



Spring 2004

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President's Message

Even though it's early May it seems like summer here in the desert. I've been bragging in my last reports about how beautiful the weather has been here in Tempe. Well, we are about to enter our season of brutal heat when we try to stay indoors or in a swimming pool during much of the summer. We miss our Chamber of Commerce weather!

I do have a couple of important points to discuss in this newsletter issue. One is in regard to our colleagues in the State of Idaho. During last Fall, five PCAPPA member institutions from Idaho petitioned APPA to move their regional membership to RMA. Over a number of years these institutions felt a closer connection with the states and provinces in the neighboring RMA region than those in PCAPPA. In addition, some non-member Idaho institutions signed the petition indicating there is an interest in joining APPA/RMA should the regional boundaries change. The only glitch was an amendment to the APPA by-laws was necessary in order to re-align the boundaries of the regions.

During the Winter APPA meeting this petition generated substantial discussion. In the final analysis it was agreed that changing the APPA by-laws wasn't the best solution. As a result, Chris Christofferson, PCAPPA President, and I were asked to work together to find a "win-win" solution to this situation. From several discussions with other regions it was learned that the Central Region (CAPPA) has a by-law provision that permits states, provinces, and foreign countries that border a CAPPA region member state, etc. to become members should they chose to do so. My thanks go out to Chris for taking the lead on finding what we think is a "win-win" solution.

Later in this newsletter you will find a proposed change to the RMA by-laws that permits any state or province, etc. that borders an RMA regional boundary to become a member of RMA with full

rights to hold office, etc. This by-law change was presented to the RMA Board of Directors at the Mid-Year meeting in Boulder, Colorado and is supported by your Board. Before the by-law amendment is formally adopted it must be voted on and approved at the annual business meeting at Jackson Lake Lodge this coming September. Should our membership support this change it will pave the way for Idaho institutions to become members of RMA.

As part of your Board's commitment to continuing education a "Supervisor's Toolkit" training program will be offered in Tempe, Arizona this summer. The trainers will be Shari Philpot from University of Colorado and Polly Pinney from Arizona State University. This program is designed for those supervisors that are relatively new to supervision and for supervisors looking to upgrade or renew these skills. More details will be provided later in an email announcement.

Don't forget to make your plans now to attend RMA's Annual Educational Conference at Jackson Lake Lodge, Wyoming on September 18th - 21st.

See you there!
Dave Brixen
RMA President



Jackson Hole, Wyoming RMA Educational Seminar 2004 September 18 -21

The majestic Teton Mountains will provide a picturesque backdrop for three days of education and activities. For reservations to Jackson Lake Lodge call 1-866-875-8456

For Seminar information contact Jenn Coast, Conference Coordinator at jklass@uwyo.edu or (307)766-2404. The website is:

<http://UWADMNWEB.UWYO.EDU/PPLWEB/RMA2004>

Hosted by the University of Wyoming

Thank you Business Partners for your continuous support, making these extraordinary conferences possible!

Business Partners are listed on the seminar website.

Summer is almost here and it is time to sit back, reflect and plan for the fall. In many professions the summer months provide a time to relax and enjoy life. However, in the higher education facilities management area this is the time when we have to get things done so our school is ready for the fall. If you have a task that requires an extraordinary effort over the next 12 - 14 weeks how about writing an article for the August newsletter letting your colleagues in RMA know about it.

In September at our regional educational forum we are instituting a new program to make our first time attendees feel more welcome. One of the Board members, committee members, or any other RMA member that volunteers (contact Nancy Hurt at Colorado State, Nancy.Hurt@colostate.edu) will pair up with a first timer to introduce him/her to other RMA members and just to be a point of contact during the forum. Don't hesitate to volunteer and share your experiences with a first timer.

There are still copies available of the 50th Anniversary history of RMA. If you want a copy of the history please contact John Morris at Colorado State (John.Morris@colostate.edu). This is a great way to understand RMA.

In September, the regional forum will be hosted by the University of Wyoming at Jackson Lake Lodge. The program is outstanding and I strongly encourage you to attend. This is one of the premier locations in the United States. Mark Shively, the University of Wyoming facilities staff and the facilities staff from the other Wyoming colleges are committed to ensuring the experience is rewarding both professionally and personally.

