

Rocky Mountain Views

Rocky Mountain Association of Higher Education Facilities

Officers



Fall 2005

inside . . .

**The Fourteeners Club
State/Providence Report
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Editor's Corner**

President's Message

The RMA 2005 Educational Forum theme was "Turn a New Leaf". The host committee chose this theme because of what occurs in the fall in our beautiful mountains. When we arrived at Vail, CO, the aspen leaves were in the process of turning from their rich green color to a vibrant gold color. The color change makes the aspen trees stand out among the greenery and pines in the mountain countryside. This happens every year in September and everybody makes time to take a Sunday afternoon drive to enjoy the beauty.

What do the leaves changing in the mountains have to do with you and me? I have a question for you, "Do you or your staff stand out like the aspen trees which embrace the change? Why is it that we like status quo? Our keynote speaker, John Jenson, spoke on how to influence change. He gave us the imagery of a tray, shovel, and a magnet. Several individuals gave their opinion on what this meant. There were many different answers and all were right. His presentation covered "Essentials in You and What Influence You Have". He was trying to let us all know we have influence in our surroundings that can change situations. Everyone needs to be aware and to look at their surroundings to expand the boundaries of influence.

Is change taking place at your University and are you involved in it? Do you know where your University stands with the other universities? We are all looking for these answers. National APPA, RMA, and other regions are informing us of what is happening. Change is coming to higher education throughout the country. APPA & RMA need your input, support, your ideas, and your influence to change and grow. RMA made a major change in our organization to be able to better support our members. The RMA Board has now added Committee Chairpersons as voting members; the exciting part is that you can be a member of a committee and

represent your state, university, or college. RMA is looking for individuals from each state to serve on the following committees: Awards & Recognition Committee, George Stumpf, Chair, george.stumpf@uchsc.edu; Membership Committee, Nancy Hurt, Chair, Nancy.Hurt@ColoState.edu; Information & Research Committee, Lorenzo Cotton, Chair, Lorenzo.Cotton@pima.edu; Professional Affairs Committee, Dave Button, Chair, dave.button@uregina.ca; Educational Programs, Polly Pinney, Chair, polly.pinney@asu.edu.

At this year's board meeting, new ideas on RMA's future make up were presented. One issue that the RMA Board has started discussing is how to handle the hosting of the annual meeting and selection process of our future president. Some individuals would like to host a meeting; some would like to be president, but not both. I welcome your ideas. Please email them to, tmoss@ColoState.edu. Comments will be posted in the next newsletter.

Thanks for all of your support.

Tommy H. Moss

APPA Calendar of Events

ADSSO 2005 School Maintenance Conference & Trade Show
November 8 - 9, 2005
Tucson, AZ

Building on the Promise: Successfully Implementing Integrated Projects
November 8 - 10, 2005
Las Vegas, NV

NACAS 37th Annual Conference
November 13 - 16, 2005
San Antonio, TX

Labs for the 21st Century: Energy Efficient Laboratory Design & Operations
November 16, 2005
Denver, CO

APPA's Institute for Facilities Management
January 22 - 26, 2006
Fort Worth, TX

THE FOURTEENERS CLUB

(Proposal)

November 12, 2004

Revised: September 18, 2005

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

The purpose of the 14ers Club is to:

1. Promote a recognition program for individuals within RMA who aspire to greater heights.
2. Support RMA in its mission to "promote and develop the leadership capabilities of the higher education facilities management professional by providing timely opportunity for communications, partnerships, and education."
3. Recruit and mentor others to prepare for and fulfill leadership roles at their own institutions, within RMA and within APPA International.

This program is open to all RMA members who are in good standing and meet the longevity, participation and service requirements. Members of the 14ers Club shall be committed to advancing the goals of RMA, and in addition be committed to the promotion of hospitality, communication and comradeship within the region.

Membership in the 14ers Club is considered an honor and is acknowledged for those who have reached a milestone in their participation with RMA. To become a member of the 14ers Club RMA members must climb fourteen (14) peaks. Peaks consist of any combination of the following

1. A member of RMA for a minimum of five (5) years; counts as five peaks.
2. Attended a minimum of three (3) RMA Annual Educational Forums; counts as three peaks.
3. Attended an annual APPA Educational Forum; counts as one peak up to a maximum of two peaks.

