1892.

When a fire began in Brick Dormitory in 1904, one brave student ran out into the snow, climbed the bell stand, and rang this bell with her hands, alerting her classmates. Everyone was safe.

When warriors ended, it rang. At Commencement, it rang. Time for students to assemble? It rang.

For decades it hung in Anniversary Plaza, where the Vance Bell Tower now stands. Its clapper was silenced, lost Curry School kids ring it – or so the story goes.

This past summer, it got a much-needed spruce-up.

As first-year students arrived for NAVIGATE, UNCG's new convocation, the bell was a uniquely wonderful sight.

The bell now sits 48 inches high (to spare its ringers from bending over) on a gleaming walnut wood platform. A 12-inch, bronze academic seal is stamped on either side of the base.

Dr. Kim Sousa-Peoples, director of New Student Transitions and First Year Experience, enlisted the help of Fred Patrick, former director of Facilities Design and Construction. The two tapped noted sculptor Jim Gallucci, a former instructor in the art department, for the base design and alumnus Eric Little '99 MFA, a former UNCG carpenter, for the woodwork.

"This new frame respects the history of the bell," said Sousa-Peoples. "And gives it the prominence it deserves."

Middle, Laura Hill Coit, Class of 1896, and Ezekiel Robinson at the bell. Bottom, bell at Anniversary Plaza. Top, as it appears today.
Managing moves from Melver: Who will be where?

March 7, 2017 by Campus Weekly Staff

Last March, the Connect NC bond was approved by the North Carolina voters, and that provided UNCG with funding for a Nursing and Instructional Building. The site for the new building is the present site of Melver Building, a fully occupied building.

For close to a year, Director of Space Management Judy Smith and Associate Vice Chancellor for Facilities Jorge Quintal, along with department representatives, have been working on planning for the relocation of each department that will be moved from Melver.

"It's a lot of dominoes," says Smith, "Quite an exercise in logistics." She says there is a major goal that has been agreed upon and has guided the relocation decisions, and that's keeping academic programs as close to the core of campus as possible. Also, whenever possible they have maximized the benefits a department may find in a new location.

- UNCG Theatre's costume shop and storage and a design studio will move to 326 Tales St. Next door, 328, will hold an acting studio and lighting studio. The scenic shop and paint shop will move to a warehouse at 1152 Lily Ave., near Mendenhall and Spring Garden. That large space will increase capacity for UNCG's set design activity.
- The Art Loft will enjoy a new space in Spartan Village II, and the archaeology lab will find a new location in the Art Loft's current space on Gate City Boulevard, at the corner of Tally St.
- Advancement and Development will move from 1100 Market St. to the old chapel building at 812 S. Aycock St., which will become a convenient place to meet donors.
- Their move will also make room for University Teaching and Learning Commons and the Veterans Access Program at 1100 West Market St.
- The Boys and Girls Club gymnasium building, at 640 Need St., will be renovated and have a floor added to accommodate the offices of Institutional Research, Academic Technology, Scheduling and procedures, Purchasing and various ITS departments.
- New Mind Education and International Programs' storage will move to Brown.
- Kinesiology Research, UNCG Middle College, and Peace and Conflict Studies will move to 1610 Walker Avenue, which is the old student recreation center. That building is currently under renovation and due to be open for the fall 2017 semester.
- Fixed Assets and the DCL, recording studio will be re-located to the 2900 Oakland warehouse.
- The AES grant program will move to the School of Education Building.
- The School of Nursing will temporarily relocate many research offices to 1665 Spring Garden St. while the new building is underway.
- HHS Advising and HDF graduate students will be relocated to the Stone Building.
- The Kinesiology Physiology lab will go to Coleman.
- Enrollment Management will go to Fowey.
- ITS, ITS Classroom Technology and Technology Services will go to the McNeill Building and the Campus Supply Building.

To stay updated about any changes in relocation plans, see here.
A sneak peek of UNCG's new nursing building

Construction is expected to start in about a year on the 180,000-square-foot building. The building is expected to open in fall 2020.

By JOHN NEWSON
john.newson@newsroom.com

GREENSBORO — The new home of UNCG-Greensboro's nursing school is starting to take shape.

University trustees on Tuesday reviewed drawings for the new building, which will house the School of Nursing and science labs.

The two-story brick, stone and glass building will cover 180,000 square feet.

The nursing school will occupy space on the building's west side. The nursing area will have simulation and skills labs and classrooms, research labs and faculty offices.

Biology, chemistry and anatomy labs and classrooms for nursing and other UNCG students will be on the east side of the structure.

An L-shaped atrium will connect the two parts of the building and give people a path from a pedestrian mall to College Avenue and the nearby student center.

The plan also includes a redesigned quad on the west side of the new building.

Finally, UNCG is calling the new structure the Nursing and Instructional Building. Informally, the architect has dubbed it the NIB.

The new building will go up on the site of the current McIver Building. Demolition of McIver, an academic building that opened in 1946, will take place this summer.

Construction of the new building is expected to start in about a year. It's scheduled to open before the fall semester in 2020.

The Connect RC bond approved by North Carolina voters in 2016 gave UNCG $185 million for the project.

UNCG lobbied for the new building by saying the nursing school had long outgrown its current space in the Moore Building, which opened in 1969.

University officials also say UNCG has a chronic shortage of science lab space.

The bond project also includes a second UNCG chill tower to be built on the south side of campus.

This building will supply cold water to multiple UNCG buildings, including the new facility, for air conditioning.

A Board of Trustees committee approved the drawings Tuesday. The full board will consider the renderings Friday morning.

Contact John Newson at (336) 173-7321 and follow @johnnewsonvt on Twitter.

This architect's rendering shows UNCG's planned Nursing and Instructional Building. From this perspective, the viewer is looking south from the McIver pedestrian mall.
UNCG will be site of major emergency drill

BY JOHN NEWSOM
john.newsom@newsom.com

GREENSBORO — Before UNCG-Greensboro tears down the McIver Building, the university has one final assignment for the facility that opened in 1966.

On Thursday, McIver will serve as the site of a large-scale emergency drill.

About 250 emergency personnel — police officers, firefighters, paramedics and others — are expected to take part in the day-long drill. Another 123 volunteers will serve as victims and bystanders.

The drill isn’t expected to affect the campus or the city. But it might get a little noisy, and people might notice all those police cars.

Here’s what you need to know about the exercise:

The location: The exercise will be held on the east side of campus and use both the McIver Building and Forus Park, the grassy area between McIver and Spring Garden Street. The area will be cordoned off, and only drill participants will be allowed inside. No other campus buildings will be used during the exercise.

Hours: The exercise will start at 5 a.m. and run until about 2 p.m., according to Zach Smith, UNCG’s emergency services director. Expect to hear some simulated gunfire between 8 and 11 a.m.

Traffic on campus: It probably won’t be a good idea Thursday. Spring Garden Street between Tate and Forest streets will be closed from 5 a.m. to 5 p.m. High-

The yellow areas on this map will be used in the emergency exercise scheduled for Feb. 1 at UNCG. Vehicles and pedestrians will not be allowed in this area between 6 a.m. and 5 p.m.

Participants will park on the top two levels of the Oakwood Avenue Parking Deck. The rest of the Oakwood deck and UNCG’s other two parking decks (Walker Avenue and McIver Street) will be open.

The effect on campus: Thursday will be a normal day of classes at UNCG. The drill won’t affect or involve any UNCG students or employees except for those who have volunteered to take part.

WANT TO KNOW MORE?

For more details about Thursday’s emergency exercise at UNCG, visit police.uncg.edu/McIverExercise.

What’s involved: Greensboro, UNCG and N.C. A&T police; Greensboro Fire Department; Guilford County Sheriff’s Office; EMS and Emergency Management; State Bureau of Investigation; FBI; and the American Red Cross.

So what’s the drill? Smith said it will be a mass casualty exercise that takes place in the McIver Building, but he declined to be more specific. “We don’t want (partici-
GOODBYE
McIVER
BUILDING...

By Alyssa Bedrosian

From the entrance's distinctive sculptural mural to the large kiln to its confusing twists and turns, the McIver Building was one-of-a-kind on campus. Over the years it seemed to have housed nearly every academic unit – English, art, history, political science, theatre, kinesiology and romance languages, to name a few.

It was no-frills. Small offices, plain classrooms. But it served its purpose. It's the moments that took place inside the building that stand out: exhibition openings at the Weatherspoon Art Gallery; the very first meetings of The Greensboro Review and the countless class sessions.

Demolition of the building will wrap up this summer as the campus makes way for the new Nursing and Instructional Building. But the learning that took place – the discussions and debates, the art and the research – remains an indelible part of UNC Greensboro.

Watch faculty members and alumni reminisce, just before the building is taken down, at ALUMNIMAGAZINE.UNCG.EDU.
ART INSIDE AND OUT: The Melver Building, seen here at its dedication in 1960, featured a mural by Joseph Cox at its front entrance, and elements of the mural will be used in the new building. Melver housed the Weatherspoon Art Gallery (left) before the gallery moved to the Cone Building in 1998. Paul Laurence and professor Randall Jarrell may have famously called Melver “the Thunderbird Motel.” But many alumni have warm feelings for the modernist structure.

