



2014 – 2015 RMA Final Proceedings

September 22 - 24, 2014

Santa Fe, New Mexico

Hosted by the University of New Mexico

## **Conference Overview**

Dates	September 22 - 24, 2014	
Location	Santa Fe, New Mexico	
Theme	Blaze Your Trail	
Attendance	306 Conference Attendees 115 Business Partners/Business Attendees	
Accommodations	Buffalo Thunder Resort & Casino	
Conference Gifts	Thermos by Spirotherm Computer bags by West Nambe bowls	
Trade Show	48 booths sold	
Sponsorship	24k Pure Gold (1), 22k Gold (1), 18k Gold (1), 14k Gold (2), Silver (8), Bronze (34)	
Keynote Speakers	Dr. Mohammad Qayoumi, President of San Jose State Tim Harris, Owner of Tim's Place	
Monday Activities	Golf Tournament at the Towa Golf Course Fishing on the Pecos River	
Evening Activities	Sunday	Board dinner held at Red Sage
	Monday	Welcome Reception – Mariachi & Margarita Monday at Buffalo Thunder Resort & Casino – Foyer, music by Mariachi Buenaventura
	Tuesday	Blaze Your Trail dinner at The New Mexico International Folk Art Museum and The Museum of Indian Arts & Culture, music by Syd Masters
	Wednesday	Reception & Closing Ceremony, music by Red Wine

# Blaze Your Trail...



September 22-24, 2014 | Santa Fe, NM



Please join us in beautiful Big Sky, Montana for the  
**2015 RMA Conference**

September 9 - 11, 2015

<http://rma.appa.org>

Big Sky Resort • Big Sky, Montana • 1-800-548-4486 • [www.bigskyresort.com](http://www.bigskyresort.com)



**BIG SKY - BIG IDEAS**

Hosted by Montana State University • Bozeman, Montana



2

## Table of Contents

Welcome .....	4
Planning Committee .....	5
Schedule of Events .....	6-11
Keynote Speakers .....	12-13
Meeting & Conference Map .....	16
Business Partner Booth Map .....	17
<b>Educational Sessions</b>	
Session 1 .....	21-25
Session 2 .....	25-30
Session 3 .....	31-33
Session 4 .....	34-36
Session 5 .....	36-40
Session 6 .....	41-43
Session 7 .....	44-47
Session 8 .....	47-50
RMA Board Members .....	62-63

3

## Welcome to Santa Fe, NM



The RMA 2014 Host Committee welcomes you to Santa Fe, New Mexico, the oldest capital city in the United States. This capital city is a culturally rich place, booming with art, music, history, and panoramic views.

Santa Fe is overflowing with an extraordinary blend of history and culture, which remains from Anglo, Hispanic and Indian influences. Pueblo Indians inhabited the area continuously for 1,000 years until 1607, when the Spanish began ruling New Mexico and brought Catholicism to the territory. Mexico gained control of Santa Fe in 1824, prior to the United States officially gaining control in 1848. Between 1821 and 1880 the Santa Fe Trail was used as a major commercial route for trading, mining exploration and fur trapping between Santa Fe and St. Louis. Today, Santa Fe, NM is ranked as the country's third largest art market, with over 250 art galleries, a world-class opera, a destination spa, and a multitude of culinary and shopping opportunities. The oldest church in the US, San Miguel Chapel, is in Santa Fe and many sacred Pueblo Indian sites are within the city. The Santa Fe plaza area still exhibits the traditional Pueblo Revival style architecture along its cobbled streets lined with eclectic shops, specializing in locally crafted silver and turquoise jewelry, art and pottery.

4

## 2014 RMA Conference Planning Committee

**Billy Hromas**  
RMA Host Committee Chair  
University of New Mexico

**Brother Ron Bartusiak**  
Santa Fe University of  
Art and Design

**Eileen Brinkerhoff**  
University of New Mexico

**Giovanna Archuleta**  
University of New Mexico

**Dr. R. Gary Smith**  
University of New Mexico

**Robert Notary**  
University of New Mexico

**Shirley Mitchell**  
University of New Mexico

**Stefanie Rotunno**  
University of New Mexico

**Sue Van Cleve**  
University of New Mexico



## Schedule of Events

**Sunday, September 21, 2014**

8:45 - 10:00 am	<b>RMA Board Breakfast Buffet</b> (by Invitation Only) Executive Lounge
10:00 am - 5:00 pm	<b>RMA Board Meeting</b> includes lunch (by Invitation Only)
4:00 - 6:00 pm	<b>Early Check-In: Registration Desk Open</b>
6:00 - 9:00 pm	<b>RMA Board Dinner</b> (by invitation only) Red Sage Restaurant at Buffalo Thunder Hotel



**Monday, September 22, 2014**

<b>See times listed:</b>	<b>Fishing Activity 7am-4pm</b> Pecos River <i>Breakfast and Lunch provided</i>	<b>Golf Activity 7am-1:pm</b> Towa Golf Course <i>Breakfast and Lunch provided</i>
7:00 am - 6:00 pm	<b>Registration Desk Open</b>	
8:00 am - 3:00 pm	<b>EEP Prep Course</b> Caldera A	
8:00 am - 5:00 pm	<b>CEFP Prep Course</b> Caldera A	
After 3:00 pm	<b>EEP Testing</b> (option 1 of 2) Vista	
After 5:00 pm	<b>CEFP Testing</b> (option 1 of 2) Vista	
1:00 - 5:00 pm	<b>Business Partner Booth Set Up</b> Tewa Ballroom	
5:00 - 6:00 pm	<b>RMA First Timers' Orientation/Reception &amp; Group Photos</b> Executive Lounge	
6:00 - 8:00 pm	<b>RMA Group Photos</b> — Hotel Lobby Stairs (NM @ 6pm, Canada @ 6:15pm, CO @ 6:30pm, UT @ 6:45pm, MT @ 7pm, ID @ 7:15pm, WY @ 7:30pm, AZ @ 7:45pm, Mexico @ 8:00pm)	
6:00 - 8:00 pm	<b>Opening Reception Cocktails and Hors d'oeuvres</b> Mariachi & Margarita Monday Buffalo Thunder Resort's Pool Deck	



**Tuesday, September 23, 2014**

7:00 am - 4:00 pm	<b>Registration Desk Open</b>			
7:00 am	<b>Breakfast Buffet - RMA President's Welcome</b> Pueblo Ballroom			
8:00 am	<b>Keynote Speaker: Mohammad Qayoumi, President of San Jose State</b> Pueblo Ballroom			
8:00 am - Noon	<b>EEP &amp; CEFP Testing</b> (option 2 of 2) Vista			
9:00 - 9:45 am	<b>Business Partner Networking</b> Tewa Ballroom			
9:45 - 10:45 am	<b>Caldera A</b> <i>Hiring to Transform Your Organization</i>	<b>Caldera B</b> <i>Leveraging Big Data to Drive Big Changes in a Big Way</i>	<b>Barranca A</b> <i>Sustainability - Steam Trap Management Program—Being Green</i>	<b>Barranca B</b> <i>RMA Meeting—EMA First Time Session "Why APPA?"</i>
10:45 am	<b>Business Partner Networking</b>			
11:30 am - 12:30 pm	<b>Caldera A</b> <i>APPA 101</i>	<b>Caldera B</b> <i>Presenting in the Twilight Zone - Steps to Making a Great Presentation</i>	<b>Barranca A</b> <i>Team Cleaning as Part of a Strategic Plan</i>	<b>Barranca B</b> <i>RMA Meeting—Sponsored Round Table Discussion Topics</i>



12:30 - 2:00 pm	Lunch & Business Partner Networking Tewa Ballroom			
2:00 - 3:00 pm Session #3	Caldera A Lessons Learned & Benefits of Sub-Metering and Dashboards	Caldera B Technology in Higher Education	Barranca A The Cowboy's Essential Guide to Leadership OR Only Come Know Why They Stampede (Part 1)	Barranca B RMA Meeting—Professional Development Committee Meeting
3:00 - 3:30 pm	Business Partner Networking & Refreshments Tewa Ballroom			
3:30 - 4:30 pm Session #4	Caldera A Setting Up a Facilities Management Apprenticeship Program for Seamless Succession Planning	Caldera B Nutrition for a Stressful Workplace	Barranca A The Cowboy's Essential Guide to Leadership OR Only Come Know Why They Stampede (Part 2)	Barranca B RMA Meeting—RMA Membership Committee Meeting
5:00 - 9:00 pm	"Blaze Your Trail" - Theme Dinner New Mexico Museum of International Folk Art & Museum of Indian Arts & Culture—Museum Hill			



9

## Wednesday, September 24, 2014

7:00 am - 3:00 pm	Registration Desk Open			
7:00 am	Breakfast Buffet & RMA Business Meeting @ 7:30 a.m. Pueblo Ballroom			
8:00 am	Keynote Speaker: Tim Harris, Owner of Tim's Place Restaurant Pueblo Ballroom			
9:00 am	Business Partner Networking Tewa Ballroom			
9:45 - 10:45 am Session #5	Caldera A We are a lot Smarter Together - Small School Roundtable	Caldera B Reach for the STARS - How to Make Your Institution Shine	Barranca A Legionellosis: A Diagnosis You Can't Afford	Barranca B RMA Meeting—RMA Membership Committee Meeting
10:45 am	Business Partner Networking Tewa Ballroom			
11:30 am - 12:30 pm Session #6	Caldera A Being Sustainable in an Unustainable Environment	Caldera B Integrating the MS4 (Municipal Separate Storm Sewer Systems)	Barranca A What? Do I HAVE to Communicate?	Barranca B RMA Meeting—RMA Business Partner Debrief Meeting



12:30 - 2:00 pm	Lunch & Business Partner Networking Tewa Ballroom			
2:00 - 3:00 pm Session #7	Caldera A Deep Energy Retrofits for the University of Colorado—Boulder	Caldera B Moving from my Pad to iPad—UNM's Journey from Paper Work Orders to Mobile Technology	Barranca A The Grand Slam of an Energy Conservation Program	Barranca B RMA Meeting—Past and Future Host Committee Meetings
3:00 pm	Business Partner Networking & Refreshments			
3:30 - 4:30 pm Session #8	Caldera A "Fifty Shades of Graywater," Seeking a Cost Effective Graywater Reuse System at CSU	Caldera B Management & Trades Mentoring Program at the University of New Mexico	Barranca A We Have a What? Where? - The Importance of Emergency Preparedness and Response for Facilities Managers	
4:30 - 5:00 pm	RMA Meeting—14er's Club Meeting Barranca B			
4:30 - 5:30 pm	Breakdown of Business Partners' Booths Tewa Ballroom			
5:30 pm	Reception & Cocktails Pueblo West Foyer			
6:00 - 10:00 pm	Closing Banquet Dinner & Awards Ceremony Pueblo Ballroom			



## Keynote Speaker

Tuesday, September 23, at 8:00 am

**Mohammad Humayon Qayoumi** is the 28th president and a professor of electrical engineering at San José State. He holds a bachelor's in electrical engineering from the American University of Beirut and four degrees from the University of Cincinnati: a master's in nuclear engineering, a master's in electrical and computer engineering, an MBA and a doctorate in electrical engineering. He has also published eight books and more than 100 articles, as well as several chapters in various books. He is a licensed professional engineer and a certified management accountant.

Qayoumi served as president of California State University East Bay from 2006 to 2011. He came to Cal State East Bay from California State University



Northridge, where he served as vice president for administration and finance and chief financial officer from 2000 to 2006, and was also a tenured professor of engineering management. He has over 32 years of engineering and administrative experience at several universities. Qayoumi also served as an engineer on a variety of projects in the United Arab Emirates and Saudi Arabia. He has made presentations at numerous conferences across the United States and in 10 other countries.

A senior member of the Institute of Electrical and Electronic Engineers (IEEE), Qayoumi served as a Malcolm Baldrige National Quality Award examiner and senior examiner from 2000 to 2003. He also was senior examiner for the Missouri Quality Program from 1997 to 2000.

Qayoumi has served his native country in various financial capacities. He was the senior advisor to the minister of finance of Afghanistan from 2002 to 2005 and served on the board of directors for the Central Bank of Afghanistan from 2003 to 2006.

A senior fellow with California Council on Science and Technology (CCST), Qayoumi is also a member of several local Boards including the Bay Area Council, the Bay Area Council Economic Institute, the Silicon Valley Leadership Group, Joint Venture Silicon Valley, KQED, the Commonwealth Club, Blue Shield of California, Project Lead the Way, and California STEM Learning Network.

## Keynote Speaker

Wednesday, September 24, at 8:00 am

### Tim Harris



The famous quote from Walt Disney, "if you can dream it, you can do it" has been the driving force behind the life of Tim Harris. Born in 1986 with Down Syndrome, Tim's life has been defined by exceeding expectations.

As a 2004 graduate of Eldorado High School in Albuquerque, New Mexico, Tim was elected homecoming king by the highest margin of votes in school history. During graduation week, Tim was also voted Student of the Year by the administration, faculty, and staff.

In the fall of 2004, Tim moved to Roswell, New Mexico to attend Eastern New Mexico University. Tim earned certificates in Food Service and in Office Skills and worked at a variety of local restaurants including Cici's Pizza, Golden Corral, IHOP, and Peppers Bar and Grill. Tim lived in a college dorm and graduated in the summer of 2008.

After college, Tim has worked as a host at Applebee's restaurant in Albuquerque and has participated in Special Olympics competitions throughout New Mexico. Tim enjoys basketball, volleyball, hockey, track and field, and golf. He has won dozens of gold medals as a Special Olympian.

Tim spent much of 2009 and 2010 living aboard a sailboat with his parents and traveling throughout the Bahamas. Tim is now widely known throughout the Bahamas and is an excellent sailor and offshore fisherman.

Early in his teen years, Tim began to dream of owning his own restaurant someday. In October of 2010, the next chapter began with the grand opening of Tim's Place – a restaurant in Albuquerque that is open for breakfast and lunch, seven days a week. Tim offers free hugs on his menu and is very excited about fulfilling his dream to own a restaurant. Public speaker, Special Olympics athlete, homecoming king, college graduate, sailor, and restaurant entrepreneur Tim Harris is more commonly known as "Tim the Man."

