

Rocky Mountain VIEWS



Rocky Mountain Association of Higher Education Facilities Officers

Spring 2002

i n s i d e . . .

**RMA Supervisor Training
State/Province Report
Editor's Corner
RMA 2002 Educational Conference
By-Laws
Mid-Year RMA Meeting Pictures**

APPA Calendar of Events

June 6

NACUBO – Energy Issues Audio Conference
Your Office

June 9 - 13

APPA's Leadership Academy
Scottsdale, AZ

June 22 -25

IDEA's 93rd Annual Conference & Trade Show
Baltimore, MD

June 24 - 26

Cleaning & Maintenance EXPO
Cleveland, OH

July 11 - 12

Physical Plant Crafts Association Conference
University of Southern California, Los Angeles, CA

July 14 - 18

ACUTA 31st Annual Conference and Exhibition
Reno/Lake Tahoe, NV

July 21 - 23

APPA's Educational Facilities Leadership Forum
Phoenix, AZ

July 29 - August 1

2002 State Energy Program/Rebuild America National
Conference
New Orleans, LA

July 30 - August 2

Situation Preparedness: 13th Annual National Collegiate
CADD Conference
Seattle, WA

August 18 - 23

Teaming for Efficiency: 2002 ACEEE Summer Study on
Energy Efficiency in Buildings
Pacific Grove, CA (Monterey)

For more details – WWW.APPA.ORG

RMAPPA
BANFF 2002
higher expectations

President's Message

Last month, I held the mid-year RMA Board meeting at the Banff Centre in Banff; Alberta, Canada, site of the 50th Annual Meeting and Educational Conference. What an extraordinary place. In my travels I have seldom seen such a beautiful location. Additionally, the people from the University of Calgary and the Banff Centre provided exceptional customer service during our time in Canada. I strongly urge you to attend the 50th Annual Meeting and Educational Conference, September 15 - 17, 2002. The educational program is first rate and the location will complement this search for "Higher Expectations." For more information check their website: www.ucalgary.ca/rmappa2002.

In this issue, you will see how your sister institutions are handling the groundskeeping function. Study after study indicates that the appearance of the campus is equally as important to the decision to attend a particular institution as the curricula. Yet, the ever present dictate to do more with less leads us often times to reduce our groundskeeping effort in order to properly maintain our facilities.

Also in this issue, you will see some amendments to the Association's by-laws. These amendments will be voted on by the institutional representatives at our annual meeting at the Banff Centre. The amendments are designed to reflect changes at the international level, provide for Board selection of APPA committee members and add the position of Historian to the Board as a non-voting member. The Board endorses these amendments and is asking for approval at the annual meeting.

Last, I am putting a pitch in for a strong RMA turnout at the Educational Facilities Leadership Forum, July 21- 23, 2002 in Phoenix, AZ. This year the program is in an entirely new format. The format is designed to provide a greater opportunity for us to further our professional educational needs. Your attendance will help make this Forum an exciting, rewarding experience for everyone.

"The greatest thing a man can do in this world is to make the most possible out of the stuff that has been given him. This is success, and there is no other."

Orison Swett Marden – Success Magazine Founder

Paul F. Smith

RMA Supervisor Training

Dr. George Krell



After several years of planning, APPA and RMA developed this training program to be delivered to different segments of our membership. The Jenkins Resource Group presented the Supervisor Training Program held in Casper, Wyoming on April 25 and 26. This program is in response to the continuing problem that occurs when managers or supervisors are internally promoted from a departmental worker to the manager of that department. The program is designed to help the new manager understand the responsibilities he/she is accepting and how to cope with the new position. This understanding begins by using the Myers-Briggs Type Indicator to develop a personality inventory. This inventory is used to assist the new manager by providing information needed to reflect on their own psychological type and to begin integrating that knowledge into the way they deal with their new subordinates.

The program continues by relating what power and leadership is and how it can effectively be used to accomplish the goals of the new manager. It discusses the differences between management and leadership and how many organizations are over-managed and under-led. The importance of communication and how listening skills can be used effectively were emphasized in becoming a good leader. Conflict management and ways this skill can be developed by using many of the tools previously provided were shown as critical interpersonal skills.