What are your Melver memories? Email us at uncmagazine@unc.edu.

Spring 2018 - uncmagazine 31
The start of construction for the Nursing and Instructional Building, set for this summer, is a long-awaited moment. Not just for the campus community, but for the state.

In 2016, North Carolina voters passed the Connect NC bond, which designated funds for the new facility.

The impact will be significant. Additional classrooms and labs will address critical space shortages for the School of Nursing and the sciences. In turn, UNCG will graduate more nurses, scientists and other health professionals – future leaders who will provide care for our families and invest in our communities.

Below: Rendering showing view from west entry. Right: Rendering showing view from campus quad shared by Foust, McIver and Forney buildings. Far right corner: Rendering showing view from Walker Avenue.
Above and right: Renderings of the interior five-story atrium that will run north-south in the Nursing and Instructional Building.

39 LABS 14 CLASSROOMS 9 RESEARCH SUITES 1 COMMUNITY ENGAGEMENT CENTER
UNCG breaks ground on new Nursing and Instructional Building

UNCG broke ground last Friday, April 30, with a ceremony to celebrate the official groundbreaking of the new Nursing and Instructional Building.

The 180,000-square-foot facility was made possible thanks to state funds from the Connect NC Bond, which was passed by North Carolina voters in the spring of 2016. The $103 million building is slated to open in the summer of 2020.

"The groundbreaking of the Nursing and Instructional Building is a Giant Step - it's a long-awaited moment not just for the campus community, but for the state," said Chancellor Franklin D. Gilliam, Jr. "What happens inside this building will impact the health and wellness of communities across the state."

The School of Nursing, currently located in four buildings, will occupy approximately 50 percent of the building. In addition to providing more space for the School of Nursing, the facility will provide teaching and flexible laboratory research space for the School of Health and Human Sciences and the Departments of Biology and Chemistry, as well as classroom space.

The building will house 39 labs, 14 classrooms, nine research suites and a community engagement center.

"Because of this additional, state-of-the-art space, UNCG will be able to graduate more nurses, scientists, health care professionals and researchers," Gilliam said. "These are the people who will provide care for our families and shape our communities."

North Carolina Senate President Pro Tempore Phil Berger and several representatives from the North Carolina legislature were on hand for the event. Berger launched the Connect NC Bond for providing a building that will better prepare students in the nursing and STEM fields. Speaking to students, he said:

"This building is about you."

The Nursing and Instructional Building will be located on the former site of the Motier Building, which was demolished earlier this month.

"While we make way for the new Nursing and Instructional Building, we recognize that the learning, research and creative production that took place here will always remain indelible part of our institution," said Chancellor Gilliam.

Prior to the Motier Building's demolition, a time capsule with UNCG commemorative items from 1915 and 1959 was removed from the building's cornerstone. See a video of these items below and learn more at this link.

Visit the build.uncg.edu for more on the Nursing and Instructional Building and related construction projects.
A LITTLE UNCG HISTORY LESSON

For 110 years, UNCG has had a McIver building on its campus. Both have been torn down, and a new nursing building is scheduled to open on the site in 2020.

GREENSBORO

a the campus of UNC-Greensboro, Charles Duncan McIver is a revered figure. McIver was the founding president of the State Normal and Industrial School, which opened in 1892. Today, his statue stands in front of the library. One of the university’s top awards bears his name. McIver Street runs through campus past the McIver Street Parking Deck.

But the buildings that have borne the McIver name have fared less well. The first McIver building lasted 50 years until it was torn down to make way for the second, which made it nearly 60 years before it was demolished last month. A new nursing building, which might or might not carry the McIver name, will go up on the site.

Both McIver buildings are remembered at UNCG — one vaguely, the other unkindly. Here’s a short history of the two of them and a glance at what’s coming next.
McVey
Continued from page A1

The first McVey building

The first McVey building was built in 1920. It wasn't the first building on this piece of university real estate.

This building, there was a residence hall known as the Dormitory that stood on the other side of the second Franklin Building.

When the Dormitory burned in 1920, the school replaced it with a residence hall along College Avenue. The new Dormitory was a two-story structure with dormitories on the upper floor and a classroom (now the McVey Memorial Building) on the lower floor.

McVey had to be razing. As a result, we say in the 21st century, to some it is the college's earliest building.

The McVey Memorial Building housed classrooms and science labs. When the college added a pair of wings to the building in the early 1930s, the hand-formed brick structure adorned the Main Building and the UNC (now the University of Arkansas) Auditorium that stood on either side.

But by 1933, college officials were reporting problems with the plaster throughout the building. By the 1960s, there were concerns about the structural integrity of the building.

One student who remembers those days said that the building was one of the greatest teaching buildings on the campus.

That's not to say that it was a great place to study. The women's and men's dorms were separated, and there were two bathrooms on each floor.

The women's dorm, known as the Woman's College Dormitory, was built in 1920. It was the first of its kind in the state of North Carolina.

The building was expanded in 1924, and additional floors were added in 1928. The building was used to house first-year women students.

The men's dorm, known as the Man's College Dormitory, was built in 1921. It was the first of its kind in the state of North Carolina.

The building was expanded in 1924, and additional floors were added in 1928. The building was used to house first-year men students.

The building was expanded in 1930, and additional floors were added in 1932. The building was used to house second-year men students.

The building was expanded in 1934, and additional floors were added in 1936. The building was used to house third-year men students.

The building was expanded in 1938, and additional floors were added in 1940. The building was used to house fourth-year men students.

The building was expanded in 1942, and additional floors were added in 1944. The building was used to house fifth-year men students.

The building was expanded in 1946, and additional floors were added in 1948. The building was used to house sixth-year men students.

The building was expanded in 1950, and additional floors were added in 1952. The building was used to house seventh-year men students.

The building was expanded in 1954, and additional floors were added in 1956. The building was used to house eighth-year men students.

The building was expanded in 1958, and additional floors were added in 1960. The building was used to house ninth-year men students.

The building was expanded in 1962, and additional floors were added in 1964. The building was used to house tenth-year men students.

The building was expanded in 1966, and additional floors were added in 1968. The building was used to house eleventh-year men students.

The building was expanded in 1970, and additional floors were added in 1972. The building was used to house twelfth-year men students.

The building was expanded in 1974, and additional floors were added in 1976. The building was used to house thirteenth-year men students.

The building was expanded in 1978, and additional floors were added in 1980. The building was used to house fourteenth-year men students.

The building was expanded in 1982, and additional floors were added in 1984. The building was used to house fifteenth-year men students.

The building was expanded in 1986, and additional floors were added in 1988. The building was used to house sixteenth-year men students.

The building was expanded in 1990, and additional floors were added in 1992. The building was used to house seventeenth-year men students.

The building was expanded in 1994, and additional floors were added in 1996. The building was used to house eighteenth-year men students.

The building was expanded in 1998, and additional floors were added in 2000. The building was used to house nineteenth-year men students.

The building was expanded in 2002, and additional floors were added in 2004. The building was used to house twentieth-year men students.

The building was expanded in 2006, and additional floors were added in 2008. The building was used to house twenty-first-year men students.

The building was expanded in 2010, and additional floors were added in 2012. The building was used to house twenty-second-year men students.

The building was expanded in 2014, and additional floors were added in 2016. The building was used to house twenty-third-year men students.

The building was expanded in 2018, and additional floors were added in 2020. The building was used to house twenty-fourth-year men students.

The building was expanded in 2022, and additional floors were added in 2024. The building was used to house twenty-fifth-year men students.
What’s next for UNCG's library?

Fixing up the 'obsolete' library is university's top construction priority.

If you approach UNCG from the west along Walter Avenue, you've probably noticed the nine-story mansion beyond (if you've been tempted).

That white masonry building is not just a relic of Brutonism, a Southerner's architectural style that has done more to ruin Greenboro's landscape than strip malls and McMansions — it's also the $120,000-foot addition to Jackson Library, UNCG's main library.

One problem, of course, is that the building is ugly, at least from the back side. The other and more pressing problem is that, as UNCG is concerned, the old and new portions of the library have barely been touched since they opened.

Jackson Library opened in 1952, the tower was built 1975. A related issue is that UNCG had about 7,000 students when it opened the tower. This fall, UNCG's enrollment will be nearly three times as big.

At the Board of Trustees meeting in May, Martin Halbert, the dean of UNCG University Libraries, laid out some of the issues with Jackson Library. It's too small and it's hard to find seats (the library can seat only about 1,000 people at a time). There are few group study spaces. The furniture is old and mismatched. The disabled can't get to some parts of the building. There's no fire suppression system in the basement. There are few places for laptops and phone chargers. And so on.

The word Halbert used was "obsolescence." From what I've seen, I can't argue.