13

## RMA 2014 Business Partners



RMA would like to thank all of the business partners that consistently support APPA and the RMA.

Thank you!!!

### 24 K Pure Gold

OpTerra Energy Services

### 22 K Gold

Belfor

### 18 K Gold

Spirotherm

### 14 K Gold

WEST, Inc.

AZ Sponsor Group

14

## Silver

AMERESCO, Inc.	Mitsubishi Electric Cooling & Heating
Armstrong International	Heating
Kimberly-Clark Professional	Nalco an Ecolab Company
KONE Elevator & Escalator	Reliable Controls Corporation
Marvin Windows & Doors/Integrity	Windsor

## Bronze

Antron® Carpet Fiber	McKinstry
Basic IDIQ, Inc.	Miracle Method Surface Refinishing
Centennial Contractors	Nilfisk Advance
Club Car (Ingersoll Rand)	Olympus Building Services, Inc.
Composite Cooling Solutions L.P.	OMI Industries
CTA Architects Engineers	ONICON Incorporated
Ecobue	RediCheck West, Inc.
E/S3 Consultants, Inc.	Sightlines
Facility Facts, Inc.	SLATERPAULL Architects
GCA Education Services	Spectrum Engineers
GD Barri & Associates	Sunland Sports
GLHN Architects & Engineers, Inc.	TMA Systems
Grainger	Tandus Centiva
INNERFACE Architectural Signage	Tero Consulting, Ltd.
InstaKey Security Systems	Waxie Sanitary Supplies
Integrus Architecture	Xpedx
Interface	
Marcis & Associates, Inc.	

15



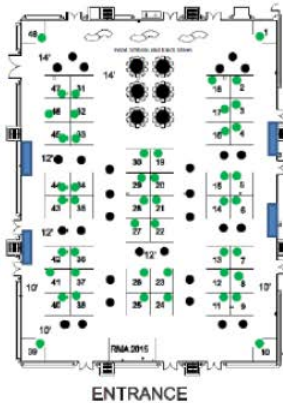
### Meeting & Conference Facilities



16

## RMA 2014 Business Partner Booth Locations

1. CTA Architects Engineers
2. Nalco Advantage
3. Waste Sanitary Supplies
4. Wastecor
5. Janssen Architecture
6. Composite Cooling Solutions
7. INTERFACE
8. Morris & Associates
9. Ocasio, Inc.
10. IronKey Security Systems
11. RediCheck West, Inc.
12. SpeedForm
13. Beltek
14. Facility Facts
15. Club Car
16. TMA Systems
17. McKinstry
18. WEST, Inc.
19. EcoBlue
20. G.D. Blum
21. Musco Medical Surface Reduction
22. Genzyme
23. Swinscott
24. Olympus Building Services
25. ESI Commitments
26. Marvin Windows & Doors Int'l
27. Auerston, Inc.
28. Trench Center
29. Antecore Capital Filter
30. OpTerm Energy Services
31. Nalco
32. Spectrum Engineers
33. A2 Systems Group
34. Sunbelt
35. OCA Education Services
36. Fresh Wave IAQ/ORM Industries
37. Commercial Contractors
38. Mitsubishi Electric Cooling & Heating
39. Reliable Controls Corp.
40. Xerox
41. Rustic IDQ
42. Kimberly-Clark Professional
43. SLATERPAULL Architects, Inc.
44. Janice
45. Signilines
46. Tero Consulting Ltd.
47. KONE Inc.
48. Accutemp International



17



18



NALCO  
An Exelab Company

### 3D TRASAR™ Solid Cooling Water Program

- ☒ SAFE
- ☒ SIMPLE
- ☒ SUSTAINABLE



19

## RMA 2014 Golf Tournament Sponsors

Thank you to all of our  
Business Partners who contrib-  
uted to the 2014 RMA golf  
Tournament at the Towa Golf  
Course.



20

## Session #1

Tuesday, September 23, 2014

9:45–10:45 am

### Hiring to Transform Your Organization

*Caldera A - Presented by Terri Willis & Jenna Elmer*

Every supervisor knows that they want to hire the best person for their team, but not every supervisor knows how to work through their hiring process to ensure that they are getting that perfect fit. Two seasoned Facilities Management HR professionals will present on the hiring process and what you should be doing to ensure that you are crafting the best team with each hire. Participants will learn:

- How to conduct a needs assessment and create an interview process to ensure the best fit
- How to hire for character – find people who match the culture you have (or want to create)
- Hire to fill the gaps – work to identify your weaknesses and strengths as a team and fill in where needed with each hire

Terri Willis is the director of Facilities Management Human Resources at the University of Colorado Boulder. She has been with the University for just over 12 years. Her areas of responsibility within facilities management include department recruitment and staffing, benefits, classification and compensation, learning and development, employee relations and career services, payroll, information management, and leadership development.



Terri has over twenty years' experience in human resource management. Prior to working at the University, she worked as a contract recruiter for Hewlett-Packard and prior to that she worked at

CareerTrack, an industry leader in business training seminars, as a human resource manager.

21

Terri was honored with the 2010 University of Colorado Boulder "Student Excellence" Award for outstanding mentorship and tutoring to CU University students. Terri has held her professional license in Human Resources (PHR) certification since 1995. She is currently enrolled in the Leadership and Management Graduate Certificate program at CU Boulder. She has also served on the boards of CUPA-HR and RMA (Rocky Mountain APPA) for the past several years.

Jenna Elmer, SPHR, is the Assistant Director of Human Resources for Facilities Management at the University of Arizona. As a member of the senior management team, Ms. Elmer works diligently to create an award winning corporate culture that engenders the growth of each employee.



Ms. Elmer is a versatile human-resources professional providing corporate leadership on human resource policies, programs and practices that permeate all aspects of the human resources function to include leadership development, formulating policies and procedures, building effective HR systems, conducting training, managing rapid and sustained business growth, and directing HR strategies. Ms. Elmer has been certified as an SPHR since 1999 and has close to 20 years experience as an HR professional and has worked in higher education, facilities management, and aerospace. Ms. Elmer is a graduate of Northern Arizona University.



22

### Leveraging Big Data to Drive Big Changes in a Big Way: The University of Iowa's Partnership with Microsoft on Fault Detection and Diagnostics

*Caldera B - Presented by Don Guckert*

The University of Iowa, like many institutions across the country, is heavily invested in direct digital controls systems for both its campus building operation and its utilities production and distribution systems. On an ongoing basis, UI's Facilities Management organization monitors and collects more than 100,000 points of data from across campus in its Energy Control Center. Originally conceived and built as a central control and monitoring facility for campus energy management, the Energy Control Center is expanding to harness and leverage "Big Data." Through a unique partnership with Microsoft, the UI is piloting a fault detection and diagnostic methodology that represents a window into the future on how higher education facilities management organizations will manage building operations using Big Data analytics. Employing a monitoring-based commissioning mode holds the promise of retaining energy conservation gains, providing more efficient building operations, and lowering the risks to business continuity by using a predictive maintenance approach.



Don Guckert serves as the associate vice president for facilities for the University of Iowa and is responsible for master planning, space planning and utilization, design and construction, utilities, energy management, maintenance, custodial and landscape operations, and the UI's office of sustainability. He has twenty-eight years of experience in higher education facilities management and an additional ten years of construction industry experience. Don serves as a faculty member and the dean of Planning, Design & Construction for AP-PA's Institute for Facilities Management.

23

### Sustainability - Steam Trap Management Program - Being Green

*Barranca A - Presented by Anand Sankey & Lynn Fletcher*

Western Michigan University has implemented a program that has saved over 4 million dollars through:

**Innovativeness, Creativity, and Originality** – New technologies allow the program to be adapted to keep its effectiveness. Wireless steam trap monitoring has increased efficiencies among the front-line service providers. Improved reporting analytics have made possible a more effective and efficient use of time and resources.

**Portability and Sustainability** – An effective program can reduce the number of failures resulting in significant savings. Program results in fewer impacts to the environment – reduced use of natural gas and carbon emissions. Program is easily adaptable to most institutions, hospitals, K-12's. Utilizes a web based data management program.

**Documentation, Analysis, Customer Input, and Benchmarking** – Wireless monitoring allows for testing of traps 24 / 7. Information is tied into building automation systems (BAS) and is tracked and in event of failure the BAS can notify technicians.

**Reduced Failure Rates** – This proactive program reduces failures significantly, thus reducing costs of failures. Program shows hard dollar savings, cost avoidance as well as intangibles – optimizes systems, holistic building wide inspection, comfort levels.



Anand Sankey is the Director of Engineering and Maintenance Services at Western Michigan University. Anand has 16 years of experience in Facilities Management including building maintenance and operations, energy conservation, geographic information system, building information modeling, campus utilities distribution, building management system and is a Certified Educational Facilities Professional (CEFP) with APPA. He holds a BS from Western Michigan University.

24



Lynn Fletcher is currently employed as a Senior Supervisor for Mechanical / Electrical Trades- Facilities Operations at the University of Colorado at Boulder, where he has been for the last ten years. He graduated from the Denver Pipe-fitter's Union as a Journeyman Pipe-fitter and holds Journeyman licenses in Steam-fitting, Refrigeration and Pipe-fitting. Served in the United States Navy reserve for 26 years where he was a four time Commanding Officer and Chief Warrant Officer (4) in

Engineering. He holds a Bachelor's Degree in Business Management and a Master's Degree in Business Administration. In APPA he has graduated from the Institute and the Leadership Academy and holds the CEFP credential.

## Session #2

Tuesday, September 23, 2014

11:30 am—12:30 pm

### APPA 101: Elevating Facilities Professionals into Influential Leaders in Education

*Caldera A - Presented by Mary Vosevich*

Learn what APPA's programs, resources, and people can do for you!

- APPA Credentialing Continuum: EFP – CEFP – CEFP Recertification
- APPA Books, Publications, BOK (Body of Knowledge)
- Leadership Academy
- Institute for Facilities Management
- Supervisor's Toolkit
- Emerging Professionals
- 14ers Club
- APPA Facilities Performance Indicators (FPI)
- Facilities Management Evaluation Program (FMEP) Review

25



Mary Vosevich has nearly 30 years of experience in facilities management at two previous universities. As the director of the physical plant department and vice president for Lobo Energy Inc. at the University of New Mexico, a flagship institution with more than 27,000 students on its main campus and more than 21,000 employees throughout the state, Mary oversaw gross building assets of \$2.2 billion.

Mary also managed all the physical facilities at the University of New Mexico as well as a department of 500 staff with an annual budget of \$70 million. Among many responsibilities, Mary led UNM's capital renewal and infrastructure projects, including Lobo Energy Inc., a \$63 million business plan to upgrade campus utilities and infrastructure. She also led UNM's sustainability and conservation efforts, which have reduced energy consumption by 20 percent since 2008. The University of New Mexico has been selected to receive the Award for Excellence, APPA's most prestigious institutional award, recognizing outstanding achievement in facilities management.

She also has been a leader in a variety of professional and civic organizations, including serving as president of the APPA, the international association for educational facilities management.

Throughout her career in higher education, at both UNM and the University of Missouri - St. Louis, Mary has worked in virtually every facet of facilities management, including environmental, grounds, and transportation services. Mary has a bachelor's degree from the University of Missouri at Columbia and an MBA from the University of New Mexico.

26

### Presenting in the Twilight Zone: Steps to Making a Great Presentation

*Caldera B - Presented by Steven Thweatt & Kathy Thweatt*

Public speaking can present a challenge for many people. "What if I mess up during my presentation? What if the audience doesn't like my presentation? What if I forget a part of my presentation? What if I look nervous during my presentation?"

In the Book of Lists, the fear of public speaking and making a presentation constitute the number one fear. Sometimes, employees bypass promotions, and business owners bypass business opportunities rather than give a presentation.

Whether you are thinking about doing a presentation or you have already been doing them, this session will:

- 1) Teach you certain skills that will help you to develop a speaker's mindset,
- 2) Gain outstanding presentation skills,
- 3) Overcome public speaking anxiety, and
- 4) Become more confident making presentations that achieve results.



Steve Thweatt is the Vice Chancellor for Administration at the University of Colorado Boulder, having served previously as the Associate Vice President of Planning Design & Construction at Emory University, Campus Architect and Director of Facilities Planning Design & Construction for the University of Colorado at Boulder and as the Director of the Facilities Design Office and Assistant Dean of Facilities at Duke University.

Steve also has over twenty years of combined experience as an adjunct faculty member at the University of Colorado, the University of Denver and North Carolina State University and is a permanent faculty member of the APPA Institute. Steve

27

is also a member of the NCARB, APPA, RMA, SCUP and past president and fellow of the Association of University Architects. Previous to his work with universities, Steve owned a private firm practicing architecture in Baton Rouge, Louisiana.



As a Certified Professional Life Coach through The Coaches Training Institute, Kathy Thweatt has challenged many people to walk through their inner fears and embrace change in order to live lives that support balance and fulfillment. She has been working with both individuals as well as teams for more than thirty years, and is known for her authentic and captivating warmth. Through the use of down-to-earth humor, she weaves together sincerity, emotion, and real world wisdom. She has great compassion for people and enthusiastically brings her message of hope, laughter and living. As a leadership and team development trainer, Kathy designs training solutions that are ideally suited to each organization's challenges. Her deep and abiding love of people and her belief in their ability to grow and prosper, impacts audiences in a powerful way. Originally from Baton Rouge, Louisiana, Kathy and her husband, Steve, have been married for 41 years and are happy to be living once again in Colorado. They have three grown children and three grandsons.

28

## Team Cleaning as Part of a Strategic Plan

**Barranca A - Presented by Theresa Fudge & Michael Firnhaber**  
Once Team Cleaning is implemented, you are not done. There are many other aspects if considered can meet the strategic plan of the university or department and provide a vehicle for continuous improvement. These aspects include standardization, equipment, maintenance, control, documentation, communication, rewards, employee feedback, engagement, and empowerment. Understanding the current situation, metric development, gap analysis, and development of strategic intents and tactical objectives in every focus of the strategic plan increases the long term success and sustainability. Success can be measured through improved service, cleaner buildings, lower costs, increased safety, and improved engagement or empowerment of custodial staff. Measurable successes lead to operational excellence in the world of cleaning.