4. Participation as an RMA Board member, Committee chair or State representative. Each term counts as one peak: for example serving as 3rd VP through Senior Representative earns six (6) peaks; each year as Secretary/Treasurer, Newsletter Editor, or Committee Chair earns one peak; and every three years as Historian, state or region representative, or RMA Views State correspondent earns one (1) peak.

5. Participation as a presenter at an RMA or APPA Educational Forum. Counts as one peak maximum per year.

6. Published an article in the RMA Views or Facilities Manager magazine counts as one peak maximum per year.

7. Acceptance of a "Special Expedition" from the RMA Board earns one peak per completed assignment acknowledged by the RMA Board.

8. Attainment of an APPA or RMA recognition award, e.g., Pace Setter, Fellow, Meritorious Service, President's Award, H. Val Peterson Award, etc., - earns one peak per award.

9. Being a climbing buddy counts as two peaks.

Once an individual has obtained the recognition as a 14ers Club member they may continue climbing peaks. Additional peaks will be recognized at milestones such as 20, 25, 30, etc. Additional peaks may be earned as follows:

1. Annual membership in RMA; every two years counts as one peak.
2. Attendance at RMA Annual Educational Forums; every two RMA Annual Educational Forums counts as one peak.
3. Participation as an RMA Board member, Committee chair or State representative. Each term counts as one peak: for example serving as 3rd VP through Senior Representative earns six (6) peaks; each year as Secretary/Treasurer, Newsletter Editor, or Committee Chair earns one peak; and every

three years as Historian and state or region representative earns one (1) peak.

4. Participation as a presenter at an RMA or APPA Educational Forum. Counts as one peak maximum per year.

5. Published an article in the RMA Views or Facilities Manager magazine counts as one peak maximum per year.

6. Acceptance of a "Special Expedition" from the RMA Board earns one peak per completed assignment acknowledged by the RMA Board.

7. Attainment of an APPA or RMA recognition award, e.g., Pace Setter, Fellow, Meritorious Service, President's Award, H. Val Peterson Award, etc., - earns one peak per award.

The 14ers Club concept is unique to the Rocky Mountain region, plus ties to longevity, participation and service. This program has the opportunity to create a unique support structure within RMA – one that could be unique in both regional color and mission

This program would give newer members a goal to aspire towards.

A "Climbing Buddy" concept could be incorporated to promote comradeship and mentoring, i.e. upon request a 14ers Club member would be assigned a climbing buddy with another RMA member. Communication frequency would be informal and left up to the climbing buddies. The goal is to create lasting friendships and for RMA members not in the 14ers Club to have a climbing buddy.

If approved, applications could be included in the Winter RMA Views. Filling out the application for this recognition would be the individual's responsibility giving them the choice to belong as opposed to being selected. Including the applications in RMA Views would also give RMA a chance to promote membership within the club on an

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State/Province Reports

Montana Report

A Trashy Business

Submitted by Jon Ford, Manager of Environmental Services, Montana State University

With about 12,000 students and a staff of 2,400, MSU by itself could be the seventh largest city in Montana, and is one of Montana's largest single employers. MSU is a community with its own culture, citizenry, government, teachers, communications systems, land, historic buildings, hi-tech buildings, housing facilities, theatres, art galleries, sports facilities, infrastructure and utility systems, and even a morgue. MSU owns its street system, parking facilities, municipal lighting systems, water, sewer, natural gas and electrical systems, a telephone system that serves over 5,700 handsets, and employs the workforce necessary to maintain them all. To keep things running at MSU, the university has its own carpentry, plumbing, painting, refrigeration, electrical, machinist, heating, custodial, and grounds crews, as well as engineers, architects and planners. And, like any large municipality, MSU has to deal with a lot of trash.

Nobody wants to think about trash, except maybe scientists in the field of "garbology", an informal tag for the study of human refuse. Most of us would prefer that we not have to deal with trash at all, that trash would just magically disappear from our conscious awareness. However, that is not to be - as long as we live, virtually everyone continually produces trash. Trash accumulation continues unabated with total disregard for season, weather, geographic location (yes, trash accumulation is even an increasingly difficult issue in Antarctica), even on holidays and vacations. Large gatherings of people, such as collect at major sporting events, in cities and at universities, compound the logistics and make the collection of refuse a big, trashy business. Recently, Montana State University has been forced to take a closer look at the way it deals with its own refuse, primarily because

of drastic changes in the local landfill situation.