Charlie and Ann Jenkins effectively used role-playing with the participants to illustrate how managers can become locked into a single method of problem solving that will not work well with differing types of subordinates. They offered different methods of addressing conflicts that may work better in arriving at mutually acceptable solutions to many of these problems. The final topic of the program, time management, dealt with coping strategies, setting priorities, and delegation. They illustrated how managing one's time is directly related to the importance of relationships with others.



Those attending the program have urged me to thank the Board of RMA for the opportunity to attend such an informative, well-presented, and educational workshop. RMA funded the cost and expenses of the consultants presenting the program. This is the first time RMA has offered such a program and perhaps the first time it has occurred in APPA. I would like to express my appreciation to Jeff Turner, Assistant Vice President for Facilities at Casper College, for his assistance in arranging for the meeting room, the equipment needed for the presentations, and the refreshments during breaks. I would also like to thank Mary Vosevich, Physical Plant Director at the University of New Mexico, for her hard work in putting together the entire program at the RMA Board level.

For those of us who have had the opportunity to attend presentations by either Charlie or Ann, this program was comparable with the fine job to which we have become accustomed. The unusually high ratings received in formal participant feedback illustrate the exceptional quality of the program. The highest ratings were received for the presenters' knowledge and entertaining presentation. This was followed closely by how interesting, informative and helpful the program was. It is unfortunate that there was a limit of 40 participants placed on this workshop. After surveying the seven Wyoming community colleges and the University of Wyoming, we had requests for 40 individuals to attend. The actual attendance was 39 individuals.

My personal evaluation of this program and the collective evaluations of those participating in the program at Casper lead me to recommend that the Supervisor Training Program be offered in other areas of RMA. I would also like to encourage RMA to continue working on different types of programs that could be sponsored by RMA and delivered to the membership much like this one was presented.

STATE/PROVINCE REPORT

WYOMING REPORT



Frank Fox

The University of Wyoming Physical Plant Landscaping Department has been featured recently in two publications. In April, "Turf West," a magazine devoted to all aspects of landscaping presented an article, "Making a Campus Look Great." The article details how UW maintains and develops a beautiful campus despite the short growing season and sometimes harsh climate. This past fall, "UWyo," a magazine for alumni and friends of the University of Wyoming featured an article entitled the "Miracle Workers" once again praising the department for what they are able to accomplish at 7,220 feet where the mean average snowfall is about 42 inches, total moisture is just 12.5 inches. The sparse precipitation, combined with high altitude and drying winds, make keeping lawns green and flowers blooming a challenge with a growing season of only 109 days. The department consists of three FTE; the manager, Jerry Andersen, his Asst. Manager and Arborist, Jim Gabriel, and the Floriculturalist, Andy Smith. During the summer, the department employs approximately 25 students.

According to a report from the Carnegie foundation for the Advancement of Teaching, there is more to university landscaping than meets the eye. In a survey of 1,000 high school students, more than 60 percent said the appearance of the campus most affected their decision to attend a particular college or university. Based on that response, the report concluded that when it comes to recruiting students, the director of facilities and grounds might be "more important than the academic dean".

Although the entire Laramie campus covers approximately 785 acres, the maintained landscape areas - including lawns, trees, shrubs, and flower beds - comprise about 300 acres. That includes a tree count of about 1,600 conifers, 600 deciduous varieties, and 1,200 shrubs, mostly dogwood, cotoneaster, and juniper.

"We are limited in the selection of what we can grow up here at 7,220 feet," says arborist Gabriel. "Only certain trees and shrubs do well in this climate." Gabriel says he recently planted some Ohio buckeye trees to accompany the cottonwood and spruce, and there are a few maples, aspens, and burr oaks thrown in for variety.

The crew uses 12 push mowers and three riding mowers to maintain about 160 acres of lawn that carpet the campus. In order to keep the lawns manicured the large areas are normally mowed twice a week in the summer months. A few years ago, lawn crew members spent much of their time dragging hoses across campus to make sure the grass got plenty of water. Several consecutive mild winters, however, have enabled the university to save enough money in heating costs to install ten automatic sprinkler systems. The \$200,000 investment is expected to pay for itself in only three to five years (Andersen says the new system cuts water use by nearly 20 percent), and it frees crew members to spend more time mowing grass, spraying weeds, and trimming the shrubs around campus.