### Learning Outcomes:

- 1) Understanding of policy deployment strategy
- 2) Methodology to develop strategic and tactical plans for implementation
- 3) Engaging all levels of the organization to achieving the identified strategic plans
- 4) Measure successful implementation



Theresa Fudge is Assistant Director, Quality/Process Improvement and Environmental Services, in Housing Facilities Services with the University of Colorado at Boulder. Theresa graduated with a B.S. in Chemical Engineering from Rensselaer Polytechnic Institute, a M.B.A. from New York University, and Master Black Belt in Six Sigma from CU-Boulder. Theresa has implemented several lean and continuous improvement initiatives such as 1-piece Pull System and Demand Flow lines at aerospace companies such as

29

United Technologies and Rockwell Collins. More recently, Theresa transitioned a headquarters order fulfillment and customer service departments into a global sales operation organization. Currently, Theresa has developed and implemented a strategy to convert Environmental Services from zone to team cleaning. Theresa continues to take classes for her Master's in Engineering Management.

**RMA 2014**  
**BLAZE YOUR TRAIL**  
**SANTA FE, NM**

THE UNIVERSITY of  
NEW MEXICO

RMA2014 • CONFERENCE  
GOOD LUCK & THANK YOU!  
ARIZONA SPONSOR GROUP

AMERESCO  
AVIAN  
FLYAWAY, INC.  
CCSolutions  
Complete Safety Systems, LLC  
GLHN  
INVESTA  
antron  
NALCO  
RMH  
RMA

30

## Session #3

Tuesday, September 23, 2014

2:00 pm—3:00 pm

### Lessons Learned & Benefits of Sub-Metering and Dashboards

**Caldera A - Presented by Jacob Cain**

Take a close look at lessons learned while Weber State University went through the process of installing sub-metering on all buildings and having the data presented on a dashboard. We will examine the data in real-time so the sessions participants can see what the final results of a dashboard look like and how the interface works. We will discuss the costs incurred during construction and the on-going maintenance costs of the metering and dashboard system. We will take a look at the challenges that need to be overcome in relations to controls and communication to have an effective dashboard system setup.

### Learning Outcomes:

- 1) In-depth look at functioning real-time dashboard system and understanding of system functions.
- 2) Understanding of costs associated with sub-metering and dashboards, both construction and on-going maintenance.
- 3) Understanding of potential energy savings that can be achieved by the use of metering and dashboards.

Jake Cain has been Weber State University's Energy Manager since 2008. He has a B.S. degree in Applied Physics (Computational Emphasis) from Weber State University and is currently in the process of pursuing his MBA (with an Environmental Sustainability Certificate) also from Weber State University. Jake is also a Certified Energy Manager (CEM), a Certified Lighting Efficiency Professional (CLEP), and an Educational Facilities Professional (EFP).

Throughout his life, Jake has lived in a variety of places.

31



He has moved all over the Wasatch Front (Logan, SLG, Orem, Provo, and North Ogden), he has lived in several towns in Wyoming (Pinedale, Rock Springs, and Green River), and he spent two years in Russia. He has two children (Megan - 4 yrs. old and Isaac - 2 years old) with another currently on the way. In his spare time he enjoys golf, racquetball, video games, computers, and engineering.

### Technology in Higher Education

**Caldera B—Presented by Mark Valenti**

Campuses are shifting to new and exciting learning space models that provide real opportunities for design innovation. This program will explore emerging pedagogies and enabling technologies and the related planning, design, and infrastructure issues that colleges and universities face in designing contemporary buildings for education.

An internationally-renowned technology thought leader, Mark is one of the most highly sought experts in the audiovisual industry. Through his interactive visioning process, speaking, and writing, Mark helps clients in business, education, and institutions effectively plan for a rapidly-evolving technology-enhanced future. Under Mark's leadership, The Sextant Group has become one of the preeminent consulting firms focused on integrated communication and collaboration in the built environment.



Mark is a member of the Society for College and University Planning (SCUP) Board of Directors, a faculty member for the Institute for Facilities Management of the Association for Higher Education Facilities Officers (APFA), and Past President of InfoComm International.

32

## The Cowboy's Essential Guide to Leadership or Only Cows Know Why They Stampede—# 1

*Barranca A—Presented by R. Gary Smith, Ph.D.*

From 1821 to 1880, the Santa Fe Trail was a primary commercial route stretching 900 miles from Franklin, Missouri to Santa Fe, (New) Mexico. The trail was used by wagon trains, stagecoach lines, emigrants, adventurers, fur trappers, and thousands of gold miners headed to California and Colorado. Wagon masters blazed their trail by being savvy risk takers with courage, determination and the leadership skills to lead wagon trains through the old west. Once on the trail, they faced starvation and drought, gunfighters and raiding Indians, cattle rustlers, stampedes and honky-tonk cow towns. None of 'em got to attend the APPA Institute, Supervisor's Toolkit, or the Leadership Academy. Trail bosses had to learn to live by the creed of the land to survive, using their own wits and time-tested rules of the trail; many of which still hold true today. By 1880, the railroad finally reached Santa Fe, and the trail soon faded into history.

Smith uses some of these same rules of the trail and some modern day cowboy poetry that will help keep facility managers from 'fading into history', and lead their organizations with the same risk taking, courage and determination displayed by trail bosses of yesteryear. So saddle up and come along for the ride!



Gary Smith is the Associate Director of Environmental Services, and Maintenance and Operations at the University of New Mexico's Physical Plant Department. Smith has over forty years' experience in higher education as a student, researcher, lecturer and administrator at Texas Tech, Texas A&M, Oklahoma State, New Mexico State, and the University of New Mexico. He earned a Ph.D. from Texas Tech University and is a graduate of the APPA Institute for Facilities Management and the Leadership Academy. Smith has implemented many efficient and innovative practices at UNM and has been actively involved in environmental stewardship and sustainability projects throughout his higher education career.<sup>33</sup>

## Session #4

Tuesday, September 23, 2014

3:30 pm—4:30 pm

### Setting up a Facilities Management Apprenticeship Program for Seamless Succession Planning

*Caldera A - Presented by Christopher Kopach & Jenna Elmer*

In 2013, the University of Arizona's Facilities Management Department launched a registered apprenticeship program with a class of 12 apprentices. This session will review the importance of apprenticeship programs as a talent management strategy and will focus on the following key learning objectives:

- Making the case for Apprenticeships
- Creating an effective Apprenticeship Program Plan
- Key Milestones for a Registered Apprenticeship Program at a Higher Education Institution
- Project Planning – a Roadmap for Success
- Ideas on Implementation



Christopher M. Kopach, Assistant Vice President of the Facilities Management Department at The University of Arizona obtained a Bachelor's Degree in Business Administration and a Master's Degree in Organizational Management while working full time. He has 30+ years of facilities management experience from the University of Michigan, contract services and The University of Arizona.

Chris is actively involved in Rocky Mountain Association APPA as past RMA President, Jr Rep and currently sits on the APPA National Board. He provides a solid leadership back-<sup>34</sup>

ground that focuses on developing one team of highly efficient and effective employees working to improve processes that generate operational and financial savings back to the University.

Chris has strong leadership skills in developing change management models for ensuring success to operational changes by empowering employees to thrive through change and bringing other University department's together to work in a collaborative manner while delivering a quality service to the customer.

Jenna Elmer, SPHR, is the Assistant Director of Human Resources for Facilities Management at the University of Arizona. As a member of the senior management team, Ms.



Elmer works diligently to create an award winning corporate culture that engenders the growth of each employee. Ms. Elmer is a versatile human-resources professional providing corporate leadership on human resource policies, programs and practices that permeate all aspects of the human resources function to include leadership development, formulating policies and procedures, building effective HR systems, conducting training, managing rapid and sustained business growth, and directing

HR strategies. Ms. Elmer has been certified as a SPHR since 1999 and has close to 20 years experience as an HR professional and has worked in higher education, facilities management, and aerospace. Ms. Elmer is a graduate of Northern Arizona University.

### Nutrition for a Stressful Workplace

*Caldera B - Presented by Ron Medlin*

Learn tools and strategies to help prevent you from getting sick or developing an illness in the work environment. Explore techniques to enhance your mental acuity and physical performance on the job and at home.

35



Ron Medlin, Ph.D., LCADC, has spent 24 years in the field of pharmacological nutrition. He worked for 17 years at the Oxon Hill Medical Group, a large medical practice in the Washington, D.C. area, and for the past 8 years as Director of the Institute of Life & Health. He received his Bachelor of Arts degree from Carson-Newman College. He then went on to obtain his Master's of Divinity from the Southwestern Theological Seminary. In a desire to further help people, he continued his education and received his Doctorate of Psychology from Kensington University and pursued his LCADC (Licensed Certified Alcohol and Drug Counselor) certification. Dr. Medlin continues his studies on a daily basis in order to keep up with the vast nutritional information available, determine what's hype and what isn't and to be current on the latest supplement studies.

### The Cowboy's Essential Guide to Leadership or Only Cows Know Why They Stampede—Part 2

*Barranca A - Presented by R. Gary Smith, Ph.D.*

## Session #5

Wednesday, September 24, 2014

9:45—10:45 am

**We Are a Lot Smarter Together** - Conversation on topics that small school facility managers have succeeded in implementing and others that just won't fly.

*Caldera A - Presented by John Christensen*

In this round table discussion I hope to network ideas with peers that may lead to one of those solutions or practices we didn't think to try or perhaps we did and can explain to each other why it did or didn't work. We all get caught up in our own campus and its politics and sometimes we just convince ourselves "it can't work here".

36

I'll come prepared to foster discussion on the following topics, and hopefully some of your own.

- 1) Has technology made some of our staff less qualified? I'll explain how some recent energy projects and upgrades have helped define where I should best use maintenance staff and what I should out-task
- 2) Albuquerque Academy has been considering making continuing education requirements part of a point system that will be part of our annual evaluation process and determine salary increases. It may also move some low performers toward the door. I would like to hear about anything you have implemented.
- 3) Customer service: that mean old plumber, supervisor, grounds guy you have convinced yourself you can't live without. Moving on: do you have a plan to fill retirements, including your own
- 4) Albuquerque Academy has implemented a lockdown plan. It's not perfect, but we have learned a lot.



John P. Christensen is the Director of Physical Plant Services at Albuquerque Academy. He is responsible for managing a crew of 36 custodians, grounds, maintenance and security personnel and the energy use, renovation and new construction of facilities on campus. He was previously the Facilities Director and Project Manager with Carroll College in Waukesha, Wisconsin. A former HVAC mechanic and supervisor, he has been involved in campus construction, maintenance, energy and capital renewal projects as a Tradesman, Project Coordinator, and Facilities Director. John has been involved with facilities maintenance for 35 years and facilities management for the last 21. He has been a member of the Association of Physical Plant Administrators for 21 years and a member of the United States Green Building Council.

37

## Reach for the STARS—How to Make Your Institution Shine

*Caldera B - Presented by Carol Dollard*

Colorado State University has been engaged in sustainability for decades. In the early days of campus sustainability ratings (Princeton Review, Sierra Club, Sustainable Endowment Institute and others) we experienced a great deal of frustration about the relative objectivity and inherent bias in many of these methods. CSU



joined with many others to call for a more objective, comprehensive & unbiased rating. Fortunately, AASHE stepped up to the plate and created the STARS rating system. Colorado State embraced this new tool and was a pilot reporter in 2009. Since that time the university submitted a STARS 1.0 score in 2011 and a STARS 1.2 score in February 2014. It is our intent to update to STARS 2.0 in the fall of 2014.

While STARS is not the only sustainability rating tool, it is the most comprehensive and is widely accepted as a good benchmark for sustainability efforts.

This path is not unlike many other schools that have embraced sustainability reporting, so why is Colorado State proposing this conversation? It is about exemplary performance - since our first STARS 1.0 score, Colorado State has had a rating that places us in first or second place among all the other reporting colleges and universities. We think that this outstanding score helps illustrate both the breadth of efforts at Colorado State and the diligence of the team conducting this report. As we have worked through this process, we have learned more about all the programs at the university and how they help to make Colorado State one of the most outstanding sustainability schools in the country. In addition, we have learned the best practices to pull together the broad spectrum of information for this report.

This presentation will:

38

- Encourage universities considering taking on sustainability reporting
- Share some of the programs at Colorado State that have kept our university one of the best.
- Share methodologies for ensuring the sustainability tracking is robust and well documented.

Carol Dollard is an Energy Engineer & co-chair of the Presidents Sustainability Committee at CSU. In her 15 years here, she has helped make University operations more sustainable. These efforts include: seven photovoltaic installations totaling over 5,500 kW, a biomass plant that burns wood chips, 13 LEED Gold buildings with more pending, and a wide variety of energy & water efficiency projects. In addition, she leads a team that conducts the University's annual greenhouse gas inventory and produces biannual updates to the CSU Climate Action Plan. Carol received her MSME from Colorado State in 1990.

## Legionellosis: A Diagnosis You Can't Afford

*Barranca A - Presented by Brooke Winter & R. Gary Smith, Ph.D.*

Many higher educational organizations desire to maximize water safety throughout their campuses. Prevention of "Legionnaires' Disease" helps focus the organization on maximizing both potable and utility water safety. This session will describe the actions taken by the University of New Mexico to independently design and implement a Water Management Program (WMP). An overview of the Hazard Analysis Critical Control Point (HACCP) management process will be presented. Use of cloud-based single location for campus-based Water Management information will be shown. Worldwide guidelines and standards will be discussed. Challenges encountered during implementation and verification can be many. How UNM is handling them will be seen.

Learning outcomes include:

- Understanding the HACCP Management Process and how it can be used to improve Campus-wide Water Safety
- Why maximizing water safety and minimizing costs go hand-in-hand,
- Understanding independent Water Management Programs and their benefits, and
- How ongoing Verification and Validation are the critical components of an ongoing WMP.

