

NNEC

ERAPPA News

Fall 1996 Edition • Editor, Lee Forest

Northern New England Chapter Eastern Region Association of Physical Plant Administrators



Elise Scala, Dr. Yvette Hachtel, and David J. Early from the University of Southern Maine along with representatives Robert S. Franciose and Ron Spinella from Employment Trust Incorporated.

Employment Partnership: Creating an Inclusive & Diverse Organization with Strategies for Doing More with Less

by LEE FOREST

David J. Early, Lee Forest, Elise Scala and Dr. Yvette Hachtel from the University of Southern Maine along with representatives Robert S. Franciose and Ron Spinella from Employment Trust, Inc., presented a workshop entitled "Employment Partnership: Creating an Inclusive & Diverse Organization with Strategies for Doing More with Less" at the Workplace 2000, 46th Annual Conference, October 6-9, 1996 at Princeton, New Jersey. The workshop covered details such as actually setting up a program to bring disadvantaged people into the workplace and providing special needs in order to assure that this would be a win-win for all involved.

An Invitation from William S. Gardiner, CFM

Dear Colleagues:

It is my pleasure to invite you and members of your organization to the **1996 Fall Conference of the Northern New England Chapter of the Eastern Regional Association of Physical Plant Administrators.**

The conference will be held at Bowdoin College on **November 7th and 8th.** Our staff in the Facilities Management Department is eagerly awaiting the opportunity to share our campus with you.

It should be a nice time of year to visit this area and enjoy the hospitality of the Maine Coast. Our theme - "*The Future - Class of '00 - is Now*" - acknowledges that the 21st Century has arrived on our campuses. We do not have to wait to be

in touch with the new century. it is all around us in the form of our first year classes. How all of us respond to the pressures of current day facilities management will effect the educational experience these young students will have over the next four years. The meeting program has been developed to emphasize ways in which a facilities management administration can address reduced funding through practical solutions.

We will also have a spouses program that should appeal to everyone. A chance to shop in Freeport of Thursday and tours of three interesting museums on Friday morning.

Indoor Air Quality Workshop at UNE

EDUCATIONAL WORKSHOP

University of New England
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INDOOR AIR QUALITY WORKSHOP AT UNE

Biddeford, Maine -- Identification and Remediation of Sick Building Syndrome, sponsored by The college of Professional and Continuing Studies in partnership with SHEVENLL-GALLEN and Associates, Inc., will be offered on Wednesday, December 11, 1996 in Augusta, Maine and on Thursday, December 12, 1996, in Biddeford, Maine. The workshop is designed for facility, property and maintenance managers who want to learn what constitutes "Sick Building Syndrome", as well as how to listen to and communicate with building occupants regarding health concerns in a way that preserves trust, and how to remedy the problem. It will explore ways to prepare for

complying with the pending OSHA regulations on Indoor Air Quality in the area of building management.

Specific topics of discussion will include: Causes, technical and legal aspects of Indoor Air Quality; Health effects of "Sick Buildings"; workers in "Sick Buildings", approaches to maximizing satisfaction of employees; and investigation guidelines and sampling methods - a case study.

The fee for the workshop is \$10.00. Thank you to the Bureau of Labor Standards, Industrial Safety Division for supporting the development and presentation of this workshop. For more information about UNE's fall non-credit programs, please contact UNE's College of Professional and Continuing Studies at: (207) 283-0171 ext. 2440

The Education Committee continues with its mission:

- ASSIST
- IMPROVE
- PROVIDE

*Educational information to the
NNECERAPPA Membership.*

REPORT 1995-96 initiatives:

In June, the Chapter, with ERAPPA, sponsored a Train the Trainer Workshop at Phillips Exeter Academy. Fourteen people attended representing institutions and school departments from New England and the Atlantic Provinces. Many thanks to Don Briselden and his Phillips Exeter Staff for their generosity of time. The Inn at

Exeter was a nice respite after the sessions and complemented our program. If you are not familiar with the Supervisory Tapes we encourage you to look over the Supervisor Tape information at the Fall Meeting.

Don Briselden, Chapter President, will conduct a special Supervisory Tape Session at the Fall Meeting. This is an add-on in the program and will be held from Thursday, 10:30a.m. - noon, Lancaster Hall, Moulton Union. Catch a preview of the Supervisory Tapes on the VCR near the Registration Desk. This is an exciting and worthwhile program, Is your institution interested in providing additional education/training for the supervisory staff? Why not sign up to review the tapes? Contact *Theresa C. Jordan* by phone (207) 780-4141 or E-mail: tjordan@usm.maine.edu

Another initiative that the Education Committee undertook last year was to establish a Process Book. This information booklet is for institutions to use when they host a Chapter meeting. We completed this at the September 25 meeting and it will be available next week. We will have three hard copies, one for the institution in process, one for the institution holding the next meeting and one for the Education committee. In the future, the information will be on a diskette and our web page. This Process Book is a guide and not a prescriptive on how to host a Chapter meeting. It is ongoing and we welcome your comments and suggestions on ways to improve.

continued page 4



From the desk of the President...