Smith supervises planting and weeding in some 240 campus flower beds, which range from four-foot planter boxes to a 1,300 square foot bed. Every year he plants some 50,000 annuals, about 20,000 of which are petunias. The flower crews also put in about 3,000 geraniums, plus snapdragons, zinnias, dahlias, pansies, chinese cabbage, kale, delphinium, yucca plants, and tiny white alyssum and lobelia.

Andersen says it's difficult to hire and keep students these days. He pays them about 40 cents above minimum wage, which seems to attract only those who figure the relative freedom and serenity of working outdoors is a fair trade for meager pay.

UTAH REPORT

Darrell E. Hart, CFM
Utah State University

Customer Connection

At Utah State University, we consider our custodial staff one of our primary customer connections within our individual buildings. There are a number of initiatives that have been accomplished over the past several years to insure that we as an organization are connected with campus customers. These initiatives have involved the custodians directly or indirectly in every case. The major change directly involving our building custodians was shifting from zone cleaning to team cleaning. This has now been in place for the past two years plus a year of transition and is clearly a success. All our major buildings have a team of people who have specific roles within the team. These roles are outlined on a checklist which the individual uses daily, as well as by the managers who make monthly inspections. The roles are rotated monthly so individuals

get broader experience and changing perspectives. The training for each of the roles is accomplished in a special training area that has the complete set of tools for each role and mock ups of different cleaning scenarios. Monthly inspection scores are reviewed with each team and posted in the building for customers to review. Each building has a chemical dispenser that ensures the correct amount of chemical is used for each types of cleaning situation. The dispenser and bottles are color coded for correct usage. This approach helps maintain the correct cleaning approach to accomplish hygienic standards. The overall improvement is that scores have consistently moved from the low eighties initially to the low to mid nineties over a two year period. Instead of buying cleaning supplies from 25 to 30 individual vendors, we now get the necessary supplies from a single vendor.

Annually, we sent out a performance questionnaire to each full time employee in each major building. These surveys have been developed to include a question from most major service areas such as building cleanliness, landscaping, snow removal, lighting, renovation projects, etc. These results are gathered, graphed, sent to our work teams, and posted in the individual building for our customers to review.

Our Directors meet annually with the key leadership of each building to review performance, suggestions, and work issues. They review the annual building cost summary which indicates the total dollars spent on electrical, mechanical, and crafts maintenance in addition to the energy costs. The customer survey information that indicates scores and trend data is also available to the group. Our intent is to encourage these leaders to function as a focus group working together to solve problems and make improvements.

The other major customer connection is our Customer Service Center. We have two full-time technicians and a supervisor who interface constantly with campus customers and our workforce. They respond to over 30,000 calls annually while resolving numerous issues on a daily basis. These technicians have specific training in providing quality customer service which helps them maintain a professional relationship with our customers. We have a saying that we believe to be true - "The customer may not always be right, but they are always the customer."

The other principle issue that involves the quality of customer service we provide is how our employees feel about their roles and the organization to which they belong. We believe that if we treat our employees fairly, they will represent our organization in a professional manner. We listen to our employee's issues and try to

resolve them. We provide them with the authority to make business decisions when they have adequate information and trust them to do it well. We ask our people to interact with the customer, explain what they did and why, and tell the customer when they complete the work. Every day, we work at developing a work environment where everyone can learn, grow, develop, and contribute at their potential. Even though we may think we are in the Facilities Business, we are really in the People Business.

In summary, I believe that we are doing the right things to maintain good customer relationships and that our direction is correct. In other words, we have the plan. Our challenge is to implement it properly every day.

The Olympic flame has been extinguished, with Olympic athletes and visitors back in their homelands anticipating the next games. The games are being hailed as very successful and a model for future events of this magnitude. As we mingled through the throngs of people both on and off campus it was difficult to find anyone that was not caught up with the Olympic enthusiasm. The Olympic games are not measured by a single event but by hundreds of major events that literally consume everything for 100-mile radius.

