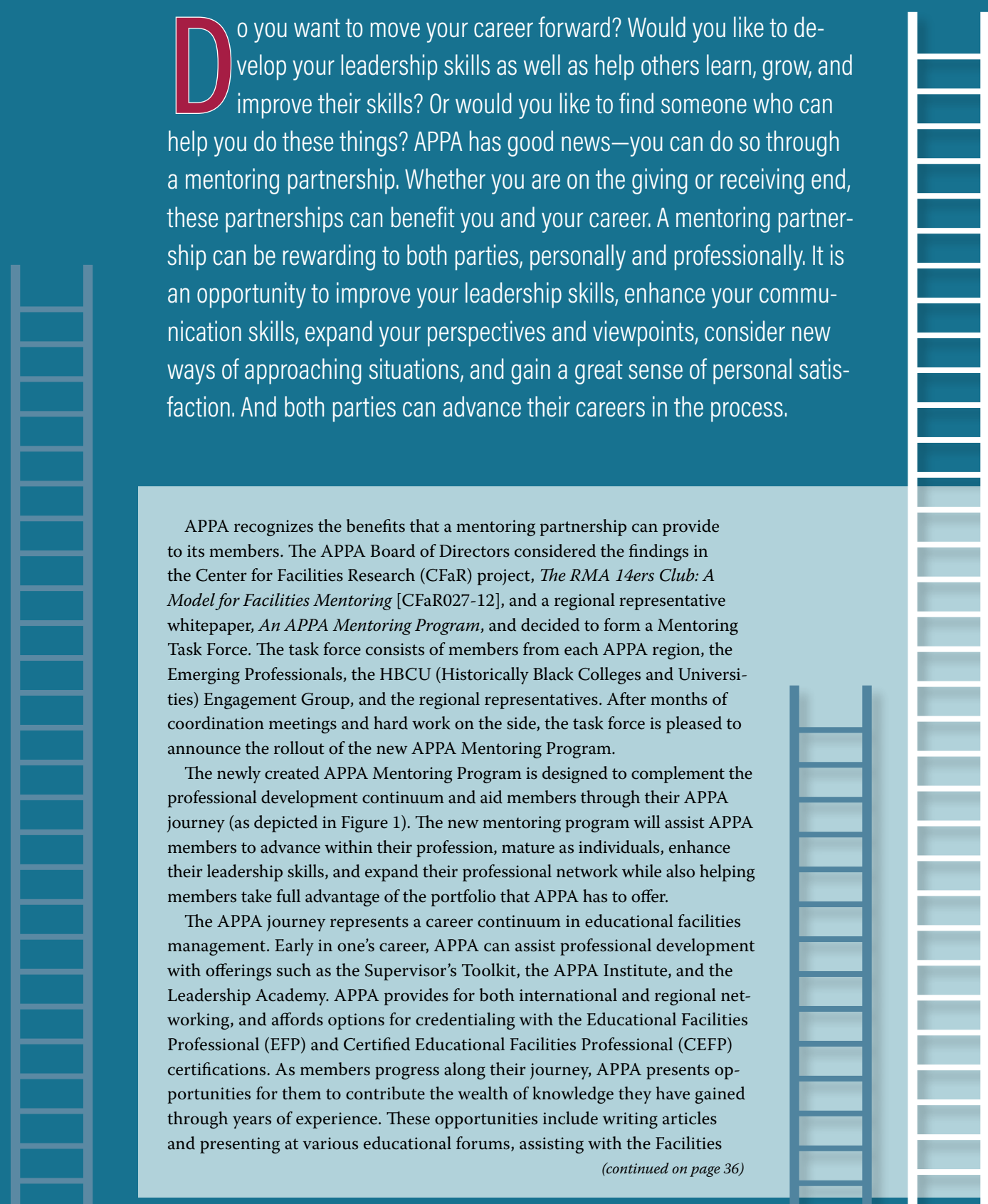




# The APPA Mentoring Program

BY JOHN P. MORRIS, P.E., CEFP, APPA FELLOW



**D**o you want to move your career forward? Would you like to develop your leadership skills as well as help others learn, grow, and improve their skills? Or would you like to find someone who can help you do these things? APPA has good news—you can do so through a mentoring partnership. Whether you are on the giving or receiving end, these partnerships can benefit you and your career. A mentoring partnership can be rewarding to both parties, personally and professionally. It is an opportunity to improve your leadership skills, enhance your communication skills, expand your perspectives and viewpoints, consider new ways of approaching situations, and gain a great sense of personal satisfaction. And both parties can advance their careers in the process.

APPA recognizes the benefits that a mentoring partnership can provide to its members. The APPA Board of Directors considered the findings in the Center for Facilities Research (CFaR) project, *The RMA 14ers Club: A Model for Facilities Mentoring* [CFaR027-12], and a regional representative whitepaper, *An APPA Mentoring Program*, and decided to form a Mentoring Task Force. The task force consists of members from each APPA region, the Emerging Professionals, the HBCU (Historically Black Colleges and Universities) Engagement Group, and the regional representatives. After months of coordination meetings and hard work on the side, the task force is pleased to announce the rollout of the new APPA Mentoring Program.

The newly created APPA Mentoring Program is designed to complement the professional development continuum and aid members through their APPA journey (as depicted in Figure 1). The new mentoring program will assist APPA members to advance within their profession, mature as individuals, enhance their leadership skills, and expand their professional network while also helping members take full advantage of the portfolio that APPA has to offer.

The APPA journey represents a career continuum in educational facilities management. Early in one's career, APPA can assist professional development with offerings such as the Supervisor's Toolkit, the APPA Institute, and the Leadership Academy. APPA provides for both international and regional networking, and affords options for credentialing with the Educational Facilities Professional (EFP) and Certified Educational Facilities Professional (CEFP) certifications. As members progress along their journey, APPA presents opportunities for them to contribute the wealth of knowledge they have gained through years of experience. These opportunities include writing articles and presenting at various educational forums, assisting with the Facilities

