



CAPPA Newsletter

Tales of the Weak or Swollen Kneed



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Special points of interest:

- Registration for CAPPA regional meeting now open.
- New features included in this issue.
- Toolkit coming to your area soon.
- Get involved — there is no better way to get more from your professional organization.

I want to thank all my friends in CAPPA for all the prayers, cards, calls, books, gifts and e-mails over the past two months. By now, most of you know I had an angioplasty with a stent operation on my left kidney on February 15th; and one week later I had artery bypass surgery on my left leg. With the second operation, I was in the hospital a week. I went home on the 28th. My official return to work date was April 11th, even though I spent a few unofficial hours in the office prior to that. There is something about us Type "A" personalities.

When I met with the doctors to discuss what they had found, and what they recommended we do about it, you know how they are! They have to give you both sides-- the "pros and cons." They found that I had four blockages in my arteries: one to each of my kidneys, and one to each of my legs. Thus, the doctors wanted to reassure me, and at the same time determine how I wanted to proceed. Not to sway my thinking or anything, they used such positive statements as – "you will be able to play golf in a couple of weeks" even though it was six; "if we don't do the operation on your

kidney(s) the down side is dialysis;" or the ever-popular "for us to save your leg(s)!" Needless to say, they got my attention and my quick approval to schedule the surgery. Fortunately, we caught the worst problems before the danger point and the first two operations were a success. And, while things are getting better it has been slow progress. Now, about those other two operations – well that is a story for months from now.

You know, being in the hospital or at home with your leg propped up with nothing to do but be bored by daytime television, I had a lot of time to think. I know some of you can't believe I have that capability, but when I strain real hard it is possible. One of the things I thought about was of all of my peers, in Higher Education facilities work, that have had heart attacks, strokes, or other health issues. Ours is a stressful environment. We need (I need) to take better care of ourselves - working fourteen hour days, not taking enough time off, not exercising enough, not eating better, etc., along with the majority of us being Type "A" personalities is taking it's toll far too often. Hope-



Ron Smith works even during meals at the CAPPA regional meeting held in Kansas City.

fully, I can use this most recent event in my life to change my habits. Do some preventive maintenance. Get a regular medical checkup, lose some weight, get out of the office more, take a real vacation, play more golf, etc.

Enough of my rambling! I hope to see you all soon at the APPA Educational Forum or in Little Rock in the fall. Until I do, I wish you the best and thank you for your support.

Ron Smith

You cannot be any better than the engine that powers your system....



Sam Polk, APPA Vice President for Education in 2004.

78% indicated that more diversity in members and especially officers are needed.



Tennessee State University is a comprehensive urban coeducational land-grant university founded in 1912 in

Summary of HBCU's and Diversity of African Americans in APPA and SRAPPA (1999-2004)

Our resolve to improve diversity in APPA and especially SRAPPA continues. Today, we have made progress with the HBCU category of members and women. Obviously, much more is needed. I am delighted that others in our association are more involved with this issue. This brief report is to highlight our accomplishments since the 1999 Study: "Participation of Historically Black Colleges and Universities in APPA and Regional Associations." The survey results and follow-ups are listed below.

- A. 78% indicated that more diversity in members and especially officers are needed. APPA membership increased by 18 member institutions from 19 in 1999 to 37 in 2004.
- APPA elected first officer, Sam L. Polk, Sr., Vice President for Education in 2004.
- APPA Committee Members increased from 0 to 4 in 2004 (2-female and 2-males):
- Jewell Winn – Membership (SRAPPA)
 - Ron Brooks – Awards and Recognitions (SRAPPA)
 - Randolph Hare – Professional Affairs (SRAPPA)
 - Sara High – Membership (ERAPPA)
- APPA President, Phil Cox, places emphasis on diversity during his presidency (2003).
- APPA has had 2 women elected and served as officers: VP for Information and Research, Vickie Younger, President: Maggie Kinnaman
- B. 56% indicated that active recruitment of HBCU's would be necessary to increase participation.
- SRAPPA/UNICO provided 16 HBCU institutions (all fees paid) to attend a special HBCU event at SRAPPA-2002. Six institutions accepted trial membership and three renewed membership at a special reduced rate.
- SRAPPA conducted multicultural events at SRAPPA 2004, 8 HBCU's took advantage of free registration. Members participated in the events designed to realize true diversity in SRAPPA. This event can be replicated in other regions and APPA Annual Conferences
- C. 50% indicated that a trial membership would be beneficial to continued membership. APPA conducted two membership drives offering trail membership in 2000 and 2002.

A few numbers that you will find interesting:

HBCU's are institutions founded primarily for the education of African-Americans, although their charters were not exclusionary. Most HBCU's are 50 to 100 years old; the oldest HBCU dates back to 1837. Of the 105 HBCU's, 17 HBCU's have land-grant status.



Summary of HBCU's and Diversity of African Americans in APPA and SRAPPA (continued)

D. 10% indicated that the lack of black officers greatly affected their membership decision.

APPA VP for Education (Sam Polk) 2004

SRAPPA Progress

Sam Polk, Newsletter Editor, President, APPA Representative

Ron Brooks, VP at Large, APPA Committee

Jewell Winn, VP for Communication, APPA Committee

Marion Bracey, President Elect

Sylvester Johnson, VP at Large



"...I challenge others to take up the cause for other minority member categories..."

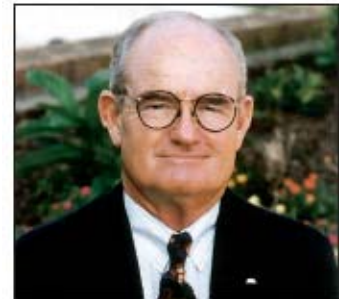
Sam Polk

I am confident that this effort will continue and I challenge others to take up the cause for other minority member categories and work with SRAPPA's Multicultural-Diversity Committee in making a real difference.

Submitted by: Sam L. Polk, Sr.

APPA's VP for Educational Programs

Your kind words and wonderful remembrances of Charlie warmed and comforted my heart. You were great friends who Charlie admired, respected and loved. Thank you on behalf of the Jenkins family.
Ann Jenkins



Charlie Jenkins

Recent Additions to the CAPPA Family...