After spending one of many all night security walk-thrus with many of our Plant Operations staff and Secret Service agents to prepare the stadium for the opening ceremonies, it finally hit home about all the precautions that were required to ensure the safety of everyone involved in this event. The 20 plus trained inspection teams along with another six trained dog teams combing every square inch of the locked down area. Every shrub, seat, ventilation duct, desk, cabinet were inspected and checked off from a prepared cataloged list. All staff and support people were asked to leave during this security process and then re-admitted with proper credentials and searched. After completing this process, I walked back to my office before going home. There was a light mist of fog in the pre-dawn of the morning with all streets closed by high security fences and Army humvees toting vehicle-mounted machine guns. Army MPs walked the fence perimeters in full field gear and M-16s at the ready. Between the stadium and the guards were two fences and concrete barricades. I was asked several times to stop and show my credentials. I thought to myself during this walk, this is not the America I'm used to. Every Olympic related site was secured in the same manner and it became a normal process to do the security routine.

Spring 2002

Many events stick in my mind like preparing to receive the President of the United States for an opening ceremony reception with the American athletes in an upper campus gymnasium along the athlete parade route. This took nearly a solid week of preparation working with the White House Staff and Secret Service for the 30-minute visit. The President and Mrs. Bush arrived in a 24-car motorcade complete with helicopters. After the reception, he was whisked off to the stadium for the opening ceremonies, which you all viewed on television.

The actual march preparation for the athletes in the opening and closing ceremonies was a site to behold with the many colors representing their countries. Smiles and camaraderie set the tone by all who participated.

The miles of fence and barricades have been removed along with the hundreds of trailers and portable facilities. Pretty much all of our underground lighting and sprinklers in Olympic related areas are heavily damaged and will take another few months to repair. Several areas the size of football fields will need to be re-sodded but with the ongoing drought conditions this will be difficult to complete before the hot weather arrives. On the bright side, the Olympics turned a healthy profit, so for now, we are getting funding to make the repairs. Life is getting back to normal and in most cases very little remains of the actual Olympic atmosphere except for the damage. Students walk normal paths to and from classes but most of all we again have our parking back.

UTAH STATE UNIVERSITY Ellen Newell CGM

As the Far West Director of the Professional Grounds Management Society (PGMS), I would like to encourage membership in our organization. PGMS offers a number of programs that can be of value to both your landscape managers and your university as a whole. These include the annual Green Star Awards for excellence in grounds maintenance, the Certified Grounds Manager (CGM) program and the annual conference and GIE trade show. The "Operational Guidelines for Grounds Management" published by APPA, the National Recreation and Park Association and PGMS is now available and is an excellent publication.

I will gladly answer any questions about PGMS and can send applications for membership. My email is ellen@cc.usu.edu. One can also learn more about PGMS and apply for membership through the PGMS website www.pgms.org/index.htm.

The Landscape Operations and Maintenance department (LOAM) at Utah State University is undertaking our largest landscape project ever. It is the \$200,000 plus landscape restoration following the construction of 6,000 linear feet of utility tunnels and a new heat plant. The tunnels and new heat plant were built to deal with long standing environmental and energy cost issues. The construction cut a swath through the center of campus, destroying some of the most loved and mature landscapes. Many trees needed to be removed, including some horse chestnuts lining the mall used during graduation. All of Facilities realized this would cause a lot of stress in the campus community and could be very controversial.

To help alleviate the controversy on this and future projects, an arboretum committee was formed. It includes 11 members; two from LOAM, two from Facilities Planning and Construction, and faculty members from the Plant Science, Biology, Range and LAEP departments. A student member will soon be joining. The arboretum committee walked the construction site with the contractors and administration, and evaluated the health, species and size of the trees that would be or could be affected by the construction. As a result, 23 smaller trees were moved, several unique specimen trees that could be saved with care were designated sacred and the rest were understood as having to go. The process the committee went through was discussed in open meetings and explained in university press releases.

The arboretum committee was also very active in specifying the new trees to be planted. The broad range of talents and interests of the members ensured all angles were considered. We looked at form, size, ease of maintenance, hardiness and also usefulness as examples for outdoor class laboratories. By including faculty, designers and maintenance personnel, a greater understanding of our different perspectives was achieved. We now work with a very productive and fun committee to reduce controversy and improve landscape throughout the campus.

It is now LOAM's responsibility to install the new irrigation system and landscapes this summer. The job is large and a little intimidating, but we are taking it as a challenge and look forward to the final results. I think there will be a great sense of satisfaction and ownership with the new landscape since a broad spectrum of the campus community was involved from the beginning of the project.