39

Brooke joined Phigenics in 2006 as a Regional Manager and Principal. He has served clients in Arizona, California, Nevada, New Mexico, New York, and Washington, DC. He has worked in the water management/



treatment field since leaving the U. S. Coast Guard in 1982. His experience includes approximately twenty-three years with Nalco holding various customer-facing roles and responsibilities including District Manager and Key Account Manager. He was Nalco WATERGY Group's District Manager of the Year in 1995. He holds a B. S. Civil Engineering; U.S. Coast Guard Academy; 1978.

### Affiliations & Certifications

- Certified HACCP Manager
- Nevada Professional Facility Managers Association (NPFMA) Member
- Certified Water Distribution Operator

Gary Smith is the Associate Director of Environmental Services, and Maintenance and Operations at the University of New Mexico's Physical Plant Department. Smith has over forty years' experience in higher education as a student, researcher, lecturer and administrator at Texas Tech,



Texas A&M, Oklahoma State, New Mexico State, and the University of New Mexico. He earned a Ph.D. from Texas Tech University and is a graduate of the APPA Institute for Facilities Management and the Leadership Academy. Smith has implemented many efficient and innovative practices at UNM and has been actively involved in environmental stewardship and sustainability projects throughout his higher education career.

throughout his higher education career.

40

## Session #6

Wednesday, September 24, 2014

11:30 am—12:30 pm

### Being Sustainable in an Unsustainable Environment

*Caldera A - Presented by Willie West*

Maintaining the exterior campus environment is challenging enough without the demands and pressures of being "green," "sustainable," and "good environmental stewards." There can't be any dry spots on the lawns or weeds in the planters; the Dean's office must be bug-free; no snow on the streets and sidewalks, and always ensure that the annual color is in before graduation!! Expectations are always high and accommodating them can be difficult.

This presentation will take a look at the often conflicting requirements placed on those who are tasked with maintaining the highly visible exterior environments of campus, including the complex issue of pest management. Learn what the University of New Mexico is doing to stay within mandated guidelines, but also accommodate the demands on campus. Audience participation will be encouraged in an open forum to discuss options and managing this delicate balance.



Willie West has been a manager in the Environmental Services Division at the University of New Mexico since 2006 and has been employed at the University since 2002. He currently oversees the daily operations of the Grounds & Landscaping Division, Automotive Service Center, Special Activities & Movers as well as the Integrated Pest Management program. Prior to 2002, Willie worked as a General Manager in the commercial landscape industry in Albuquerque, performing both landscape maintenance and landscape & irrigation design and installation.

41

Willie received a Bachelor's degree from the University of New Mexico in 2006 and his Educational Facilities Professional certification from APPA in 2013.

Mr. West has worked with student groups, Campus and community groups, University departments as well as architects and planners on a variety of sustainable programs such as recycling, community gardens, roof top gardens, water harvesting, water conservation, LEED qualifications and a host of other programs. He has seen the good and not so good of these programs and the challenges faced in implementation and

### Integrating the MS4 (Municipal Separate Storm Sewer Systems)

*Caldera B - Presented by E.J. Hook*

This presentation will feature a quick review of the history and governance of MS4 permits, compliance categories, and reporting requirements. Using real world examples the presentation will demonstrate how to integrate the MS4 program and compliance elements in an educational setting involving staff, faculty, students, and community partners as part of the effort. All six minimum control measures will be addressed – Public Education and Outreach, Public Participation and Involvement, Illicit Discharge Detection and Elimination, Construction Site Run-Off Control, Post Construction Run Off Control, and Pollution Prevention/Good Housekeeping. Two specific areas of focus will be recognizing program

and compliance work that one is already doing and building partnerships that enhance compliance efforts.



E.J. Hook is Montana State University's Environmental Services Manager, with over 30 years of experience in commercial and academic facilities and grounds maintenance. He has worked extensively in promoting the use of sustainable maintenance and operational practices in settings such as the Woodland

42

Park Zoo in Seattle, the City of Seattle and Montana State University. His practical background in design and maintenance allow him to apply real world solutions to complex programmatic and operational challenges.

### What? Do I HAVE to Communicate?

*Barranca A - Presented by Rachel Stone*

In facilities management, communicating is something that usually comes after a job is done, or when important questions are being asked, or when things go wrong. But, shouldn't communication come at the beginning of the job, while the job is being done, AND after it is complete? Shouldn't everyone on campus know what the facilities group is doing, because, after all, the conditions of the physical environment on a campus supports and facilitates learning, right?

This course will give a perspective of communication specific to facilities management: why it is important, how it can serve customers, how it can affect funding in a positive way, boost morale within the department, and improve reputations. Through real-life examples of facilities communication, the class will gain an insight of the importance of effective communication and the tools to improve communications at their institution.



Rachel Stone has been in higher education for over 14 years. Rachel received her bachelor's degree from the University of New Mexico (UNM) in Mass Communication in 2006. She always finds herself thinking about how to better engage audiences whether it be while recruiting new students at a local community college, or engaging audiences through an improved web presence. Today, Rachel is the Communication & Outreach Specialist for the Physical Plant Department at UNM. She enjoys thinking about the "big picture" of communication, and appreciates the challenge of improving the university experience for staff working in the facilities management field.

43

## Session #7

Wednesday, September 24, 2014

2:00—3:00 pm

### Deep Energy Retrofits for the University of Colorado-Boulder

*Caldera A - Presented by Dan Gacnik & David Danielson*

In March 2014, the University of Colorado at Boulder (UCB) contracted with McKinstry to perform a Technical Energy Audit (TEA) of the unoccupied MacAllister building. MacAllister is part of the Sustainability, Energy and Environment Complex (SEEC) construction project for the University. The project includes a full renovation of the existing MacAllister building and a four story wet lab currently under construction on the site next to MacAllister which forms the SEEC complex. Due to existing budget challenges on the MacAllister project, UCB requested that McKinstry consider all options including deep energy retrofits to provide needed budget relief for the renovation project.

Accordingly, McKinstry identified various facility improvement measures (FIMs) for the building which delivered energy savings of over 40% for the facility from the established baseline, improved occupant comfort, enhanced control, and reduced maintenance costs for the building. The phase one performance contract comprised \$10.75M of infrastructure improvements which are funded from future utility and operational cost savings over a 20 year financing period. The project included the installation of the following facility improvement measures: Building envelope improvements; Central plant upgrades; Lighting retrofit and controls; Building automation system; Various HVAC projects; Water conservation measures; and Commissioning

#### Program Outline:

1. Introduction and overview by Dave Danielson of UCB
2. Energy performance contracting overview
3. CU-Boulder deferred maintenance and capital renewal needs
4. The MacAllister Building remodel and budget challenges
5. Phase one EPC project scope and financial summary

44

## 6. Questions and discussion period



As Account Executive, Dan Gacnik's primary focus is to provide Account Management and Project Direction services for energy performance contracts, and he is therefore empowered to make critical decisions within our energy services group and serve as a single point of contact for his clients. Dan's primary objective is to assure that the programs we develop with our clients deliver the highest level of customer satisfaction.

Dan has over 15 years of experience providing energy performance contracting solutions with customers in many vertical markets including: higher education, K-12 schools, municipal government and the hospitality industry. Dan's diversified experience in the energy supply-side, energy services and maintenance-related industries provides each project with specialized expertise in utility savings, rebates and creative funding opportunities, resulting in a comprehensive project approach.

Dan is a Certified Energy Manager and also serves as an active member of the Rocky Mountain Association of Energy Engineers as well as the Colorado Chapter of the Energy Services Coalition.

### Moving from my Pad to iPad—UNM's Journey from Paper Work Orders to Mobile Technology

*Caldera B - Presented by Sue Van Cleve & Jenny Pino*

The University of New Mexico Physical Plant Department has been using TMA - a computerized maintenance software system (CMMS) since 2001. In the early years of using TMA, a paper system was used to track labor, material, and contractor invoices. Beginning in 2013, the Physical Plant began utilizing mobile technology on iPad minis using TMA's mobile application - WebTMA GO. This presentation will step through the life cycle of a work order using WebTMA GO. See how UNM became more efficient and sustainable by using mobile technology.

Learning Outcome:

45

- The benefits of using mobile technology
- How UNM has become more sustainable by reducing the amount of paper used for work orders
- How the maintenance shops are running more efficient by using the mobile technology.

Sue Van Cleve, Manager of Information Services, leads a team of 5 IT professionals that provide IT support to 10 departments across the UNM campus. Sue received her BBA in Management Information Systems (MIS) from UNM's Anderson School of Management in 2007. She is currently certified in ITIL v3 Foundation as well as the ITIL Service Lifecycle module. Sue earned her EFP in 2013.



### The Grand Slam of Energy Conservation Program

*Barranca A - Presented by Robert Notary*

Robert Notary began a program of demand-side energy management at UNM in 2003, and developed in-house expertise that has executed projects saving more than \$10 million in energy costs while producing a funding stream used for on-going conservation projects. His presentation will discuss the development and results of this program at UNM.



Robert Notary is the University of New Mexico Physical Plant Associate Director responsible for the Engineering and Energy Services Division. He obtained his Bachelor's degree in Mechanical Engineering from Purdue University and Master's in Business Administration from Indiana University. He has more than 30 years in facilities experience with 27 years of University Facilities experience.

46

ties Management experience at Indiana University, University of Arizona and UNM. Under his leadership at UNM, the 18 member team of Energy Service Technicians, Engineers, and Project Managers ensure that campus building energy systems are reliable and efficient.

## Session #8

Wednesday, September 24, 2014

3:30—4:30 pm

### "Fifty Shades of Graywater," Seeking a Cost Effective Graywater Reuse System at CSU

*Caldera A - Presented by Susanne Cordery-Cotter*

This presentation describes the objectives, design, and permitting of a graywater treatment system in Aspen Hall, a residence hall at Colorado State University (CSU).

The system includes collection of graywater from showers and sinks in fourteen residence rooms, treatment of the graywater and distribution of treated graywater for toilet flushing.

The treatment system at CSU's Aspen Hall is designed to be as inexpensive as possible while protecting human health. It consists of coarse filtration and disinfection using chlorine. Safeguards incorporated into the design include dye injection, backflow prevention and chlorine monitoring. CSU researchers evaluated different filters, three disinfection methods, and optimal residual chlorine concentrations to inhibit regrowth. The resultant system eliminates maintenance-intensive filtration methods.

The path to operation involved numerous regulatory bodies, code authorities and internal departments. Regulatory agency interactions have included the Colorado Examining Board of Plumbers, City departments, the County Health Department, the Colorado Department of Public Health and Environment (CDPHE), Division of Water Resources, and

47

State Architect's Office. During the course of permitting this system, Colorado State legislators passed a graywater bill in 2013.

Susanne Cordery-Cotter is an environmental engineer with more than 25 years of experience. She has a BS degree in Civil Engineering from Michigan Technological University, and a Masters degree in Environmental Engineering from the University of Southern California.



Susanne was a consulting engineer from 1986 to 2007 providing environmental engineering services to private and public clients throughout the western United States. She joined Colorado State University in 2007 where she is the Environmental Engineer in the Facilities Management Department. At CSU she helps keep the University compliant with a wide range of environmental regulations including drinking water, stormwater, floodplains, and air emissions.

### Management & Trades Mentoring Program at the University of New Mexico

*Caldera B - Presented by Daniel Perea & John Couch*

The focus of the presentation is targeted to staff management and trades training mentorship for the UNM Physical Plant Department, although it is generally applicable to any mentor-protégé relationship. The mission statement identifies the UNM PPD Mentorship Program will, by supporting culture of coaching and counseling, provide opportunities for new managers, supervisors, entry level positions (mentees) to improve and accelerate managerial and trades competencies and advance their career development by offering access to the experience, knowledge and insight of experienced managers, supervisors and master trade technicians (mentors). The objectives of the program are:

- To enhance employee contribution through increased knowledge of UNM culture, network, and contacts.
- To improve managerial competencies.

48

- To sustain the knowledge and trades experience of the organization.
- To capture and retain experience and talent of various trade entities within the Physical Plant Department.

The focus and benefits of being a mentee are:

- Increased self-confidence and self-esteem.
- Career guidance by a mentor who can share, coach and counsel.
- Assistance with obtaining the vast knowledge, skill and experience of select trades personnel.

Daniel Perea has been the manager of Work Control at the University of New Mexico's Physical Plant Department since September 2010. Prior to 2010, he served 4 years at UNM as a supervisor and then manager for the Main Custodial Department within the Physical Plant Department.

Daniel currently serves on the board for the UNM Parent Association and is involved in several initiatives that encourage



parents and families to play a supportive role in their sons/daughters higher education. Before coming to the University of New Mexico, Daniel spent 28 years working in the private sector in several different capacities as Facilities/Operation Manager, Retail sales Manager and Automotive Service Manager. Working in several different management capacities has given Daniel extensive experience in enforcement of internal procedures and controls, problem resolution, and workflow processes and procedures.

John Couch has been working as a licensed plumber for 19 years. He served in the Navy in the early 80's, and came to UNM Physical Plant Department in 1996 as a Plumber 2. He worked his way up to a Master Plumber position, and in 2007 became the Maintenance Supervisor for PPD at UNM's Health Sciences Center Campus. John started APPA Institute in January of 2013, he recently graduated from UNM's Management Academy, and maintains 8 trades license in the construction field.



49

## We Have a What? Where? - The Importance of Emergency Preparedness and Response for Facilities Managers

*Barranca A - Presented by Byron Piatt*

We run into emergency situations in our facilities on a regular basis. The size of the emergency and the scale of response may depend upon who is being affected and in what way. What if it isn't our "normal" emergency? What if the event is prolonged, or requires extensive external assistance? Come learn about how Emergency Managers analyze your facilities and threats based upon an "all hazards" approach, and how they plan for scaled responses that may require extensive external assistance. Byron will be discussing how our facilities managers were prepared to lead an effective and efficient response to a recent crash of a medical helicopter on University Hospital's rooftop helipad.

