

Spring 1997 Edition • Editor, Lee Forest

E.R.A

P

News

Spring Elections Are Coming

by GORDON E. CHEESMAN

The most important item on the agenda for the Spring Business Meeting at Dartmouth College will be the biannual election of officers for the chapter.

Nominations for open positions should be submitted no later than February 18. Any Chapter member may propose a name for nomination.

Can anyone be an officer? Yes! Any employee of a member institution is eligible to run for office. Any organization needs new blood to bring fresh ideas and enthusiasm to its activities, and this chapter is no exception. The Northern new England Chapter has been fortunate to have had energetic and hard-working officers and directors, but there are plenty of opportunities for new people to get involved. We know there are

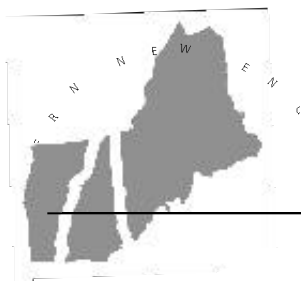
many talented people in our membership, and those abilities are needed at the Chapter level if we are going to maintain our position as a leader in ERAPPA.

Chapter officers (President, Vice President, Secretary/Treasurer) cannot serve in the same position for more than one term, so each of these positions must be filled with a different person. State directors are limited to two terms. The Maine and Vermont Directors, Dan Gearan and Gary Parker, are eligible for reelection, if they are nominated. A new person is needed to replace Jim Sullivan as the New Hampshire Director. The outgoing President automatically moves into the Past-President position.

President Don Briselden has appointed a Nominating Committee composed of

representatives from each state. Alan Lewis of Colby College will chair the Committee. He will be assisted by Ann Bunnell from Dartmouth College and Dick Mahoney from Johnson State. Nominations for officers and directors should be submitted to the Chapter Secretary, Gordon Cheesman, who will forward them to the Nominating Committee.

Our chapter has always been a pacesetter in the Eastern Region of APPA, and our chapter meetings are almost unique in their level of quality and in the participation and support of the members. This election is an opportunity to put our best people in positions where they can continue our tradition of excellence. Send your nominations today! n



F D A

They're Back...

by Gary F. Parker, Assistant Director of Physical Plant, Castleton State College

Today is Monday, the first day of classes at Castleton State College, and as I take a few minutes to write this article, I am reminded of what makes Physical Plant personnel so special.... I'm back, sorry about the delay, the main sewer line outside one of our academic buildings picked today to back up. What a mess! Last Saturday night, a violent thunderstorm "toasted" several dozen computers (including mine) throughout the campus.

Imagine my surprise when 100 bunk beds (ordered by Residence Life) were delivered last Monday. The list accompanying the shipment detailed the various rooms, in three separate Residence Halls, where the beds were to be placed. After disassembling the old beds to make room for the new ones, we unloaded the first truck which was all oak footboards and headboards. When the second truck didn't arrive, subsequent calls uncovered the fact that the bedspring portion wouldn't be arriving until Thursday!....

I'm back, it is now early Tuesday morning -- last night a large exhaust fan motor and a public safety vehicle died. Let's see, where was I? Oh yes, the bed-springs did arrive on Thursday, however, the bracket to combine the bed-springs to the headboards did not! Needless to say, when the brackets did arrive on Friday, it was a very long day.

Hi! Remember me? It is now late Tuesday evening and another dozen or so "Brushfires" have been extinguished. Does any of this sound familiar? I thought so. I remember what it is that makes us so unique. We are able to juggle a hundred plates, keep them all in the air, and make it look easy!?! n

Nominating Procedures for Election of Officers

by DON BRISELDEN, CHAPTER PRESIDENT

The election of officers will be held at the spring meeting to be held at Dartmouth College March 17 and 18, 1996.

Enclosed are the applicable excerpts from the constitution and by-laws that govern. Here is a summary.

While all positions are elected and thus available for a nomination by the committee or from floor, I thought it might be helpful to pass along the past practice. It has been chapter practice for the Vice-President to move up to the President's position. The Board of Directors recommends that we continue that practice.

I am asking that the nominating committee meet – in person, by

phone, or e-mail – and recommend a slate of candidates for each of the positions. A report should be made in writing to the board of directors, via me, prior to March 1, 1997.

Please see **Article VI** regarding the submission of nominations from the membership. Gordon Cheesman will arrange for the actions listed in articles 2 and 3 of that section. We are required by the By-Laws to solicit nominations from the membership. We plan on notifying the members of the election and ask them to provide nominations via a newsletter in January. The membership nominations will be sent to the Secretary/Treasurer, Gordon Cheesman, who will forward them to the nominating committee for inclusion in the nomination list. n

Unsung Hero

In trying to think of something interesting to talk about for this newsletter article, I asked the Housekeeping Supervisor if he had any good ideas. He responded almost immediately by saying, "Yeah! *Why don't you say a few words about the role housekeepers play in the organization!*" - unsung heroes.