COLORADO REPORT

By John Bruning

For those of you who haven't purchased or know about the recent publication, "Operational Guidelines for Grounds Management," jointly published by APPA, National Recreation and Park Association and Professional Grounds Management Society, you need to buy a copy and read it. This is the culmination of several years of work by a team of professional grounds and facilities managers that will serve as a watershed document to elevate the art and stewardship of professional grounds and landscape management.

I have always said that university and college facilities managers have the greatest opportunity and responsibility to improve the environment of our campuses. This publication begins with the same notion of "Taking the Green Path." The use of an environmental audit to identify environmental aspects, objectives and targets is the foundation upon which you can build a balanced and responsible environmental program. Of course, a well-managed environmental program involves all elements of a facilities organization in terms of planning, construction, maintenance and operations and utility generation. The campus grounds and landscape areas are a great place to get started, as we all know the importance of a healthy campus appearance in recruiting and retaining students.

The concept of "Levels of Attention" presented in the *Operational Guidelines for Grounds Management* isn't something we all haven't considered as we have developed our programs, we all know where the "hot spots" are on our campuses that always need to be pristine. But this tool is an excellent way to quantify our resource requirements and, hopefully, manage the expectations of those above us in the university administration. As budgets remain static or decline, we have to make critical decisions on the level of attention we allocate to the grounds areas, as there is a limit to what we can realistically accomplish. By establishing time standards for specific tasks and applying these standards to our inventory and mapping of campus landscapes, we can paint a realistic picture of what the campus will look like and how it will be maintained. These decisions also serve as the primary tool for effectively planning, scheduling and allocating your grounds maintenance resources.

Currently at UC-Boulder, my grounds staff is incorporating the inventory and mapping of the campus landscapes into our on-going facilities audit process. Not only are we getting a snapshot of the condition of the grounds, we are also establishing the inventory database that will allow us

to map out each area and formally decide on the level of attention each area will receive. I recently purchased a GPS unit for them to pinpoint and log each landscape type into a CAD layer to complement our existing tree inventory. The grounds area supervisors and their manager have collaboratively decided that we will adopt four levels of care vs. the six levels listed in the guidelines, but the concept is generally the same. The time standards contained in the guideline matrixes are very useful in quantifying the labor required for each level of attention.

The guidelines are also a great reference for benchmarking, position descriptions, glossary of terms, associations and publications for the grounds maintenance industry. I really believe that everyone who reads these guidelines will find many useful ideas and be stimulated to apply them on their campus. Great job APPA!

ARIZONA REPORT

The Arboretum at ASU Remembers By Louisa Ballard

How do we remember? How do we celebrate existence? How do we honor? There are many different ways. Have a gathering. Have a memorial. Have a dedication. Have a garden to pull all these ways together.

A small rose garden was built. "Peace" roses were planted. On March 25, 2002, President Lattie Coor, Arizona State University, dedicated the small garden space the "United We Stand Memorial Garden" to the victims and survivors of the tragic event that occurred on September 11, 2001.

The Arboretum at ASU, a division of ASU Facilities Management Grounds department, rose to the call of the ASU community to recognize the horrific event in New York, Washington and Pennsylvania. The Arboretum staff regularly responds to requests of ASU staff for memorial dedications of trees in the 730-acre campus arboretum which generally required funds to be raised or provided by the requesting staff. Only this time, the Arboretum funded the rose garden so that the garden installation could be completed quickly instead of waiting for donations to fund the project.

An Arboretum team developed the simple design for the garden. It was designed to be a small, 15-30 foot place for flowers and roses with a memorial plaque in the center of the walk that runs through it. The garden site was selected to be in front of the Student Services Building. This was the same site from which President Coor talked to students, faculty, staff, and the public about the 9-11 tragedy several

Spring 2002

days after the event. The FM Grounds Construction department built the garden. Volunteers from the Arboretum and the College of Public Programs planted the flowers and roses. Arboretum Volunteers maintain the area to ensure the roses and flowers are looking their best for the students, visitors, and staff who walk by it daily.

Arizona State University is one of the few universities in the country that have dedicated their whole campus as arboretums and are members of the American Association of Botanical Gardens and Arboreta. The emphasis behind this commitment has been to educate the students and public, and to preserve plants that can live in those campus environments. A large commitment must be made to follow through on this decision. Because of the Arboretums high use and high profile situation, maintenance standards must be high, with special emphasis on the continued health of the plant collections. Well-trained staff and volunteer assistance are instrumental to the success even for a specialty/dedication gardens like the United We Stand Memorial Garden.