UNCG has listened for years that it is library needs help. The university's 2007 master plan suggested a 170,000-square-foot addition that started on the western most side of the building and sort of wrapped around the annex. The master plan also envisions that the addition would do double-duty as a campus transit hub because it's centrally located and Walter Avenue ends at the back of the building.

The 2014 master plan proposed a smaller addition that also included a transit hub.

The first draft of the 2016 Connect N.C. bond set aside $30 million for UNCG library improvements. At the last minute, however, UNCG was able to trade that for a $130 million facility that would hold the science and computer science labs (I would have done the same thing).

Now that work on the nursing and instructional building is underway, fixing up the library is UNCG's top construction priority.

It's tempting to dismiss library improvements as not worth the money in this high-tech age. Who needs old books anyway when you've got the Internet, right? But university libraries remain popular places to study or work on group projects.

Halbert told me that UNCG could get a lot done for $320 million. He estimated that done right a top-to-bottom renovation and expansion project would cost somewhere in the neighborhood of 400 million.

Library, of course, will be the limelight, as it always is. But the legislature during its short session this year carved through Kelvin's loan cash for university projects. The new spending plan gives UNCG $55.8 million to start planning for an expansion of its library, which was last updated in 1975.

Maybe UNCG will be next in line.
GOALS for FY2018-19

Employee Engagement / Customer Service

- Enhance electrical utility GIS connectivity:
  - Complete campus electrical data into GIS mapping
  - Illustrate full main electrical distribution connectivity
  - Testing connectivity and correct breaks
  - Flow analysis effect of opening and closing switches

Customer Service

- Restructure Facilities Design and Construction to provide better customer service:
  - Phase 1: Develop restructure plan, financial implications and roll out strategy.
  - Phase 2: Develop a posting hiring priority. Advertise and hire new position in priority order.
  - Phase 3: Discuss new structure with key departments FDC works on a regular basis.

Responsible Stewardship / Customer Service

- Determine a documented, efficient and robust process for project turnover to Facilities Operations, Campus Auxiliaries, Space Management, Police, EHS and others:
  - Phase 1: Review the data provided by AVC Facilities and determine path forward to better turnover.
  - Phase 2: Develop key member involved or affected by project turnover and schedule meetings to determine the information being currently received, the method information is transmitted, and any information need or more efficient delivery system.
  - Phase 3: Review, develop and/or propose modifications to process for review by the impacted.
  - Phase 4: Plan into active service.
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 remained focused on its commitment to the mission and the overall growth of the programs Goals at UNCG. All the HUB Office’s milestones during 2017-2018, 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.
- Co-chair, UNCG’s Police Staff and Faculty Advisory Board
- Chancellor’s Advisory Committee for Equity, Diversity, and Inclusion
- Business Affairs’ Vice Chancellor Advisory Group
- Business Affairs’ Staff Senate Representative

Customer Service
- Assist in the Outreach events, contractor prequalification and bid notifications for all Informal, Formal and Construction Manager at Risk Projects.
- Assist three (3) minority contractors/vendors on obtaining their Statewide Uniform Certification.
- Support and collaborate on minority opportunity events with other State Universities HUB Coordinators and local state agencies.

Responsible Stewardship
- Supporting member of two (2) North Carolina Minority Organizations (United Minority Contractors of NC (UMNC) and North Carolina Coordinators’ Network (NCCN).
- Develop and cultivate partnerships to increase the pool of qualified Historically Underutilized Businesses for public construction projects.

MAJOR ACCOMPLISHMENTS:
- 3rd Annual Greensboro Minority Enterprise Development (MED) Week (Host: UNCG, NC A&T, City of Greensboro, Guilford County, GTCC and Guilford County Schools).
- 7th 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).
- 1st Annual Small Business Conference (Host: Greensboro Chamber of Commerce) – Panelist: How To Prepare A Winning Bid
- 2017 Business Affair Expo and Conference (Committee Member)
- Participated in the AIA Piedmont-Panel Discussion: Construction Manager at Risk Project Delivery Method
- Participated in the Racial Equity Institute Workshop- (April 6th & 7th)

Annual HUB Participation
- Informal and Formal Projects - $5.6MM in overall project expenses with $2.3MM in minority business expenses. As well as, total HUB Participation of 40.1% with African-American Participation of 24.4%, Female Participation of 13.9% and Hispanic of 1.9%
Dear Tony Phillips,

Congratulations -- you have been elected to represent Business Affairs as a Staff Senator!

This two-year term commences July 1, 2018, and ends June 30, 2020.

You are joining an organization that has become respected at this University, and whose voice and service is valued by the staff, faculty, students, and administration of UNCG.

Please make plans to attend the Staff Senate meeting on Thursday, June 14th at 10 AM for orientation at the Virginia Dare Room, Alumni House, Senate 2016-2017 annual report, and committee selection. If you are unable to attend this meeting, please contact Cathy Church at mcchurch@uncg.edu, Staff Senate Secretary.

Sincerely,

John C. Gale Elections Chair
UNCG Staff Senate
http://staffsenate.uncg.edu
UNC System Triad Coalition

Eighth Annual Minority Construction and Supplier Outreach

“Building Capacity without Borders”

Thursday, June 14, 2018
9:30 AM – 3:00 PM
Exhibit Table Setup – 8:00 - 9:30 AM
WSSU Anderson Center – McNeil Banquet Hall

Agenda

- **Mistress of Ceremony** ......................................................... Dr. Eunice Dudley, CEO of Dudley Cosmetology Schools
- **Introductions, Greetings and Remarks** .......................................................... 9:30 – 10:30 AM
  - AVCs of Facilities from each University............. Mr. Jorge Quintal-UNCG, Mr. Andrew Perkins-NCAT and Mr. Jimmy Norwood, Interim AVC of Facilities and Ms. Constance Mallette, VC of Finance and Administration-WSSU
  - HUB Coordinators............. Mr. Tony Phillips, UNCG, Mr. James Griffin, NCAT and Ms. Brenda Fulmore, WSSU
- **Panel Facilitator** ...................................................................... Dr. Eunice Dudley
  - **Panel I - Entrepreneurship** .................................................. 10:30 – 11:30 AM
    - Mr. Bill Council, CEO of Image Solutions, Mr. Anthony Blaylock, CEO of Blaylock Group, Mr. Aaron Patrick, CEO of Patrick and Partners, Mr. William Cockerham, Jr. CEO of W.C. Construction Company, LLC
- **Luncheon Speaker** .................................................................. 11:30 – 12:15 PM
  - Ms. Andrea Harris, Self-Help Organization, formal President & CEO of The Institute
- **Break, Networking & Lunch** .................................................. Presentations............. Ms. Brenda Fulmore............. 12:15 – 1:15 PM
- **Panel Facilitator** ...................................................................... Mr. Farad Ali, The Institute, President & CEO
  - **Panel II - Collaboration Impact** ........................................... 1:15 – 2:00 PM
    - Ms. Deborah Giles, Director, Dept. of Equal Opportunity/Equity Assurance, City of Durham, Ms. Pam Gales, HUB Director, Wake County Public Schools, Mr. George Griffin, NC PTAC, Ms. Tammie Hall, Director, Office of Historically Underutilized Businesses, State of North Carolina
- **Construction Opportunities:**
  - **N.C. DOT Presentation** ......................................................... 2:00 – 2:30 PM
    - Mr. Pat Ivey and Team, Winston-Salem Dept. of Transportation - Upcoming Opportunities and Engaging Contractors
    - Mr. Tony Phillips.... Various Universities and HUB Office ................................................................. 2:30 – 3:00 PM
- **Closing Remarks** ................................................................. UNC System Triad Coalition
Welcome

Brenda Fulmore, A.P.P., CCA
Director of Supplier Diversity
Winston-Salem State University (WSSU)
N. C. HUB Office Good Faith Effort Award Winner-HUB Advocate, 2015
WSSU - Public Sector - Owner/Agency, 2011

Welcome, to the Eighth Annual Minority Construction and Supplier Outreach. Can you believe it has been eight years? Thank you all who have supported us and this event since its inception, we really appreciate you. Our theme says it all, "Building Capacity without Boarders," which is exactly what we endeavor to do. The focus for this year's event is to expand networking opportunities by stretching across territories, build relationships, explore synergies and engage firms from various areas. I think we will have a successful year if we accomplish these things... empower, engage, encourage, and explore the possibilities!

Anthony "Tony" Phillips
HUB Coordinator
University of North Carolina at Greensboro (UNCG)

UNCG - Agency/Public Owner Advocate Award, 2017
N. C. HUB Office Good Faith Effort Award Winner-HUB Advocate, 2015

While there's still much more work to do, we (Triad Coalition) remain focus on providing minority contractors with the opportunity to enhance their business capacity and foster positive business relationship through our yearly event.

Welcome and Thanks to all who help make this event possible!