Don Briselden, Phillips Exeter Academy

The ERAPPA Board of Directors has approved the recommendation of the chapter site selection committee, to host the ERAPPA year 2000 regional meeting in Burlington, Vermont. The site selection committee had considered Nashua, New Hampshire and Portland, Maine in its deliberations and unanimously recommended Burlington. The feedback from Bob Bertram is that the ERAPPA board is delighted with the proposal. A letter of agreement has been signed with the Burlington Sheraton Hotel and Conference Center. I had the pleasure of meeting with the initial members of the host committee in mid-September in Burlington. Many thanks to Tim Pedrotty of Saint Michael's college, Don Safford of Champlain College, and Lois Adams and Richard Wolback of the University of Vermont for agreeing to form the nucleus of the Burlington team.

An organized host committee will be set up in 1997. We will of course want host committee participation from all three states and the board. If anyone is interested in serving on the host committee please contact Tim Prodotty or me. There are plenty of opportunities to contribute and have fun.

MARK YOUR CALENDARS! UPCOMING CHAPTER MEETINGS

November 7-8, 1996

Bowdoin Collee

Spring 1997

Dartmouth College

Fall 1997

Colby College

Spring 1998

Keene State College

Fall 1998

Middlebury College

Spring 1999

University of New England

Fall 1999

University of Southern Maine

Spring 2000

Rivier College

Fall 2000

Eastern Region Meeting, Burlington

Once again here is an invitation for all ERAPPA members to attend our chapter meetings. We are looking forward to seeing as many as can attend the Bowdoin College Meeting November 7 & 8.

- An advanced thank you to Bowdoin College Facilities Staff, led by Ann Goddenow, for arranging the event.

THE INSTITUTE FOR FACILITIES MANAGEMENT • A CHANGE OF COURSE

Many of the chapter members have completed the well-known and respected Institute for Facilities Management or attended its programs. Coming in the near future, possibly as early as the Toronto Institute in September, 1997, will be a major shift in the program and format of the Institute. Let me provide a quick overview of the proposed change:

The revised Institute will be focused around four competency areas and will provide a wide range of electives for the participants to choose. The four competency areas (Administrative, Operations and Maintenance, Capital Planning and

management, and Utilities) will be centered around the current layout of the 3rd edition of the Facilities Management Handbook, now in draft version. Students will be required to register for and attend each of the competency areas, known as core course, in turn; offered in the mornings. The student will then have the opportunity to register for a menu of electives offered in the afternoons. To offer as much opportunity for students to expand their competency knowledge, the electives will be offered on a rotating basis.

In addition to the course rearrangement, the Institute will expand from the traditional three program weeks to four weeks. Upon graduating, after four sessions, the participant will have completed 80 hours of core courses, and 48 hours of electives. The leadership of the Institute is providing these changes so that APPA membership can have more choice in the courses and enjoy opportunity to enhance competencies and experience courses of interest.

Here is a list of the upcoming Institutes:

January 1997

Biscayne Bay, Florida

September 1997

Toronto, Ontario, Canada

January 1998

Texas - Site to be determined

Did you know that there are great opportunities for scholarships to the Institute. Yes Indeed. The Chapter, Eastern Region and APPA International all provide scholarship opportunities. They are very worthwhile and may cover tuition. The application forms are included in the APPA and ERAPPA newsletters as well as in the front of the Chapter membership directory. If you need assistance contact me or one of the chapter board members.

The Education Committee continues with its mission: Assist, Improve Provide

from page 2

Education Information @ Chapter Meetings

Check out the Education Table - this is for YOU. There will be information from APPA, ERAPPA and the NNECERAPPA. This is another source to keep you up to date on Facilities Management Information. Fall CHApTer Meeting @ Bowdoin College, Brunswick, Maine promises to be excellent!

Program presenters are from Bowdoin, look for the special hands on session. In addition, they have introduced a Spouse Program and their Dining Service is planning fantastic meals. What more could you ask? Get those registrations in early. If you have questions, contact

Ann Goodenow @ 207-725-3440 or E-mail:

Goodenow@henry.Bowdoin.Edu
Future ChaptE Meetings, look to our Web Page
Spring, 1997 meeting is at Dartmouth College. John Gratiot and his committee are working our the final details of what looks to be an excellent educational program. Mark your calendars - March 17 and 18th.

Education Committee Meeting, Thursday, November 7, 10:00 - 11:30a.m. Bowdoin
1996-97 Education initiatives will be established. If you have ideas and comments you want addressed, please contact a member

of the Education Committee before this meeting.

EDUCATION COMMITTEE WELCOMES SUGGESTIONS FOR PROGRAMS, FEEL FREE TO CONTACT THE REPRESENTATIVE FROM YOUR STATE.

Note: Our apologies for any lost articles this edition. Some files were lost as the result of a computer crash. Contributors are asked to resubmit if your article(s) are missing. Email may be directed to:
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