In this edition of the Rocky Mountain News there are also recommended revision to the by-laws. Your board recommends approval of these revisions. The by-law changes will be voted on by the membership at our general meeting in September. The by-law changes are as a result of changes to APPA's by-laws regarding membership, a need to provide opportunities of institutions from other states, provinces or countries to join RMA, and a need to clarify the different membership categories.

I wish you a safe summer and look forward to seeing many of you in Wyoming.

APPA Calendar of Events

June 9, 2004
Team Cleaning: The Benefits Outweigh the Difficulties
Teleconference

June 20 - 24, 2004
APPA's Leadership Academy
Fort Lauderdale, FL

June 23 - 25, 2004
Lighting Educators
Cleveland, OH

June 27 - 30, 2004
Opening Doors - A World of Energy
Seattle, WA

June 28 - 30, 2004
Advanced Lighting Concepts
Cleveland, OH

July 17 - 21, 2004
Hard Choices . . . Smart Planning:
SCUP's 39th Annual Conference
Toronto, Ontario Canada

July 25 - 27, 2004
APPA's Educational Facilities Leadership Forum
Washington, DC

Membership News

Membership Committee Update - APPA Mentoring Program

One of the activities the APPA Membership Committee has been working on over the last year is the establishment of a mentoring program that can be implemented and administered on a regional level. The long term goal of the program is to establish a sustainable mentoring program that benefits not only program participants, but also the regions and APPA by producing a stronger network of facilities professionals and increased leadership succession.

A base program guideline has been developed and is ready for implementation.

Before implementation can happen in the Rocky Mountain Region, the region's board of director's requested that we find out from the members if enough interest in the program exists (by guideline the region needs a minimum of five mentor/mentee groups).

Member associates are encouraged to share the program information with others at their respective institutions to broaden interest in the program. If you are interested in participating in the program as either a mentor or mentee, or would like more information about the program, please contact Nancy Hurt at 970-491-0005 or at Nancy.Hurt@colostate.edu.

General Information on the Mentoring Program

Objective: To provide mentees with a competent counselor/advisor, teacher, and partner on facilities management and operational needs.

Basic Program Description: Potential participants (both mentors and mentees) will apply to the program. The program will be one year in length. Upon mutual agreement of both parties (mentor/mentee), it can be renewed for a second year.

Mentors: The recruitment of capable, high quality mentors is critical to the success of the program. Individuals selected to serve as mentors will be competent facilities professionals with a good reputation among APPA members. Also critical in a mentor are good interpersonal skills and the ability to transfer knowledge in a collegial manner.

Mentee: The program is open to any facilities related personnel at APPA member institutions or affiliates.

Matching of Mentee with Mentor: The matching or pairing of mentee with a mentor will be done while considering geographic location, job responsibilities and expertise, interest areas, and compatibility.



State/Province Canada Report

Athabasca University,
Athabasca, Alberta, Canada
By Greg Wiens P. Eng.
gregw@athabascau.ca

Spring arrived with a strong warm wind backing it and then decided to let old man winter have one more shot before the weather would stay mild for good. The inclement weather did occur over the exact time when we had scheduled the Grand Opening ceremonies for our new aurora borealis observatory on April 14, 2004.

Visiting dignitaries representing the Provincial Government, Canadian Space Agency, Athabasca University Governing Council, the Federal Government funding agency for innovative projects (CFI), Research Academics, local municipalities and residents were all scheduled and had confirmed attendance. The event was planned, the venue was ready, the attendees were confirmed and even the luncheon was ready to be served. Meanwhile, a wet heavy snowfall accompanied by high winds and freezing temperatures succeeded in turning the roads into slush covered skating rinks.

Despite the dreadful road conditions, virtually every dignitary and traveling participant and guest arrived in time for the event. After the formal introductions and mutual thanks were officially completed, Martin Connors provided an excellent talk on the purpose of this observatory and his absolute delight with the information obtained since it went into operation in February 2003. Staring with an explanation of how little we know about the aurora borealis, generally called the northern lights, he then proceeded to explain how and why they occur and dispelled many misconceptions and misinformation commonly taken as fact.

His most telling statement was "In the first few months of 2003, this observatory has provided more real information about the aurora borealis than had ever been obtained before". This information was shared with the University of Calgary, University's in California and with NASA.