James T. Griffin
Real Estate / HUB Coordinator
North Carolina Agricultural and Technical State University (NCAT)

N. C. HUB Office Good Faith Effort Award Winner-HUB Advocate, 2015
Recipient of the Erskine Bowles Award for Community Service, 2015

It is with great pleasure that we welcome you to our annual Triad Coalition Outreach event. We truly understand that without you and the contributions that you make to the minority community that this event would not be possible.
Minority/Women Enterprise Development (MED) Week 2017  
**SEPTEMBER 25 - 29**  
Join us for the third annual MED Week celebration to recognize and honor the accomplishments of minority and women businesses and their supporters.

<table>
<thead>
<tr>
<th>MON., SEPT. 25</th>
<th>TUES., SEPT. 26</th>
<th>WED., SEPT. 27</th>
<th>THURS., SEPT. 28</th>
<th>FRI., SEPT. 29</th>
</tr>
</thead>
</table>
| **Shmoozapolooza**
Networking Event  
Proximity Hotel  
White Oak Room  
6 - 8 pm  
704 Green Valley Rd.  
| **Business Expo**
Networking & International Expo  
Greensboro Coliseum Special Events Center  
West Wing B1  
4 - 7 pm  
1921 W. Gate City Blvd.  
| **Development Day**
9:30 am Cash Flow Management  
Records Keeping  
Noon Soft Skills: Creating a Competitive Edge  
3:15 pm Experience Downtown - DGL, 536 S. Elm St.  
2 pm Marketing and Sales  
| **Awards Luncheon**
Advance Tickets required  
O. Henry Hotel  
Noon - 2 pm  
704 Green Valley Rd.  
| **Golf Tournament**
Advance Tickets required  
Gillespie Golf Course  
9 am - Noon  
300 E. Florida St.  

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](http://www.greensboro-nc.gov/MEDWeek).


City of Greensboro M/WBE Office • 336-373-2674 • mwbe@greensboro-nc.gov
East Greensboro NOW will host the 7th Annual Gate City Minority Business Opportunity Fair in Greensboro, NC on Thursday, April 26th, 2018. This networking event is free and open to minority and women-owned businesses interested in pursuing contracting opportunities with local public institutions, government agencies, and major private companies. Participants will include key representatives from the City of Greensboro, Guilford County, Guilford County Schools, Guilford Technical Community College, NC A&T State University, NC Department of Transportation, NC Military Business Center, and The University of North Carolina at Greensboro. The networking event will be held from 4 p.m. to 7 p.m. at the Khalif Event Center, 2000 E. Wendover Ave., Greensboro, NC 27405. Attendees will learn about opportunities with event sponsors including Greensboro Community Development Fund, Procurement Technical Assistance Center (SBTDC), Self-Help Credit Union, Greensboro Housing Authority, M & F Bank, Greensboro Chamber of Commerce, Guilford Merchants Association and supporter, NC Institute of Minority Economic Development.
HOW TO PREPARE A WINNING BID
Wednesday, December 13, 2017
Bios for Panelists

**Kirby Watson** joined Volvo Group North America in 2003 and has served in many roles in Aftermarket Services, Logistics, and finally in Purchasing where he has dual roles as the Supplier Diversity Manager and Small Business Liaison Officer for Volvo Trucks North America and Mack Trucks. He has the responsibility of developing and implementing a strategic plan consisting of short and long term diversity goals, policy improvement, and program sustainability. Moreover, he is on the Board of Directors for Carolinas-Virginia Supplier Development Council (CVMEDC) while serving as Regional Advisory Council (RAC) Chair for the Triad area consisting of Greensboro, Winston-Salem, & High Point.

After serving in the U.S. Army he relocated to Greensboro in pursuit of higher education. He has a M.S. in Logistics and Transportation Management from North Carolina Agricultural & Technical State University and a B.S. in Information Systems and Operations Management from the University of North Carolina at Greensboro. Kirby spends most of his free time chasing around his 3 kids, Reece, Kaden, & Kaylee.

**Shayla Parker** is the Senior Buyer at Guilford County in the Purchasing Department. She has over 10 years of experience in local government purchasing. Prior to her role as Senior Buyer she was the Diversity Coordinator for Guilford County where she advocated for Minority/Women Business Enterprise (MWBE) inclusion in the purchase of goods, services and construction. She has a Bachelor of Science in Business Administration and a Master of Business Administration.

**Anthony “Tony” Phillips** is a graduate of Florida A & M University with a Bachelor Degree in Civil Engineering Technology. In 2001, he was hired as a Project Manager at the University of North Carolina at Greensboro, after nearly twenty years in the construction and engineering industries. Promoted in 2009 he was the University’s HUB Coordinator, he created the UNCG HUB Office Procedures Manual and Office Standards that incorporated the spirit of collaboration, inclusiveness, support and transparency. March 2, 2017 at the 36th Annual State Construction Conference, Tony was awarded the “Owner/Agency-Good Faith Effort Award”, in recognition of outstanding commitment to the HUB Program and Utilization of HUB Firms from the NC Office for Historically Underutilized Businesses (HUB).
Minorities in Leadership Agenda

8:00 am    Check-in & Continental Breakfast     EUC Auditorium Pre-Function Area
8:30 am    Opening Remarks — Crystal Davis    EUC Auditorium
8:40 am    Welcome — Julie Mendez Smith      EUC Auditorium
9:00 am    Stress Management for the Working Alexander
           10:15 am   Maximizing Employee Resource    Cone Ballroom A
           11:30 am   Keynote — Carrie B. Cook ’06   EUC Auditorium

Breakout Sessions

Maximizing Employee Resource Groups - Facilitated by Jada Monica Drew
Employee Resource groups are voluntary, employee-led groups that foster a diverse, inclusive workplace aligned with organizational mission, values, goals, business practices, and objectives. Learn how to use this model as a tool to support employees and leverage the return for organizational improvement opportunity to leave employees feeling like assets and positive contributors.

Recognizing Racial Inequities & Facilitating Change - Facilitated by Michael Robinson ’16
Racial inequities exist. Join Michael Robinson as he facilitates an interactive discussion on these issues and provides tangible direction on how to adjust and positively facilitate change no matter where you sit within your organization.

Stress Management for The Working Professional - Facilitated by Dr. Nannette S. Funderburk
Mental well-being is often overlooked. This session will include an experiential review of ethnic-based, biological and values-based resources minorities use in reducing the impact of stress while facilitating the

We develop exceptional problem solvers.
GREENSBORO MED WEEK 2017 THANK YOU TO OUR SPONSORS & PARTNERS

First National Bank
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Balfour Beatty
CT Wilson Construction
Rodgers DPR
Hazen
Woodforest National Bank
Self-Help
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Revington Reaves

Nesmith Construction, LLC
"Building Better Communities one Job at a Time"

S.S.M.C., Inc
Dynamic Images International, LLC

United Maintenance Group, LLC

Facilities
2017 Professional Development Conference

November 2-3
Wilmington, NC

Together We Are Stronger

Registration & Sponsorship Packages
### Statistics

**THE UNIVERSITY OF NORTH CAROLINA GREENSBORO**

**OVERALL HUB PROGRAM**

**2017-2018 HUB UTILIZATION REPORT**

**SUBMITTED BY**: Tony Phillips

**TITLE**: HUB Coordinator

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#### Project Title

<table>
<thead>
<tr>
<th>Minority Business Participation</th>
<th>Total Project Budget</th>
<th>Total Dollar Value</th>
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<tbody>
<tr>
<td></td>
<td>Asian American (A) %</td>
<td>Black, African American %</td>
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<td>HHP Cooling Tower &amp; Chiller Replace</td>
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<tr>
<td>Phillip-Hawkins Fire Alarm Upgrade</td>
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<td>2 PROJECTS</td>
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<td>TOTAL 76 PROJECTS</td>
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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: Staff Senate-Business Affairs’ Representative
AWARDS
MEDIA

Minority Business Outreach 2017

2017 MED Week Golf Outing

James Clayton-Rodgers Builders, Dorothy Vick-UNC Charlotte & James Griffin-NC A&T
2017 MED Week-Award Luncheon

Gwen Carter-City of Greensboro, Tammi Hall-Director, HUB Office, Tiffany Jones-City Of Greensboro & James Griffin-NC A&T

2017 MED Week-Award Luncheon

Julius Monk-Guilford County Schools, Tiffany Jones-City of Greensboro, Sharon Contreras-Guilford County Schools-Superintendent, Gwen Carter-City of Greensboro & James Griffin-NC A&T
James Clayton-Rodgers Builders, James Griffin-NC A&T & Calvin Stevens-Balfour Beatty