Neal Swarnes, CAPPA treasurer, with new grandson — also a Neal!! Don't you just know how lucky they are. March 15, 2005



Vickie Younger, CAPPA newsletter editor, shows off her new granddaughter, Samantha, A big CAPPA welcome to everyone! January 20, 2005.



From the President

Darrel Meyer



Darrel makes announcements during the many events held in our region this year.

It has been a wonderful and rewarding year for me to serve as CAPPAs President. I have had the opportunity to renew acquaintances and make many new friends over the past months. In early December forty CAPPAs members were appointed to the various committees within the organization. These committees include the Awards, Education, APPAs Supervisor's Toolkit, Information Services, Membership, Nominating, Bylaw's, and the Business Partner Liaison Committees. In order to generate greater committee involvement, the CAPPAs Executive Committee recommended that committees meet face to face twice a year, once at the CAPPAs Technology Conference and again in the fall at the CAPPAs Annual Conference. It was also recommended that one night's lodging and meal expenses for two days be reimbursed for committee members to attend both meetings.

I was very pleased that we had 37 out of 40 committee members attend the committee meetings that were held on Saturday, February 26, 2005 in San Antonio at the CAPPAs Technology Conference. A lot of work was accomplished that day and I congratulate all the committees for the great work before and during the meetings. At the end of the day we had the privilege of having dinner at the home of two very gracious hosts, John and Barbara Green.



Recognizing the hard work and accomplishments of our volunteer members is essential.

At Executive Committee meeting on April 2, 2005 I had a chance to share my vision and goals for the CAPPAs organization this year and beyond. One of these goals is to promote strong committee involvement. An organization of 600 plus members should be able to support several strong, active committees. I think we made some real progress in this at the February meeting in San Antonio in the areas of membership, information services, education and business partner liaison. Another goal for this year is to promote greater diversity within the organization. We made strides in this by inviting many new people to serve on the CAPPAs committees and encouraging our Nominating Committee take a very active role in recruiting elected positions. The third goal was to continue to develop a relationship between CAPPAs Facility Managers and Business Partners. Both parties depend on the other so it is absolutely essential that we look at ways to get business partners involved in the CAPPAs organization. You can read the committee report later in the newsletter that gives all the details.

I need to emphasize the importance of you being involved in an organization that provides professional support to your jobs like APPAs and CAPPAs. We live in a fast-paced ever-changing world that requires facility managers to adapt very quickly to these changes. We have a greater than ever need for education on new methodologies, technology and products that apply to facility management. I promise you that your CAPPAs Leaders are working hard on your behalf by creating new information services and web sites, developing educational programs and conferences for you to attend, and working hard on membership recruitment. I look forward to the next several months serving of this organization and encourage you to contact me if you have any questions, concerns or would like to be more involved in the organization.

Darrel W. Meyer, CAPPAs President

We live in a fast-paced ever-changing world that requires facility managers to adapt very quickly to these changes.

Information Services Committee Report

Terry Major

The Information Services Committee met on February 26, 2005 at the Technology conference in San Antonio, TX. During this meeting the committee reviewed the new web site page by page and made several recommendations for improvement. We had Element74 make the programming corrections that were within the original contract, I made all changes related to data corrections and we constructed a list of needs for future development. We completed the contract with Element74 for the design and construction of the new CAPPA web site on March 31st.

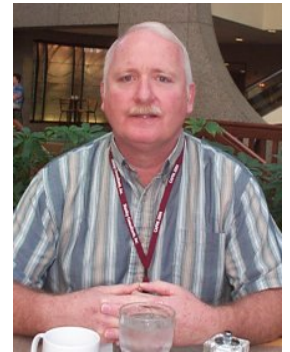
Although the initial design is complete the committee will continue to focus on the collection and review of general web site data along with modifications for the Technology Conference reporting. We will also work on a list of modifications and improvements recommended by the CAPPA membership, Information Services Committee and Executive Committee to make the web site more beneficial to the CAPPA membership and business partners.

CAPPA List-serve has 487 subscribers

CAPPA email list has 624 addresses

Future Web Site Modifications

- Modify the registration for multiple Spouse registration (BP) (4/4/05)
- Change "Little Rock Tour" from \$45 to \$25 on Registration page (4/4/05)
- Update all CAPPA Officers pictures
- Show complete address for members on Membership list
- Create a page for Guest/Spouse Agenda (separate from General Conference Agenda)
- Up date BP list with one from KC conference
- Build Technology reporting structure.
- Input Technology information
- Modify members list to allow edits by Membership Chair
- Research automated upload of membership list from APPA
- Add a Calendar of Events
- Add page for "Upcoming Events" to Education page (use link to PDF for now)
- Add reporting function to evaluate web site usage.
- Add page for "Committee List" with contact information (use link to PDF file for now)
- Add information about "list-serve".
- Scholarship Application
- Add Check box and report for "First Time Attendee" (completed on 4/4/05)



Terry Major chairs the Information Services committee. Thanks for the great work!!!



CAPPA list serve and email offer two ways to share information and ask questions.



New web design is user friendly and interesting for the reader.

CAPPA Business Partner Liaison Committee Report

Darrel Meyer, Chair

On February 28, 2005, the CAPPA Business Partner Liaison Committee met at the San Antonio Hilton Airport during the 2005 CAPPA Technology Conference. The members of the committee that were present were: Haley Lacy, SSC Service Solutions; Roger Copeland, Stanley Consultants; Dan Whitezell, Spirotherm; Mac Shipley, Lerch Bates Elevator Consultants; Mike Johnson, University of Arkansas Fayetteville; John Greene, Trinity University; Pat Apel, Maryville University; Darrel Meyer, Metropolitan Community Colleges.

Committee Goals: Darrel thanked everyone for serving on the committee and supporting CAPPA. The goal of the committee is to provide better communication between CAPPA leaders and business partners in the development of conference agendas and to provide enhanced business opportunities for business partners who are members of CAPPA.

How are we doing?

"CAPPA puts on one of the best conference of the APPA Regions".

"I like the idea of having a Business Partner Liaison Committee and appreciate being invited to serve".

"CAPPA should let Business Partners know the reasons for hiring and event planner".

What can we do better? – See discussion items

Lunch & Learn – The committee supported this initiative being planned by the CAPPA Education Committee.

Drive-in Workshop - The committee supported this initiative being planned by the CAPPA Education Committee.