This may make the actual building seem like a rather grand facility when it is a simple 21'x21' building of wood frame construction sitting on a floating slab foundation. From the perspective of our Facilities and Services, a rather simple building indeed. The contents, however, are far from simple. Special cameras, lenses, magnetometers and computers are stuffed into and around this modest structure and record the northern lights visually, magnetically, by infrared and any other means that researchers can come up with to gather information. A high speed, wide band fibre link, back to the main building, ensures that all this gathered data is quickly and safely stored.

What does the 360 degree camera lens see when it looks at the clear night sky? Contact me at gregw@athabascau.ca and I will send you a copy of the picture.

Montana Report

At Montana State University we have collected quite a fleet of maintenance and construction equipment over the years. We currently maintain a full complement of grounds equipment, with summer stock that includes mowers, sweepers, a harrow, an aerator, sprayers, loaders, spreaders, a tree spade, a rock hound, a hydroseeder, various 4-wheelers, chippers and dump trucks. Winter stock includes snow blowers, municipal tractors, sand-spreaders, and a highway-type grader with snow blade and grader gate. We maintain a fleet of vans and small pickups for individual trades personnel. We also provide full garbage services for the campus, which requires owning and maintaining our own garbage truck. Our construction stock includes a bucket/boom (personnel lift) truck, several skid steer loaders, a Genie Lift, a backhoe, a couple flatbed trucks, a fork lift, and all the requisite gear such as welders, compactors, lathes, saws, compressors, and the usual variety of shared tools.

The vintage of our equipment was significantly improved throughout the 1990's through considerable capital investment. We were able to divest ourselves of most of our pre-1980 equipment and to

secure much needed specialized pieces that make work in our climate more efficient.

For many years we were insufficiently funded to allow the organized, systematic replacement of groups of equipment. Consequently, our equipment aged to the point of obsolescence, and degraded beyond any ability to keep many pieces operating safely. Frequently, unscheduled breakdowns required expensive repairs when replacement would have provided the better long-term value. However, a rudimentary review of the overall equipment situation presented a compelling case for an appropriate minimum level of funding and we were able to dig ourselves out of the hole over time.

In the winter of 2002-03, we finally took the time to create a more credible Capital Equipment Replacement Plan. In order to establish the plan, we inventoried and reviewed the age, condition, type, etc., of all of our major equipment. Then we estimated replacement costs and projected useful equipment life cycles for each piece. By June 2003, we had developed credible information showing that we own approximately 255 inventoried pieces of equipment, with an original cost of \$2.3 million, and an estimated replacement cost of \$3.25 million. Total annual expenditures will vary with numbers of pieces replaced in any given year, along with life cycle, useful life and replacement costs; but, our replacement plan allows us to juggle the variables to maintain a reasonably consistent level of annual expenditures into the future. With annual contributions beginning at ~\$250k per year to our equipment replacement fund, we should be able to sustain a reasonable and safe fleet of equipment, that is well-matched to our campus needs. We expect to review our replacement plan bi-annually and to adjust for additional needs as appropriate.

Utah Report "Another Year"

Tracking periods of time are covered in many different ways such as in a calendar year, or a fiscal year. When money is involved the state legislatures annual gathering becomes a high priority for tracking time and deadlines. Time means different things to different people but in our varied maintenance circles Commencement rules! It is the one time during the year where an entire campus is presented to its graduates, their families and special guests for inspection and approval.

Heavy snows that blanketed the varied campus landscapes, parking lots and sidewalks have given way to broken trees and shrubs leaving little or no memory of how it happened. The major wind storms that took down 50 and 60 year old trees have passed leaving holes in established mature landscapes. The last of a man made glacier created from the truckloads of snow moved from high impact parking has finally melted into a single well-placed storm drain.

Snow equipment that was so important only a month ago is set aside making way for the varied spring equipment. It no longer matters that we battled the 3rd largest snow event in history or that we survived the longest below freezing number of days (24) in a row. We will be ready for Commencement!!

Across our region long hours have been spent to prepare our campuses for Commencement to honor graduates and their families. Our varied staffs deserve a well deserved "Thank You," for jobs well done to convert the seasons so quickly. Just think, when Commencement is completed we can then focus on another measurement of time..... the summer drought.