Sandra Hughes-WFMY News 2
HUB Coordinator/General Contractor Recognition

1 message

Tony Phillips <a_philli@uncg.edu>
Fri, Jun 1, 2018 at 1:27 PM
To: Ashlynn McDougall <amnoore@uncfsu.edu>, Brenda Fulmore <fulmoreb@wssu.edu>, Charles Hall <cchall@mail.ecsu.edu>, Cheryl Sutton <suttonca@uncw.edu>, David Todd <dtodd@unc.edu>, Debra Murphy <murphyda@appstate.edu>, Dorothy Vick <dvick@unc.edu>, Drake Fowler <dfowler@ncarboretum.org>, Fred Engel <fengel@uncv.org>, "James Griffin (jgriffin@ncat.edu)" <jgriffin@ncat.edu>, Jeannette Haynes <haynes@ncssm.edu>, Kim Ahelmer <ahelmerk16@ecu.edu>, Mack Wilder <wilderm@uncsa.edu>, Matt Ketchum <mketchum@email.wcu.edu>, Melissa Vance <melissa.vance@uncp.edu>, Shon-Burch Crispin <sburch@ncsu.edu>, Tony Phillips <a_philli@uncg.edu>, "jrose@northcarolina.edu" <jrose@northcarolina.edu>
Cc: "Hall, Tammy E" <tammie.hall@doa.nc.gov>, "Daniels, Carla" <carla.daniels@doa.nc.gov>, James Clayton <JClayton@rogersbuilders.com>, "Stevens, Calvin" <cstevens@balfourbeattyus.com>

HUB Coordinators,

GPS has participated in numerous state projects and is well positioned for most of the upcoming bond projects. The following is a highlight of our activity/backlog:

1. NC A&T Student Union (Balfour), NC A&T Engineering Building (Balfour)
2. ASU Science of Health Building (Rodgers)
3. **UNCG Spartan Village (Barton), UNCG Chiller Plant (Rodgers) and UNCG Nursing Building (Rodgers)**
4. WSSU Dorm (Balfour), WSSU Science Building (Rodgers)
5. UNCC FOPs Complex
6. NCCU Business School (Barnhill), NCCU Student Center (Balfour)
7. UNCW Allied Health Project (WM Jordan)

A special thanks to Brenda, Dorothy, James, Tony, Cheryl, Shon and Debra who go the extra mile to keep HUB firms informed and actively participated for GPS’ participation on the aforementioned projects.

Most of our involvement relates to Rodgers and Balfour projects. James Clayton and Calvin Stephens do an outstanding job positioning HUB firms on their respective projects. I appreciate you both.

I hope this is helpful. My objective is to let you know your advocacy is valued and it makes a difference!

https://mail.google.com/mail/u/0?ui=2&ik=9ebd2b0883&jeyer=oe54owawYgHM.en&ctbi=gmail_fe_160820.11_p4&view=pt&cat=2017-2018&search=cat... 1/2
8/30/2018

UNCG Mail - UNCG Supplier Contract

Tony Phillips <a_phill@uncg.edu>

UNCG Supplier Contract
1 message

Antonio Wallace <awallace@gpsupplycompany.com>
To: "a_phill@uncg.edu" <a_phill@uncg.edu>
Cc: "Flemans, Thorne" <thornea@wsu.edu>, "jgritt@ncat.edu" <jgritt@ncat.edu>

Toni,

I'm sure you know we won the UNCG Supplier contract. See below.

Thank you for all your support. Just FYI, YTD UNCG has already spent more than they did last year under the contract. Your operations team is super su...
Meeting May 22 at 11am
1 message

Jim Peters <jpeters@piedmontoffice.com>  Fri, May 11, 2018 at 1:50 PM
To: "a_philli@unCG.edu" <a_philli@unCG.edu>

Good afternoon Mr. Phillips,

Thank you again for your time yesterday morning. If you could please mark in your calendar a visit at 11am May 22nd for myself and Kristen Augustin our designer assigned to UNCG. I cannot thank you enough for introducing us to your team. Have a great weekend and enjoy our lovely summer weather.

Take care.

Jim Peters
Director of Sales

Piedmont Office Suppliers
3206 Rehobeth Church Rd
Greensboro, NC 27406
D 336.369.1923 | F 336.850.1101

www.piedmontoffice.com
GOALS for FY2018-19

The HUB Office looks to continue making significant gains towards building a strong problem dedicated to providing 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 contractors for public construction projects. Goal: Minimum Additional 5 Contractors).

Customer Service

- 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.
- Update HUB Manual and Host a HUB Training Class for All Project Administrators regarding participation, bidding, project close-out (reporting) and G.S.143-128.2 requirements.

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 8th Annual Gate City Minority Business Opportunity Fair-Scheduled for May 2019.
- Participate in the UNC System Triad Coalition 9th Annual Minority Construction and Suppliers Outreach- Scheduled for May 2019 at NC A&T University.
- Participate in the 4th Annual MED Week Event- Scheduled for September 2019.
- Work closely with Rodgers Builders-DPR Construction to meet or exceed the minority participation goal of 30% on the New Nursing Building.
EXECUTIVE SUMMARY

FY2017-18 was a year of extending and capitalizing on the program revisions and relocation accomplished in the year prior. Sustainability Office staff played a role in encouraging folks in Facilities and beyond to take credit for their good work through office, resident, and 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 2017-18

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 2017-18, each corresponding to one of the UNCG Business Affairs guiding principles.

Employee Engagement

G1: 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.

- The Sustainability Office achieved this goal in part but not in full. Specifically, efforts around this goal are believed to have made qualitative and quantitative positive impacts on Facilities internal Employee Recognition nomination and the program but fell short in addressing nominations for recognition beyond the Facilities internal awards.

Accomplishments Detail

Sustainability Office staff both served on the Facilities Employee Recognition Committee and took responsibility above and beyond standard Committee membership for working to increase the number of nominations for Facilities internal recognition. Specific ways in which Sustainability Office staff contributed included:

- encouraging the committee in its decision to change venues from Ferguson Auditorium to the Alumni House and providing refreshments for the first time at the event;
- creating new graphic posters for the call for award nominations and mid-year recognition event which were sent to all Facilities employees electronically, posted in break rooms, and put on digital advertising screens;
- writing the text for emails to be sent to all Facilities employees for the call for award nominations and the mid-year recognition event;
- making in person presentations at central staff meetings for Facilities Design & Construction and Facilities Operations to communicate the deadlines, processes, and multiple benefits of making nominations;
- identifying, recruiting, meeting with to discuss scope, and maintaining contact with the keynote speaker for the recognition event; and
- encouraging nominations of two groups of individuals for joint recognition of their efforts which resulted in what is understood to be first ever group rather than individual recognition.
Number of nominations for mid-year were as follow

- 13 Facilities Customer Service Award Winter 2017-18 nominations
- 16 Facilities Teamwork/Collaboration Award Winter 2017-18 nominations
- 1 Facilities Safety Award Winter 2017-18 nominations
- 2 team awards – recognized as beyond conventional individual categories

Sustainability Staff were not successful in putting effort into encouraging nominations for university-wide awards that the office goal also addressed.

G2: 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.
- The Sustainability Office achieved this goal in full. The Sustainability Coordinator PMP Individual Goal #1 further specified that annual and routine, weekly processes should be transparent.

Accomplishments Detail
Over the course of 2017-18, the Sustainability Coordinator has engaged the Sustainability Specialist in developing planning tools for managing daily, weekly and annual work and made the connection between those. That effort:
- began with a collaborative process for developing 2017-18 annual office and PMP goals;
- included mapping of institutional goals from the UNC PMP onto an example project, SOAR outreach, as an illustration of the institutional goals applied to one Specialist responsibility;
- manifest in the development of tracking mechanisms for progress on individual programs, especially in cases where tracking was proving challenging;
- included development of a master list of Sustainability Specialist tasks and responsibilities for weekly check in’s and processes for daily and weekly time/task planning and time analysis; and
- included multiple iterations of a tool for Sustainability Specialist self-evaluation regarding quality of work at a finer level of detail than the PMP three-tier rating scheme provides.

Customer Service
G3: 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.
- The Sustainability Office has launched the work needed to achieve this goal but the work has not been completed in full yet and the work was not pursued on the original timeline.
Accomplishments Detail
The original timeline was for updating UNCG STARS in Fall 2017. That timeline was formally adjusted to Spring 2018 based on the recommendation of the Sustainability Coordinator to align more with the cycle of activities in an academic year and to allow the Sustainability Coordinator to focus on supporting staff across the university who would be asked to enter their own information directly into the STARS online database. The one exception was that the Sustainability Coordinator partnered with lead faculty member Anne Barton from the Sustainability Council to begin coding all university courses for sustainability content in Fall 2017 so that initial coding could be reviewed in Spring.

In support of direct entry by responsible parties, the Sustainability Coordinator coded and distributed an easy to sort excel spreadsheet with each of the roughly six hundred pieces of information requested by STARS assigned to a division, department, and individual along with data entry log in instructions and tips.

Instructions for data entry were sent out Sunday, March 11, 2018 such that they would be at the top of people’s email inbox on Monday immediately following the UNCG Spring Break. Responsible parties were given until April 15, 2018 (a full month) to enter and update and a detailed review request for coding of courses in Biology and Geography was sent to those department chairs on March 19, 2018.

G4: 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.
● The Sustainability Office achieved all three parts of this goal in full.

Accomplishments Detail
Four graphic, multi-part summer emails were sent once a week between July 15 and August 8, 2018 to roughly 2,100 new campus residents. The emails and graphics were developed by the Sustainability Office and sent via Housing and Residence Life (HRL) with an overall tagline of “Be Your Best, Sustainable Spartan Self”.

