



Fall 2004

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President's Message

I have been informed by the editor of the Rocky Mountain Views that, as President of RMA, it is my sworn duty to write a message for each edition. Well, here goes my first.

Over the last four years, I have worked with our past president, Dave Brixen. I have grown to like and respect him and am proud to call him my friend. He has devoted countless hours to RMA. When he was first vice president, the current president resigned for personal reasons. Dave stepped up and served as president for the remainder of that term and then for his term. This was above and beyond the expectations of his office and I would like to thank him for his commitment and service to RMA.

John Bruning stepped down as treasurer with some lame excuse about retirement. John has been the Treasurer for as long as I can remember, and the board will surely miss him. As in most organizations, the treasurer's position is probably the most demanding and thankless position in RMA. John has performed this task admirably. I wish him luck in his next endeavor and hope he remains a part of RMA.

John Morris from Colorado State was nominated and elected to take over the position of treasurer. Those of us from Wyoming have a little problem with the greenies from CSU, but John has risen above them. I have known John as the RMA Historian where he has done very well. I look forward to working with him in his new position as treasurer.

The Educational Forum in Jackson was a great success. A total of 230 attendees had the opportunity to enjoy the beautiful Jackson Hole country and experience the hospitality of Jackson Lake Lodge. There were 86 members, 62 companions, 3 emeritus, 17 non-

members, and 62 business partners in attendance. The education sessions all received very positive reviews. In my opinion, the entertainment was spectacular and the fellowship was enlightening. Still, it feels good to have the forum completed because it involved quite a bit of work. I must thank my committee for their hand in this. Without their help it would not have been possible.

At the business meeting, the members voted on and approved a by-law amendment that will allow states/provinces adjacent to an RMA state/province to become members of RMA. There are a number of institutions from Idaho who have expressed interest in becoming members of RMA that will now have that very opportunity. Eight representatives from Idaho did attend the forum. I look forward to welcoming them to RMA.

It seems that costs everywhere are escalating. RMA's expenses are no exception. RMA is in very good condition financially, but in order to maintain enough capital to at least meet expenses, a proposal to raise the membership rates was forwarded and approved at the Business Meeting. The dues for next year will be \$50.00 per member. The Board is discussing options to maintain enough funding to continue the state educational sessions that RMA has been sponsoring. The training that RMA is currently sponsoring is the Supervisors Toolkit Training that was developed by APPA. If you wish to receive information on this training please contact Polly Pinney at Arizona State University.

Once again, it is time to nominate APPA officers at the National level. These nominations need to be sent to me by November 15, 2004 so I can get them to the RMA Board and forwarded to APPA. I would really appreciate everybody's help here. Historically, RMA has been very involved in the leadership of APPA. We have many dynamic individuals and it would be nice to continue our involvement at this level.

In closing, I would like to thank everybody for their support. It is a great pleasure to work with people of the quality found in RMA; I look forward to the coming year. As your president, it is my intention to continue Dave Brixen's efforts in providing education to our members throughout the region and continue to strengthen the reputation that RMA has in APPA. I hope everybody has a great fall. If I may be of assistance, please feel free to contact me. My e-mail is mshively@uwyo.edu and my phone number is 307-766-2537. I look forward to hearing from you.

Mark Shively
RMA President

The New CCAS and S.A.M. Survey and Report

One of my greatest frustrations over the years has been the APPA Comparative Costs Staffing Report. APPA's intent was to provide all of us with a product that we could use to benchmark our own organizations against peer schools or national norms. But APPA's initial attempts fell short of giving us what we really needed. First, the schools that chose to participate in the survey needed a staff of accountants and engineers to figure out how to answer the questions. And second, the results weren't in a format that one could easily use.

Well, be careful what you complain about or wish for. Before I could say "International Association of Higher Education Facility Officers," I found myself in the RMA slot on APPA's Information and Research Committee, the group responsible for the CCAS. And after a year of meetings and committee conference calls, I came to understand how difficult it was to design a survey instrument that would be easier for

members to complete and more useful as a template for judging progress.

