

facilities digest

2009-2010 CANDIDATES FOR APPA OFFICE

The Nominating Committee, led by immediate past president Alan Bigger, is pleased to present the selected slate of officers for the 2009-2010 APPA elections:

President-Elect:

David Button

VP Administration
University of Regina
RMA

Darrel W. Meyer

Director of Facility Services
Metropolitan Community College/Kansas City
CAPPA

VP for Professional Affairs:

David Cain

Associate Vice President
California State University – East Bay
PCAPPA

Joseph R. Wojtysiak

Executive Director, Facilities Management
Harrisburg Area Community College
ERAPPA

Secretary-Treasurer:

Nancy K. Hurt

Associate Director, Real Estate Office
Colorado State University
RMA

Sherell Vucci

Associate Director, Business Operations
Smithsonian Institution
ERAPPA

Voting is scheduled to begin in early April 2009 and will be open to primary/institutional representatives. Those eligible to vote will be able to do so online, or via paper ballot.

Please note that beginning this year, the primary/institutional representative will have the option of having an associate member vote on their behalf via proxy (only one vote will be accepted from each institution). The associate member with proxy rights has been listed on the dues notice. If you wish to change the person listed, contact the APPA office at 703-684-1446.

Additionally, APPA is scheduled to hold a webinar, allowing the candidates more exposure and interaction with the members.

Please look for details, updates, and additional information on the APPA website, via e-mails, and in *Inside APPA*, APPA's biweekly e-newsletter.

If you have any questions, contact Anita Dosik, anita@appa.org or 703-684-1446 ext. 237.

CUSTODIAL STAFFING/CLEAN OPS STAFF BOOK AND SOFTWARE PACKAGE

We have had great success with this recent offering! Long the standard for APPA members seeking excellence in their cleaning

operations, APPA's *Custodial Staffing Guidelines for Educational Facilities*, second edition is now the recognized resource for cleanliness in education.

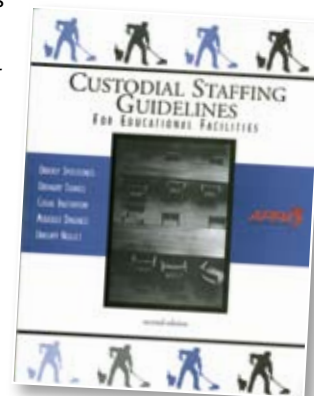
In fact, the U.S. Green Building Council (USGBC) now offers LEED

for Existing Buildings (LEED-EB) credits for those institutions conducting an audit of their facilities using APPA's *Custodial Staffing Guidelines*.

And now it's easier than ever to implement APPA's *Custodial Staffing Guidelines* using *CleanOpsStaff* software, which allows you to run calculations on your cleanliness data without pushing a pencil. The *CleanOpsStaff* software will:

- Provide a computer-assisted audit/assessment tool to determine what level of cleanliness you are actually achieving
- Help you justify the budget resources (FTEs and cost) you need to meet cleanliness levels for both new and existing buildings
- Help you balance FTE assignments to individual buildings or zones on your campus

Please visit the APPA bookstore at www.appa.org/bookstore/index.cfm today!



ADVERTISE YOUR POSITION OPENINGS IN JOB EXPRESS

If you are looking for a highly qualified pool of candidates for a facilities management opening, *Job Express* can help you. Your ad will be posted online where it can be seen by thousands of facilities professionals who access APPA's website. The *Job Express* audience consists of professional facilities managers in top executive level positions, individuals who are retiring from the military with extensive facilities and engineering experience, and graduates of APPA's Institute for Facilities Management.

Job Express gives you market exposure as an interactive online newsletter. All ads appear in one format for one low cost and are hosted online for eight weeks! Add e-mail and website links so that applicants can reach you at the click of a button. To find out more, go to <http://www.appa.org/jobexpress>.



The 4th Annual Smart & Sustainable Campuses Conference will be held April 5-7, 2009 at the Inn and Conference Center adjacent to the campus of the University of Maryland. Housing accommodations will also be at the Inn and Conference Center.

For more information, visit <http://www.nacubo.org/x10606.xml>.

THE 2007-08 FPI REPORT & DASHBOARD IS NOW AVAILABLE!

The 2007-08 Facilities Performance Indicators Report is available at no cost to all APPA members who participated in the survey, or for purchase through the APPA website for all others. The new report is based on an extensive data collection effort last fall for the 2007-08 fiscal year. Anyone with access to the 2007-08 Web-based FPI report will be able to view data from 2006-07, 2005-06, and the new set of Dashboard Indicators.

- APPA Member Participant – FREE
- APPA Member Non-Participant - \$500
- Nonmember Participant - \$895
- Nonmember Non-Participant - \$1,000

Accessing the report allows your institution to identify up to five users who can view your report. In addition, you'll have access to the dashboard gauges for all performance indicators. All purchases are secure and must be made using a valid credit card. To purchase the FPI Report, visit: <http://www.appa.org/research/fpi.cfm>.

View webinars on the FPI and dashboards—including how to access various reports, indicators, and results—at <http://www.appa.org/research/fpi/webinar.cfm>.

You will also learn how to best utilize the report for your own budgeting, staffing, and planning purposes.

APPA MEMBERSHIP DUES NOTICES SENT

The 2009-2010 membership year begins April 1, 2009 and runs through March 31, 2010. Renewal notices have been sent and prompt payment is greatly appreciated. Your regional membership dues are also included in this invoice. When you return your payment, please include staff changes or corrections.