Byron Piatt, Emergency Manager - University of New Mexico, has attained the status of Certified Emergency Manager (CEM) through the International Association of Emergency Managers, and NIMCEM through the New Mexico Emergency Management Association. He is also the Commander of the NM-1 Disaster Medical Assistance Team (DMAT). Byron has worked throughout New Mexico with EMS services, hospitals and local officials on emergency preparedness. He maintains licensure as an EMT-I and has served as a volunteer firefighter. He holds both an MPA and a BBA in



Finance from UNM.



50

**KONE**

Proud to be part of U.S. Communities

KONE is a member of the U.S. Communities network of quality providers, offering quality and value to all government districts. With a nationwide team of qualified vertical transportation professionals, KONE can solve with all your service, repair and modernization needs.

- Lowest maintenance pricing
- Discounted operational calling rates
- Discounted costly lift programs
- Established contract terms that save time
- Flexibility to meet specific needs

Learn more: [www.kone.us/uscommunities](http://www.kone.us/uscommunities)

**Innovative Flow and Energy Measurement**

**ONICON INCORPORATED**

**Flow Meters and BTU Meters**

Chilled Water • Hot Water • Domestic Water  
Natural Gas • Steam Systems

[www.onicon.com](http://www.onicon.com) • USA • Tel +1 (727) 447-6140

**REDICHECK Inter-disciplinary Plan Review**

**REDICHECK West, Inc.**

**Quality Control For The Construction Industry**

Richard C. Waller, AIA - Architect

- ✓ Reduce Change Orders up to 50%
- ✓ "Pre-empt" your project by
- ✓ Experienced Professionals
- ✓ Help Keep Projects on Schedule
- ✓ Within Budget - Close Ends

[www.redicheck-review.com](http://www.redicheck-review.com)

2 Navajo Avenue  
Monte Vista, Colorado 81429  
Phone (719) 485-1803  
Fax (719) 485-6483  
(800) 888-1158  
[redicheck@redicheck.com](mailto:redicheck@redicheck.com)

**Marcis & Associates**

Specialist in Custodial Services and Facilities Maintenance

Julio Cisneros President

P.O. Box 11175, Spring, Texas 77391-1175  
Phone 281-379-1953 • Toll Free 1-866-379-1953  
Fax 281-379-2735 • [jcisneros1@marcis.net](mailto:jcisneros1@marcis.net)  
[www.marcis.net](http://www.marcis.net)

**Barri & Associates Inc.**

**MARVIN**

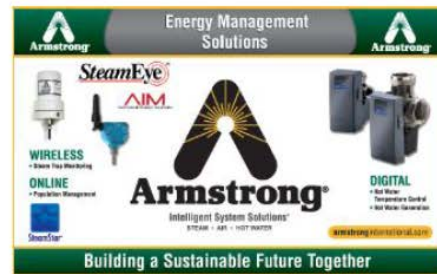
Windows and Doors

Built around you.®



#### APPA Award for Excellence 2014

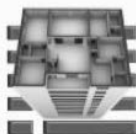
This award is APPA's highest institutional honor, and was awarded because of the combined efforts of every person in UNM's Physical Plant Department.



54

Tandus | Centiva  
A Tandus Company

#### Maintenance Management Software



TMA SYSTEMS



55



56

# SPIROTHERM

## integrus

ARCHITECTURE

**WEST** Water & Energy  
Systems Technology, Inc.

**WEST and your facility -  
A green partnership**

Total Service . . .  
Extended equipment life  
Minimize downtime  
Control corrosion  
Reliable results  
Trained technicians  
Qualified engineers

A Complete Solution!

Proven members of:  
AEC, DMGT  
A/E, D/B/M/A  
A/C/E, C/M  
A/E/C/E, F/G-C/M/E  
A/E, L/E/E/E

**WEST** Water & Energy  
Systems Technology, Inc.  
800 West 4000 North • Provo, UT 84607  
801-555-4500 • Fax 801-555-2700

57

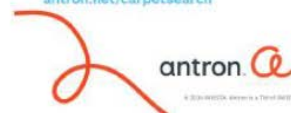
# BELFOR

## PROPERTY RESTORATION



ARCHITECTS ENGINEERS

Use the **NEW CARPET SEARCH TOOL**  
to find carpet for your next project!  
[antron.net/carpetsearch](http://antron.net/carpetsearch)



58

Your Solution for Superior Facilities Services

**GCA**  
SERVICES GROUP

**Why GCA Services Group?**

- Partnering with Over 500 Major Educational Clients
- Broad Expertise in Operations, Energy & Safety
- Reduced Administration / Overhead Costs
- Comprehensive Solutions Tailored to Your Campus
- Dedicated, Highly Trained Resources
- Extensive Regional and National Support

To learn about how GCA can help your facility:  
Call them, today at 800-444-8827 and  
be sure to visit [www.gcaservices.com](http://www.gcaservices.com)

Call Marlene Stokley at 800-444-8827  
Email us at [marlene.stokley@gcaservices.com](mailto:marlene.stokley@gcaservices.com)

**Leaking Showers?  
Worn Floors? Ugly Tile?**

**DON'T REPLACE, REFINISH!**

Our process eliminates costly replacement  
of showers, tile, vanities and countertops.

**Miracle Method**  
THE WAY TO REFINISHING

Call 800 444-8827

Booth 21  
Booth 21  
Booth 21



**Reliable**  
controls

**Professional performance reports**

Easily access your archived building data and  
make informed operational decisions from any  
BACnet Internet-connected building, and  
generate professional performance reports,  
quickly and accurately.

**RCReporter**  
Building Performance Reporting  
Software

BACnet

Better by design  
[www.reliablecontrols.com/RCR](http://www.reliablecontrols.com/RCR)

**15**  
YEARS OF  
CARRY-ALL

**DURABILITY.**

Ask about the industry's strongest longest-lasting, our  
new 14-hp EFI engine, and our Carabids® Dual System

**Club Car**

[www.clubcar.com](http://www.clubcar.com)

# SLATERPAULL

hord | coplan | macht

60



**SUNLAND SPORTS**  
John McCormack  
Business Development  
j.mccormack@sunlandsports.com  
775 W. BURGESS STREET  
PACERVILLE, AZ 85041  
PHOTO: 602.280.5020  
FAX: 602.751.0488  
CELL: 602.914.7351  
ARIZONA CALIFORNIA TEXAS NEW MEXICO COLORADO UTAH  
NEVADA FLORIDA ALABAMA SOUTH CAROLINA NORTH CAROLINA VIRGINIA



We'll help you **IMPROVE SUSTAINABILITY & ENERGY EFFICIENCY** in your facilities and **CONTROL PROJECT COSTS**

• Energy & Sustainability Investment Plans • Energy Performance Contract Support  
• Feasibility Studies • Performance Assurance Programs • Third-Party M&M

303.478.3729 • es3consultants.com



www.spectrum-engineers.com  
800-676-7077

Salt Lake City, UT  
Phoenix, AZ  
Baltimore, MD  
St. Louis, MO



www.tbcoinc.com  
877-622-9402

61

## RMA Board Members 2013-2014



Brian Johnson



Emmet Boyle



Chris Kopach



Viron Lynch



Michael W. Millsapps



Steve Hoskins



Mike Sawyer



Lisa Potter



Luis Rocha

62



Kent Anderson



Lindsay Wagner



Dave Turnquist



John P. Morris



Clariza Lomeli



Shawna Rowley



Billy Thomas

63

It Takes a Fresh  
Perspective to  
**Pioneer  
New Ideas**

OpTerra is a different kind  
of energy company  
that partners to explore  
possibilities others  
never consider.

**Come See Us  
at Booth #30**



OPTERRA  
ENERGY SERVICES

[www.opterraenergy.com](http://www.opterraenergy.com)



## **Group Photos**



## **First Timer's Reception**



**New Mexico**



**Colorado**



**Canada**



**Utah**



**Montana**



**Idaho**



**Wyoming**



**Arizona**

## **List of All Attendees**

<b>First Name</b>	<b>Last Name</b>	<b>Institution/Business</b>
Andor	Abonyi	Interface
Lin	Alder	McKinstry
Dave	Alderson	AVIAN Flyaway Inc.
Mary	Alford	University of Colorado Boulder
Pat	Allen	Casper College
Michael	Allen	Montana Tech
Mark	Andersen	NWCCD Gillett
Kent	Andersen	Sheridan College
Nancy	Anderson	Waxie Sanitary Supply
Giovanna	Archuleta	University of New Mexico
Mark	Arge	University of Colorado Denver   Anschutz Medical Campus
Dee	Askerlund	Guest
Bob	Askerlund	Salt Lake Community College
Jenny	Atkinson	Grainger
Marty	Autry	University of New Mexico
Mark	Bana	Red Rocks Community College
Mike	Barden	University of Colorado Denver   Anschutz Medical Campus
Brother Ron	Bartusiak	Santa Fe University
Suzanne	Barva	University of Calgary
Stephanie	Bauer	Northern Arizona University
Sam	Beeson	Mitsubishi Electric Cooling & Heating
Karlisa	Benally	Navajo Technical University
Michael	Blaskowsky	Mitsubishi Electric Cooling & Heating
David	Boekweg	Brigham Young University
Michael	Boyer	Ameresco
Donna	Boyle	University of Regina
Emmet	Boyle	University of Regina
Layna	Breyare	University of Colorado Denver   Anschutz Medical Campus
Brittney	Briar	Colorado State University
Eileen	Brinkerhoff	University of New Mexico
Stacy	Brown	Eastern Wyoming College
Jeff	Brumfield	University of New Mexico
Daphne	Bryant	Olympus Business Services
Leisha	Buell	Colorado State University
Tamara	Bujakowski	DLR Group
Jeffrey	Butler	Montana State University
Dave	Button	University of Regina
Jacob	Cain	Weber State University
Melissa	Caron	University of Colorado Denver   Anschutz Medical Campus
John	Carroll	Sealed Air Diversey Care

First Name	Last Name	Institution/Business
Veronica	Castro	The University of Arizona
Harvey	Chace	Associate Director (Retired)
Joe	Chandler	Tandus Centiva
Tim	Chapin	University of Colorado Denver   Anschutz Medical Campus
John	Christensen	Albuquerque Academy
Kerry	Christensen	Spectrum Engineers / Total Building Commissioning
Lupe	Cisneros	Marcis & Associates Inc.
Wayne	Clark	BYU-Idaho
Richard	Clark	UNLV
Daniel	Coffin	Club Car
John	Coggins	Spirotherm
Clayton	Cole	SLATERPAULL Architects
Lynnea	Cook	Casper College
Karen	Cook	Interface
Kyle	Cooper	Basic IDIQ
Susanne	Cordery-Cotter	Colorado State University
E.L.	Cortez	Arizona State University
John D.	Couch	University of New Mexico
Mark	Crawford	Northern Arizona University
James	Crockett	Yavapai College
Pamela	Dain	Brigham Young University
Jim	Dain	Brigham Young University
David	Danielson	University of Colorado Boulder
John	Davis	University of Wyoming
Dawn	Doane	Veritiv
Timothy	Dobson	New Mexico State University
Heather	Dolan	SLATERPAULL   HCM
Carol	Dollard	Colorado State University
Rhonda	Dominick	Miracle Method Surface Refinishing
Don	Dominick	Miracle Method Surface Refinishing
Kris	Dorasami	Composite Cooling Solutions
Rob	Dougherty	University of Colorado - Colorado Springs
Robert	Douglass	Windsor
Alicia	Downing	University of Colorado Denver   Anschutz Medical Campus
Agnes	Drogi	Northern Arizona University
Victoria	Drummond	Montana State University
Ray	Drzymala	MOA Architecture
Rick	Duff	G.D. Barri & Associates Inc.
Barry	Dunham	Onicon Inc.
Roger	Elbrader	Colorado State University
Jenna	Elmer	The University of Arizona
Ernest	Federico	Pima Community College

First Name	Last Name	Institution/Business
Esther	Federico	Pima Community College
Joshua	Ferdinandus	Kone Elevator & Escalator
Michael	Firnhaber	University of Colorado at Boulder
Lynn	Fletcher	University of Colorado
Eric	Frei	Waxie Sanitary Supply
Theresa	Fudge	University of Colorado at Boulder
Tiger	Funk	Southern Utah University
Dan	Gacnik	McKinstry
Eric	Gardner	Colorado State University
Steven	Gasser	University of Calgary
Matt	Geniesse	GCA Education Services
Seth	Gilmore	Weber State University
Andrew	Gilstrap	Yavapai College
Dewayne	Ginn	Nalco Company
David	Goebel	Ameresco
Gary	Gramer	Montana State University
Rebecca	Granier	Regis University
Carolee	Griffin	Kone Elevator & Escalator
Lynda	Gumeson	RMH Group Inc.
Charles	Gumeson	RMH Group Inc.
Fred	Haberecht	Colorado State University
Zac	Haiflich	Sealed Air Diversey Care
Aimee	Hale	Olympus Building Services Inc.
Kevin	Hansen	Weber State University
Kristine	Harris	Equity Real Estate
Steven	Hastings	E/S3 Consultants Inc.
Glen	Haubold	New Mexico State University
Jon	Heitzinger	Northern Arizona University
Thomas	Hendrickson	Colorado State University
Dan	Hering	Ameresco
John	Herrera	Arizona State University
Tom	Hiatt	Armstrong International
Marshall	Hill	Sightlines
Hairik	Honarchian Saki	Colorado State University
Edward (EJ)	Hook	Montana State University
Robert	Hooper	OpTerra Energy Services
Steve	Hoskins	University of Utah
Billy	Hromas	University of New Mexico
Ron	Huck	Montana State University - Billings
Steve	Hultin	Colorado State University
Jajji	Hundal	Facility Facts
Brandon	Hunt	Pueblo Mechanical & Controls