Web Site Review – The address for the new web site is www.cappaedu.org The committee was encouraged to review the new web site for the 2005 CAPPA Annual Conference and respond with comments or suggestions in the next two weeks before the web site goes officially on line.

Scheduling Events at the Conference – Events should not be scheduled that conflict with business partner exhibit hall functions or educational sessions.

Other agenda items – The committee discussed the use of an event planner for the CAPPA Annual Conference. These are some reasons why an event planner is being used.

Increased professionalism of the CAPPA Annual Conference

Higher education facility directors are not conference planners.

Consistent conference agenda from year to year.

Providing the optimum contact hours for the business partners.

Contract negotiation with hotels, catering and entertainment offsets the cost of hiring an event planner.

Providing an experienced conference contact for business partner before, during, and after the conference.

Increased attendance leads to greater profitability for CAPPA and its Business Partners.





Discussion Items – These were some of the items discussed during the meeting that may be recommended by the committee for the next CAPPA conference.

Business Partners prefer less plated food in exhibit hall to allow for more movement by higher education attendees.

Eliminate sit down tables in the exhibit hall and replace with table the attendees stand around and disperse throughout the exhibit hall.

Have prize giveaways in the beginning and end of exhibit hall time not during as to not disrupt business conversation.

The pre-con and post con meeting can be very informal. Schedule a sit down meeting with business partners away from the exhibit hall.

CAPPA should notify educational presenters in advance on how many hard copies of presentation materials to furnish.

Discussed the idea of creating a CD of presentation materials to distribute to attendees.

CAPPA should generate a list of people who attend each educational presentation. This list could be sent to the presenter for business follow-up.

CAPPA should encourage Business Partners who give educational presentations to co-present with a higher education partner.

Committee members for this committee should serve two-years on a rotation basis.

CAPPA 2005 BUDGET WORKSHEET - Prepared by Darrel Meyer			
<i>May-05</i>			
ITEM	ESTIMATED EXPENSE	ITEM	ESTIMATED INCOME
APPA Membership Services (10% of Membership Dues)	\$6,000	Membership Dues	\$60,000
CAPPA 2004 Annual Report	2,500	Interest Income	300
Awards	2,000	2005 Annual Conference	15,000
Insurance	2,500	2006 Technology Conference	1,000
Mid-year Executive Committee Meeting	6,263	APPA Supervisor's Toolkit	1,250
2007 Annual Conference Advance	2,000		
Newsletter	0		
Scholarships	4,000		
Tax preparation (professional fees)	2,000		
Web site Development	9,000		
Jr. Representative	600		
CAPPA Committees			
<i>Awards</i>			
<i>Business Partner Liaison</i>			
<i>CAPPA By-Laws</i>			
<i>Education</i>			
<i>Information Services</i>			
<i>Membership</i>			
<i>Nominating</i>			
Total Committee Expense	13,000		
CAPPA Reserve account	20,000		
CAPPA Historian	300		
President's Discretionary Fund	1,000		
Subtotal	71,163		
Contingency	6,387		
TOTAL ESTIMATED EXPENSES	\$77,550	TOTAL ESTIMATED INCOME	\$77,550



Aerial view of South Dakota State University, located in Brookings, SD

South Dakota State University

Lynne Finn

SDSU was founded in 1881, established as a land-grant institution in 1889 and was called South Dakota State College until the SD legislature changed the name in 1964 to South Dakota State University. From 1881 to today the university has continued to grow and expand into the current structure of the eight colleges featuring over 200 majors: Arts & Science, Agriculture & Biological Sciences, Education & Counseling, Engineering, Family & Consumer Sciences, General Studies & Outreach Programs, Nursing and Pharmacy. With those Colleges offering Bachelor degrees in Science, Arts and Music Education, Master degrees in Science Arts and Education and Doctorate degrees in Philosophy and Pharmacy. Our current enrollment is over 10,000 students making SDSU the largest university in the state in size and student population.

Our campus proper sits on 272.09 acres with 202.19 acres fully maintained by our Grounds Shop. The campus landscape features large green spaces and plantings. The University owns 309 buildings for a total of 3,210,911 gross square feet and the National Register of Historic Places has seven of our buildings in its listing. We manage to keep everything connected with 14.87 miles of sidewalk and 284,897 square yards of parking lots.

SDSU enjoyed a building spurt during the 60's and early 70's, resulting in campus buildings with an average age of 52 years. The primarily in-house maintenance staff works to maintain older buildings, many of which have been repurposed over the years. The Central Heating Plant generates over 222 million pounds of steam, providing heat and other steam services to most of the campus buildings.

Physical Plant staff maintains diverse types of spaces: sophisticated chemical and biological science laboratories, child development and kindergarten laboratories, animal laboratory facilities, office and classroom space, performance venues and food service facilities.

In the later 1990's through today, SDSU has seen an expansion in campus facilities. Since 1994, two apartment style resident halls, two signification science facilities, and two new special facilities (a museum addition, engineering wing and construction management building and a new performance arts center) have been completed. Currently under construction is a 35,000 square foot addition to the Student Union and a suite style residence hall to house 300 students.

Our Physical Plant department currently has 160 full time employees throughout the various shops and administrative offices. Of those employees, 45% have at least 10 years of experience, some with as many as 37 years. We also count on student employees to help on a temporary status throughout the academic year and 10-20 full time over the summer months. The campus Mail Center, part of the Physical Plant operation, is staffed by 5 full time and 2 student employees. One unique service we provide is a full service signage operation, providing interior and exterior signage.

Who Goes There?

Physical Plant retains in-house knowledge and expertise accomplishing most facilities management tasks in house. In addition to a full compliment of skilled trades-people, an engineering staff provides project management and project design for the campus. In house construction is available for small remodeling projects. Some of the outsource functions are major construction projects, elevator maintenance, a portion of the chiller maintenance and the majority of the campus trash collection.



"Plan your work, work your plan and do it right!" says Dean Kattelmann, Director of Physical Plant

During the last calendar year, our engineering section successfully managed the largest construction season in our history. A recent reorganization of the in-house HVAC services has resulted in major improvement and upgrades; in fact callbacks were reduced by nearly one-third. In the last several years, major sections of our steam distribution system have been improved. The hard work of our employees allow us to provide quality in-house facilities support services, including exceptional custodial services, custom cabinetry, work order management and construction services.