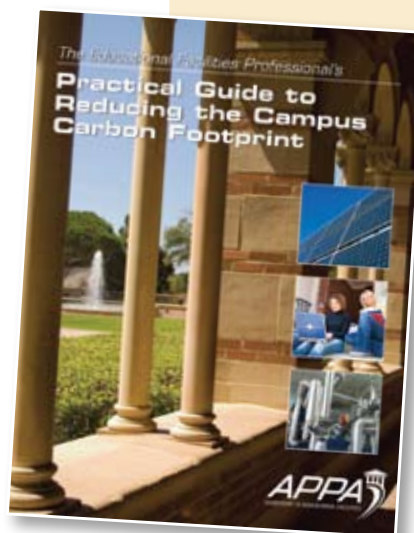
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For questions or additional information, e-mail membership@appa.org.

ANNOUNCING THE RELEASE OF APPA'S NEW REPORT ON REDUCING THE CAMPUS FOOTPRINT

APPA recently published a new report in our Thought Leaders Series – *The Educational Facilities Professional's Practical Guide to Reducing the Campus Carbon Footprint*. Sponsored by Affiliated Engineers Inc., this implementation guide gives educational facilities professionals a practical framework for moving forward in their unique role within the sustainability process. The intent is to help facilities managers maximize their specific contributions and share their expertise and knowledge while working in tandem with other campus stakeholders to meet their institutions' goals of carbon neutrality and reduced greenhouse gas emissions.

To download the guide at no charge, visit www.appa.org/bookstore.



For more information or to submit your organization's event, visit www.appa.org/applications/calendar/events.cfm.

APPA EVENTS – 2009

Apr 5-7 Smart and Sustainable Campuses Conference *College Park, MD*

Apr 6-7 SFO Summit *Asheville, NC*

Apr 26-30 Leadership Academy *Fort Lauderdale, FL*

Apr 26-30 Supervisor's Toolkit *Fort Lauderdale, FL*

Jun 4-5 Wyoming Chapter Meeting *Casper, WY*

Jul 8-10 APPA 2009: Focusing on the Critical Few *Vancouver, BC, Canada*

Jul 11 EFP Prep Course, EFP Examination, and CEFP Examination *Vancouver, BC, Canada*

Jul 12 EFP Examination *Vancouver, BC, Canada*

Sep 6-10 Institute for Facilities Management *Hilton Head, SC*

Sep 6-10 Supervisor's Toolkit *Hilton Head, SC*

Sep 11 EFP Prep Course, EFP Examination, and CEFP Examination *Hilton Head, SC*

Sep 12 EFP Examination *Hilton Head, SC*

Sep 20-23 RMA Regional Meeting *Tucson, AZ*

Sep 26-30 CAPP Regional Meeting *Grand Forks, ND*

Sep 27-30 MAPPA Regional Meeting *Iowa City, IA*

Oct 4-7 ERAPPA Regional Meeting *Portland, ME*

Oct 7-9 PCAPPA Regional Meeting *Universal City/Hollywood, CA*

Oct 24-27 SRAPPA Regional Meeting *Daytona Beach, FL*

OTHER EVENTS – 2009

Apr 30-May 1 Symposium on Building Envelope Sustainability *Washington, DC*

Sep 12-16 URMIA's Risk Management Conference *Nashville, TN*



Supervisor's Toolkit

Nuts and Bolts of Facilities Supervision

PROFESSIONAL DEVELOPMENT

APPA'S SFO SUMMIT

April 6-7, 2009

The Grove Park Inn
Asheville, NC

Facility challenges continue to increase – in both number and substance. Senior facility officers desire an opportunity to network and discuss challenges and issues with peers. Your issues are high-level, long-term, often abstract, and require innovative and creative solutions.

We invite you to join us at the historic Grove Park Inn nestled among the Blue Ridge Mountains in Asheville, North Carolina. We

will deliver a program that was designed for you, the senior facility officer, and provide the networking opportunity to get the answers you need today!

If you have questions or require assistance, please contact APPA's Director of Professional Development Suzanne Healy at 703-684-1446, or suzanne@appa.org.

APPA'S LEADERSHIP ACADEMY

April 26 - 30, 2009

Marriott Harbor Beach Resort & Spa
Fort Lauderdale, FL

The purpose of the Leadership Academy is to enhance and further develop leadership throughout the educational industry. The

Leadership Academy provides opportunities for professionals to increase their awareness of industry issues, to learn the skills necessary to handle today's changes, and to discover the leadership potential within each of us.

The Leadership Academy has been developed for, and focuses on, the educational institution's administrative professionals. These include: facilities staff, buyers/purchasing agents, business/finance professionals, and auxiliary services professionals. The program is designed in tracks, with each track emphasizing a different perspective and type of leadership skill.

If you have questions or require assistance, please contact APPA's registrar, Cotrenia Aytch at 703-684-1446 or cotrenia@appa.org



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- Translating Energy Efficiency and Environmental Compliance into Business Strategies

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APPA'S SUPERVISOR'S TOOLKIT

April 26-30, 2009

Marriott Harbor Beach Resort & Spa
Fort Lauderdale, FL

Supervisor's Toolkit has been specifically designed to meet the needs of the facilities management professional. Supervisors must develop a systematic approach toward organizing, managing, motivating, and meeting customer expectations. The traditional role of the supervisor/manager is no longer adequate. The new business environment demands leadership. Join us for an open-ended, and pragmatic approach to developing supervisors. It is not so much a teach program as a development process, designed to help supervisors realize both personal and professional growth.

If you have questions or require assistance, please contact APPA's registrar, Cotrenia Aytch at 703-684-1446 or cotrenia@appa.org.

To register for these events, visit us at <http://www.appa.org/Training/eventregistration.cfm>.