Above and beyond the goal of communicating with new campus residents in summer, Sustainability Office staff revised the four multi-part emails slightly and partnered up with HRL a second time in the year to send them once a week in Spring term to the much smaller but still important group of new campus residents, three individuals that requested to receive them at Winter SOAR, and twenty three individuals that requested to receive them in spring semester via a sign up list outside the Sustainability Office. In total, these four multi-part emails were sent to a targeted group of roughly 2,200 people!

The third of those four new campus resident emails had a theme of “you’ve got the power” and launched the newly revised voluntary Green Room Certification program. That launch was augmented by door to door outreach by Resident Assistants in the sustainability themed living learning community known as...
Strong College and resulted in sixty-one residents completing the voluntary certification, with all but five of those residents living in Strong College!

Promotions with the campus Bookstore took two forms and resulted in a kick off shelf-based marketing promotion and monthly, multi-product hot picks promotions in November, December, February, and March with one final hot pick planned for April 2018. The shelf talkers highlighted multiple office products at the point of purchase at the start of the year. Multi-product hot picks were developed with a work-study student in marketing and engaged permanent staff from Facilities Operations and student staff from Outdoors Adventures Program in photo shoots. They were deployed in blog, one-page poster, digital slide on screen, Facilities newsletter, and social media formats and focused on:

- November 2017 – Take Time to Travel;
- December 2017 – Spirit is in Season;
- February 2018 – Resolve to Be Well in Winter;
- March 2018 – Take a Break; and
- April 2018 – Commemoration, Graduation, and Celebration.

**Responsible Stewardship**

G5: 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.

Twenty units identifying the date when they wish to start their new program certification activities and ten units being certified by June 30, 2018 at higher than the participant (lowest) level.

- The Sustainability Office achieved 80% of this goal. Seventeen offices rather than twenty have identified dates by when they wish to start certification under the new, 3.0 version, of the voluntary Green Office Certification Program. Eight offices rather than ten will complete v.3.0 certification this year. Of the eight offices that certified, all of the certifications were higher than the participant (lowest) level, being above which was the goal for all offices certifying.

G6: 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 Sustainability staff who reports to the Sustainability Council on a regular basis and as requested or scheduled; and 3) achieve two identified actions in the fiscal year.

1) Meet twice per year with each of the climate action plan groups; 2) identify leader that is not part of the sustainability office and reports to the sustainability council on a regular basis, 3) achieve two identified actions by June 30, 2018.

- Working to make the UNCG Climate Action Plan (CAP) that was adopted in 2013 a plan that is actively being implemented by the university as a means of moving forward in its requirement to
become Climate Neutral by 2050 has been a focal point for the Sustainability Coordinator since arriving in March 2016. Many universities work hard to get both top down and bottom up support for a multi-year plan that should streamline work for years, and while UNCG had worked hard to get its CAP developed and adopted it lacked timelines attached to individual strategies and a structure for moving its implementation forward. In response, the Sustainability Coordinator for Operations partnered with the Chief Sustainability Officer, Academic Sustainability Coordinator, and incoming Sustainability Council Chair to update all actions that had happened on the plan from 2013 to 2016, hold a Fall 2016 kick-off retreat of the Sustainability Council and CAP workgroup members to identify what should be prioritized in the plan that year, and reestablish workgroups around each of the CAP topical areas with a Sustainability Council liaison for reporting purposes.

Accomplishments Detail
In Spring 2017 the CAP workgroups met to identify priority actions for the 2017-18 fiscal and academic year. Those proposed priorities were sent to Associate Vice Chancellors, department heads, and individuals identified as having a specific task to fulfill in Summer 2017 for endorsement. The actions proposed were endorsed and presented by the Chief Sustainability Officer for adoption by the Sustainability Council at the start of Fall 2017. Because action items were still underway in Fall, full workgroups were not asked to meet. In early Spring 2018, Sustainability Council workgroup liaisons were prompted to check in on actions underway within their workgroup and determine if a meeting of the full workgroup was timely and would be helpful. It was at that point that all three of the four Council workgroup liaisons that were not the Sustainability Coordinator expressed lack of confidence in their focus in checking in, their ability to assess if the workgroup should be assembled, how to evaluate if progress on action items is sufficient, etc.

In response, the Sustainability Coordinator coordinated a meeting of the Council workgroup liaisons and the Chief Sustainability Officer to evaluate the issues and created a written set of recommendations for both adjusting the timeframes for CAP workgroup planning so they aligned better with annual office and staff work planning, incorporating CAP tasks within office goals and staff PMPs and/or work plans, and identifying a subject matter work group co-lead to work with the Council workgroup liaison. That proposal was taken the Sustainability Council in February, discussed with Facilities, Campus Enterprises, and Housing Operations in March, and brought back to Council in March with amendments for implementation in part in Spring 2018 and in full in 2018-19.

While achievements were made in several workgroups, significant advancement was not made by all. Work to develop and adopt a vehicle acquisition policy in Facilities served as the focal point for procurement staff who had lead in the materials management area as well. Specific steps were taken but impactful progress was not made on items in water and energy that had been this year’s focus. Eller has more work cued up right now to capture all progress specifically and feed it into the staff 2018-19 work planning process.

G7: Work to build awareness and understanding of the Green Fund enough that eight lead applicants who have not submitted Green Fund proposals previously consider doing so and five of those submit an application.
Eight lead applicants who have not submitted Green Fund proposals previously consider doing so and five of those submit an application by April 1, 2018.

- The Sustainability Coordinator and Sustainability Specialist combined recorded twenty-four specific green fund applications that were discussed with people or organizations and encouraged them in applying for. Those proposals are in addition to the ten proposals which Sustainability Staff worked with the Fall 2017 ENV 110 course instructor to develop and solicit pitches for and the five Green Fund ideas which the Sustainability Coordinator developed as ideas to pitch to the ENV110 Spring 2018 class.

Accomplishments Detail
The office encouraged a recorded group of twenty-four proposals as compared to the goal of eight, but fewer than the target number of five of those manifests in submitted applications.
STATISTICS

Several quantitative outputs are useful in communicating a snapshot of the work of the Sustainability Office in 2017-18.

- 61 residents registered for voluntary Green Room certification
- 8 offices received new voluntary Green Office 3.0 certification
- 23 proposals received and processed by the Green Fund Committee
PERSONNEL

Organizational Chart

The UNCG Sustainability Office staffing configuration in 2017-18 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
• App Energy Summit – July 2017 attendee
• App Energy Summit Mid-Year– February 2017 - attendee

Key Activities
• Socially Responsible Investing Conversations
• UNCG Green Fund Committee Co-Chair
• AASHE STARS support
• Climate Action Plan Workgroup support
Maura Conley
Sustainability Specialist for Education and Outreach

Training
▪ AASHE Annual Conference – October 2017 attendee

Key Activities
▪ Green Office certification program
▪ Green Room certification program
▪ UNCGreen Club advisor
▪ Make a Show of It project
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 2017-18, UNCG received or maintained the following voluntary recognition for activities larger than one building.

- Tree Campus USA – recognized for a ninth year as a certified campus.
- Bike Friendly University bronze award.
- Best Workplace for Commuters 2018.

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 2017-18 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 2017-18. A large flurry of media focused on the new campus bikeshare program called Limebike which launched in June 2017.
In unique course, UNCG Facilities staff LEED by example
https://uc.uncg.edu/prod/cweekly/2017/11/13/unique-course-uncg-facilities-staff-leed-example/

UNCG NAMED TOP PERFORMER IN 2017 SUSTAINABLE CAMPUS INDEX
https://newsandfeatures.uncg.edu/top-performer-2017-sustainable-campus-index/

The Business of Investing Responsibly
In unique course, UNCG Facilities staff LEED by example

November 13, 2017 by Michael D Harris

For a course in applied sustainability, the entire campus can be a classroom, and the UNCG Facilities staff are the experts.

This past semester, Assistant Professor of Interior Architecture and Sustainability Faculty Fellow Dr. Amanda Gale taught a brand-new class for UNCG – Sustainability in the Built Environment, which enrolled students in both interior architecture and environmental studies programs.

The course focused on content that helps students pass the Leadership in Energy and Environmental Design (LEED) Green Associate Exam, an internationally recognized green building professional credential.

UNCG has one of the highest percentages of LEED-certified buildings among schools in the UNC system, and many of the Facilities Operations staff who have made that possible took the time this fall to share their hands-on knowledge of sustainable design with Gale’s students.

For several weeks, the staff members served as guest speakers and guides, touring students through campus sites that corresponded to their learning objectives, and sharing their expertise on water efficiency, energy and atmosphere, material and resources, transportation and indoor environmental quality.

The first trip was through UNCG’s first LEED-certified building, the Education Building, with Associate Vice Chancellor of Facilities Jorge Quintal and Director of Facilities Design and Construction Ken Pearce. Quintal and Pearce’s presentation not only covered the building itself, but also the planning process, how the project was implemented and what was required for LEED certification.