MSU is one of a minority of colleges and universities that conduct their own refuse collection and hauling operations. One reason more schools are not involved is that the refuse collection business is particularly capital intensive, and smaller schools simply find it cost-prohibitive to have significant money tied up in expensive, specialty equipment. MSU owns a couple of garbage compactor trucks that represent a combined worth of approximately \$300,000 and a collection of more than 100 dumpsters worth about \$550-\$750 each.

The City of Bozeman has always operated its own landfill and, until this fall, MSU hauled its trash there, a distance of about 5-1/2 miles. The City found the landfill business to be an excellent revenue generator, even with all the inherent environmental liabilities and regulations. Collection fees and recycling program costs for the residents were kept artificially low through heavy subsidization from landfill revenues, with MSU and the one local private hauler as the largest individual contributors. Towards the end of this summer, the City filled its last lined landfill cell and, because of the "not in my backyard" syndrome, could not easily gain consensus and approval on any further expansion or even a new landfill site.

In anticipation of this development, the City had purchased land for the construction of a trash transfer station and began design. However, it became clear that the fees needed to recover the design, construction and operational overhead costs for handling trash deposited for transfer to an alternative location would be prohibitively expensive when compared to hauling trash directly to the county's landfill at Logan, approximately twenty-nine miles away. There was also a heated battle among various parties in the community over the proposed location of the transfer station, with endless delays ultimately leading to a lawsuit brought against the City. Additionally, the County *lowered* its tipping fees at the county landfill, which made the option

of hauling to the county landfill irresistibly (even if temporarily or artificially) economical. Therefore, currently the transfer station is nowhere on the horizon.

Needless to say, the three large haulers in Bozeman - MSU, the one major private hauler and the City of Bozeman — are now all making the run to the county landfill in Logan. Because of the decrease in tipping fees, the added expenses from the long trip have been adequately offset, and MSU is now spending marginally less on refuse hauling (at least temporarily).

So, for the time being, MSU's trash situation seems to have stabilized; however, the complex financial feasibility formula will continue to be influenced by such factors as fuel costs, equipment costs, personnel, the development of viably competitive businesses in the private sector, etc., etc.

Before it was clear that MSU's annual expenses were not going to go up dramatically, a process was started in which we began to take a fresh look at what we were doing with refuse collection, and that included consideration of all of the alternatives, including outsourcing. The situational change, along with the impending retirement of our sole equipment operator, might seem to provide an opportunity for a nearly painless switch to a contract if outsourcing proved to be the most cost-beneficial approach. We intend to rely upon the Facilities Services Advisory Committee, a group of OFS stakeholders from across the campus community and the city at large, to provide input to the analysis and decision-making process.

The analysis is continuing and revolves around some tough questions: Why is MSU in the refuse collection business? What kind of efficiencies and savings might be realized with a private contractor, which has much greater equipment resources available? What are the intangible benefits of an in-house operation that are not likely to be retained in a contract? With only one private hauler in the area, are uncontrolled rising costs inevitable with a contract, or is that just needless worry?

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We are now in the process of contacting the single local contractor and providing information about the scale and needs of our operation to obtain a ballpark cost estimate. If the cost-benefit appears to be reasonable and the timing is right, we might then proceed to the next step and put out a nationwide Request for Proposal. With some realistic cost numbers in hand, we should then have enough information to weigh the alternatives and decide whether it is cost-effective to stay in the refuse business over the long term.

Wyoming Report

by Frank Fox

Training & Development:

The University of Wyoming Classroom Building is being remodeled. The purpose of the remodel is to bring the building up to current teaching technology as well as to provide space for interaction between faculty and students.

This required an extensive effort of scheduling classes elsewhere on campus. One of the primary areas selected were the various auditoriums. This required modifications in lighting, projectors, screens, ventilation, sound systems, etc. and the training of the faculty in the use of this new equipment in an extremely short period of time by a staff who were learning as they installed the equipment. All in all a very challenging period met by a staff with a very commendable can do attitude.

Adding to the challenge is the fact that the auditoriums are utilized of an evening for various entertainment venues thus requiring that they are cleaned and reset for the following day's classes.

It has been a positive effort in bringing the auditoriums up to date but none the less a very challenging exercise covering everything from asbestos removal, A.D.A. access etc. and of course there were those individuals whether staff, faculty, or students who have had to deal with "change."

Bicycle Racks:

The University Physical Plant has had to order 50 additional bicycle racks to accommodate all of the additional bikes being ridden to the campus. I think it may be due to the warm weather we are experiencing, the shortage of vehicular parking spaces, and the price of fuel for a vehicle.

