At the Helm of APPA’s Body of Knowledge (BOK)

By Anita Dosik

APPAs Body of Knowledge (BOK) is available to all members online, as a searchable, digital database. The BOK develops, updates, and disseminates the foundational content required by facilities professionals at colleges, universities, schools, museums, and other nonprofit, educational organizations to do their jobs. The BOK is ongoing, and updated sections are posted as soon as they are peer reviewed and approved for publication.

It takes many volunteers to keep APPA’s BOK up-to-date, relevant, and informative. At the helm, is the editor-in-chief, APPA Fellow Maggie Kinnaman, as well as four content coordinators, who, working with the authors, editorial board, peer reviewers, and APPA staff, make the BOK a reality.

At this time we are pleased to announce a new content coordinator, Steve Maruszewski, for Part 4 (Planning, Design, and Construction.) We welcome Steve and look forward to the many contributions he will be making to the continued success of APPA’s BOK. Steve will take over from Don Guckert, who was the PDC content coordinator for the past year and a half.

Here is a current listing of the BOK chapters and their authors, along with information about the content coordinators in charge of each part.

PART 1, GENERAL ADMINISTRATION AND MANAGEMENT

Jack Hug, APPA Fellow
Hug Consulting and Management Services
Colorado Springs, CO

Jack has been active professionally during the past 52 years, working in facilities management and university administration; he’s also a past APPA President. Jack has served as assistant vice chancellor for the University of California, San Diego from 1984 until his retirement in April 2002. During this time he has served as director of UCSD’s Physical Plant Services for the main campus located in La Jolla, California, and for the UCSD Medical Center located in San Diego.

Prior to working at UCSD, Jack served as chief facilities officer at several other institutions of higher education including major research universities, and large, medium, and small institutions, within both public and private sectors.

Jack offers consulting services on facilities management, organizational performance management, and a variety of offerings for specific facility management service support departments. In his role as president of Hug Consulting and Management Services, Jack serves as the principal consultant and performs organizational reviews and service performance assessments based on criteria and scope customized to meet an institution’s specific area of interest and need.

Chapters in Part 1 of the BOK:

• Building an Effective Workforce  
  By Anita Zimmerman and John De Souza

• Change Management  
  By John Morris, P.E., CEFP

• Communication  
  By Robert Hascall and Karen M. Salisbury

• Financial Analysis and Control  
  By Mohammad Qayoumi, Ph.D.

• Leadership  
  By William Daigneau, APPA Fellow

• Managing Ethically  
  By E. Lander Medlin

• Modern Budgeting Issues  
  By William Gardiner

• Organization  
  By Jack Hug, APPA Fellow

• Overview of Accounting Systems  
  By Burr Millsap

• Staff Development  
  By Suzanne Hilleman, MBA, SPHR

• Strategic Role of Human Resources  
  By Andrea Balestrieri

• Strategy and Leadership  
  By Brenda Albright
PART 2 – OPERATIONS AND MAINTENANCE

Gary L. Reynolds, P.E., APPA Fellow
University of Colorado – Colorado Springs
Executive Director of Facilities Services

Gary has a BS and MS in Mechanical engineering from Iowa State University and has 33 years’ experience in higher education facilities at several large state institutions and a small private institution. He has been a member of APPA since 1981 and been involved in various positions in APPA, including MAPPA President and APPA President. He is currently a faculty member of the Institute for Facilities Management and a past member of the Leadership Academy. He is currently co-director of the Center for Facilities Research, which was created during his presidency. He is an editor of a book published on quality management by APPA and author of numerous articles in Facilities Manager magazine.

Chapters in Part 2 of the BOK:
- Building Architectural and Structural Systems
  By Steven Thweatt
- Building Control Systems
  By Gary Reynolds, APPA Fellow
- Building Electrical Systems
  By Mike Anthony
- Building Fire Protection
  By John DeLaHunt, MBA, ARM
- Building Interiors
  By Jean Sebben
- Building Mechanical Systems
  By Gary Reynolds, APPA Fellow
- Campus Security
  By Christopher Blake
- Capital Renewal and Deferred Maintenance
  By Harvey Kaiser
- Custodial Services
  By Alan Bigger, APPA Fellow
- Elevator Systems
  By Jay Popp
- Emergency Preparedness and Business Continuity
  By John DeLaHunt, MBA, ARM
- Environmental Health and Safety
  By Ralph Allen

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PART 3 – ENERGY, UTILITIES, AND ENVIRONMENTAL STEWARDSHIP

Darryl K. Boyce, P.Eng., FASHRAE
Carleton University
Assistant Vice President of Facility Management and Planning
ASHRAE Vice President

Darryl began his university career as a mechanical designer at the University of Alberta in 1974. In 1978, he left his full-time position to attend university full-time to earn a B.S. in mechanical engineering. During this time, he also worked part-time as a mechanical designer in the Department of Physical Plant.