In the following weeks, the class explored UNCG’s newest addition, Spartan Village II, with Assistant Vice Chancellor for Campus Enterprises Scott Milman; the campus cisterns and wetlands with Grounds’ Jim Munro; the McVey Chiller Plant, with UNCG’s HVAC supervisor Gary Danny; and Utilities Manager Jon Soter, who explained the details of the campus’ water efficiency.
Next, the students toured the Kaplan Center for Wellness with Campus Mechanical Engineer Douglas Cato and energy analyst Nihal Al Rasees, who spoke about the center's energy-conserving operations, including its chillers, boilers and air handlers.

For the last trip, the students toured the Facilities Operation Yard with Waste Reduction & Recycling Operations supervisor Ben Kunke and Director of Purchasing and Contracts Michael Logan. For one additional guest visit, safety training coordinator Todd Beck came to the class to demonstrate how to use safety equipment.

Throughout the course, students learned about sustainable design while gaining a comprehensive understanding of the LEED rating system. For several, the campus tours and special lectures from staff also sparked their interest in facilities and operations careers.

“The systems involved are just fascinating and the cooling towers were incredible,” said senior interior architecture major Cameron John, who cited the chiller plant as his favorite visit.

As the students look toward their LEED-certification exam, Gale has seen a definite increase of their knowledge of sustainable operations, and the UNCG Facilities staff tours played a big part.

“It was a great collaborative success,” she said. “The speakers and corresponding tours were engaging, interactive and reinforced the concepts we discussed in class. The students were able to learn directly from the experts who have firsthand experience with UNCG’s approach to sustainability.”

Sustainability Coordinator for Operations Dr. Shenna Eller agrees.

“The academic and Facilities partnership helps students see not just beyond the classroom walls,” she said. “But literally inside, underneath, above, between and among them – to the wires, waters, sensors, pipes, plumbing and all the parts that make our campus work. It’s a living lab for sustainable operations.”

Next semester, a pilot companion class will be offered through the Environmental and Sustainability Studies program – Sustainable Campus Operations, taught by Program Director Aaron Allen.

By Susan Kirby-Smith

Photos courtesy of Amanda Dale
UNCNAMED TOP PERFORMER IN 2017 SUSTAINABLE CAMPUS INDEX

November 09, 2017
UNCG has been named a Gold-rated institution in the 2017 Sustainable Campus Index, and a top performer in the subcategories of public engagement and well-being and work.

The index is an annual publication of the Association for the Advancement of Sustainability in Higher Education (AASHE) and recognizes top-performing institutions in each of the 17 Sustainability Tracking, Assessment & Rating System (STARS) subcategories related to academics, engagement, operations and administration. It focuses on innovative and high-impact initiatives from STARS reports submitted during the previous year.

UNCG was ranked No. 4 in the United States and Canada for its engagement with the local community to solve sustainability challenges and No. 5 for efforts in student and employee wellness programs and healthy initiatives across campus.

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

The Business of Investing Responsibly

November 13, 2017 by Michael D Harris

The UNCG Sustainability Council presents the second of four talks in its Conversations on Sustainable and Socially Responsible Investing series Thursday, Nov. 16, 8:30 a.m., in the UNCG Faculty Center.

“The Business of Investing Responsibly” will feature Ebony Perkins of Self Help Credit Union, Christopher Demetropoulos of Trillium Asset Management and Chas Mansfield of Compass Financial Partners.

Learn about current industry trends, selecting investment opportunities that match your values and how Triad leaders approach socially responsible investing. This conversation is hosted by the Bryan School of Business and Economics.
GOALS for FY2018-19

Responsible Stewardship

● STARS - Coordinate a complete UNCG AASHE STARS 2.1 submittal endorsed by UNCG Chief Sustainability Officer and key stakeholders.

● Climate Action Plan - Support evolution of Climate Action Plan to being integrated with annual staff work planning processes and simultaneously stewarded by the Sustainability Council.

CAPITAL IMPROVEMENT ADMINISTRATION
EXECUTIVE SUMMARY

The mission of the Capital Improvement Administration Department is to ensure that expenditures of capital improvement projects are executed and reported in accordance to guidelines provided by The UNC System Office and the State of North Carolina. The department is responsible for coordinating submission of capital project planning documents, establishment of capital project authority, and serve as the main contact with the Office of State Budget and Management and The UNC System Office regarding capital projects. This office also executes procurement of non-capital special projects. In addition, this office provides financial oversight to the Green Fund.

In 2017, the NC General Assembly granted UNCG the authority to build a new Nursing & Instructional Building including the South Chiller Plant. Since the aged, outdated McIver Education Building was to be demolished in the Spring of 2018 to make room for the new Nursing Building, plans were implemented – “full steam ahead” – to relocate the classroom and offices housed in the McIver Building. Beginning July 1, 2017 through June 30, 2018, the Capital Improvement Administration department processed purchase orders and invoices at a cost of $1.2M to support 27 office renovations and moves to their new locations.

In June 2018, the NC Office of State Budget and Management announced their new organizational structure. Shortly thereafter, they issued new **Common-Sense Government: Capital Budget Execution Guidelines** effective July 1, 2018, which modifies existing guidelines and processes for capital project accounting.

As we move forward into Fiscal Year 2018-2019, we can be assured of more changes as well as learning and teaching experiences. Staff transition both in Facilities and in other campus departments created a need for training on state procedures associated with capital improvement project reporting which we intend to provide next fiscal year. In addition, we will be adopting the implementation of Banner 9.

Sandra Redmond
CI Administrator
ANNUAL GOALS AND MAJOR ACCOMPLISHMENTS 2017-18

Employee Engagement

**Goal:** Sponsor the APPA Supervisor Tool Kit training program at UNCG

**Accomplishment:** Delayed. University Counsel had issues with the SRAPPA contract. Once these issues have been resolved, we will move forward with hosting this Facilities education program.

Customer Service

**Goal:** Develop and implement a process to share purchase orders with requestors.

**Accomplishment:** Now upon receipt of the purchase order, the requestor (project manager and/or accountant) is sent a copy of the purchase order. Enhanced communication and better customer service were attained using this process.

Responsible Stewardship

**Goal:** Archive files in the CI office.

**Accomplishment:** Completed February 2018.

**Goal:** Prepare desk reference manual for CI Banner processes.

**Accomplishment:** A draft of the manual was completed. A current goal is to make the material within the manual easier to read and to add flowcharts where appropriate.
MAJOR ACCOMPLISHMENTS FY2017-2018

Established 10 new fund codes and one budget code (41725) this fiscal year.

**New Projects**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weil-Winfield Fire Alarm Rplmt</td>
<td>$1,926,000</td>
</tr>
<tr>
<td>UNCG Biology – Plant &amp; Pollination Center</td>
<td>$488,500</td>
</tr>
<tr>
<td>Sprinkle Theatre Renovations</td>
<td>$427,000</td>
</tr>
<tr>
<td>Stone Bldg Entrance Repairs</td>
<td>$120,000</td>
</tr>
<tr>
<td>Weatherspoon Art Museum Gallery Lighting Rplmt</td>
<td>$350,000</td>
</tr>
<tr>
<td>Coleman Bldg Fire Alarm System Rplmt</td>
<td>$170,000</td>
</tr>
<tr>
<td>Medium Voltage Switch Rplmt – Campus-wide</td>
<td>$149,700</td>
</tr>
<tr>
<td>Stone Bldg NRL – Central Chilled Water Connection</td>
<td>$60,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,691,200</strong></td>
</tr>
</tbody>
</table>

**Projects Closed**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police Bldg</td>
<td>$8,990,664.56</td>
</tr>
<tr>
<td>Jackson Library – Digital Media Commons</td>
<td>$457,851.26</td>
</tr>
<tr>
<td>Classroom Renovations – Campus-wide</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Campus-wide Repairs to Elec, Plumbing &amp; HVAC</td>
<td>$492,762.60</td>
</tr>
<tr>
<td>Campus-wide Flooring</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>EUC – Freight Elevator</td>
<td>$347,495.85</td>
</tr>
<tr>
<td>HHP Cooling Tower and Chiller Replacement</td>
<td>$900,435.65</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,269,209.92</strong></td>
</tr>
</tbody>
</table>

**Completed Projects**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Street Landscaping</td>
<td>$99,318.05</td>
</tr>
<tr>
<td>Tower Village Roof Replacement</td>
<td>$402,815.22</td>
</tr>
<tr>
<td>Eberhart Bldg AHU Rplmt Phase 2</td>
<td>$519,566.94</td>
</tr>
<tr>
<td>Electrical Upgrades – Campus-wide</td>
<td>$204,031.85</td>
</tr>
<tr>
<td>ADA Improvements – Campus-wide</td>
<td>$123,413.03</td>
</tr>
<tr>
<td>Bryan Building Auditorium Air Handling Unit</td>
<td>$160,895.75</td>
</tr>
<tr>
<td>Campus Supply Sprinkler System</td>
<td>$197,890.35</td>
</tr>
<tr>
<td>Coleman Bldg Emergency Power Upgrades</td>
<td>$27,271.00</td>
</tr>
<tr>
<td>Eberhart Building Lab 333 Renovation</td>
<td>$233,791.53</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,968,993.72</strong></td>
</tr>
</tbody>
</table>
Effectively managed procurement of repair and renovation accounts to allow implementation of several projects with leftover funds.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taylor Orchestra Pit Repairs</td>
<td>$32,712.91</td>
</tr>
<tr>
<td>Taylor Sidewalk Repairs</td>
<td>18,000.00</td>
</tr>
<tr>
<td>Taylor Safety Grid Catwalk Lighting</td>
<td>23,586.50</td>
</tr>
<tr>
<td>EUC HVAC Study</td>
<td>24,500.00</td>
</tr>
<tr>
<td>Eberhart 4th Floor Ceiling Abatement and Carpet Rms 423, 424, 427</td>
<td>32,683.75</td>
</tr>
<tr>
<td>Safety Railing – Steam Plant &amp; Bryan Building</td>
<td>26,050.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$157,533.16</strong></td>
</tr>
</tbody>
</table>

Provided capital and operation budget information as well as employee data for the annual APPA Facilities Performance Indicators Survey.