Utah Report

By Brian Neilson

Like many others in our region, we at the University of Utah has been overtly interested in designing and constructing buildings that are high performance, and use sustainable design concepts. Thus, for the last several years, some of us have been involved with projects that have attempted to establish a bridge between historical design approaches and those other "warm and fuzzy" design concepts. Looking back at this recent journey allows us to develop some interesting perspectives.

The first observation is that the correct term is "LEED" not "LEEDS," like so many of our counterparts insist on saying.

As we researched the option of going for LEED certification we found that there is a diversity of opinion as to the cost of exercising that option. Some experts maintain that the cost is minimal, while others swear that the cost is prohibitive and not worth the investment. Our limited experience shows that the initial cost was not minimal, penciling out at about 1% of the construction cost of the project.

Probably a bit too late into the design process on one of our new buildings, certain key players committed to achieving LEED recognition. The building was already into the early stages of construction, but the design team and the contractor agreed that the early designs did not have to be tossed out, but only had to be augmented to qualify. The "user group" was deeply involved in and committed to making this happen. They even found additional bucks to pay for the increased costs. (Unfortunately, the O&M people were not well-integrated into this process, thereby

unfortunately ending up with some "stuff" that is potentially more maintenance intensive.) The project was substantially completed only a short while ago. Just yesterday, we heard that we did not achieve "silver" level of certification, in that several points were disallowed, in spite of significant investments. The building will most likely receive "certificate level" of LEED recognition. Only time will tell if the investment was worth it (about \$1.50/gsf), and whether the payback is both real and political.

At the same time, we have another project under construction on the University of Utah campus for which it could have made sense to consider LEED certification: a high-tech engineering building. After significant haggling during the design process, certain influential members of the user group won. They were (ironically) not as interested in energy conservation and sustainable design as they were in satisfying personal desires and convenience. The building, now under construction, will still be relatively high performance, but we will have missed a few opportunities for doing better. Some of us feel that we did not strike the balance that we could have.

A significant reason for the resistance to participating in this type of program is that the up-front investments don't buy "product"—it mostly covers design and paperwork costs. Justifiably, stakeholders ask themselves and us why should we invest our dollars in paperwork and a possible certificate when we could just as well spend it on the building and its systems. This is why, in Utah, a statewide task force (with significant representation from Higher Ed.) has been formed that aims to develop a program that gleans the best attributes from the numerous high performance, sustainable, and "green" programs that are out there right now. If successful, our program will develop a set of standards that will help us design and construct facilities that make more sense from a "total cost of investment" perspective, while keeping overhead and administrative costs to a minimum.

Our journey is not yet complete, and should never be.

Colorado Report

by Al Mages

2005 RMA EDUCATIONAL FORUM REPORT

Jackie Lindsay with Facilities Management at Colorado State University submitted the following report.

The 2005 RMA Educational Forum was held in Vail, Colorado September 11-14, 2005. The 2005 Forum was hosted by Colorado State University, with Tommy Moss serving as Host Chairman. There were 250 total participants with 48 educational institutions represented.

The theme for the 2005 Forum was "Turn a New Leaf". With the leaves beginning to turn in the Colorado high country and with changes being seen daily in our institutions, this was a very timely theme. The Forum began building on the theme with the keynote address by John Jenson. Mr. Jenson spoke of how institutions should inspire by coaching and mentoring others in the direction of good. He also discussed how to get members to become stronger and more compelling leaders. During the next two days participants were able to attend educational sessions on many diverse topics. Some of the topics included: "How to Get Involved with CFaR", "Irrigation Design Considerations for Alternative Water Sources", "Developing a Sustainable Building Program Based on the LEED® for Existing Building Rating System", "Creative Ways to Accomplish Deferred Maintenance", "APPA Supervisors Tool Kit Minimodules", and "The Human Connection – Presentation/Communication Skills Workshop". With a total of sixteen individual sessions offered, participants were able to take back to their respective institutions useful and current information.

RMA NEWS

Is change taking place at your University and are you involved with it? Do you know where your University stands with other universities? We are all looking for the

answers to these questions. There is change coming to higher education throughout the country. National APPA, RMA, and other regional organizations keep us informed of these changes. RMA is also changing by making major changes in the organization so that they can better support their members. RMA recently added Committee Members as voting members of the RMA Board. Now RMA is looking for committee members and representatives from states, universities, and colleges. APAA and RMA need your input, support, ideas and influence for changing, and growing. If you are interested in becoming part of RMA and/or serving on an RMA Committee, please contact: Tommy Moss (RMA President) at 970-491-0160 or e-mail to tmoss@users.fm.colostate.edu.