In the state of South Dakota, State University Physical Plant represents the largest and most complex facilities management operation at a University. Our central heating plant, the only coal fired heating plant in the state, provides steam services to the majority of the campus buildings. The services provided by Physical Plant evolved directly in response to the needs of the campus. We provide responsive, specific, high quality services for the campus community.

According to our mission, the Physical Plant Department is a service organization established for the sole purpose of providing the necessary support for the teaching, research and service missions of the University. Dean Kattelmann, Director of the Physical Plant emphasizes customer service, employee accountability and a strong advocacy for facilities and infrastructure. His staff hear him say "Plan your work, work your plan and do it right!"

The Physical Plant department publishes a monthly newsletter highlighting current projects, new employees, promotions, anniversaries of service and professional development achievements. An internal Safety Committee promotes safety awareness and encourages employee's involvement in safe work practices. Several safety awards are offered.

The administrative staff meets weekly as an entity as well as with all of the Shop Supervisors, Engineers and Project Managers to stay abreast of current projects, change orders and new projects.

We also take advantage of technology by communicating via email, 2-way radios, pagers, digital photos and cell phones.

All requests for emergency or routine work come to one central location. The Daily Operations Coordinator acts as a dispatcher, gathering information and assigned work orders to the appropriate shops. A computerized work order system created in house specifically for the Physical Plant is used to create rou-

tine work orders as well as the planned and scheduled maintenance work orders. This system collects and compiles labor and materials information for each request. Additionally, all recharge work is billed through the work order system. Through the department's website, customers can learn more about the services provided to the campus by Physical Plant and allows them to request non-emergency work requests.

All major work is requested through a Dean, Director or Department Head level administrator. The Buildings Maintenance Coordinator, manager of all the skilled trades, is a key contact for customers. All of our employees are important links to our customer service. All of our staff are encouraged to maintain good contact with the customers, communicating the work to be performed and how the customer will be impacted.

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Something Purple in the Air

Courtesy of K-State Media Relations and Marketing and Allan Leikam



It might not have been a coincidence that Virgin Atlantic's colors are red -- and purple. Employees from both K-State at Salina and the main campus were vital in making the company's recent Global Flyer project a "flying" success.

With mission control, the media information desk and the VIP and media lounge in K-State at Salina's College Center building for the Global Flyer project, K-State employees put in many hours making sure everything ran smoothly.

"The involvement of K-State at Salina with the Global Flyer project is something I will never forget," said Dennis Kuhlman, K-State at Salina dean. "The way that our faculty, staff and students came forward to be a part of this exciting international event was inspiring, and the result of these efforts have been nothing short of incredible. It was a great illustration of the fine quality of the people who make up Kansas State University."

K-State at Salina employees helped to supervise the construction of mission control, food service, media credentialing, security, information technology infrastructure, student volunteer training, hospitality, maintenance and custodial services. Those involved with some or all of these projects include K-State at Salina's Kuhlman; Dixie Schierlman, director of college advancement and associate dean of student life; Pete Morris, director of fiscal affairs, grants and contracts and information systems; Kristin Magette, coordinator of public and alumni relations; Bill Grevas, senior director of development; David Delker, professor and associate dean for academics; Charlie Beckom, campus police captain; and Allan Leikam, director, facilities operations. They spent long hours at College Center before and during the flight, making sure the Virgin Atlantic workers as well as the media had everything they needed.



Bill Chestnut, assistant director, Salina information systems, and his staff began work in mid-November to get data communications ready for mission control and the media. They provided wireless Internet connections all over campus, including in the hangar where the Global Flyer was kept. Chestnut guessed he and his staff of three put in 200-250 hours of work on the project, and said everything went very smoothly. "We were pleased," he said. "It went the way we wanted it to."

Some K-Staters even made the trek from Manhattan to aid with various aspects of the event. The Educational Communications Center provided personnel and facilities to On the Scene Productions, a company hired by Virgin Atlantic to provide video of the takeoff and landing, as well as media tours and live feeds for television stations around the world.

Although many television stations filmed the event, many others -- especially those from overseas -- were not able to make it to Salina for the mission. Those stations were able to use ECC's footage via satellite. Jim Mock, manager of production services for ECC, said they had about 10 employees working during the takeoff and landing, and about four providing nearly 24-hour service during the flight. Two others worked on location shooting and editing.



"Everything went real well," he said. "We put in a huge number of man hours." K-State Telecommunications provided 66 phone lines and two ISDN lines for media and Virgin Atlantic for the event. They began the planning stages in December, and put in about 150 man hours, including setting up the lines and taking them down, said John Truman, installation Service tech III and on-site coordinator. About seven Telecommunications employees aided with the project, including



Something Purple in the Air (cont.)

four who traded round-the-clock shifts during the event.

"They put in a lot of hours to make sure the preparations were done by the time the flight took off and were there around the clock until it was over with," said director Fred Damkroger. "When I saw how relaxed my staff was as the Global Flyer was about to land, I thought, 'This is the way it should be -- all the preparation has paid off.'"

K-State media relations and marketing employees, including director Cheryl May; Beth Bohn, campus news coordinator; Keener Tip-pin, research news and features coordinator; and Michelle Hall, marketing coordinator; staffed the media information desk for the duration of the flight -- they were on hand to help with media credentialing and respond to inquiries.

In addition to the faculty and staff who gave their time during the event, close to 100 K-State at Salina students volunteered during the Global Flyer project. Twelve students helped with mission control and aircraft ground operations; others staffed a 24-hour public affairs office, and helped keep campus nice by picking up trash, putting up posters and greeting guests.



CAPPA 2005

Sept. 17 - Sept. 21

(Supervisors Toolkit Sept. 16 - Sept. 20)

Little Rock- "City Limitless"

<http://www.cappaedu.org/>



Junior-Senior APPA Representative Report Al Stoverink

Treasurer's Report (Bob Carter)

APPA is financially sound, but we should not be financially complacent. Lander did a power point presentation reviewing a variety of benchmarking data which generally showed that APPA ranks very well compared to our peer associations in terms of fees, costs of operation, and programming. Some highlights are as follows:

- APPA has the highest percentage of total budget going to education programming;
- APPA has one of the lowest percentages of total budget for Personnel costs;
- APPA has the second highest revenue generated per staff person ration.