Funding Capital Equipment

The University of Utah maintains accounts specifically for the purpose of funding the purchase of capital equipment. Capital equipment is considered to be any equipment over \$5,000 in value as outlined by OMB Circular A-21. Plant Operations funds its own "reserve" or "R&R" account.

Plant Operations calculates a labor rate for each of its shops that includes overhead expenses. Funds are transferred to the capital equipment account to cover the purchase of equipment required to maintain the campus facilities. The amount transferred each year (the allowable R&R provision) is the lesser of:

- a) The yearly depreciation of the service unit's capital items,
- b) The current and future needs of the unit, or
- c) The unit's ability to fund the allowance without causing an operating deficit.

Consideration should be given to creating a business plan to identify

anticipated R&R expenditures five years in advance where applicable. Careful planning during the budget cycle should reduce the need for special approval of R&R requests during the rest of the year. Each item should be requested separately and provide a justification for the purchase along with information such as what will be done with the existing equipment, will the maintenance cost decrease and by how much, and the net cost of the equipment (after trade-in/sale if any). A reasonable estimated contingency should be included in the annual budget to provide for cost changes and unexpected requests throughout the year. Proceeds from the sale or disposition of assets purchased with these capital equipment/R&R funds should be deposited back into this account.

Colorado Report

Capital Equipment Acquisition and Replacement

By: John Bruning

Always having the best tools and equipment for the job not only increases efficiency and quality, but improves the morale of our front line staff. Whether it's a tractor or a surface planer, if the equipment is in outstanding condition and well matched to the task at hand, the results always come out better and the technician's or craftsman's work is made easier. There also seems to be a direct correlation between the level of quality of the tools and equipment and the respect and care given them by the operators.

Unfortunately, staying up with capital equipment replacement schedules in these times of decreasing or static budgets is difficult to do. When asked how the University of Colorado Health Sciences Center is handling capital equipment acquisition and replacement, David Turnquist, Associate Vice Chancellor for Facilities Operations, responded, "Very poorly! We don't have funds set aside in our operating budgets and we can't tap capital projects to buy the equipment we need to maintain our new facilities." Turnquist is working on a plan to use anticipated savings from privatization of their custodial services to self-fund their capital equipment replacement program. "But I am concerned that if we're able to build up enough money in the account, someone may get eyes on the fund for temporary budget cuts."

Sustaining a renewal and replacement schedule is particularly difficult for our smaller universities and colleges. "We're backed up four years on our ten-year plan, so we're only replacing equipment on an emergency basis right now", said Ron Bana, Director of Physical Plant at Red Rocks Community College. The focus at Red Rocks is to keep the equipment they have in good shape till funds loosen up.

"We buy a lot of good used equipment and sometimes go with three-year lease to purchase options. We also look for hand-me-down opportunities from shop to shop to stretch out the useful life of equipment as much as possible", said Gary Reynolds, Director of Facilities Services at The Colorado College. Annually, Reynolds submits a prioritized capital equipment request to their board that has provided from \$50,000 to \$100,000/year allocated for capital equipment. A snorkel lift is their newest acquisition that they use for high work.

Establishing a depreciation schedule for each piece of capital equipment and funding it through overhead recovery on all maintenance and recharge labor, seems to be working well for both Colorado State University (CSU) and the University of Colorado at Boulder (UCB). "Until recent budget reductions, we were allocating about \$350,000/year for capital equipment acquisitions and replacements, but our replacement schedule target is \$500,000/year", according to John Morris, Facilities Management Operations at CSU. Morris maintains a ten-year capital equipment plan, but they don't overlook the opportunity to purchase good used equipment, when available. "We have also borrowed from the campus' Research Foundation Fund for more expensive things such as trash trucks and buses", said Morris.

Despite recent budget reductions at UCB, we have held our capital equipment replacement fund harmless, as we strongly believe we have to continue to invest in ourselves to improve the performance and quality of our work. Like CSU, we add an overhead percentage to our labor rate to fund a five-year capital equipment R&R schedule that averages between \$250,000 to \$300,000/year. Expensive equipment, such as trash trucks, has a separate R&R fund that is calculated into our trash collection and hauling rates. We also add a percentage of overhead to fund non-capital tools and equipment, valued from \$500 to \$5,000, which typically exceeds operational budget capability. Similarly, we have a R&R account set up for all of our custodial

equipment and recently purchased touch free restroom cleaning equipment for our team cleaning program.