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Figure 1. APPA Professional Development Continuum



Management Evaluation Program (FMEP), conducting research through CFaR, teaching at the Institute or the Academy, or serving on chapter, regional, and international boards. APPA also recognizes continuous contributions to the organization and the facilities profession. The professional relationships with peers that APPA fosters create solid bonds and lasting memories, often making a career much more fulfilling than it would have been otherwise.

**PURPOSE AND GOALS**

The purpose of the APPA Mentoring Program is to:

1. Support APPA in its mission to elevate the leadership and influence of educational facilities professionals.
2. Recruit and mentor others to prepare for and fulfill leadership

roles at their own institutions, within their region, and within APPA.

3. Help mentees achieve a level where they can then become mentors themselves.

Members interested in being mentors are asked to have a certain professional skill set, along with a solid understanding of the portfolio that APPA and its regions have to offer. To become a mentor, members must achieve a minimum of 14 points consisting of any combination of the following:

1. Must be an APPA or regional member in good standing.
2. Attendance at international, regional, or chapter annual conferences.
3. Participation as a regional or chapter Board member, commit-

tee chair, or state/province representative.

4. Participation as a presenter at a chapter, regional, or APPA annual conference.
5. Graduation from or completion of the APPA Supervisor's Toolkit, APPA Institute, or APPA Leadership Academy.
6. Successful completion of the CEFP or EFP.
7. Publishing an article(s) in *Facilities Manager* magazine.
8. Becoming a regional trainer, for example, as a Supervisor's Toolkit trainer or CEFP prep course trainer.
9. Participating on an FMEP evaluation team.
10. Acceptance of "special assignments" from the chapter, regional, or APPA Board. Special assignments could include such things as participating on an APPA task force, and may be defined as needed on a regional basis.
11. Attainment of an APPA or regional recognition award.
12. Being a mentee.