Comparisons were made to data from the Council of Higher Education Management Associations (CHEMA), the Washington Higher Education Society (WHES), American Society of Association Executives (ASAE), and the George Washington Society of Association Executives (GWSAE).

APPA went from 17.5 FTE in 1996 to as low as 12 during the cutback period and are operating currently with only 13 FTE with one vacancy to be filled shortly to bring the staff level to the currently budgeted level of 14. This is approximately a 20-25% reduction in staffing at the same time education programming, publications, advertising, information data management, and research initiatives have all been expanding is a reflection of the phenomenal success that Lander Medlin and the rest of the APPA staff have achieved in their on-going pursuit of continuous process improvements.

(Interesting Footnote): NACUBO had to do lay-offs to manage budget cut backs with economic downturn.

President's Report (Ed Rice)

Ed has been stressing a focus on grass roots efforts and importance of chapters. He emphasized the need for greater voter participation and asks Region Reps to contact Institutional Representatives in their regions to ask them to "give a proxy vote" to an Associate if they are not disposed to vote themselves. Ed referenced the use of event planners at KC and encouraged others to contact Darrel Meyer if they wanted to learn more about how this worked.

VP for Professional Affairs Committee and Awards & Recognition (Alan Bigger)

Strategic Alliance with ISSA has been fruitful already in the first year. There were 5 APPA presentations at the ISSA Annual Conference as well as the Supervisors' Toolkit.

ISSA will be presenting programs at the APPA Leadership Forum this summer. Code Advocacy continues to be a major focus. All should read the "Code Talkers" article in the FM Magazine, p22 Jan/ Feb Issue by Brooks Baker. Additional educational sessions will be coming at the Leadership Forum regarding Code Advocacy. EPA's Sector Initiative is another area of progress for APPA relative to potential regulatory relief. See the FM Magazine article in same issue as above on p. 44.

The number of awards applications are low; all are encouraged to submit nominations and/or applications for awards by the end of February.

APPA is financially sound, but we should not be financially complacent.



APPA Report (cont.)

The Awards for Excellence process and FMEP process will be taught as one day elective courses at the Leadership Academy.

Nominating Committee (Brooks Baker)

The Nominating Committee developed a new set of procedures to be followed beginning next year. The new process will include a meeting at the Leadership Forum between outgoing and incoming Nominating Committee members to orient new committee members to the process and share information concerning potential future candidates, i.e. names of individuals who may have an interest or who may be considered quality candidates to be recruited by the committee. Two telephone conference calls would then be scheduled, one at the end of November and one in January, to further share information as to who may be interested in running and/or who the Committee might wish to recruit. Following the second teleconference, the committee members would be charged with gathering resumes of all interested candidates to be distributed to the Nominating Committee members prior to their meeting at the winter Board Meeting, when they will select the final two candidates for each position to be recommended to the Board for the Ballot.

Current nominees approved by the Board are:

VP for Professional Affairs—Alan Bigger

Secretary/Treasurer—Bob Carter and David Grey

President-Elect nominees are to be forward to the Board in 3 weeks following teleconference and e-mail exchange among Nominating Committee

VP for Information and Research (Mike Sofield)

Core Data Survey closes on March 18 so hard copy and CD production can be achieved in order to be ready for distribution at the Leadership Forum in July. Every Institutional Representative should have received an email notification with password to access the survey. However, some campus spam blockers have been an obstacle at some campuses. A high level of participation is critical; we need to get organizations to input data on at least 6 modules. The first 100 institutions to complete 6 modules will get a complimentary copy of the new publication Creating a Service Culture. Regions are asked to send membership e-mails encouraging participation.

Maxine Maudlin is now the Information Services Manager on the staff. Some delays/difficulties are being experienced with migration to database management and interactive web system upgrades, but progress continues with the end product expected to be enhanced beyond initial expectations. For example, one of the new upgrades will be the development of a "MYAPPA" profile for customized APPA web page access by individual members.

There are currently 8 active CFaR projects. One Student Chapter's Research proposal been received. There will be formal recognition at the Leadership Forum of completed research projects under CFaR.

One research project underway is the update of the 1988 student survey concerning decision factors in the choice of a school as it relates to the condition of Facilities. There have been some difficulties experienced due to spam walls and some difficulties encountered at some universities where someone determined it involved "human study research". Any campus that participates will get the data back on the students responding from their particular campus, as well as the overall survey results which will be

CFaR | Center for Facilities Research

Eight projects are currently underway in our Center for Facilities Research.

All members are encouraged to start checking the APPA web daily since this is now the primary, and often sole, method of communication concerning most items of interest.



APPA Report (cont.)

hopefully widely publicized. Emails explaining the survey have gone out already to Institutional Reps; anyone who did not receive it can find it on the APPA web site. Non-member institutions can participate as well by contacting Steve Glazner to get a password. An update of the 4 volume FM Manual is being planned.

All members are encouraged to start checking the APPA web daily since this is now the primary, and often sole, method of communication concerning most items of interest. If you can't find what you are looking for then just hit the email link and ask for direction and you'll get a prompt response.

Membership Report (Bob Carter)

There is now a comprehensive E-Manual on the web to provide information for any member to recruit a new member. Access the E-manual by going to the membership link on the APPA home page (web page cover shows Building Blocks for APPA Membership Growth). There is a sense of urgency to halt the loss of Institutional Memberships and find ways to expand this critical membership base.

By-Laws Committee (Bob Carter)

Recommendations: 1) That reference to Meritorious Service Award be removed from By-Laws;
Committee is going to do a comprehensive review and update of the Bylaws.

VP for Education Report (Sam Polk)

Institute attendance in January was up; offering Track I of Leadership Academy and Supervisors' Toolkit simultaneously with the Institute was considered highly successful and is planned to be a regular feature of future Institute Planning.

2005 Leadership Forum in Orlando is looking real good in terms of sponsorships and exhibit rentals, as well as the program development. CEU's will be offered. Theme is "Managing the Magic of the Hidden Organization." 2006 Leadership Forum in Hawaii July 9-11, 2006. All members are encouraged to try to get "teams" to come, i.e. Finance, Architects/Planners, Facilities team from their campus. Such a push and other communications via NACUBO and SCUP Membership are being pursued in an attempt to avoid the potential for APPA members to be left behind. The theme for the conference will be "The campus of the future: A meeting of the minds". The Leadership Academy review has been completed; it is now a 4 track program.