Take it from one who has been part of the recent overhaul process, the new comparative costs and staffing survey is now a convenient, streamlined survey instrument that is loaded with new features (including the latest Strategic Assessment Model metrics). And, best of all, for the first time, you can fill out the survey on line! The second greatest improvement is the instant-feedback, customized report that pops back to you as soon as the survey is completed. Third, the definitions of the entries to the survey database were rewritten to eliminate the guesswork and made the survey results more consistent and accurate. The complete report, showing average values by APPA region, school size, Carnegie category, etc. comes a few months later. And it will be distributed on a CD so you can manipulate the data, construct your own peer group and create the

graphics that will make your point to your administration.

With the new CCAS survey and report, APPA has made a huge leap forward in the quality of member services. My RMA Stetson is off to chairman Vickie Younger from Kansas State, our consultant Laura Long, and our guiding light, Steve Glazner, APPA's Director of Knowledge Management, for showing the grit to lead the committee through the improvement process.

Compadres, give this new member service a try. It's accessible through the APPA web site. If you hit any glitches navigating the web site or completing the survey, call me, Harvey Chace, at 505-277-1109. I'll help you sort it out.

Editor's Corner

The holidays are fast approaching as is the end of the fall semester/quarter. This edition of the newsletter has several new contributors. Thank you to all of the contributors for taking the time to share with the rest of us. I have enclosed a scholarship application and you can also get it on-line at <http://www.unm.edu/~rmapage/>. Please apply and send your completed application to Mary Vosevich, Director of Physical Plant, University of New Mexico, Service Building, Albuquerque, NM 87131-2500, or by fax to (505) 27701250, or by email to Mvosevic@unm.edu. The scholarships provide tuition to the Institute or the Leadership Academy.

Many thanks to the University of Wyoming and the other Wyoming colleges for a great regional educational forum. What a venue. We are truly blessed in this region with some exceptional views and areas. The regional forum was terrific --

great educational programs, great companionship and who will ever forget, the horse whisperer. Next year the regional forum will be held in Vail, Colorado and be hosted by Colorado State University. Another great location.

The next newsletter is due in early February, so please start working on your articles now. The state correspondents are: Dave Brixen, Arizona State University, Arizona (new); Harvey Chace/Mary Vosevich, University of New Mexico, New Mexico; Brian Nielson, University of Utah, Utah; Al Mages, Fort Lewis College, Colorado (new); Bob Lashaway, Montana State University, Montana; Frank Fox, University of Wyoming, Wyoming; and Greg Wiens, Athabasca University, Alberta & Saskatchewan, Canada. Don't hesitate to send them articles, your contributions make the newsletter informative for everyone.

I wish you a safe and happy holiday season.

Survey Request

Would you prefer an email newsletter in place of a regular newsletter?

Yes No

Please respond by email to Paul.Smith@pima.edu or Esther.Federico@pima.edu

APPA Calendar of Events

Institute for Facilities Management
January 16-20, 2005
San Jose, California

APPA's Leadership Academy (Track 1)
January 16-20, 2005
San Jose, California

APPA's Supervisory Toolkit
January 16-20, 2005
San Jose, California

State/Province Reports

Canada Report

By Greg Wiens

Many of you may have met the Alberta Infrastructure representatives, Bert Stromstedt and Fred Trotter, at the RMA event held in Banff by the University of Calgary. Fred Trotter took extended leave earlier this year to battle cancer. Unfortunately this was one fight that he did not win and Fred passed away in late August of this year. Those of us who had an extended working relationship with Fred will miss his presence and we extend our condolences to his family, friends and co-workers.

The University of Alberta has been going through an extensive building program over the last three years that includes some natural and artificial turf fields, a new physical education complex, a major new research and teaching engineering building and two new student residential towers. The U of A has also acquired a completely new campus, in Camrose, Alberta, when they assumed the operations of Augustana University College earlier this year. More details can be obtained by visiting their website.