APPA members who wish to be partnered with a mentor can contact their regional program coordinator for assistance with the application process. Mentees will be asked to fill out an application that asks questions designed to help the regional coordina-

tors find a good match. More details on the mentee application are available on the APPA website. Additional information about mentoring is also available on the various regional websites.

Communication frequency is intended to be informal and left up to the mentor and mentee, however, frequent contact is encouraged. At a minimum, the mentor and the mentee are encouraged to agree to monthly contact via their medium of choice (e-mail, telephone, social media, etc.). Set meeting times are recommended. Additionally, connecting at annual conferences or related functions is highly recommended. The length of pairing for the mentor and mentee is suggested to be a minimum of one year or until the mentee is qualified to become a mentor. The mentor and mentee can agree to continue or discontinue their mentoring relationship once the mentee becomes a mentor.

Each region is encouraged to designate a regional program coordinator. The regional program coordinators are encouraged to develop a process in which they reach out to the regional mentor/mentee partnerships in order to collect feedback from mentors and mentees. The feedback will help determine if the program is meeting its intended goals, track the status of the matching process, and assist with any concerns that may arise.



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## A Word from the Chair

“The most exciting thing about the new APPA mentoring program is to think that a small concept developed to bring people together within RMA has turned out to be something beneficial for everyone in APPA. I encourage everyone in APPA to continue thinking big—and not be afraid to think even bigger.”

—John P. Morris



Regional representatives will also have routine communication with the other regional representatives on a quarterly basis to discuss program details, help connect mentors or mentees cross regionally, and discuss opportunities for continued program improvement.

Achieving mentor status is worthy of acknowledgment. Therefore, each region is encouraged to develop a process or program that recognizes its participants. For example, members who have applied for and meet the requirements to become a mentor can be recognized at the annual chapter or regional conferences. This public recognition encourages others to participate, and for mentees to strive to become mentors themselves. Regional representatives are also encouraged to seek out and publicize success stories.

In order to measure the success of the APPA Mentoring Program, regional program coordinators should develop common metrics. Metrics should include such things as the number of qualified mentors; the number of participating mentees, mentees who eventually become mentors, and program participants who become more involved in the regional boards or regional activities; participant satisfaction levels, and so on.

There are a number of resources available to both mentors and mentees on the APPA website. Some of these resources include:

- Mentor's Resource Guide
- Mentoring Program Resource Guide
- Mentoring Survey Summary

The Professional Development Committee will also be working on developing and promoting mentor training programs to help mentors refine their mentoring skills.

If the premise is true that a mentoring partnership benefits both parties, then the benefits do not stop

once a mentee completes the program. Therefore, the ultimate goal of the APPA Mentoring Program is to help and encourage mentees to become mentors themselves, thus allowing them the opportunity to pass it forward by helping others along their APPA journey. Individuals can successfully complete their APPA journey on their own; however by taking this route they can miss out on a great opportunity and the resulting satisfaction of helping others. I submit that the saying “successful people never reach their goals alone” is more than just an adage. I encourage everyone to consider participating in this newly created program.

It has been a real pleasure to work on this initiative, and I would like to extend my sincere gratitude to the APPA Board, the regional representatives, and the Mentoring Task Force consisting of:

Nancy Yeroshefsky (*ERAPPA*)

Gerald Grimes (*SRAPPA*)

Steve Gilsdorf (*MAPPA*)

Shelton Riley (*CAPPA*)

Lisa Potter (*RMA*)

Bob Andrews (*PCAPPA*)

John P. Morris, *Chair*

Joe Fullerton (*Emerging Professionals*)

Robert Wall Jr. (*HBCU Engagement Group*)

Michelle Frederick (*APPA Regional Representatives*)

Ruthann Manlet (*APPA Vice President for Professional Development*)

Suzanne Healy (*APPA Staff Liaison*) 

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