President-Elect Report (Jack Colby)

Jack issued the following charges to Committees—1) Evaluation of professional certification; 2) Consideration of Generational Differences relative to the future of the organization; 3) Evaluation of strategic alliance activities.

Credentialing is considered a significant issue to the "GenXers" and "Millenials" due to greater mobility and independent operational modes vs. being "joiners" and staying in the same place for a whole career.

A budget request (BPR) for \$22,400 was approved to fund the activation of a Task Force to do a comprehensive study of the establishment of a Professional Certification Program. The expected result would be a framework for the implementation of such a program if the Board chooses to do so. Jack proposed to use 30% of the President's Discretionary Fund with the remainder to come from reserves to be put in the operating budget. BPR was approved.

Immediate Past President (Brooks Baker)

Planning to take some southern wisdom to speak to the BYU student chapter;



APPA Report (cont.)

Regional Reps Rep to the Executive Committee (Terry Ruprecht)

The regional reps proposed that one of the APPA Scholarships allocated for each Region would be named the Charlie Jenkins Memorial Scholarship; Approved. There was a suggestion expressed that a certificate with Charlie's picture and his personal mission statement be given to the Scholarship recipients.

Old Business

After much discussion, the Board approved a motion that allows Regions to request APPA reimbursement for Incoming Rep Board Orientation attendance if the region is financially stressed. APPA will consider the request appropriate by the Board.

The budget was approved with BPR above included and modest inflationary increases in dues and

Nominating Committee Report

David Gronquist for Ron Smith

Al Stoverink, Art Jones, David Gronquist (for Ron Smith) were present.

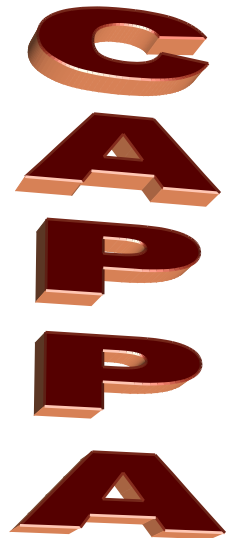
The position of the third Vice President was discussed. J. B. Messer from Oklahoma City Community College has indicated interest with Larry Lindholm from O.S.U. agreeing to assist. Larry Zitzow from University of North Dakota was also approached about hosting an annual meeting in the future. He seemed receptive to the idea.

The upcoming election for Treasurer, Education Chair and Information Services was discussed. Incumbents were met with and all agreed to run for re-election. Pat Apel and Neal Swarnes both shared that they would be very interested to take on a willing assistant to learn the needed processes for future replacement.

We also talked of possible Executive Committee input for interested candidates for upcoming positions and the need for multiple nominees for positions.

Questions or input on nominations prior to the annual meeting for Treasurer, Education Chair, and Information Services would be welcomed by members of the nominating committee. Contact any of them at:

- | | |
|------------------|---------------------------|
| Ron Smith, Chair | ron.smith@mail.tamucc.edu |
| Al Stoverink | astoverink@astate.edu |
| David Gronquist | davidg@ksu.edu |



Nominations for Treasurer, Education Chair, and Information Services would be welcomed by members of the nominating committee.



Awards Committee Report

David Gronquist for Ron Smith

Lalo Gomez, Vickie Younger and David Gronquist were present at the San Antonio meeting.

In order to maintain continuity for the committee, it was suggested to have the CAPPA representative to the APPA Awards and Recognition Committee serve as a standing member. This would allow for sharing of pertinent information on the process utilized for review of APPA awards and establish a vested interest in success of regional candidates.

It was suggested to have the CAPPA Board look at the APPA process of award presentation to allow some awards to be presented at a breakfast during the CAPPA meeting and the more prestigious being presented at the annual banquet. This would allow for appropriate recognition for all without the necessity of one extended ceremony.

It was recommended that committee chair take the responsibility to work through an established vendor to order, proof and secure appropriate plaques in a timely manner for presentation.

It was also agreed to review and utilize the time line and procedures established in the recent past for notification and solicitation for APPA and CAPPA awards. The continued use for the CAPPA list-serve would enhance the proposed notification of the membership. No good ideas were presented to encourage participation in the process.

Since the official minutes had been submitted, I have reviewed the CAPPA by-laws and discovered that the time lines for award nominations are included. Nominations for distinguished member and certificate of meritorious service are due to the chair of the awards committee, Ron Smith, not later than July 15th.

Criteria for all CAPPA awards are formalized in the by-laws available at the CAPPA website. Questions or nominations are welcomed by members of the committee:

Ron Smith, Chair	Ron.Smith@mail.tamucc.edu
Vickie Younger	vyounger@ksu.edu
Jerrel Fielder	jfielder@astate.edu
Lalo Gomez	jgomez@accd.edu
David Gronquist	davidg@ksu.edu

Celebrating accomplishments is important in all organizations.

Nominations for distinguished member and certificate of meritorious service are due to the chair of the awards committee, Ron Smith, not later than July 15th.



Neal Swarnes, Al Stoverink, Terry Major, Art Jones, Ed Bogard, Ron Smith, David Milley, and Darrel Meyer



Left: 2004 CAPPA Board Members

Above: 2004 CAPPA Regional Meeting held in Kansas City, MO



Education Committee Report

Pat Apel

The 2005 Technology Conference was a huge success with an almost record attendance of 156 attendees. This year we added the Supervisor's Toolkit bringing in an additional 37 attendees who received certificates. We also had Continuing Education Credits offered for the first time to our members who participated.

Mondays night's dinner had a record crowd of 155 at the Casa Rio on the River walk, hosted by the great folks at Spirotherm. Our thanks to Jack Pellek and his lovely bride Margaret, who took care of the reservations and menu for CAPPA. John Green from Trinity hosted the transportation with Lalo Gomez and Val Santos.

Monday lunch had a crowd of 237 and filled our dining room to almost capacity. So what kept YOU from attending??? Did we have fun? Yes, we did, with a golf outing prepared by Eli Dela Cruz on Sunday and the fabulous putting contest on Sunday night at the hotel, hosted by Custom Energy.