**2018 Reversion Funded Projects Completed**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branding Signage Color Study – West Gate City Blvd</td>
<td>$2,004.00</td>
</tr>
<tr>
<td>Oakland Ave Warehouse Environmental Testing</td>
<td>17,380.00</td>
</tr>
<tr>
<td>HRS Renovations @ 723 Kenilworth</td>
<td>280,158.91</td>
</tr>
<tr>
<td>Landscaping South Edge of West Gate City Blvd</td>
<td>10,000.00</td>
</tr>
<tr>
<td>McIver Moves July 1, 2018 to June 30, 2018</td>
<td>1,201,342.00</td>
</tr>
<tr>
<td>Mossman Lobby Display</td>
<td>978.68</td>
</tr>
<tr>
<td>HHS Leased Space</td>
<td>16,392.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,528,255.59</strong></td>
</tr>
</tbody>
</table>

**2018 Completed Minor Repair & Renovation Projects Funded from Various Sources**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle College Requests</td>
<td>$13,400</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>$1,174,111</strong></td>
</tr>
</tbody>
</table>
### 2018 Green Fund Grant Projects

#### Completed

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability Short Film Competition</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Curry Bldg Hot Water Pump Constant Volume to Variable Frequency</td>
<td>$16,800.00</td>
</tr>
<tr>
<td>Mobile Oasis Farmer’s Market</td>
<td>$2,153.00</td>
</tr>
<tr>
<td>Empowering Climate &amp; Environmental Justice</td>
<td>$931.99</td>
</tr>
<tr>
<td>Sustainability Council Conversations (1, 2, 3 &amp; 4)</td>
<td>$3,836.05</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$24,721.04</strong></td>
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#### In Progress

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Lighting LED Retrofit Planning Internship</td>
<td>$380.00</td>
</tr>
<tr>
<td>LED Lighting Conversion Phases 1A to 2B</td>
<td>$21,080.00</td>
</tr>
<tr>
<td>Make-a-Show of It</td>
<td>$4,400.00</td>
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<tr>
<td>Indoor LED Retrofitting Analysis</td>
<td>$4,158.00</td>
</tr>
<tr>
<td>Modeling Energy Consumption</td>
<td>$3,780.00</td>
</tr>
<tr>
<td>Jefferson Suites Residence Hall Energy Efficiency Upgrade</td>
<td>$11,477.43</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$45,275.43</strong></td>
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#### Upcoming

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Strong College Composting</td>
<td>$6,700</td>
</tr>
<tr>
<td>Right cycle Nitrile Gloves Recycling</td>
<td>$1,000</td>
</tr>
<tr>
<td>Plastic Bag Campus Collection Pilot</td>
<td>$1,000</td>
</tr>
<tr>
<td>Plastic Bag Campus Collection Containers</td>
<td>$1,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$9,700</strong></td>
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</table>

Facilities
## CAPITAL IMPROVEMENT ACTIVITY FY2017-2018

<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>
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</thead>
<tbody>
<tr>
<td>Jul 2017</td>
<td>0</td>
<td>0</td>
<td>32</td>
<td>29</td>
<td>30</td>
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<tr>
<td>Aug 2017</td>
<td>0</td>
<td>3</td>
<td>24</td>
<td>31</td>
<td>15</td>
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<tr>
<td>Sep 2017</td>
<td>0</td>
<td>2</td>
<td>11</td>
<td>10</td>
<td>5</td>
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<tr>
<td>Oct 2017</td>
<td>3</td>
<td>5</td>
<td>20</td>
<td>21</td>
<td>5</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>6</td>
<td>8</td>
<td>18</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>0</td>
<td>8</td>
<td>40</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>0</td>
<td>2</td>
<td>11</td>
<td>6</td>
<td>14</td>
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<tr>
<td>Feb 2018</td>
<td>0</td>
<td>1</td>
<td>20</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Mar 2018</td>
<td>0</td>
<td>4</td>
<td>16</td>
<td>21</td>
<td>9</td>
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<tr>
<td>Apr 2018</td>
<td>0</td>
<td>3</td>
<td>36</td>
<td>21</td>
<td>12</td>
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<tr>
<td>May 2018</td>
<td>0</td>
<td>12</td>
<td>33</td>
<td>21</td>
<td>20</td>
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<tr>
<td>Jun 2018</td>
<td>0</td>
<td>4</td>
<td>36</td>
<td>4</td>
<td>11</td>
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<tr>
<td>Totals</td>
<td>9</td>
<td>52</td>
<td>297</td>
<td>198</td>
<td>166</td>
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</table>
## CAPITAL IMPROVEMENT EXPENSES BY BUDGET CODE

<table>
<thead>
<tr>
<th>Budget Code</th>
<th>Amount</th>
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<tbody>
<tr>
<td>40825</td>
<td>$68,167.00</td>
</tr>
<tr>
<td>40893</td>
<td>0.00</td>
</tr>
<tr>
<td>40925</td>
<td>9,000.00</td>
</tr>
<tr>
<td>41025</td>
<td>0.00</td>
</tr>
<tr>
<td>41125</td>
<td>569,757.76</td>
</tr>
<tr>
<td>41325</td>
<td>4,476,633.95</td>
</tr>
<tr>
<td>41425</td>
<td>8,196,232.33</td>
</tr>
<tr>
<td>41525</td>
<td>2,981,238.30</td>
</tr>
<tr>
<td>45593</td>
<td>11,725.00</td>
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<tr>
<td>41625</td>
<td>1,024,571.40</td>
</tr>
<tr>
<td>46625</td>
<td>11,411,388.33</td>
</tr>
<tr>
<td>41725</td>
<td>351,016.00</td>
</tr>
</tbody>
</table>

**Total** $29,099,730.07
# STATISTICS

## Personnel Statistics

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic EPAFS Processed</td>
<td>44</td>
</tr>
<tr>
<td>Electronic Hiring Proposals</td>
<td>59</td>
</tr>
<tr>
<td>Position Action Forms (PAFs)</td>
<td>8</td>
</tr>
<tr>
<td>Employee Action Forms (EAFs)</td>
<td>7</td>
</tr>
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</table>

## Electronic Budget Statistics

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Flexes Processed</td>
<td>30</td>
</tr>
<tr>
<td>Temporary Flexes Processed</td>
<td>81</td>
</tr>
</tbody>
</table>

## P-Card Transactions

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
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</tbody>
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## Budget Revisions

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## Journal Vouchers

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PERSONNEL

Sandra Redmond
CI Administrator

Accomplishments

● 2017 SRAPPA Conference

Training

● Run, Hide, Fight – Active Shooter
● PeopleAdmin – ePosition Management
● ePerformance for Supervisors
● Banner 9 General Navigation
● Began SuperVISION Workshops
Lori Krise
Business Services Coordinator

Accomplishments

- Facilities Operations Chorale Group
- 2018 Staff Star
- Staff Senate Service Committee Co-Chair

Training

- Box
- Sexual Harassment
- Run, Hide, Fight – Active Shooter
- ASL Beyond Intro I & II
- Excel Functions & Formulas
- PowerDMS
- PeopleAdmin – ePosition Management
- Purchasing, PCard Reconciler, eMarketplace
- Banner Finance AP, Fixed Assets, Budget Transfers
- Banner 9 General Navigation
ANNUAL GOALS FOR FY2018-19

Employee Engagement

Conduct training workshops on the CI process:

- Facilities Design & Construction
- Facilities Operations
- Accounting Services

Responsible Stewardship

- Produce complete desk reference manual including relevant flow charts
- Adopt use of Banner 9 in accordance with University directives. Participate in training as required.
- Enhance direct report’s knowledge, skills and competencies on CI administration in the areas:
  - CI request to UNC System Office for new projects, increase of authority, and 6-year capital planning
  - Use of R&R funds and fund transfers between R&R accounts
  - Closing out R&R and CI projects and budget codes