Upon graduating in 1982, he returned to full-time employment as a senior energy analyst. In 1986, he assumed the position of manager of energy services at the University of Western Ontario, served in various roles at the university, and was promoted to the position of associate director of physical plant (Facilities Engineering and Construction).

In 1998, Darryl became director of physical plant at Carleton University and now holds the position of assistant vice president (Facilities Management and Planning).

He completed the mechanical engineering technology program at the British Columbia Institute of Technology in 1973 and received a Bachelor of Science in mechanical engineering from the University of Alberta in 1982.

As vice president of ASHRAE, Darryl is a member of the Board of Directors and the Executive Committee and serves as chair of the Publishing and Education Council.

Chapters in Part 3 of the BOK:

- Campus Utility Systems Master Planning
  By John Tysseling, Ph.D. and Darryl Boyce

- Central Heating Plants
  By Antoine D’Amour and Richard Forget

- Central Monitoring and Control Systems
  By Carl Ruther

- Cooling Systems and Thermal Energy Storage
  By Kent Peterson, P.E., LEED AP

- Data and Voice Network Infrastructure
  By Denis Levesque and Mike Milne

- Domestic and Fire Protection Water Supply and Distribution Systems
  By Susanne Corderoy-Cotter, P.E. and Carol Dollard, P.E., CWP, LEED AP

- Electrical Distribution Systems
  By Aravind Batra

- Energy Generation Alternatives
  By Donald Schmidt, Ph.D., P.E. and Darryl Boyce

- Energy Management and Conservation
  By Reza Karkia

- Energy Supply Alternatives
  By Pete Sandberg

- Primary Fuel Management
  By Cheryl L. Gomez and Warren W. Weeks

- Roadmap for Campus Environmental Sustainability
  By Jiri Skopek, OAA, MCIP

- Sanitary Sewers and Storm Water Management Systems
  By John McEwan

PART 4 – PLANNING, DESIGN, AND CONSTRUCTION

Steven Maruszewski, P.E., CEFp, LEED AP
Pennsylvania State University
Assistant Vice President for Physical Plant

Steve is currently the assistant vice president for physical plant at Penn State. Steve began his career there in February 1995. He jointly oversees a workforce of over 1,300 professional, technical service, and administrative employees. His responsibilities have also included leading the university’s Environmental Stewardship Strategy, co-chairing the university’s Sustainability...
Strategic Planning process and leading the efforts associated with defining and managing the campus deferred maintenance and capital renewal needs. Steve started his career working as a consulting engineer for major architectural engineering firms, and just prior to joining Penn State, was a managing principal in two multi-discipline consulting engineering firms.

Steve is a Penn State graduate from the architectural engineering program, and in 2010 was honored by the Architectural Engineering Department by being named a Centennial Fellow.

Chapters in Part 4 of the BOK:
• The Building Commissioning Process
  By Richard Casault, P.E.

• Building Information Modeling
  By Jim Jacobi

• Capital Budgeting
  By Alan Matthews and Diane Cook

• Construction Management
  By Jeffrey Gee

• Design Management
  By Michael Haggans

• Infrastructure Planning
  By Frederick Mayer and William Daigneau, APPA Fellow

• In-house Design/Construction Services
  By Robert W. Unrath

• Master Planning
  By Robert E. Kitamura and Joseph E. Bilotta and Linda Dalton and Michael Multari

• Organization and Management of Capital Projects
  By David Allard and Tony Fort

• Programming
  By Ira Fink

• Project Delivery
  By Robert R. Smith

• Real Estate
  By Jeffrey Lipton

• Renovations
  By Mark Thaler

• Site Development
  By Joseph A. Hibbard

• Space Planning and Administration
  By Joseph E. Bilotta

• Sustainable Design and Construction
  By Andrew S. McBride

• Value Management
  By Steven Thweatt

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