The RMA 2006 Forum will be held in Billings, Montana in October 2006.

TRAINING AND DEVELOPMENT

UNIVERSITY OF COLORADO at BOULDER

John Morris, Director of Physical Plant submitted the following report.

Unfortunately, the training program and budget were severely reduced as a result of necessary budget rescissions over the past few years. To assist with a base budget increase request, we are developing training needs assessments for each employee that will be used to develop a three-year training plan. The training needs assessment process will allow us to identify and prioritize our most critical training needs in order to demonstrate to upper administration that this program is being well managed.

With a large number of employees that do not speak English as their primary language, we are developing English as a Second Language (ESL) program to assist with employee communication. Along with the ESL program are improving computer training skills to these same employees. To assist with this training, we provide employees with surplus computers at their residence so that they can work on their computer skills at home (in some cases their children are computer literate and can assist them as well).

We also actively tap into resources for low cost training courses such as safety refresher courses, and numerous programs offered annually through the Office of Organizational and Employee Development (OED). OED provides Personal and Professional Development, including computer skills, meeting management and supervisory training. The Procurement Service Center and Payroll and Benefits Services provide training on Administrative Issues (financial systems, contracts, procurement, etc.).

A new program we will develop is Maintenance Training with certification in which employees can work, on their own time, under other skilled employees to learn a new trade. We will focus primarily on skills within our Preventative Maintenance Shop so that other employees can have the opportunity to get in at the ground level of the Trades shops. Additionally, the Preventative Maintenance Shop provides an excellent opportunity for employees to gain Trades skills so they can advance into the Central Shops once positions become available.

Position job descriptions allow up to 25% of higher level duties so employees will develop skills during their normal workday. This gives the employee the opportunity to gain higher level skills and prepare them for advancement once higher level positions become available. We also intend to utilize the State Classified Labor Trades Craft (LTC) Trainee classification to encourage in-house promotional opportunities.

Finally, we are a big supporter of the APPA Institute and Professional Leadership Academy and have a number of graduates and current attendees. These programs are excellent for training emerging leaders within Facilities Management.

FORT LEWIS COLLEGE

Participation in training and development opportunities for all Physical Plant Services employees is supported by the College's administration. It generally falls into four categories.

1. College: On the Job training by the supervisors is the single most important training provided. The need to develop

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computer skills has been beneficial for the employees and useful when they need access to forms, submit and process work orders and obtain MSDS and product information. The College's Human Resources Office offers supervisory and behavioral training programs and a new employee orientation.

2. Suppliers: Private firms offer specialized training. Some of the more recent programs employees have attended include those offered by TMA, Janitor University, Rain Bird and Andover.

3. APPA and RMA: Participation in these programs is very useful. The Tool Kit Supervisor Training at CU-B early this year was very beneficial for three of the supervisors. The Construction Manager is participating in the Leadership Academy program. Attendance at the Forums offers many opportunities both at the programs and in networking with others in APPA and RMA.

4. Other: Unique opportunities include the annual program on contracting that State Buildings and Real Estate Program offers and the Campus Fire Forum that is offered at CU-B. The Colorado Chapter International Code Council offers a building code seminar annually.

COLORADO HIGHER EDUCATION FACILITIES IN PUBLICATIONS

Colorado Construction, September 2005, Features

University of Colorado Hospital, Anschutz Inpatient Pavilion Phase II

The addition will provide space (270,000 SF) for surgery suites, intensive care and imaging space.

University of Colorado at Boulder, Wolf Law Building

The new building (178,000 SF, \$46.4 Million) will house a library, mock and teaching courtrooms, classrooms, offices and student space.

Colorado Construction, October 2005, Awards

University of Colorado Health Sciences Center, Barbara Davis Center for Childhood

Diabetes, Gold Hard Hat Award, Outstanding Overall Project

Auraria Campus, The Regency (Auraria's First Student Housing Community) The Silver Hard Hat Award for Outstanding Restoration/Renovation Project

University of Denver, Craig Hall (Graduate school of Social Work) Bronze Hard Hat Award for Outstanding Educational Facility Project (Tie)

Colorado State University, Sonny Lubick Field, Expansion/Improvements Gold Hard Hat Award, Outstanding Engineering Design University of Denver, Peter Barton Lacrosse Stadium Bronze Hard Hat Award, Outstanding Private Project

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annual basis. A request to become a climbing buddy for gumbies, the term applied to novice climbers, could be included at the same time. The application process could reduce the administrative burden related to tracking each member's progress, although climbing buddy assignments would be recorded.