The Arboretum at ASU maintains a diverse collection of trees, palms, pines, tropical, native plants, edible fruits, exotics and succulents. It is especially noted by the North American Plant Collections Consortium (NAPCC) for the Date Palms (*Phoenix dactylifera*) cultivars germplasm collection. A recent doctoral thesis found that ASU maintains over 760 varieties of plants. The campus plantings created over the last 100 years allowed for this diversity of planting through the use of microclimates that were created over time making the campus a rich botanical and historical environment to be studied and enjoyed by anyone on the campus.

How does the Arboretum at ASU remember? How does it celebrate existence, and how does it honor? It listens to the people who experience the grounds every day. It acts upon this input to develop and maintain the many gardens and displays that enhance the campus experience. It has dedicated memorial trees and signage to remember others and significant events. It develops the backdrops for events to celebrate, remember and honor.

Phoenix College Groundskeeping Department By Tom Arnold & Arnold Guerra

Our campus is approximately 55 acres in size, about 35 acres for the general campus and 20 acres devoted to four athletic fields. Under the supervision of the Facilities Manager, we are staffed with nine full-time employees. Duties are split up by geographical areas of the campus proper and an adjacent property recently acquired which

is used for both instruction and meeting space. On campus, we utilize a Crew Leader to guide the Groundskeepers through special projects beyond daily duties. The athletic fields are maintained by our Turf Manager, one Groundskeeper, and additional temporary staffing as needed. Overall coordination, distribution of available resources, and supervision is performed by the Grounds Manager. Work is performed on the first shift Monday through Friday, with one Groundskeeper scheduled each Saturday for support of our students' athletic events.

We begin our day preparing campus for daily business early in the morning. Trash is removed. Sidewalks, turf, and planters are cleaned and litter is removed. Overall, we spend our early mornings making sure the campus is presentable and safe for our students and staff. The rest of the day is spent on landscape maintenance, field maintenance, and the odd landscape construction project.

We also provide outdoor support for activities such as setup/takedown for student events (i.e. fund-raising food sales, team sports, charitable/cultural events, culminating in the Big One: Graduation Day). Most recently, our athletic fields hosted the Maricopa County Special Olympics. In the near future, we will host our division's NJCAA Women's Softball Championships.

Our crew strives to stay up to date with the latest landscaping methods by attending seminars and conferences. Monies are provided by our college district in the form of professional growth funds available to our employees. We take advantage of training offered by the Sports Turf Managers' Association of Arizona, the Irrigation Association, Pesticide Training Resources, and even out-of-town workshops offered by such organizations as the University of California and the National Institute on Park and Grounds Management.

Education is in fashion at our institution. Our crew is encouraged and funded to take coursework at our own and sister colleges. Someone takes advantage of this just about every semester, this one no exception.

Phoenix College is not without it's challenges. We are the oldest community college in our county (We like to refer to ourselves as the district's "Flagship.") With a landlocked eighty year old campus, we are surrounded by Opportunity! We have opportunities such as updating our irrigation systems and practices, renovating and improving landscape areas, and making a methodical transition to a drier, more water-efficient campus while retaining the traditional feel of our "hallowed halls" in concert with the surrounding historical neighborhood district.

Editor's Corner

By Paul Smith

This issue has articles from several new contributors. I thank you for taking the time from your busy schedule to share your experiences with us. The hardest thing about being an editor is getting articles for the newsletter. The newsletter is **your** professional news. You can share your successes and yes, even your failures with your peers and help us improve the quality of service provided to our customers.

RMA's 50th Annual Meeting and Educational Conference is fast approaching. I will publish one more newsletter prior to the annual meeting and I would like your help to make it a special edition. I would like to publish a short, two or three paragraph, article on each member institution; maybe highlights on a long term employee, a new building, a best practice, or just general information on the institution. In order to do this I will need to have the articles no later than August 2, 2002. Articles can be e-mailed to either me or Esther and they should be in Word or WordPerfect format. Our email addresses are psmith@pima.edu and eleon@pima.edu. With your help we can have a very special newsletter that will help RMA celebrate 50 years of service. If you have any questions, feel free to write, email or call me (520) 206-4758.