Athabasca University continues to renovate the main campus building to accommodate changing work patterns and squeeze more staff into the existing facility. This requires more use of open and shared work stations and a commitment to a networked option for the academics. This requires a real shift in thinking from the traditional "one office - one person" practice common to traditional post secondary institution

Athabasca University's Edmonton facility is looking to expand and move, thus extensive time has been committed to finding the needed lease space and coming to an agreement with a potential landlord. This is still in process and continues to require a focused effort. Once space is found and a lease is signed, the hard part, space planning meetings with the intended

occupants, will begin. Already many previously unidentified needs are beginning to surface and the space planning process looks to be extremely challenging. The initial schedule is to complete the whole project by mid 2005, all the while providing seamless service to our staff, students and visitors in the greater Edmonton area. Again, the challenges of the new networked work place add another variable to the program.

As winter has fully arrived in Athabasca early, it already feels a lot like Christmas. Early wishes to you all for a Happy and Safe Holiday Season.

Montana Report

By Bob Lashaway

Montana State University recently completed an internal visioning process, which produced a 5-Year Strategic Vision Plan for the institution. It was a well-focused, well-reasoned and efficiently directed effort that produced a credible plan with a defined set of achievable and measurable goals. For example, the plan modestly proposes a 7% increase in student headcount over the five-year period, and an increase in the fall-to-fall retention rate of freshmen students from 70.3% to 74%.

The plan is structured with six primary areas of focus including one that dealt exclusively with Physical, Technological and Financial Infrastructure. The credibility of this 5-Year Strategic Vision Plan provides a stark comparison to some of the uninformed or unrealistically optimistic growth projections that may have been hastily thrown about in the past – and therein lies the greatest challenge of the Plan. Achievability engenders credibility; however, credibility demands accountability and accountability requires effective tactical execution. Therefore, pertinent campus governance groups have been charged with developing specific tactics to address each goal and proposing tactical teams to refine and carryout tactics that are determined to be plausible.

While goals in many of the six primary areas of focus may have a link to campus

facilities, several goals embedded in the Physical, Technological and Financial Infrastructure section have the potential to produce direct impact. One goal, increasing campus research space by an additional 100k square feet, may focus on constructing new facilities, converting existing space from academic to research use or leasing additional research space from the private sector. Research expenditures at MSU have grown from ~\$12 million in 1990, to over \$88 million in 2004, so a marginal increase in research space would appear to be both sustainable and achievable. The desire to increase classroom utilization has already prompted a concerted effort to purchase scheduling software with the capability to track utilization rates. The stated goal to decrease our deferred maintenance liability from its current 10% of current replacement value (buildings) to 9% of CRV puts an immediate emphasis on our long term Facilities Condition Inventory system, increases our mandate to wisely spend our annual major maintenance funds on projects identified by the FCI as deferred maintenance liabilities, and emphasizes similar projects for our biannual legislative funding requests.

While such a strategic planning effort requires the commitment of human and time resources, it appears that the long-term benefits should provide a significant return on that investment. MSU's Five Year Vision Document can be viewed at <http://www.montana.edu/upba/vision/visiondoc.html>.

MSU is about to undergo yet another major spurt of (non-state funded) construction. We currently have ~\$51 million worth of funded projects in design, including a major renovation/addition to the Student Union Building, a renovation/addition to the Student Fitness Center, a new Black Box Theatre for the Media and Theatre Arts Dept., and a 74k square foot Chemistry Research Building. Many of the projects will be under construction beginning in spring 2005 and will take 24-30 months to complete. In case anyone is interested, during the last major non-state funded

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construction spurt in the 90s, MSU instituted a project fee assessment policy, which was instrumental in providing additional money directly to Facilities Services to fund the additional positions required to manage all the projects. That campus policy can be viewed at http://www2.montana.edu/policy/fee_assessment/.

MSU-Billings reports that, as campus constituents continue to be astounded at the current rates for energy, MSU-Billings has taken the initiative to fold those rates into the life-cycle cost evaluations for numerous mechanical system upgrade projects across campus. With current prices Eakle Barfield, Facilities Director, suggests that they are expecting three and four year paybacks along with a lot of support for being proactive. Eakle encourages us to not pass up opportunities to replace 30 and 40 year old (55% efficient) boilers with higher efficiency, staged-boiler systems that will continue to provide avoided-cost opportunities well into the future.