We had lunches sponsored by Lerch Bates Elevator Consulting and Automated Logic as well and they were great according to the quantities of food that were consumed. Once again the hotel complimented us I think for being the group that ordered the most food and largest variety. With all our members and speakers keeping us going it was a terrific experience for all of us.

We had five University speakers this time, for another all time high as well. For the first time all CAPPA committees were able to meet in one spot and there were 40 members present representing all the States and Canada.

The Education committee has been working on a lot of projects like Drive-In Workshops and aligning the annual conference and Technology Conference to host Supervisor toolkits as well as other offerings beyond what has been the norm in the past. We are working on updating the website for the Technology Conference soon to be renamed the Technology and/Supervisors workshop as we are also working on having a Toolkit-type workshop for Director's level or aspiring director level. It is in all a pretty exciting time for us.

This is my last year as the APPA Education Committee member and I hope the Annual Forum will be a departure from the past to beef up our offerings and present a new exciting image there as well. I would appreciate your comments after attending the Annual Forum so that further improvements might be possible.



The CAPPA Region's Technology Conference is one outstanding event. Pat Apel has taken the lead and provided a quality meeting, lots of fun and an event that is anticipated every year. Thanks, Pat!



Supervisor's Toolkit Committee

Vickie Younger

Our focus of this meeting was on continuing to grow the list of trainers and opportunities for the Supervisor's Toolkit within the Central region. CAPPA's focus has been to bring the toolkit to the region at the lowest practical cost to the schools we serve.

* Obviously, one way to bring the toolkit to a school is to contract with APPA for the training. This is a technique that requires the school to set up the session and just make arrangements for Master trainers to come and to the presentation. The cost is higher, but the process is fairly painless.

* Another alternative is to have an in-house or regional trainer pair with the Master trainer. This somewhat reduces the costs.

* The third alternative is to have regional trainers do the course. This keeps the cost to the bare minimum. A calculator is being offered at the end of these minutes as a suggested guideline for setting the cost of the course.

Currently, CAPPA has 6 "qualified" trainers who have been approved by APPA to present the course. The demand is growing exponentially as word gets around to others about the value/success of the toolkit. Our concern is to assure that we continue to increase the number of qualified trainers, but at the same time, assure that we are getting folks who are outstanding in the area of training. To this end we would like to see recommendations coming from the Directors or VP's of these schools for potential new trainers. We want to know that they are "exceptional" in their ability to facilitate. Anything less diminishes the value we get from the course. We also believe strongly that there should be a minimum of 2 trainers at every session. We have found that a team of 4 is ideal, keeping the course flowing well, bringing in a variety of perspectives and allowing much personal interaction between participant and instructors. . We also need the director's commitment to allow this trainer to travel occasionally to help with other courses where an additional trainer is needed.

Maintaining an 18-24 month schedule on our website and newsletter about upcoming events will help us to advertise classes and help schools see where opportunities exist that may be easy for them to access with cost for travel and lodging remaining low.

At this time, we are aware of an April 11-14 toolkit in Kansas City at Metropolitan Community College, the September regional conference at Little Rock, the Technology Conference in San Antonio next February, and again at the 2007 regional meeting to be held in Fayetteville. We fully anticipate seeing at least one offering in the Texas area during the upcoming year. Missouri has expressed an interest in hosting a toolkit and we are working with the Dakotas to see if a summer session may be able to be developed.

The cost of the toolkit is bound to fluctuate some based upon location, meeting site, and distance/cost for instructors. We would like to see a similar format used for all to determine the cost so that it can be easily explained to our membership.



Our focus of this meeting was on continuing to grow the list of trainers and opportunities for the Supervisor's Toolkit within the Central region.



Supervisor's Toolkit (cont.)

We recommend:

- Cost of Books and Materials from APPA
- Cost for the Facility + Food/Beverages
- Cost of Travel and Lodging for instructors
- Course Materials and consumable items (paper, pens, markers, highlighters, butcher paper, etc.)
- Total divided by # participants

Supervisor's Toolkit

Nuts and Bolts of Facilities Supervision

**+ \$25.00 fee to be dedicated to course sustainment (travel toolkits with all props and necessary materials to conduct the course)

We highly recommend that the course always have a minimum advertised rate of \$250, with any excess monies being returned to the treasury and dedicated to renewal of the toolkit and materials.

We have also considered the possibility (with some reservation) of aligning with a business partner to host a dinner out and allow them to purchase a toolbox to be given during the wrap up, with their business logo displayed on the box for the duration of the course. We would consider having them give a short lecture on supervision in other industry (15-20 minutes) but prefer no other involvement, to assure that this does not become commercialized.

When advertising, we want to assure that it is clear that participants from each institution be "equal" in job status. (This may be covered by a "Who should attend?" question.) It is detrimental to the discussion and free thinking to have supervisors and their subordinates in the same sessions. We would also like to see short "quotes" in the margins somewhere that tout the benefits of the program, best if taken from feedback sheets or unsolicited comments about the material and program.

We propose that each region create a "senior regional trainer" that helps to coordinate activities within their own region and helps keep the "qualified" trainers paired well and assist with that teaming.

Overall, we are very excited about the course and the way it is "catching fire" in our region. We want to be poised to best aid in locating courses where every school has opportunities for low cost involvement.

** This fee would support the creation and maintenance of several "toolkits" that would be placed throughout the region. These supplies are not all packaged with the APPA materials. (The cost to purchase these additional materials is approximately \$2000.) They would be able to be checked out and used at sites where classes are being conducted and could be kept up to date with any new materials (and videos) and/or alternate supplies that may be used as substitutions when some of the team building materials are known to the group.

February 2005 CAPPA Technology
Supervisor's Toolkit Class



SPRING BREAK MISSION TRIP SUCCESS

Jane Meyer

Our service project was added to other donations and auctioned off to raise funds for thirty-one teens and ten adults to travel to Pensacola Florida to work Habitat for Humanity last March.

Thank you to all the CAPPA guest/spouses that contributed to our service project making cards and gift bags at the 2004 CAPPA Conference in Kansas City.

Our service project was added to other donations and auctioned off to raise funds for thirty-one teens and ten adults to travel to Pensacola Florida to work Habitat for Humanity last March. Darrel and I were among the adult sponsors for this endeavor. The trip was awesome. Some of the teens had never hammered a nail before, or run power saws, or put in a full day of work to accomplish so much for someone else.