No matter how you're able to do it, keeping the best tools and equipment in the hands of our staff is good business!

Scholarship Recipients

It is my pleasure to announce the following recipients for this year's APPA/RMA Scholarships:

Leadership Academy

Mark Gutt, Fort Lewis College, Durango, CO

William Ward, Pima Community College, Tucson, AZ

John Bracamonte, Pima Community College, Tucson, AZ

Institute for Facilities Management

Chad Duke, Salt Lake Community College, Salt Lake City, UT

Laurie Blondeau, University of Saskatchewan, Saskatoon, SK

Kevin Schindlbeck, Utah State University, Logan, UT

Joe Portale, Pima Community College, Tucson, AZ

Perry Hull, University of Utah, Salt Lake City, UT

The selection committee of the Rocky Mountain Association of Higher Education Facilities Officers was extremely pleased with the number of highly motivated individuals that submitted. We want to thank all those that submitted for their interest in RMA and their continued career development within the facilities profession. Again, our sincere congratulations!

Eakle Barfield

3rd Vice President

By-law Revisions

The Board endorses the following changes to RMA's By-laws. The changes are a result of changes to the APPA By-laws, discussions with PCCAPPA regarding institutional memberships, a need to refine the definition of emeritus members and the additions of a new membership category, retired member. The changes are made in Article III – Membership and Article VI – Revisions. Should the By-law changes pass Article III-Membership will have added a paragraph 6 – “Retired members” – which will cause all subsequent paragraphs to be renumbered one number higher – current 6 changes to 7, 7 to 8, etc.

Proposed Changes

Article III 1. Delete, “other qualifying applicants may also be accepted at the discretion of the Board of Directors.” Add in place of deleted sentence, “Qualified institutions from states, provinces, or countries adjoining any of the above are also eligible for membership.”

III 2 (f) Delete, “in direct charge of”. Add in place of deletion, “responsible for.”

III 3. Delete, “principal administrator in charge at”. Add in place of deletion, “chief facilities officer of the member institution responsible for”.

III 4. Delete from last sentence, “not”. Add at the end of the last sentence, “except in the case where an institution’s physical plant or facilities department holds a current RMA institutional membership.”

III 5. Delete entire paragraph and substitute the following:

5. Emeritus Members – any regular or affiliate member of RMA who has retired and who 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 not automatically emeritus members of APPA but must request this status from APPA meet the APPA criteria. APPA Emeritus members may apply to the Board of Directors of RMA for emeritus status in RMA.

III Add New paragraph entitled “Retired Members” as follows:

6. Retired Members – Any regular or affiliate member of RMA who has retired upon request to and approval of the Board of Directors of RMA 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.

III 6. Change to III 7. Student Chapters. Delete, “may” in eighth sentence and change to “will”. Add after ninth sentence the following new sentence, “Student chapters must have faculty advisors in accordance with the policies and procedures of the member institution.”

III 7. Change to III 8.

III 8. Change to III 9. and capitalize the word “Partner” in the title, Business Partner Members.

III 9. Change to III 10.

III 10. Change to III 11.

III 11. Change to III 12.

III 12. Change to III 13.

III 13. Change to III 14.

Article VI – In the first sentence add the words, “or affiliate” after the word “regular”.

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 2003-2004

President	David Brixen	Arizona State University
First Vice President	Mark Shively	University of Wyoming
Second Vice President	Tommy Moss	Colorado State University
Third Vice President	Eakle Barfield	Montana State University (Billings)
Secretary/Treasurer	John Bruning	University of Colorado, Boulder
Newsletter Editor	Paul Smith	Pima Community College
Senior Representative	Craig Bohn	University of Utah
Junior Representative	Paul Smith	Pima Community College

FUTURE MEETINGS

2004 Annual Meeting	Jackson Lake Lodge, WY	University of Wyoming
2005 Annual Meeting	Vail, CO	Colorado State University
2006 Annual Meeting	To be Announced	Montana State University