Wyoming Report

by Frank Fox

Prexy's Pasture Renovation - Phase I was substantially complete on August 30, 2004 – the University of Wyoming celebrated the re-opening of Prexy's Pasture to the public with a brief ceremony including the President's Welcome Barbecue, for new and returning UW students marking the first campus event to be held on the redesigned pasture.

During the summer redesign, the asphalt roadway and parking areas around Prexy's were removed and replaced with curved, colored, concrete walkways and sod, increasing the grassy area at the core of campus by approximately 35 percent. New light posts, their bases faced with traditional campus sandstone, will improve lighting along the walkways. The vehicle turnaround at the southeast corner of the pasture will serve to designate the preferred entrance to the university.

Additionally, UW created 30 new parking spots in the vicinity of Prexy's for individuals with disabilities. Signage for accessible spaces throughout campus was

improved; new wheelchair ramps were constructed for easier access to Prexy's.

Plans for future redesign phases include the planting of some additional trees on Prexy's including blue spruce, aspens, small deciduous trees and canopy trees, and nearly 3,500 new plantings overall.

The Early Care and Education Center is starting to take shape and will provide many new opportunities for patrons and teachers. Expected to be finished next spring, the building is moving up, literally.

The \$2.3 million, 9,220 square foot, facility will house a portion of Family & Consumer Sciences. Ultimately, the center will be ready for inhabitants for the 2005 semester. One nice thing about the facility is that it was designed at a 45-degree angle to north giving it maximum exposure to the sun. The play ground will feature three separate areas for children to play in while preventing any possible conflicts between ages.

The facility will provide an opportunity to learn at both ends of the spectrum. The College of Education and the College of Agriculture will have teaching positions in the center for UW students to teach and learn as well as the center's children's learning opportunities.

The facility is designed to pay for itself with user fees.

Residence Hall Renovation - the \$8.6 million residence hall project — to be funded with a university bond issue that was authorized by the Wyoming Legislature – includes upgrades to the mechanical and electric systems in McIntyre and Orr halls. It will include improvements to electrical distribution within residence rooms to accommodate electrical products used by today's students, such as computers and entertainment systems; improved lighting within residence rooms; renovations to the existing restrooms; ADA (Americans with Disabilities Act) improvements including handicap restrooms and residence rooms within the halls; updating fire alarm system and fire evacuation corridors; and new carpet and furniture in each facility.

Football Stadium - this past summer saw major repair work performed on the War

Memorial football stadium. Weather damage to the lightweight aggregate concrete structure was first noticed in 1981, with major repairs made in 1982 and 1992, and patching performed regularly during the past two decades.

The engineering firm, Structural Solutions, recommended replacing all 533 of the lightweight aggregate concrete L-beams with standard concrete L-beams. This plan, estimated to cost about \$2.5 million, was contingent on whether the existing concrete stadium frames were strong enough to bear the weight of standard, rather than lightweight, L-beams. Alternatively, the report recommends replacing the L-beams with a more durable aggregate containing special additives for strength. This recommended fix is expected to last 30-50 years. The project was completed for this Fall's football season.

Utah Report

By Brian Nielson

BUILDING WORKING RELATIONSHIPS

We all know how important it is to establish a good rapport with those we associate with, but I never understood the significance of it until I had the opportunity to experience working on both sides of the Olympic Winter Games of 2002. I was with the Salt Lake Organizing Committee (SLOC) during the Games, and today I am with the University of Utah, which was the official site for the Athlete's Village. I have a rare viewpoint of the Games. I worked as the Facilities Services Administrative Coordinator for the Olympic Village (OV) and from there I transitioned into a position within Plant Operations at the University of Utah.

The 2002 Winter Games was a fun, exciting and memorable time, but in the same (out-of-breath) breath, a very busy and stressful time for all those involved. And during this time when pressure was high – I hate to admit – there was a little bit of the “us vs. them” mentality. The University was viewed as somewhat of a

barrier on what SLOC could do and couldn't do at the OV site. And today, I can see that the University had similar reservations of having SLOC invade their beautiful campus, disrupt their grounds and the daily ebb and flow of campus life.