First Name	Last Name	Institution/Business
Daniel	Hunter	Ameresco
Bruce	Hustedt	Yavapai College
Andrew	Iacona	Northern Arizona University
Lynn	Infurchia	Belfor
Diane	Irvine	Pima Community College
Mike	Izatt	Spectrum Engineers
Lionel	Jacobs	Northern Arizona University
Keith	Jarvis	Eastern Wyoming College
Charlie	Johnson	OpTerra Energy Services
Ed	Johnson	University of Colorado Denver   Anschutz Medical Campus
Brian	Johnson	University of Idaho
Henry	Johnstone	GLHN Architect's & Engineers Inc.
Elizabeth	Jones	Martin/Martin Inc.
Thomas	Kantsios	Mitsubishi Electric Cooling & Heating
Karen	Kelly	CTA Architects Engineers
Christine	King	Martin/Martin Inc.
Dennis	Klaus	Salt Lake Community College
Jim	Knutson	McKinstry
Bill	Kolster	Centennial Contractors Enterprises
Lynda	Kopach	Guest
Christopher	Kopach	The University of Arizona
John	Kuisis	Swanstone
Jay	Ladner	Composite Cooling Solutions
Julie	Larmore	Southern Utah University
Dominique	Laroche	Arizona State University
Chris	Larson	Yavapai College
David	Laurence	Yavapai College
Joan	Leaver	W.E.S.T. Inc.
Frank	Leaver	W.E.S.T. Inc.
Kirk	Leichliter	University of Northern Colorado
Shane	Lemieux	University of Colorado Denver   Anschutz Medical Campus
Byron	Lemieux	University of Colorado Denver/Anschutz Medical Center
Nathalie	Leroux	Antron(R)
Sam	Levis	Montana State University - Billings
Simone	Listmann	Colorado State University
Todd	Lloyd	Weber State University
Richard	Lobato	El Paso Community College
Fernando	Lomeli	GLHN Architects & Engineers Inc.
Cloriza	Lomeli	GLHN Architect's & Engineers Inc.
Clint	Lord	Arizona State University
Rachel	Lubay	Antron Carpet Fiber
Jeni	Luft	Montana State University

First Name	Last Name	Institution/Business
Bob	Lund	Salt Lake Community College
Viron	Lynch	Weber State University
Don	Mackel	Emeritus
Brian	Mackey	Montana State University - Billings
Lisa	Marbury	University of New Mexico
Matt	Markle	Colorado State University
Irma	Martinez	G.D. Barri & Associates Inc.
Christian	Maughan	Weber State University
Ruth	McCarty	Northern Arizona University
Jackie	McGill	Spectrum Engineers/Total Building Commissioning
Wes	McKinney	The RMH Group LLC
Shawn	McMillin	Ameresco
Will	McNeill	Reliable Controls Corporation
Lander	Medlin	APPA
Don	Milkovich	Stanley Consultant Inc.
Whitney	Miller	Northern Arizona University
Michael	Millsapps	Aims Community College
Shirley	Mitchell	University of New Mexico
Raaj	Mohan	Facility Facts
Amy	Morantz	Grainger
Julie	Morris	Integrus Architecture
Maureen	Morris	Northern Arizona University
John	Morris	Northern Arizona University
David	Naccarato	McKinstry
Earl	Nelson	Colorado State University
Dianne	Nelson	GLHN Architects & Engineers Inc.
Bill	Nelson	GLHN Architects & Engineers Inc.
JaNae	Nelson	Regis University
Cindy	Nelson	University of Colorado Denver
Jim	Nelson	University of Colorado Denver   Anschutz Medical Campus
Edward	Newberry	INNERFACE
Robert	Newman	Kimberly-Clark
Hank	Newman	Navajo Technical University
Kenneth	Nichols	Colorado State University
Rulon	Nielsen	BYU-Idaho
Robert	Notary	University of New Mexico
Jim	O'Dell	Waxie Sanitary Supply
Amanda	O'Keeffe	University of Lethbridge
JOHN	O'KEEFFE	University of Lethbridge
Lillian	Osthoff	Northern Arizona University
Bill	Osusky	Colorado State University
James	Owens	Weber State University

First Name	Last Name	Institution/Business
David	Palty	Pueblo Mechanical & Controls
Alex	Parrillo	Opterra Energy Services
Joyce	Patten	Brigham Young University
Dennis	Patten	Brigham Young University
Pat	Patton	University of Regina
Fernando	Penuela	Veritiv
Daniel	Perea	University of New Mexico
Scott	Perelstein	Northern Arizona University
Erik	Petersen	JE Dunn
Phil	Petty	University of Colorado Denver   Anschutz Medical Campus
Lou	Piccarreta	Veritiv
Jenny	Pino	TMA Systems
Pierre	Pluff	Tero Consulting Ltd.
Erika	Polacek	Fresh Wave IAQ/OMI Industries
Ed	Poston	TMA Systems
Annette	Poston	TMA Systems
Lisa	Potter	University of Colorado/Boulder
Maryhelen	Pridham	University of New Mexico
Peter	Pridham	University of New Mexico
Matt	Propes	Nilfisk-Advance
Bryan	Prust	Nilfisk-Advance
robert	quintana	GEW Mechanical
Jeff	Reed	University of Colorado
Rob	Reeder	Utah State University
Jessica	Regensberg	University of New Mexico
Jen	Robinson	Guest
Brad	Robinson	University of Lethbridge
Luis	Rocha	The University of Arizona
Stefanie	Rotunno	University of New Mexico
Scott	Royce	University of Wyoming
Patricia	Ruiz	University of Utah
Mike	Rush	Colorado State University
Patrick	Ryan	Northern Arizona University
Humberto	Sanchez	Colorado State University
Robert	Sanchez	University of New Mexico
ALLEN	SANDER	OLYMPUS BUILDING SERVICES
Anand	Sankey	Western Michigan University
Michael	Sawyer	Casper College
Patrick	Schlanger	Regis University
Ed	Schroeder	University of Colorado Denver   Anschutz Medical Campus
Brian	Sedlak	Colorado State University
Forrest	Selmer	University of Wyoming

First Name	Last Name	Institution/Business
Norm	Sendler	GCA Education Services
Scott	Serani	InstaKey Security Systems
Debbie	Seto	Eaton's Cooper Lighting
Larry	Settle	Basic IDIQ Inc.
Denise	Sheahan	Colorado State University
Lauren	Sherman-Boemker	Montana State University
Dave	Shiflett	Belfor
Marlo	Short	Sealed Air Diversey Care
David	Simpson	University of New Mexico
Frank	Sitton	University of Utah
Bradley	Smeaton	Hughes Associates Inc.
R Gary	Smith	University of New Mexico
Steve	Spiwak	Nalco
Justyn	St. Clair	OpTerra Energy Services
Mike	Still	Marvin Windows and Doors
bob	Stilson	University Of Utah
Rachel	Stone	University of New Mexico
Jason	Strauss	Facility Facts
Susan	Stumpf	University of Colorado Denver
George	Stumpf	University of Colorado Denver   Anschutz Medical Campus
Henry	Sylvester	Pima Community College
Cynthia	Sylvester	Pima Community College
Henry	Sylvester	Pima Community College
Michelle	Tate	Colorado State University
Kent	Taylor	NM Military Institute
MJ	Thompson	Salt Lake Community College
Steven	Thweatt	University of Colorado Boulder
Dave	Tilton	University of Colorado Denver   Anschutz Medical Campus
Jamie	Tran	Belfor
Kirk	Turnage	UC Denver
Leslie	Turnage	University of Colorado Denver   Anschutz Medical Campus
Travis	Turner	Windsor
David	Turnquist	University of Colorado Denver   Anschutz Medical Campus
Sue	Van Cleve	University of New Mexico
Les	Van Dyk	Club Car
Ellen	Vaughan	Northern Arizona University
Reid	Veach	Spirotherm
Kathleen	Viskocil	Northern Arizona University
Mary	Vosevich	University of Kentucky
Sue	Walker	VS America Inc.
Dick	Wallace	RediCheck West Inc.
Carol	Warner	JE Dunn Construction

<b>First Name</b>	<b>Last Name</b>	<b>Institution/Business</b>
Doug	Watson	BYU-Idaho
Jacque	Watson	Total Building Commissioning
Todd	Watson CxA LEED AP	Total Building Commissioning
Tara	Weachter	Auraria Higher Education Center
Dennis	Weber	University of New Mexico
Marie	Wells	BYU-Idaho
William	West	University of New Mexico
Michael	Wheeler	Boise State University
Kyle	Williams	BYU-Idaho
Terri	Willis	University of Colorado Boulder
Brooke	Winter	Phigenics
Julie	Woods	WEST Inc.
Larry	Woods	WEST Inc.
Jeff	Wynn	BYU-Idaho

## **2013 – 2014 RMA Officers**

President	Brian Johnson, University of Idaho
President Elect	Emmet Boyle, University of Regina
Treasurer	Steve Hoskins, University of Utah
Secretary	Michael Millsapps, Aims Community College
Communications Coordinator	Mike Sawyer, Casper College
Senior Representative	Viron Lynch, Weber State University
Junior Representative	Chris Kopach, University of Arizona
Awards & Recognition	Kent Anderson, Sheridan College
Membership Committee	Lisa Potter, University of Colorado - Boulder
Information & Research	Lindsay Wagner
Professional Affairs	Luis Rocha, University of Arizona
Professional Development	David Turnquist, University of Colorado - Denver
Annual Meeting Coordinator	Shawna Rowley, Weber State University
Historian/14ers	John Morris, Northern Arizona University
Business Partner Representative	Cloriza Lomeli, GLHN Architects & Engineers, Inc.
APPA Liaison	Lander Medlin, APPA
2013 Host Committee Co-Chair	Lisa Potter, University of Colorado – Boulder
2013 Host Committee Co-Chair	Terri Willis, University of Colorado – Boulder
2014 Host Committee Chair	Billy Hromas, University of New Mexico
2015 Host Committee Chair	Victoria Drummond, Montana State University

## **APPA Representatives in Attendance**

President	Randolph Hare
Executive Director	Lander Medlin

## **Past RMA Presidents in Attendance**

Don Mackel, University of New Mexico

Harvey Chace, University of New Mexico



## **Minutes of Annual Business Meeting**

### **RMAPPA 62<sup>st</sup> Annual Members Meeting**

Santa Fe, New Mexico  
7:30am September 24, 2014

#### **Meeting Agenda/Minutes**

1. Call meeting to order (7:40am) Brian Johnson
  - Copy of minutes presented electronically (approved and seconded)
  - Motion to approve revised Bylaws [presented electronically] (moved and approved)
2. Treasurers Report Steve Hoskins
  - Presented overview of current financial status for RMA (electronically)
  - Review of proposed FY2016 budget (presented electronically)
  - Motion to approve FY2016 budget. Seconded and approved.
3. Toolkits/K-12/CC involvement Mike Sawyer
  - Pledge your K-12 and Community Colleges to get more involved and to take advantage of APPA/RMA toolkits.
4. Professional Development Dave Turnquist
  - Establish additional host institutions
  - 5-7 toolkits is a strong goal this year
  - Expand the Academy
  - RMA has more EFP/CEFP's than any other region!
  - Drive-in workshops
  - Reach out to your K-12/CC's for host institutions
5. Election of President Elect Brian Johnson
  - A motion to approve Dave Turnquist was taken from the floor and (seconded) Motion passed by majority vote of general membership voting members)
6. Ratification of Officers Brian Johnson
  - Incoming officers announced with formal induction to follow at closing banquet dinner and awards ceremony.
7. Other Business from the Floor (None)
8. Adjournment (7:56am)



**RMAPPA 61<sup>st</sup> Annual  
Members Meeting**  
Colorado Springs, Colorado

RMA Board of Directors 2014-15

President	Emmet Boyle
President Elect	Dave Turnquist
Junior Representative	Brian Johnson
Senior Representative	Chris Kopach
Secretary	Michael Millsapps
Treasurer	Steve Hoskins
Communications	Mike Sawyer
Membership	Lisa Potter
Professional Development	Luis Rocha
Awards & Recognition	Bob Smith
Information & Research	Kent Anderson
Professional Development	Terri Willis
Historian	Marrie Wells
Business Partner	Chuck Gumeson
14ers Lead Climber	John Morris
Annual Meeting Coordinator	John Herrera
2015 Host Committee Chair (Montana)	Victoria Drummond
2016 Host Committee Chair (Arizona)	John Morris
2017 Host Committee Chair (Wyoming)	Wayne Clark
2018 Host Committee Chair (Utah or Mexico)	TBD

# **Bylaws**

## **BYLAWS of Rocky Mountain APPA**

**Organized: February 1953  
Incorporated: February 1977**

**As Amended 2014**

### **ARTICLE I – NAME**

1. The official name of this organization shall be: Rocky Mountain APPA hereinafter referred to as RMA.

### **ARTICLE II – PURPOSE**

1. The purpose of RMA is to promote interest in the planning, construction, care, operation, functionality, and extended useful life of facilities used by universities, colleges and all other institutions of education within the region; to promote professional standards among those engaged in this work; to aid and supplement the work of APPA; and to engage in such activities as may be needed to fulfill the purposes and objectives of RMA.
2. RMA is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law). No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its directors, officers, other private individuals, or organizations organized and operated for profit (except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes stated above). No part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, or the publishing or distributing of statements for any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision herein, the organization shall not carry on any activities not permitted:
  - a. By an organization exempt from federal Income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), or applicable Canadian or Mexican laws and regulations.
  - b. By an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), or applicable Canadian or Mexican laws or regulations.