The annual meeting could have a special session for the 14ers Club in order to recognize new members and provide an opportunity for members to get together. An hour before the opening social might be a good time, but anytime would work. Perhaps a business partner would like to sponsor the social. This meeting session would also be used for electing the 14ers Club "Lead Climber" and to award milestone "ropes".

Upon acceptance into the 14ers Club new members shall pledge during the initiation program to continue their contribution and service thru mentoring others and supporting the regional organization, etc. The pledge could go something like "I __name__ promise to be committed to advancing the goals of RMA, and to support the mission of the 14ers Club to promote hospitality, communication and comradeship within RMA."

The 14ers Club would be clearly sanctioned by the RMA Board as an official organization under the purview of the RMA

Board, through the RMA Bylaws. The 14ers Club would select a "Lead Climber" by popular vote of the 14ers Club membership whose role is to report annually to the RMA Board on development, mentoring, or recruitment prospects. The reporting requirement could be directly to the RMA Board or to the RMA Board through the Awards and Recognition Chair. The RMA Board would charge some initial group to establish qualifications, annual get together protocols, "business" protocols, etc.

A lapel pin in the shape of a carabineer, piton or something similar could signify membership in the 14ers Club. Additional milestone peaks could be recognized with ribbons/ropes/etc. which attach to the pin.

Honorary memberships could also be offered to individuals who make significant contributions to RMA or APPA, i.e. the President of APPA when they visit RMA annual meetings, etc.

It might be appropriate to have some additional category or criteria through which vendors, that are also RMA members, could earn Peaks as well.

Editor's Corner

Please welcome your new Newsletter editor, Joseph Metzger, Arizona State University. He will assume the duties for the next edition. I just want to thank everyone again for all your support through the years. The newsletter would not continue without your articles and input.

If you have any news articles that you think would be interesting, please contact your regional representative. The state/province correspondents are Arizona -- Dave Brixen, Arizona State University, David.Brixen@asu.edu; New Mexico -- Mary Vosevich, University of New Mexico, mvosevich@unm.edu; Utah -- Brian Nielson, University of Utah, bnielson@camplan.utah.edu; Colorado -- Al Mages, Ft. Lewis College, Mages_a@fortlewis.edu; Montana -- Bob Lashaway, Montana State University, RVL@facilities.montana.edu; Wyoming -- Frank Fox, University of Wyoming, ffox@uwoyo.edu; Alberta & Saskatchewan Provinces -- Greg Weins, Athabasca

University, gregw@athabasca.ca or you can contact Joseph Metzger at JoeMetzger@asu.edu.

RMA 2005/2006 Budget

Esther Federico

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Greetings to all from Arizona State University. Summer has at last released its relentless hold upon Phoenix and this morning I could have used a jacket as I walked in from the car park. On November 1, it was 90 degrees, so this is a welcome change. For the next six months we will enjoy some of the most congenial weather in these United States.

I have not served as a publication editor since my college days and suspect that it will be necessary to awaken long dormant skills to be effective as the new Rocky Mountain Views newsletter editor. This much is certain; it will be a challenge to continue producing a publication of the quality and content that Esther and Paul have accomplished. I would like to thank them for their years of dedication and service.

Recently, I had the opportunity to work in an area outside of Facilities Management. After 20+ years of working within Facilities Management and being responsible for their information technology, I and others from the various administrative departments were reassigned to a central technology group. After about nine months with this group I was given the opportunity to return to Facilities Management. There was no hesitation or second guessing on my part. Facilities people are among the best; they are my kind of people and I will never again entertain a professional opportunity that is not associated in some way with Facilities Management.

I look forward to my tenure as your newsletter editor. It is my hope that this publication will continue to serve as a source of information, knowledge and encouragement to all higher education facilities management professionals within the Rocky Mountain area.