I remember the endless planning meetings held between the University and SLOC. The OV staff had a vision, a dream, of how they would host the world. On the same token, the University had goals of preservation and restoration of the newly built Heritage Commons area. Both were great reasons and both great in their dedication to their own organization's success. This "us vs. them" mentality did exist, but not to the extent of not being able to establish a great relationship. This actually worked for the benefit of all involved. For some reason, we all seemed to be able to work things out so it was always a win-win situation.

I started with Plant Operations by the time restoration of the campus was wrapping up. And for the first time, I was able to see the reasoning for why certain things could and couldn't be done. And today, I'm grateful for that. The extensive planning that took place helped integrate all the new buildings without competing with the historic buildings at Fort Douglas. I believe that in doing so, it kept this official Olympic site one of the most beautiful well-preserved local historical sites that Utah has to offer.

Through all this I've learned that relationships are about trust and compromise and working toward the greater good. In a relationship that one may have: with a spouse, sibling, friend, co-worker, etc., being able to work together and make decisions based on teamwork and combined interest is an integral part of any successful relationship. During the Games, I was able to build many different contacts. I've made lasting friends, met my current boss, and since then have established more wonderful relationships - what an experience! Jacques Rogge, International Olympic Committee President, commented that our site was the "best Olympic Village ever." I think so, too!

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*by Darrell E. Hart, CFM
Assistant Vice President for Facilities
Utah State University*

The co-generation project is now completed. The new five megawatt generator is operational, the supply and return chilled water piping is installed, and the 850 ton chiller provided cooling all summer. We ran the York chiller at maximum capacity nearly the entire month of August and it really preformed well. In October we took delivery of two additional York 1880-ton chillers and they have been mounted. We have not started them up yet because the chiller starters got flooded in Florida during the hurricanes and had to be rebuilt; should arrive soon. This work generally completes the construction that has taken place over the past three years to build a new Central Energy Plant (CEP), utility tunnels, co-generation unit, and a central chilling plant. The equipment is all housed in the CEP and is being operated by the same personnel who operated an old five boiler coal fired heating plant four years ago. You talk about a steep learning curve! During the summer months, we hardly run any of the new gas fired boilers. Instead we take the exhaust heat from the five MW turbine and drop it into the campus steam system. The turbine was sized based on the summer steam load. The net result is that we generate electricity for less than half of the energy it would take in a simple cycle system. We will continue to add buildings to the central chilling system as funds are available; that will generally come as capital improvement funds normally used to replace the worn out individual building chillers. Instead, we will use the funds to connect to the central system. We are already seeing at least 500 KW of savings in power from shutting down individual chillers and picking the load up on a central system. We estimate that savings will double next summer and steadily improve over the years ahead.

An added benefit from the conversion from coal to gas was a reduction in total air pollution. In 2001, our total pollution was 71.5 tons; we reduced that in 2003 to 4.5 tons. At the same time sulfur content went from 10% to 1% and NOx went from 72 tons to 9.5 tons. This has been a huge improvement and is really noticable during

the winter inversions that we occassionally get.

The funding has been an adventure; the major funding of \$40 M was provided by the State of Utah for the new gas fired plant and utility tunnels. They also provided enough space to house another boiler (which we used for the turbine generator), space for the central chilling system, and tunnels large enough to add chilled water piping. This would not have been possible without the help of our State Division of Facilities Construction and Management (DFCM) who caught the vision of what we were trying to accomplish and supported us throughout. We still needed nearly \$15 M to purchase and install the generator, the chilled water supply and return piping, and the first chiller. This was funded by a third party, Caterpillar Finance (who also supply the Solar 60 turbine generator), in the form of a lease purchase agreement that we would then pay back over twenty years from energy savings. The additional chillers were funded through a combination of capital improvement projects, a capital charge for new buildings, and funds collected from auxiliary units to whom we were providing cooling. We priced out the capital cost associated with providing organizations such as the University Inn with cooling at \$1000/ton and included a 50% redundancy factor. We went to those units, showed them the business case for investing their funding, and were successful in getting their support. We also had the support of our Administration throughout this entire effort which really made a huge difference.