We were privileged to meet Roberta, our homeowner. She and her thirteen-year old grandson will live in this house. Roberta was so excited to see her house getting its start. After three days all exterior walls were up, the interior walls were studded in, the roof was complete with shingles and doors were in, ready for the first inspection. The other half of our mission team built a second house three blocks away that was completed in four days. On the fourth day our group completed the pre-siding work on a third house in preparation for another volunteer group to install vinyl siding.

Many thanks again to all the CAPPA guest/spouses who contributed their time to the service project. It was a fun way to get to know each other and work together toward a service goal. I hope to see you in Little Rock this September at the CAPPA 2005 Conference.



Starting with a slab of concrete, the walls go up...



One of the houses, ready for the first inspection.



The Knox Mission Team. Spring Break 2005.

Thank you to all the CAPPA guest/spouses that contributed to our service project making cards and gift bags at the 2004 CAPPA Conference in Kansas City.



Scheduled Care and Maintenance of Stadiums

Dick Bonin

Concrete stadiums are similar to roadways or bridges. They are exposed to the inclement weather year round and are a major investment to construct. Each structure is an integration of components functioning together as one. All systems must be in good repair in order to maximize the life of the stadium.

Failed waterproofing systems will allow water to penetrate the concrete putting structural members, i.e. beams, columns, support angles, and rebar at risk of corrosion. If allowed to continue to penetrate the corrosion of these structural members can lead to loss of structural integrity and costly repairs. If a portion of a stadium is closed during an event, it can also become very costly.

Professionals across the nation recommend periodic inspections to

check for leaks, rusting steel, and spalled concrete. Handrails can become badly corroded at their base and sometimes become a safety hazard. Expansion joints can fail and become trip hazards as well as an entry for water and contaminants.

An Annual Action Guide can easily be created by use of a good checklist. This will point out actions that should be taken at least once each year to help ensure the integrity of the structure.

If your review uncovers concrete deficiencies, a professional investigation to determine the extent of the problem is warranted. Appropriate repairs should be defined and executed only by crews with extensive stadium experience.

Remember: Neglect of maintenance or improper repairs will contribute to shortening the life of your structure.

Dick Bonin has been a long time friend and supporter of CAPPA. We appreciate his willingness to provide an informative article. Please contact him at DickB@WesternGroup.com with any questions.





Ed Rice, CAPP A Historian

A Bit of History

Ed Rice

Looking into Ed Rice's office you will see boxes of treasures that represent the history of CAPP A. He is busily sorting and cataloging this information and will be creating displays and articles about our rich past. For now, he has a tale of historical interest... the editor

I love history. It tells you a lot about character, culture, and tradition of an institution that are established from the first day it is conceived as an idea through perpetuity. The following story is about a small college that lives on almost 150 years later. Also, have you ever noticed how history repeats itself? I am going to prove it.

In the 1850s six business men had a dream of starting a college in a small frontier community located on the plains of Kansas. In 1858 they opened the doors of Bluemont College a private school located on the northwest corner of Claflin and College Avenues.



This picture is of the only building owned by Bluemont College. The building was built of native limestone taken from a quarry not far from this site. The building had many high windows to allow light in and could be opened to let fresh air in allowing the building some comfort during the warm season of the year. It also had a rainwater collection system that stored water in a cistern.

A few weeks ago I received a brochure from an architectural firm writing of their success in designing a sustainable university building. They listed about a dozen sustainable features. Mostly high tech but a few low tech ones stood out. They wrote the building includes: maximize light based on orientation and surroundings, locally harvested and milled limestone, operable windows, and water conservation through rainwater collection. Now, does this not prove history repeats itself?

In February of 1863, Bluemont College became Kansas State College of Agriculture a land grant college. The Bluemont College building was Kansas State University's first building and I have joked this building would have been our LEED platinum. Unfortunately it was sold in 1885 and dismantled stone by stone, timber by timber and all its parts sold to be reused in building other buildings in the community.

The original campus site had been moved ten years previously, about a mile east to its present site. As a matter of fact my office sits on the north side of Claflin Avenue. The founders of Bluemont College began a culture and tradition of optimizing resources which continues today. Although they would not recognize the community or Kansas State University they would recognize the culture and traditions they established.

(History)....It tells you a lot about character, culture, and tradition of an institution that are established from the first day it is conceived as an idea through perpetuity.



Bluemont Bell remains as a piece of the architectural history of KSU.



CENTRAL ASSOCIATION OF
PHYSICAL PLANT ADMINISTRATORS
OF UNIVERSITIES AND COLLEGES

Kansas State University
Division of Facilities
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VISIT OUR WEB SITE:
<http://www.cappaedu.org/>



Calendar of Upcoming Events:

June 19-23, 2005 Leadership Academy (APPA)

August 4-6, 2005 Educational Facilities Leadership Forum

September 16-20, 2005 CAPPED Supervisor's Toolkit

September 17-21, 2005 CAPPED Annual Meeting

September 18-22, 2005 Institute for Facilities Management (APPA)

CAPPED by-laws can be found on our web page:

<http://www.cappaedu.org/>



Parting Shots

Vickie Younger, Editor

Isn't it strange how time flies. Seems the busier we are the quicker the days, months, and years pass. And, since taking this job as newsletter editor, I have come to realize that CAPPED is an extremely busy group. In looking at the jobs and responsibilities of our members, it amazes me that they have so much energy left over to give to our professional organization. And, it is solely through volunteer members that we get our work done. People who organize events, people who set up and run meetings, people who recognize others for the work they do all come together in CAPPED. The list goes on.

One of the values our members say they get from their involvement with CAPPED is the networking experiences. Seems you never speak to another physical plant person that you don't discover that your problems and concerns are not unique. But, listening to their approach to the problem may be the very answer that has not crossed your mind. And, we all know the benefits of brainstorming. Odd how you *really can* solve the world's problems over a couple of beverages and finger foods.

I am thankful to be a part of a great organization made up of such bright people who are willing and able to share without concern or competition. They work hard; they play hard and they keep family near to them. We are proud to say that we have a strong and valuable spouse/guest program. These partners in our life keep us grounded and sane.

Thank you for letting me be a part of CAPPED and thanks to all of you for all that you do.