Joseph Metzger

Current Financial Assets:

Checking Account Balance	\$ 651.11
Preferred Business Money Market Account	\$ 48,727.90
Certificate of Deposit	\$ 15,035.36

Estimated Revenue:

RMA Dues (@ \$50.00)	\$ 15,300.00
RMA 2004 Proceeds	\$ 14,870.00
RMA 2005 Proceeds	\$ 7,000.00
Regional Training	\$ 10,000.00
Interest	\$ 320.00

Total Estimated Fungible Funds (Less CD Rollover) \$ 111,904.37

Estimated 2005/2006 Expenses:

Postage	\$ 8.00
Colorado Not For Profit Corporation Annual Report	\$ 10.00
Directors and Officers Liability Insurance	\$ 1,000.00
RMA Newsletter	\$ 1,400.00
RMA 2006 Seed Funds	\$ 1,500.00
RMA 2007 Seed Funds	\$ 1,500.00
RMA Awards	\$ 250.00
RMA APPA Liaison Travel	\$ 1,000.00
RMA Meeting Coordinator Travel	\$ 500.00
RMA Mid-Year BOD Meeting	\$ 1,200.00
RMA President Travel - APPA BOD	\$ 3,000.00
Scholarships	\$ 9,000.00
Statement of Change - State of Colorado	\$ 125.00
<u>Regional Training Programs</u>	<u>\$ 10,000.00</u>

Total Estimated 2005/2006 Expenses \$ 30,493.00

Estimated Fungible Funds Balance \$ 81,411.37



F A L L

Topic: SCHOLARSHIPS

Written by: Paul F. Smith

I. Purpose: To establish the policy/guidelines for awarding and recommending for award scholarships and the procedures for applying for scholarships from the Rocky Mountain Association(RMA).

II. Policy: RMA supports the professional development of the employees of its member institutions. The professional development of personnel in the field of facilities (operations, maintenance, design, construction, etc.) is essential to ensure that the employee can continue to meet the challenges and take advantage of the opportunities available in providing facility services to the institution. RMA believes this professional development can be achieved through a wide variety of activities two of which are APPA's Leadership Academy (the Academy) and Institute for Facilities Management (the Institute).

RMA is currently committed to providing a scholarship for tuition to the Academy and two scholarships for tuition to the Institute. The number and value of the scholarships to both the Academy and the Institute can be changed by a majority vote of the Board of Directors (the Board) of RMA.

In addition to the scholarships provided by RMA, the national organization, The Association of Higher Education Facilities Officers, APPA, also provides scholarships to both the Academy and the Institute. APPA currently provides a scholarship for tuition to the Academy and two scholarships for tuition to the Institute.

RMA awards the scholarships to the Institute and Academy and recommends the award of scholarships by APPA on a majority vote of the Board.

III. Guidelines for Selection of APPA Institute and Academy Scholarship Recipients

- A. Members of the Board can not vote on the scholarship application of any individual from their respective institution.
- B. The scholarships and the recommendation for the APPA scholarships are awarded on a majority vote of the Board.
- C. Factors for selection of scholarship recipients:
 - 1. Financial need as explained by the recommending supervisor.

- 2. Special consideration will be given to women, minorities and disabled applicants.
- 3. A single institution may have no more than one scholarship awarded for the Institute and the Academy per year*(per cycle) unless there are no other applications submitted for the Institute or Academy.
- 4. Awards will only be made to an individual whose institution holds current membership in both RMA and APPA.
- 5. Applicant must have addressed on his/her application the following:
 - a. Demonstrated commitment to the facilities profession(can be shown by work/membership on local, regional and/or national/international professional organizations associated with facilities; i.e., SCUP, IFMA, BOMA, APE).
 - b. Progressive career development within the profession(can be shown by job history, education, training, etc.).
 - c. Potential for future career development(normally shown by endorsement from immediate supervisor and/or administrative/executive supervisor at the institution).

D. Scholarship Awards

- 1. The Board will award two separate scholarships for tuition and recommend to APPA two separate scholarships for tuition for the Institute each year.
- 2. The Board will award a scholarship for tuition and recommend to APPA a scholarship for tuition to the Academy each year.
- 3. An individual may receive only one scholarship from either RMA or APPA for any purpose (attend either the Institute or Academy).