### **ARTICLE III – MEMBERSHIP**

1. Classification for Membership – Membership in RMA shall be open to universities and colleges, or institutions of education, all branches of such institutions, and other educational institutions specifically including K-12 Schools, Libraries, and Museums who have a separate and distinct physical plant, buildings and grounds, or facilities organization in the following states: Arizona, Colorado, Idaho, Montana, New Mexico, Utah, and Wyoming, the provinces of Alberta and Saskatchewan, and the Northwest Territories of Canada, and the states of Chihuahua, Durango, Nayarit, Sinaloa, Sonora in Mexico. Qualified institutions from states, provinces or countries adjoining any of the above are also eligible for membership. This clause does not apply to institutions already affiliated with RMA.
2. Educational Institution Members – Applicants from institutions of education, who can meet the following criteria, will be eligible for membership in RMA.
  - a. To be considered an Education Institution Member the institution must have an independent facilities management organization, or must maintain control over the position of a principal administrator in direct charge of the facilities management organization for such institution.
  - b. Types of Educational Institution Members include:
    - i. Institutions of Higher Education which require at least two years of academic credit for graduation and which have been legally granted the authority to award degrees.
    - ii. Other Post-Secondary Education Providers.
    - iii. Other Educational Institutions specifically including K-12 Schools, Libraries, and Museums.
    - iv. University or College Systems. Eligibility for separate educational institution membership when the university or college system employs a facilities officer who consults or advises other facilities officers in charge of facilities management efforts at two or more institutions operating under the university or college system. Nothing herein shall be interpreted as denying any qualified institution of higher education regular membership in RMA solely for the reason that a system of colleges and universities of which it is a member is itself a member of RMA.
3. Institutional Membership – Each member institution is entitled to an unlimited number of regular members. One regular member must be the chief facilities officer of the member institution responsible for the physical plant, buildings and grounds, or facilities operation. Each institution shall be entitled to one (1) vote regardless of the number of regular members it may have in RMA.
4. Affiliate Member – Affiliate members shall be engaged in work closely associated with physical facilities administration and who have an interest in the purposes and activities of RMA. Affiliate members will receive the RMA publications and may attend regular meetings. Affiliate members will be eligible to vote or hold office in RMA, except in the case where an institution's physical plant or facilities department holds a current RMA institutional membership.
5. **Emeritus Members** – Any regular or affiliate member of RMA who has retired and has made significant contributions to RMA and the facilities management professions upon request to and approval of the Board of Directors of RMA will be granted emeritus status. An emeritus member has the rights and privileges afforded a regular or affiliate member except the right to hold office or vote for the Institution as a regular member. Emeritus members will not be required to pay annual dues. Emeritus members of RMA are automatically recognized as emeritus members of APPA. Similarly, those retired RMA members recognized as APPA Emeritus members are automatically granted emeritus status in RMA.

6. Retired Members – Any regular or affiliate member of RMA who has retired upon request to and approval of the Board of Directors will be granted retired status. A retired member has the rights and privileges afforded a regular or affiliate member except the right to hold office or vote. Retired members will be required to pay annual dues.
7. Student Chapters – Student chapters shall be established by being sponsored by a RMA institution in good standing. The student chapters need to focus on physical facilities administration and have an interest in the purposes and activities of RMA. The Board of Directors shall evaluate each sponsoring institution's request for a student chapter. The Chair of the Membership Committee shall maintain a mailing address for the student chapter and the President-Elect shall serve as liaison between the Student Chapters and the RMA Board of Directors. Each chapter shall designate a chapter representative. The chapter representative will receive all correspondence and publications for the entire student chapter. Student chapter members may attend regular meetings. Student chapters will not have a voting right or hold an elective office in RMA. Within a year of acceptance student chapters are required to develop their own governing bylaws. These bylaws should deal with the relationship between the student chapter, RMA and the sponsoring member institution. Student chapters must have faculty advisors in accordance with the policies and procedures of the member institution. The Board of Directors will determine annual dues for the student chapter.
8. Student-Individual Members – Student-individual members shall be a student at an institution of higher education and who may have an interest in the purposes and activities of RMA. Student-individual members will receive the RMA publications and may attend regular meetings. Student-individual members will not be eligible to vote or hold an elective office in RMA. The Board of Directors will determine annual dues for the student-individual member.
9. Business Partner Members - Business partner memberships may be offered to individuals, organizations, manufacturers, or suppliers of goods and services operating for profit and ascribing to the policies and purposes of RMA and wishing to support the activities of RMA. Selection to this category of membership shall not be construed as endorsement, actual or implied, by RMA. A business partner membership shall entitle an unlimited number of representatives of the firm to the following:
  - a. Receive a complete RMA membership list with addresses and telephone numbers.
  - b. Receive copies of RMA publications and email or other electronic media messages intended for the members at large.
  - c. Attend regular and special meetings of RMA and bring guests (registration payment required) and receive a copy of the published Proceedings of the Annual Meeting.
  - d. Engage in discussions and presentations during the technical sessions at annual meetings.
  - e. Shall be entitled to hold committee appointed office.
  - f. Do not have membership voting rights.
10. Honorary Members – Persons not otherwise members or representative of members of RMA who have rendered exceptional and meritorious service in promoting the purposes for which RMA stands or persons of national stature may be appointed to Honorary membership in RMA, without voting or holding office privileges, upon the approval of the Board of Directors. No more than three honorary members may be appointed in any year.
11. All Educational Institution, Affiliate, and Institutional members must be members of APPA.
12. Rights and Privileges – Regular members of RMA are entitled to the following:

- a. Copy of the minutes from the Annual Members meeting and proceedings of the annual meeting. Copies of the most recent minutes and proceedings will be available on the RMA website.
  - b. Receive copies of publications printed by RMA and email or other electronic media messages intended for the members at large.
  - c. Request that certain subjects or questions be discussed at annual meetings.
  - d. May attend any annual meeting.
  - e. May hold office in RMA.
13. Dues
- a. Annual Dues – Dues will be assessed as necessary to carry out the purposes of RMA. Dues shall be recommended by the Board of Directors and approved by a majority of the Institutions voting at any regularly scheduled meeting of RMA.
  - b. Payment Deadline - All dues shall be payable on July 1 of each year and shall be delinquent ninety (90) days after notices are mailed.
  - c. Registration Fee – A registration fee shall be assessed on each person attending any annual meeting to cover the cost of the meeting.
14. Termination of Membership – A member may be removed from the membership roll of RMA by action of the Board of Directors for:
- a. Failure to pay annual dues.
  - b. A change of position whereby the member can no longer qualify under the terms of these bylaws.
15. Reinstatement – Anyone whose membership has been terminated for failure to comply with the provisions of these bylaws may request to be reinstated to membership by action of the Board of Directors.

#### **ARTICLE IV- ADMINISTRATIVE ORGANIZATION**

1. Officers – The officers of RMA shall be: President, President-elect, Secretary, Treasurer, Communication Coordinator, Historian, Annual Meeting Coordinator, Committee Chairs of the RMA Information and Research, Professional Development, Professional Affairs, Awards & Recognition, and Membership Committees, two (2) delegates to the APPA Board of Directors, four (4) Annual Meeting Host Committee Chairs, and one (1) Business Partner representative.
2. Code of Conduct - All officers shall exemplify and strive to maintain the highest attributes of personal and professional character, honesty, and integrity. Officers will uphold these qualities and encourage them in others. Any officer may be removed from office by the affirmative vote of three fifths of the executive committee at any regular or special meeting called for that purpose, for conduct detrimental to the interests of the association, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purposes. Any officer proposed to be removed shall be entitled to at least five days' notice in writing by mail of the meeting of the executive committee at which such removal is to be voted upon and shall be entitled to appear before and be heard by the executive officers at such meeting.
3. Rules of Operation – Unless otherwise provided by these bylaws, the latest edition of the Robert's Rules of Order, as far as practical, shall govern the parliamentary procedures of the Board of Directors.

4. Election – *The new president-elect shall be elected by a majority vote of eligible voting members that submit a vote. All appointed officers must be ratified by a majority vote of eligible voting members that submit a vote.*
5. Board of Directors – The Board of Directors shall:
  - a. Be composed of the officers of RMA and the APPA Liaison (ex-officio).
  - b. Rule on questions of policy that arise between Annual Meetings.
  - c. Name a replacement for any officer of RMA who for any reason shall become unable to perform the duties of their office.
  - d. Approve the program, budget, and physical arrangements for the annual meeting.
  - e. Authorize expenditures from the treasury.
  - f. Determine registration fee for all annual meetings.
  - g. Review and award scholarships.
  - h. Approve dates and locations for the annual meetings.
  - i. Approve the Annual Election and Ratification Ballot.
  - j. Promote diversity within RMA.
  - k. Review changes and amendments to the bylaws.
  - l. Bring all important policy matters and changes or amendments to the bylaws to the membership present at annual meetings for consideration and action.
  - m. Appoint the Annual Meeting Coordinator, the Communications Coordinator, the Secretary, the Treasurer, the Historian, all RMA Committee Chairs, and all Annual Meeting Host Committee Chairs by majority vote of the Board of Directors upon ratification by the membership of RMA.
  - n. Authorize the President to recommend the Committee Chairs to the APPA President as the regional nominations for the similar APPA committees.
  - o. Recommend an annual budget to be approved by a majority vote of eligible voting member institutions present and voting at any annual meeting of RMA. The approved annual budget may be amended, altered, changed, added to, or deleted from not to exceed a variance of 10% of the approved total expense budget by the affirmative vote of the majority of the RMA Board of Directors on behalf of the membership.
6. Executive Committee — The Executive Committee shall:
  - a. Consist of the President, President-Elect, Junior Representative, Senior Representative, and Secretary
  - b. The Executive Committee shall be responsible for fact finding and making recommendations to the full Board for concerns brought forth with regard to the conduct of officers and members of RMA.
  - c. Act as the Board's agent during times of emergency that may prohibit a meeting of the full Board.
  - d. Act as the Board's agent on all matters that the Executive Committee determines would be imprudent to wait for the next Board meeting to take such action.
  - e. Report to the full Board within 10 days any action that it makes on behalf of the Board.
7. Seek ratification for urgent decisions made by the Executive Committee on a timely basis from the full Board.
8. President – The President shall:
  - a. Preside at all meetings.

- b. Recommend replacement of any officer of RMA who for any reasons shall become unable to perform the duties of their office and appoint special positions as necessary to accomplish the goals and objectives of RMA with the approval of the Board of Directors.
- c. Recommend removal of any board member who is no longer serving the mission and goals of RMA. This removal must be approved by 3/5ths of the Executive Committee.
- d. Serve as a member and chairman of the Board of Directors.
- e. Provide an annual report to APPA for the Facilities Manager magazine.
- f. Shall serve as Junior Representative-elect to the APPA Board of Directors.
- g. When the term of the office is over, this individual will automatically become the junior representative to the APPA Board of Directors.

9. President-elect – The President-elect shall:

- a. Become president automatically after serving a term as president-elect, providing that the individual remains eligible for membership in RMA. The office of president shall be assumed at the close of the annual meeting and shall serve until the close of the next annual meeting.
- b. Assume the duties of the president in the absence or incapacity of the president.
- c. Discuss and counsel with the Board of Directors and the Annual Meeting Coordinator, on arrangements and program for the succeeding annual meeting.
- d. Serve as liaison between the Student and State Chapters and the RMA Board of Directors.

10. Annual Meeting Coordinator – The Annual Meeting Coordinator shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term and may serve no more than 2 successive terms.
- b. Constitute a RMA Annual Meeting Committee consisting of representative(s) from the current Annual Meeting Host Committee, Year 1 Annual Meeting Host Committee Year 2 Annual Meeting Host Committee, Year 3 Annual Meeting Host Committee, representative from the Professional Development Committee, and at least one “at large” representative. Representatives may serve on both the Annual Meeting Committee and any other RMA committee at the same time.
- c. Schedule and chair committee meetings to address current Educational Forum issues. Meetings may be scheduled at the discretion of the Annual Meeting Coordinator and current Annual Meeting Host Committee Chair.
- d. Assist in coordination of Educational Forum physical arrangements and, with Educational Forum Host Chair, submit to the Treasurer an itemized report of funds needed for the annual meeting.
- e. Recommend to the Board of Directors the Year 1, Year 2 and Year 3 Annual Meeting Host Committee Chair, Host Institution, and meeting location.
- f. Coordinate with the Year 1 and Year 2 Annual Meeting Host Committees and the Professional Development Committee Chair canvassing of members for suggestions and help for upcoming program, instruct contributors on form of papers to be presented at their respective meetings.
- g. Prepare reports for the Board of Directors regarding the current Educational Forum.
- h. Serve as liaison between the current Annual Meeting Host Committee and Business Partners.
- i. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Annual Meeting Host Committees.

- j. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
- k. Be responsible for Business Partner members, ensure compliance with Business Partner policies and procedures, and maintain business partner membership records annually.

11. Communication Coordinator – The Communication Coordinator shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term, and be eligible to vote at each annual meeting. There will be no limitations on the number of years for which an individual may be re-elected.
- b. Be responsible for coordinating the RMA website and the publication of an on-line newsletter on an ongoing basis. Place content on the website in a timely manner including but not limited to minutes from Board of Director and Annual Members meetings, and proceedings from the annual educational conference. Ensure alignment and consistency of the regional messages with those from APPA.
- c. Appoint a member from each state or province to serve as a correspondent and report items that will appear in the on-line newsletter.
- d. Annually submit a budget plan to the Board of Directors and arrange through the President or Treasurer for funds to cover the costs of the website and any printed publications.

12. Secretary – The Secretary shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term, and be eligible to vote at the annual meeting. There will be no limitation on the number of years for which an individual may be re-elected.
- b. Keep minutes of all Board of Directors meetings ensure their availability to all members via the RMA website.
- c. Keep minutes of the annual meeting and ensure their availability to all members via the RMA website.
- d. Keep the official correspondence file.
- e. Maintain all correspondence for three years at which time the oldest files will be transmitted to the Historian for retention and archiving.

13. Treasurer – The Treasurer shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term, and be eligible to vote at the annual meeting. There will be no limitation on the number of years for which an individual may be re-elected.
- b. Collect and dispense funds as approved by the Board of Directors and/or approved by the president and one other member of the Board of Directors in writing.
- c. Present at the annual meeting a financial statement for the year ending and ensure their availability to all members via the RMA website.
- d. Coordinate completion of the RMA IRS reporting requirements and submit the report to APPA.

14. National Delegates

- a. There shall be two (2) voting delegates to the APPA Board of Directors. The immediate past president of RMA shall assume the office of Junior Representative to the APPA Board of Directors. Upon completion of the term as Junior Representative, this individual shall become the Senior Representative to the APPA Board of Directors.

- i. The Junior Representative shall serve as the liaison and sponsor for the 14ers Club to ensure its membership strives to attain the role as mentor for which it was founded.
- ii. The Senior Representative shall canvas membership in cooperation with a nomination committee and submit candidates for the elected and appointed positions at the mid-year meeting. Additionally, shall serve as the liaison with the Emeritus members.
- b. Both delegates shall attend the meetings of the Board of Directors of APPA and shall report to that board the policies and decisions of RMA as reflected by its members, as well as the policies and decisions reached by the Board of Directors of RMA.