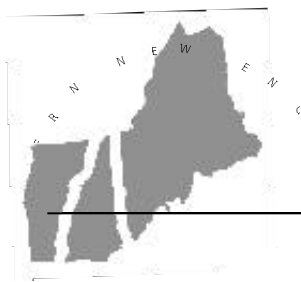
I pondered this for a moment and it didn't take me very long to agree with his suggestion. I could think of a thousand nice things to say about housekeepers. But, the thought that stuck in my mind the most was that if the President was out of the building for the day, nobody would know. However, if the person who cleaned the building was out, everybody would know. So, who is the most important person between the two? - unsung

by James Sullivan, Director, Physical Plant
Rivier College, Nashua, NH

heroes. I dare not get into answering this one for fear of you know what.

I thought about it more and the realization of their importance really hit home. Without their dedicated and untiring efforts our retention and recruitment could be adversely affected. What a terrible thought! Not to mention the impact it would have on faculty and staff! Wow! This is serious business - unsung heroes.

Only too often, housekeepers are taken for granted; their standards, a given. But I want them to know there are people out there who really appreciate what they are doing and know what they are up against. And, as I sit back and reflect on how important housekeepers are to the organization, you too are perhaps feeling the same way - *unsung heroes*. n



E D A

Boardroom Views

BY DON BRISELDEN, CHAPTER PRESIDENT

CHAPTER NOMINATIONS

One thing is for sure; time goes by and changes come around. We will be holding the election of officers at the Dartmouth spring meeting. Enclosed with this newsletter is a nomination form listing the open positions. Please take the time to offer a nomination for one of the positions.

Because this will be my last meeting as the President, I want to take a moment to thank the board members, chapter members, and sponsors who have contributed to our team over the past two years. Your Chapter is active and thriving thanks to everyone's hard work. Keep up the support. For myself, I look forward to assisting and participating the next two years as the past-president and an active member. Thank you for your friendship and help.

MARK YOUR CALENDARS!

UPCOMING CHAPTER MEETINGS

March 17 & 18	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 Dartmouth College Meeting March 17 & 18. An advanced thank you to the Dartmouth College Facilities Management Staff for arranging the event.

APPA EDUCATIONAL OPPORTUNITIES

Having just come from participating in the Miami Institute, I can tell you that our premier education program is doing well. Over 500 members attended the Institute and its special programs. The new and approved Institute is moving forward in the planning stages and should be ready for implementation at the January 1998 Houston Institute. If you have not attended this exceptional program, please inquire and make arrangements. You will be pleased and satisfied with the opportunity. Here is a list of the upcoming Institutes

- September 14- 19, 1997
Toronto, Ontario, Canada
- January 1998
Houston Texas

There are many other resources available that are just a phone call or e-mail away. In addition to the Institute, APPA offers a wide range of educational opportunities, including:

• Executive Development Institute: A high-level educational course for upper-level executives in facilities management operations. This week-long program is offered on a yearly basis, usually in April, and is provided by the University of Notre Dame's College of Business Administration.

• Seminars: Each year in the spring and fall, seminars are conducted on a variety of topics in various locations. The topics

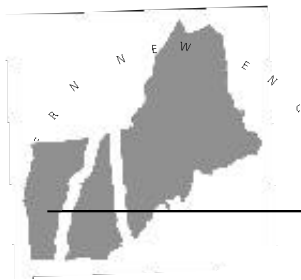
address current issues that have special immediacy for facilities officer and are conducted by the national, regional, and local associations. Also, APPA is expanding the "drive-in" seminar program, where in speakers can be provided to put on seminars at convenient locations; such as in combination with other events and meetings.

• National and Regional Meetings: This year's national meeting will be held July 13-15, 1997, in Orlando, Florida. The Eastern Region meeting will take place in Hamilton, Ontario, October 5-8, 1997,

• Periodicals such as the Facilities Manager, a wide variety of books and publications, and the International Experience Exchange, the 1,000 institution data base available to share ideas and information.

SCHOLARSHIPS AVAILABLE

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 cover tuition, and in some cases cover expenses. The application forms are included in the APPA and ERAPPA newsletters as well as in the front of the Chapter membership directory. Our chapter scholarship also applies to other opportunities such as the national meeting and seminars. If you need assistance contact me or one of the chapter board members.