To say the least, this enormous undertaking has taxed our campus and all of us but we are convinced that it is directionally right and will provide quality utilities for Utah State University for many years to come. If any of you are in the area and would like to see the work that has been accomplished, please let us know. We are very proud and love to show it off.

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Fall 2004

Dixie State College just celebrated the completion of the new state-of-the art Dixie State College Dolores Dore' Eccles Fine Arts Center. This 75,700 square foot building will provide a beautiful setting for concerts, theater productions, art shows, dance performances and community events.

To celebrate the grand opening, the arts were celebrated throughout the month of October with daily performances showcasing the talent of faculty, students and community.

This building is a great addition to the Dixie State College campus. It will provide wonderful educational and performing experiences for students and faculty. It will also be a facility that will provide cultural entertainment to the community for decades to come.

Colorado Report

by Al Magee

"Turning a New Leaf": A planning meeting for the 2005 RMA Educational Forum was held on October 6, 2004 at the Vail Marriott Resort and Spa, the planned site for the Forum. The Forum is scheduled to begin on Sunday September 11 and to close the evening of Wednesday September 14. The sponsoring organization for the Forum is Facilities Management at Colorado State University. Suggestions for programs and activities were collected at the 2004 Forum. Any additional thoughts should be sent to Tommy Moss tmoss@users.fm.colostate.edu. The web site link for the Forum is <http://fm.colostate.edu/rma/>.

State of Colorado: The Department of Higher Education recently issued draft forms of the Performance Contracts that will be implemented for public institutions. A funding mechanism for maintenance projects was included. If that portion of the contract is implemented, means will be available to begin funding deferred maintenance projects again.

The Department of Personnel & Administration issued the instructions to institutions that may want to opt out of the

State Fleet Program effective July 1, 2005. By opting out, institutions will again be allowed to manage their own vehicle fleets. Funding was not available to the centralized fleet program to meet the needs of many of the institutions.

Auraria Higher Education Center: Jim Kelly reports enrollment has topped 35,000 students and space for programs is tight. He also reported that the \$28 million renovation of the student center, the old Tivoli Brewery, is in its second year and progressing very well. The project was funded with student fees and included complete renovation of the brick exterior, new roofs, windows, mechanical system, and much more. The exterior brick walls were returned to their natural color. (The building had been painted white.) The building won a historical renovation award. Additionally, ground was recently broken for a new five-story 830 car-parking garage.

Fort Lewis College: The new Linda and Ben Campbell Nighthorse Child and Family Center was dedicated and occupied this fall. Work on the playground is in the final stage of completion. The 14,400 square foot facility was built at a cost of \$2.3 million. Funding was obtained from donations and grants. There has been a consolidation of facilities functions. The responsibilities for facilities planning have been moved to Physical Plant Services. The major operational change is that the TMA work order system was upgraded to MSSQL based version from the File Server Version.

Mesa State College: Erik van de Boogaard reports enrollment has risen to approximately 6,000 students. One of the challenges with the growth is that the College Center was designed for just 2,000 to 2,500 students. They also received approval for a project to "cash fund" the construction of a new business school and are in the process of evaluating responses to a request for information from firms interested in providing privatized housing. On an operational level they are converting to "Schooldude" for their work order system.

University of Northern Colorado: Kirk Leichter reports a major reorganization of the facilities operations as a result of the University wide planning effort called

"Charting the Future". The former units of Facility Operations, Planning and Construction and Environmental Health and Safety have been combined into the single unit of Facilities Management. Additionally, they are completing the construction of a new \$8.5 million dining facility. Work is in progress on the expansion of the power plant for the addition of another boiler. That project was funded through an energy performance contract.

More news from other Colorado institutions is coming in the next issue.