15. Historian – The Historian shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term and may be reappointed for successive terms.
- b. Attend all Board of Directors and Annual Membership Meetings and submit an annual report to the Board of Directors on the Historian's activities.
- c. Ensure that each RMA annual meeting is appropriately documented with photographs of the meeting and activities. These photographs, taken by the Historian, the hosting institution or professional photographers, shall be placed in an album or computer disc and combined with the annual meeting proceedings to highlight the annual meeting including awards and presentations, social activities, education sessions, business partners, etc. When compiled and completed a copy of the proceedings will be made available to the Communications Coordinator for placement of the RMA website.
- d. Compose, publish and distribute an addendum to the RMA History, originally authored by H. Val Petersen, commencing with the 50th anniversary and for each successive decade thereafter.
- e. Coordinate with the Secretary to maintain a repository of RMA's historical documents, papers, reports, publications, annual meeting proceedings, etc. These records will be passed on to the new Historian at the end of the Historian's tenure.
- f. Recommend to the Board of Directors those records, documents, etc., that should be destroyed in accordance with good records management processes. Only records, documents, etc., approved by the Board of Directors shall be destroyed.
- g. Submit any costs associated with the preparation, publication and distribution of any historical documents for approval by the Board of Directors.

16. Business Partner Representative – The Business Partner Representative shall:

- a. Be elected by a majority vote of the RMA Business Partner Members (or appointed by a majority vote of the Board of Directors in the lack of a Business Partner Members candidate) for a two (2) year term, with a maximum of two consecutive terms.
- b. Be a voting member of the Board of Directors.
- c. Must be an RMA Business Partner Member.
- d. Attend all Board of Directors and Annual Membership Meetings.
- e. Election to this position shall not be construed as endorsement, actual or implied, by RMA.

17. Chair, Information and Research - The Chair shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA and will serve for three years. Committee Chair term may be extended

for one additional year upon request of the Committee Chair and approval by the Board of Directors.

- b. In coordination with the Board of Directors, constitute a RMA Information and Research Committee consisting of at least 4 but not more than 8 additional members representing different states/provinces in RMA. One committee member may be a representative of a RMA member institution from adjoining states, provinces, or countries.
- c. Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
- d. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
- e. Develop and coordinate Regional information and research programs and support for the APPA Information and Research Committee's various programs.
- f. Serve as liaison between the APPA Information and Research Committee and the RMA Board of Directors.
- g. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
- h. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee.

18. Chair, Professional Development Committee – The Chair shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA and will serve for three years. Committee Chair term may be extended for one additional year upon request of the Committee Chair and approval by the Board of Directors.
- b. In coordination with the Board of Directors, constitute a RMA Professional Development Committee consisting of at least 4 but not more than 8 additional members representing different states/provinces in RMA. One committee member may be a representative of a RMA member institution from adjoining states, provinces, or countries.
- c. Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
- d. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
- e. Develop and coordinate Regional education programs and support for the APPA Professional Development Committee's various programs.
- f. Serve as liaison between the APPA Professional Development Committee and the RMA Board of Directors.
- g. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
- h. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee.
- i. Develop and coordinate Regional training assessments.
- j. Recommend a professional development committee member to participate in the RMA Annual Meeting Committee.

19. Co-Chairs, Professional Affairs and Awards & Recognition Committee – The Co-Chairs shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA and will serve for three years. Committee Co-Chair terms may be extended for one additional year upon request of the Committee Chair and approval by the Board of Directors.
- b. In coordination with the Board of Directors, constitute a RMA Professional Affairs/Awards & Recognition Committee consisting of at least 4 but not more than 8 additional members representing different states/provinces in RMA. One committee member may be a representative of a RMA member institution from adjoining states, provinces, or countries.
- c. Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
- d. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
- e. Develop and coordinate Regional professional affairs programs and support for the APPA Professional Affairs Committee's various programs.
- f. Develop and coordinate Regional awards and recognition programs and support for the APPA Awards and Recognition Committee's various programs.
- g. Serve as liaisons between the APPA Professional Affairs and Awards and Recognition Committees and the RMA Board of Directors.
- h. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
- i. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee.
- j. Be responsible for the scholarship processes. Solicit institutions for applications. Promote scholarships at annual meetings. Ensure compliance with policies and procedures for scholarships. Recommend recipients at the mid-year meeting.

20. Chair, Membership Committee – The Chair shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA and will serve for three years. Committee Chair terms may be extended for one additional year upon request of the Committee Chair and approval by the Board of Directors.
- b. In coordination with the Board of Directors, constitute a RMA Membership Committee consisting of at least 4 but not more than 8 additional members representing different states/provinces in RMA. One committee member may be a representative of a RMA member institution from adjoining states, provinces, or countries.
- c. Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
- d. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
- e. Develop and coordinate Regional membership programs and support for the APPA Membership Committee's various programs.
- f. Serve as liaison between the APPA Membership Committee and the RMA Board of Directors.
- g. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.

- h. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee.
- i. Working closely with the Secretary, maintain an up-to-date and accurate membership list by Institutions and Members, including State and student chapters.

21. Annual Meeting Host Committees – Annual Meeting Host Committees shall:

- a. Be established three years prior to the annual meeting. There will be multiple annual host committees at any given time.
- b. Each annual meeting host committee will include the year of the annual meeting in the committee name to provide clear distinction between committees.
- c. Annual Meeting Host Committees will be comprised of members from the State or Province selected to be the location of an annual meeting.
- d. Each Annual Meeting Host Committee will:
  - i. Plan the programs to be presented at the meeting.
  - ii. Handle all logistics of the annual meeting, including location, and registrations.
  - iii. Be diligent in preparing the proceedings of the annual meeting.

22. Annual Meeting Host Committee Chairs – The Chairs shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA.
- b. As duly appointed members of the RMA Board of Directors, attend all Board of Directors meetings and be included in all Board of Directors discussions.
- c. Become a full member of the Board of Directors at the annual RMA Members Meeting three years prior to the Annual Meeting that they will be hosting, and remain a full member of the Board of Directors until replaced at the annual RMA Members Meeting following the Annual Meeting that they have hosted.
- d. Working with their respective committees, handle all physical arrangements for their respective annual meeting and advise the Board of Directors on programs of their respective annual meeting.
- e. Coordinate with the Annual Meeting Coordinator to select a site and make the physical arrangements for their respective annual meeting.
- f. Follow the counsel of the Board of Directors in arranging the program for their respective annual meeting and have it approved before authorizing the preparation of papers.
- g. Plan their respective annual meeting and prepare a budget for approval by the Board of Directors.
- h. Submit to the Treasurer an itemized report of funds needed for their respective annual meeting, and at the end of the annual meeting submit an itemized report of actual revenues, donations, and expenses including information such as the final attendance figures.
- i. Discuss and counsel with the Board of Directors on arrangements for their respective annual meeting.
- j. Working closely with the Professional Development Committee, select appropriate educational sessions and presenters.
- k. Working closely with the Historian, be diligent in preparing the proceedings of the annual meeting.

23. Committees – In addition to all responsibilities previously enumerated, and to facilitate long-range programs of RMA, all committees that will function for longer than one (1) year shall have their

members appointed for staggered terms of service. Replacements for those retiring shall be made each year. The termination date for the committee members shall be the day following the close of the annual meeting.

#### **ARTICLE V – MEETINGS**

1. Regular Meetings - RMA shall meet annually, or more often, as agreed at the annual meeting. The Board of Directors shall set the meeting dates.
2. Quorum – For the transaction of business of RMA at Annual Members meetings, the majority vote of the eligible voting member institutions and affiliate members present at the annual meeting shall stand, except as provided in Article VI. An “eligible voting member institution or affiliate member” is one that meets the criteria of Article III.
3. Order of Business – Order of business at Annual Members meetings shall include approval of minutes and Treasurer’s reports, reports from standing and select committees, selection of future meeting sites, election and ratification of new officers and appointed members of the Board of Directors, and other business as deemed appropriate by the Board of Directors.
4. Board of Directors Meetings – The RMA Board of Directors shall meet at the Annual Meeting and a mid-year meeting to conduct the business of RMA. The Board of Directors shall set meeting dates. The Board of Directors may conduct phone conferences or other forms of conferencing throughout the year as needed or decided upon by the President.

#### **ARTICLE VI – FOURTEENERS CLUB**

The Rocky Mountains are part of the North American Cordillera, which stretches 3,000 miles from Alaska through western Canada and the United States into northern Mexico. The centerpieces of this dramatic uplift are the 54 peaks over 14,000 feet, or "Fourteeners" as they are affectionately referred to by climbers.

1. Purpose - The purpose of the Fourteeners Club (a.k.a. 14ers Club) is to:
  - a. Promote a recognition program for individuals within RMA who aspire to greater heights.
  - b. Support RMA in its mission to “promote and develop the leadership capabilities of the higher education facilities management professional by providing timely opportunity for communications, partnerships, and education.”
  - c. Recruit and mentor others to prepare for and fulfill leadership roles at their own institutions, within RMA and within APPA International.
2. Membership – Membership in the 14ers Club is considered an honor and is acknowledged for those who have reached a milestone in their participation with RMA. Membership in the 14ers Club is open to all RMA members who are in good standing and meet the longevity, participation and service requirements. Members of the 14ers Club shall be committed to advancing the goals of RMA, and in addition be committed to the promotion of hospitality, communication and comradeship within the region.
3. Eligibility for Membership - To become a member of the 14ers Club RMA members must climb fourteen (14) peaks. Criteria for eligibility must be approved by the Board of Directors and be available to all RMA members.

4. Lead Climber – The Lead Climber shall be selected by majority vote of the 14ers Club membership present at the annual meeting. There will be no limitation on the number of years for which an individual may be re-elected. The Lead Climber shall:
  - a. Attend the Fall RMA Board of Director's meeting and report on the status of the organization. The annual report shall include an update on the program's development, mentoring prospects and recruitment status.
  - b. Ensure applications for new membership and Climbing Buddy requests are available on the RMA website.
  - c. Receive and process application requests.
  - d. Initiate new members into the 14ers Club.
  - e. Coordinate Climbing Buddy assignments.
  - f. Maintain records of 14ers Club membership and Climbing Buddy assignments.
5. 14ers Club Members – Upon acceptance into the 14ers Club new members will pledge during the initiation program to continue their contribution and service through mentoring others and supporting the regional organization.
6. Climbing Buddies – A "Climbing Buddy" concept shall be incorporated to promote comradeship and mentoring. Gumbies, the term applied to novice climbers, may request a climbing buddy. Upon approval by the Lead Climber, a 14ers Club member will be assigned to the gumbie as a climbing buddy. Communication frequency will be informal and left up to the climbing buddies, however frequent contact is encouraged.
7. Honorary Memberships – Honorary membership into the 14ers Club shall be permitted upon approval of the RMA Board of Directors.
8. Annual Meeting – The 14ers Club shall meet annually during the RMA Annual Educational Forum. Meetings shall include:
  - a. Election of the Lead Climber.
  - b. Initiation and recognition of new members.
  - c. Distributing milestone peak climbing awards.
  - d. Assignment of climbing buddies.

## **ARTICLE VII – REVISIONS**

Any regular or affiliate member may recommend a change or amendment to these bylaws. Requests for considerations for changes to the bylaws must be submitted in electronic format to the RMA Board of Directors.

Proposed bylaw amendments or changes must be published on the RMA website, or through other written means of communication (including electronic media) made available to all regular members of RMA, no less than *30 days* before a vote is scheduled to be taken.

These bylaws of RMA may be amended or revised by a *three-fourth (3/4)* affirmative vote of eligible voting member institutions that submit a vote.

***Voting Rights.*** *Each Educational Institution and Affiliate Member of the Association (except in the case where an institution's physical plant or facilities department holds current RMA Institutional membership) shall be*

*entitled to one vote on all matters of the Association requiring votes. Votes may be cast at meetings of the membership or by mail or electronic ballot, as determined by the Board of Directors. The Institutional Representative is responsible for approving or designating his or her proxy.*

*If deemed necessary by the board of directors, the RMA President may require each member institution's authorized electronic voting member to register with the secretary prior to the conduct of business.*

Administrative edits to these Bylaws of RMA may be amended, altered, changed, added to, deleted from, or repealed by the affirmative vote of the majority of the RMA Board of Directors on behalf of the membership.

NOTE: These bylaws have been revised as per changes approved at the annual meetings held:

September 12, 1987, in Estes Park, Colorado;  
September 29, 1992, in Sundance, Utah;  
September 21, 1993, in Edmonton, Alberta;  
September 26, 1994, in Boulder, Colorado;  
September 18, 1997, in Jackson, Wyoming;  
September 17, 1998, in Prescott, Arizona;  
October 8, 1999, in Albuquerque, New Mexico;  
September 16, 2002, in Banff, Alberta, Canada;  
September 19, 2003, in Sedona, Arizona;  
September 21, 2004, in Jackson Hole, Wyoming;  
September 14, 2005, in Vail, Colorado;  
September 22, 2006, in Billings, Montana;  
October 1, 2008, in Park City, Utah;  
September 23, 2009, in Tucson, Arizona;  
October 20, 2010, in Coeur D'Alene, Idaho  
September 14, 2011, in Regina, Saskatchewan, Canada  
September 19, 2012, in Sheridan Wyoming  
September 25, 2013 in Colorado Springs, Colorado  
September 24, 2014 in Santa Fe, New Mexico

## **RMA Membership List**

See attachment

## **Photos**

See Shutterfly account for photos - <https://rmappa.shutterfly.com/>

## **Award Recipients**

The following individuals and institutions were recognized at the RMA awards banquet:

### President's Award

- Viron Lynch, Weber State University

### H. Val Peterson Award

- Shawna Rowley, Weber State University

### Lee Newman Award

- GLHN Architects & Engineers, Inc.

### President's Unsung Hero Award

- Rob Reeder, Utah State University

### Golden Nugget Awards:

- < 5,000 – Montana State University
- 5,000 – 10,000 – University of Colorado Denver/Anschutz Medical Center
- >10,000 – Colorado State University