IV. Procedures

- A. Newsletter editor will provide scholarship applications in the summer (Aug/Sep) and fall (Nov/Dec) newsletters. Scholarship applications can also be requested from the 3rd Vice President, as well as, downloaded from APPA's website.
- B. Applications must be completed, sent and received by the 3rd Vice President by February 15 of each year (Applicants will be encouraged to type the application to aid in reading). Any applications received after this date will be returned to the sender and the sender will be encouraged to reapply for the following year. Applications may be sent either by fax, regular mail or e-mail.
- C. The 3rd Vice President will provide a list of all applicants to the Secretary who will check to ensure that the applicants are from a member institution of both RMA and APPA and that the applicant has not received a prior scholarship.
- D. The 3rd Vice President will review all applications upon receipt for completeness and contact any applicant whose application is incomplete within one week after the closing date for receipt of applications, February 15. The applicant will have one week to provide all missing or incomplete information. If the applicant does not provide the necessary information within this time frame the application will be returned without action and the applicant encouraged to apply in the next year.
- E. The 3rd Vice President will make sufficient copies of all complete applications and forward one copy of each application to each member of the Board for their review prior to the mid-year Board meeting. Each Board member is responsible for bringing their copies of the applications to the mid-year Board meeting.
- F. The 3rd Vice President will chair that portion of the mid-year Board meeting dedicated to the selection of scholarship recipients. Recipients will be selected by majority vote of the Board.
- G. The 3rd Vice President will be responsible for counting the ballots, the formal written notification of the award of the scholarships to the recipient and his/her supervisor and forwarding the recommendation for the APPA scholarships to the appropriate personnel at APPA Headquarters.
- H. The Secretary will be responsible for all financial details involved with the scholarship award.
- I. The 3rd Vice President will return the applications to all of the applicants not selected for the scholarships and encourage the applicant to apply again for the following year.
- J. The Board will encourage the scholarship recipients to use their scholarship in the year they were selected. If the scholarship is not used within two years then the recipient will lose the scholarship and have to reapply; i.e., scholarship awarded in March 2000 must be used by the end of September 2002.
- K. A scholarship to attend the Academy will be offered to the 3rd Vice President prior to screening any applications for the scholarship to the Academy. If the 3rd Vice President cannot or does not want to attend the Academy then the applications for the Academy will be screened in accordance with the above procedures and two scholarships will be awarded (one from RMA and one from APPA).
- L. Scholarship recipients will be encouraged to:
 - 1. Write an article for either the Facility Manager magazine or RMA newsletter or both.
 - 2. Become the state/province representative (correspondent) for the RMA newsletter.
 - 3. Be a presenter at either the national educational conference or the annual regional conference within two years of award of the scholarship.
 - 4. Become more involved in either RMA or APPA; national committee member, regional officer, etc.



ROCKY MOUNTAIN REGION
APPA

Scholarship Application

Scholarship is requested for:
(select either professional leadership or institute)

Leadership Academy

Professional Skills

Individual Effectiveness Skills

Organizational Skills

Institute for Facilities Management

September

January

No Preference

Applicant Information

Region: _____

Name:

First: _____

Last: _____

Title: _____

Institution: _____

Address: _____

City: _____

State: _____

Zip: _____

Work Phone: _____

Direct Supervisor: _____

Supervisor's Phone: _____

School Name & Location

Course or Major

Date of Graduation

High School: _____

College/University: _____

Special Trade School: _____

List special achievements, awards received, etc: _____

Other Information:

1. List your work experience: _____

2. Write a brief paragraph, on a separate page, about yourself describing your career goals, how you plan to use this scholarship, and how this scholarship will assist you.

Supervisor's Evaluation

Please give a fair and objective description of the applicant, include information about this employee's character, motivation, special talents, and leadership ability.

How long have you known the applicant? _____ In what capacity? _____

Do you certify that the applicant is a full-time employee at you institution? Yes No

Signature

Date

INSTITUTIONAL MEMBER REPRESENTATIVES' ENDORSEMENT

Comments:

Signature

Date

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 2005-2006

President	Tommy Moss	Colorado State University
First Vice President	Eakle Barfield	Montana State University (Billings)
Second Vice President	Mary Vosevich	University of New Mexico
Third Vice President	Kevin Hansen	Weber State University
Secretary/Treasurer	John P. Morris	University of Colorado at Boulder
Newsletter Editor	Joseph Metzger	Arizona State University
Historian	Steve Hultin	Colorado State University
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Membership Committee	Nancy Hurt	Colorado State University
Information & Research Committee	Lorenzo Cotton	Pima Community College
Professional Affairs Committee	Dave Button	University of Regina
Educational Programs Committee	Polly Pinney	Arizona State University

FUTURE MEETINGS

2006 Annual Meeting	Billings, MT	Montana State University
2007 Annual Meeting	Albuquerque, NM	University of New Mexico
2008 Annual Meeting		