Plan to Attend



"Turning a New Leaf"

2005 RMA Educational Forum

Vail Marriott Resort and Spa

September 11 -14, 2005

Hosted by Facilities Management at
Colorado State University

<http://fm.colostate.edu/rma/>

RMA 52nd Annual Educational Conference
Jacksonhole, Wyoming



View of the Tetons from the Lodge



Winter comes early



The Association and Partners

Fall 2004

RMA Fiscal Year 2003/2004
September 1, 2003 – August 31, 2004
Financial Statement
Jackson Hole, Wyoming
September 21, 2004

Checking Account

Beginning Balance A/O August 31, 2003		\$47.54	
Adjustments			
<u>Deposits</u>			
Transfers from Money Market Account	\$7,675.00		
Other	\$2,384.77		
Interest	\$0.60		
<u>Total Deposits</u>		\$10,060.37	
<u>Expenses</u>			
RMA Awards	\$105.63		
RMA Board of Directors Travel	\$1,148.53		
Replace RMA Gavel	\$80.65		
APPA – Rogers Scholarship	\$750.00		
Honorarium – Harvey Bryan	\$250.00		
RMA 2005 Seed Money (Marriot)	\$1,000.00		
RMA 2004 Seed Money – Univ. Wyoming	\$2,500.00		
Pima CCD – RMA Newsletter	\$1,197.76		
RMA 2004 Mid-Year Board Meeting	\$1,119.69		
Colorado Secretary of State	\$50.00		
APPA Supervisors Toolkit Licenses (2)	\$1,000.00		
<u>Total Expenses</u>		\$9,202.26	
Current Checking Account Balance			\$905.65
<u>Preferred Business Money Market Account</u>			
Beginning Balance A/O September 1, 2003		\$68,220.37	
Adjustments			
<u>Deposits</u>			
Deposits	\$9,990.00		
Interest	\$406.22		
<u>Total Deposits</u>		\$10,396.22	
<u>Transfers to Checking Account</u>			
9/12/03	\$1,075.00		
10/20/03	\$3,000.00		
10/29/03	\$2,500.00		
3/21/04	\$600.00		
7/30/04	\$500.00		
<u>Total Transfers to Checking</u>		\$7,675.00	
Current Preferred Business Money Market Account Balance			\$70,941.59
<u>Certificate of Deposit</u>			
Initial Deposit 11/94	\$10,000.00		
Cumulative Interest	\$4,938.15		
Current Certificate of Deposit Balance			\$14,938.15
Current Total RMA Financial Assets			\$86,785.39
Variance 9/1/03 to 8/31/04			\$3,700.51

RMA 2004/2005 Budget Proposal

Current Financial Assets:

Checking Account Balance	\$905.65
Preferred Business Money Market Account	\$70,941.59
Certificate of Deposit	\$14,938.15

Estimated Revenue:

RMA Dues (@\$25.00)	\$7,200.00
RMA 2004 Proceeds	\$0.00
Interest	\$500.00

Total Estimated Fungible Funds (Less CD Rollover) \$79,547.24

Estimated 2004/2005 Expenses:

RMA Newsletter	\$1,400.00
RMA Scholarships	\$3,200.00
Regional Training Programs	\$5,000.00
RMA BOD Travel	\$3,000.00
APPA-RMA Liaison Travel	\$1,000.00
Mid-Year BOD Meeting	\$1,200.00
Directors and Officers Liability Insurance	\$1,200.00
Replenish RMA Awards Stock	\$250.00

Total Estimate 2004/2005 Expenses \$16,250.00

Estimated Fungible Funds Balance \$63,207.24



May you and your family have a safe and happy holiday!

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 2004-2005

President	Mark Shively	University of Wyoming
First Vice President	Tommy Moss	Colorado State University
Second Vice President	Eakle Barfield	Montana State University (Billings)
Third Vice President	Mary Vosevich	University of New Mexico
Secretary/Treasurer	John Morris	Colorado State University
Newsletter Editor	Paul Smith	Pima Community College
Historian	John Morris	Colorado State University
Senior Representative	Paul Smith	Pima Community College
Junior Representative	David Brixen	Arizona State University

FUTURE MEETINGS

2005 Annual Meeting	Vail, CO	Colorado State University
2006 Annual Meeting	Billings, MT	Montana State University
2007 Annual Meeting	Albuquerque, NM	University of New Mexico