I would like to express my thanks to the various state and province correspondents who help make this newsletter possible. I hope to see you either in Phoenix at APPA's Educational Facilities Leadership Forum or in Canada for our 50th Annual Meeting and Educational Conference.



RMA 2002 Educational Conference
September 15 – 17, 2002
Banff, Alberta, CANADA

Go For The Gold - RMA 2002!

Have you made your RMA 2002 plans yet? The RMA 2002 Conference Guides were mailed on May 8 and are packed with lots of information. All this information and more is on our website: www.ucalgary.ca/rmappa2002.

We also have some good news for the **Netscape users** out there. We have redesigned the website just for you. To celebrate this occasion, please visit the RMA 2002 website and find the **grizzly bear**. He is the key to entering our second online contest. The winner will receive a great prize – but you must be in attendance to win!

The early bird registration deadline is July 10, 2002. All registrations postmarked before this date are eligible for the early-bird pricing as well as for the early-bird draw of a Q911 air compressor from Quincy Compressor, Goodrich Corporation. Registration forms are available in the Conference Guide and at www.ucalgary.ca/rmappa2002 (follow the registration link). If you have any questions about RMA 2002, please give us a call. Deanna can be reached at (403) 220-2133 or at rma2002@ucalgary.ca.

Come and experience the rugged alpine beauty that is Banff!

Amendments to the By-Laws

Article III

5. Emeritus Members - (add after last sentence) Emeritus members of RMA are not automatically emeritus members of APPA but must request this status from APPA and meet the APPA criteria.

Article IV

1. Officers - Add after "editor of the newsletter", historian, and ...
3. President
 - b. Delete existing and change to - Appoint special positions as necessary to accomplish the goals and objectives of the Association with the approval of the Board of Directors.
8. Secretary/Treasurer
 - d. Change to read as: Keep the official correspondence file.
 - f. Delete existing and change to: (New) - Maintain all correspondence for three years at which time the oldest files will be transmitted to the Historian for retention and archiving.

Add 10. Historian - The Historian shall:

- a. Be appointed by the Board of Directors for a three-year term and may be reappointed for successive terms.
- b. Be a non-voting member of the Board of Directors.
- c. Attend all Board of Directors and Annual Membership meetings and submit an annual report to the Board of Directors on the Historian's activities.
- d. 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

Spring 2002

- photographers, shall be placed in an album and combined with the annual meeting proceedings to highlight the annual meeting including awards and presentations, social activities, education sessions, business partners, etc.
- e. 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.
 - f. Coordinate with the Secretary/Treasurer to maintain a repository of the Association'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.

- g. 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.
- h. Submit any costs associated with the preparation, publication and distribution of any historical documents for approval by the Board of Directors.

Change ~~10~~ to 11. **Board of Directors**

- m. (New) - Appoint all RMA committee members and authorize the President to recommend to the APPA President all regional nominations for the APPA committees.

RMA Mid-Year Board Meeting – 2002



The ROCKY MOUNTAIN ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS OF UNIVERSITIES AND COLLEGES was organized in February of 1953 for the purpose of promoting the common interest in the planning, maintenance and operation of physical plants of Universities and Colleges in the Rocky Mountain Region: to foster a professional spirit among those engaged in this work; and to support and supplement the activities of its parent organization, the "Association of Higher Education Facilities Officers (APPA)." The Rocky Mountain Region encompasses the states of Arizona, Colorado, Montana, New Mexico, Utah, Wyoming, and in Canada the Provinces of Alberta and Saskatchewan and the Northwest Territories.

REGIONAL OFFICERS 2001-2002

President	Paul Smith	Pima Community College
First Vice President	Steve Baldick	University of Calgary
Second Vice President	David Brixen	Arizona State University
Third Vice President	Mark Shively	University of Wyoming
Secretary/Treasurer	John Bruning	University of Colorado, Boulder
Newsletter Editor	Paul Smith	Pima Community College
Senior Representative	Harvey Chace	University of New Mexico
Junior Representative	Craig Bohn	University of Utah

FUTURE MEETINGS

2002 Annual Meeting	Banff, Alberta, Canada	University of Calgary
2003 Annual Meeting	Sedona, AZ	Arizona State University
2004 Annual Meeting	Jackson Lake Lodge, WY	University of Wyoming