U S M

News•6

Home page news by MARGARET P. KINNAMAN
Director for Business Administration

Online Scholarship Application@erappa.org

<http://www.erappa.org/onlineschol.htm>

As Chair of ERAPPA's Awards and Scholarship Committee, I am proud to announce a *major enhancement* to ERAPPA's Home Page, an on-line APPA Institute Scholarship Application. **No longer is it necessary to wait for hard copy forms to come out in June.** Instead folks can access ERAPPA's Home Page, review information about the scholarship, view ERAPPA's criteria for selection and complete the form on-line and send it electronically to members of the ERAPPA Board.

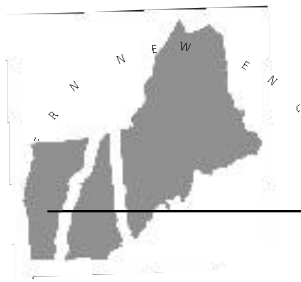
Now how to access the form. You will need to have *Netscape 2.0*, *Internet Explorer 2.0* or another compatible browser. Once you have the appropriate software, you can bookmark ERAPPA's Home Page and go to the on-line scholarship form. If you want to go directly to the scholarship form, the URL is:

<http://www.erappa.org/onlineschol.htm>.

So, if you've always wanted to apply for an APPA Institute Scholarship

but didn't want to go through the hassle of completing a hard copy form, or perhaps never were able to get your hands on the form, or missed the deadline, here's a great deal for you. Cruise the Web, access the form and with the touch of a button send your completed application to the ERAPPA Board. See you in Cyberspace! n

University of Southern Maine
Department of Facilities
P.O. Box 9300
96 Falmouth Street
Portland, Maine 04103



E D A

Education Committee

BY THERESA C. JORDAN, CHAIRPERSON

The Chapter Education Committee has met as a team for one year. During this time members have continued to support our mission, and offered many creative ideas. I can honestly say each committee member has and continues to be a shining star. They have stepped forward and provided assistance beyond all expectations and are a fantastic team. We have an official new member - Beverly Gamble, Phillips Exeter Academy. Bev most graciously offered her expertise with our process book initiative this past year as a consultant. We are most happy she has joined the team! A recap of our 1996 Initiatives includes:

The NNECERAPPA Conference Process Guide is in place. Three copies service our membership. One copy is with the host committee having the next meeting (Dartmouth); one copy is with the host committee in its planning stages (Colby) and one copy is with the host committee in the thinking stage (Keene State College). The Education Committee maintains a master copy that is revised once a year. We are looking for your ideas for our "Hot Topic" Section". Perhaps poll your folks and ask what they need more education on. Please forward your suggestions to a member of the committee.

Our Chapter answered ERAPPA & NNECERAPPA call for a "Brave Northerner" to support the APPA Supervisory Training Tapes. ERAPPA & NNECERAPPA hosted a "Train the Trainer" Workshop at Phillips Exeter Academy. We have set up a loaner program. Speaking of a loaner program, is there anyone who would like to borrow our tapes? Contact: tjordan@usm.maine.edu. Additional initiatives are in place to enhance the promotion of the Supervisory Training Tapes. We are open to suggestions on how best to carry this forward. Colby College is considering offering a Module Session at the Fall, 1997 Meeting.

Drop by and gather information at the

Education Information Table while attending the next Chapter Meeting. Check out our Web Page: <http://www.erappa.org/nne>. Many thanks to Dan Gearan's initiative. The List-Serve never really has taken flight. Today, many avenues for technical discussion are available and this one may be a lower priority. We will continue to provide information and hope that some discussion will take place. Looking to the future, the committee formulated their 1997 Initiatives:

- n Initiative One - Education Awareness - Many individuals really do not understand the overall organization APPA-ERAPPA-NNECERAPPA. Anita Bailey and Bev Gamble will work on a tri-fold brochure to provide additional explanation. context includes these organizations' integral relationship, Education Opportunities, Scholarships - benefits of and how to apply. They will send out draft copies, so please send your comments and suggestions. The brochure will be ready for the Spring, 1997 meeting. A letter and 25 copies will be forwarded to all Facilities Management Directors, School Departments, Health Care Centers and small industry. This initiative not only reaches out but also encourages new membership.
- n Initiative Two - Orientation for First Time Attendees - an informal meeting each morning for Conference First Time Attendees. Agenda includes the following: Welcome- Discussion of New Brochure - Expectation of Participants. Questions/Answers. The Education Committee will take turns as team facilitators.
- n Initiative Three - Supervisory Tape Promotion - flip charts, speakers, etc. referenced in a previous paragraph within this article.

MARK YOUR CALENDARS AND ATTEND •1997 SPRING MEETING

Dartmouth College - March 17 and 18.

The Education committee welcomes suggestions, questions, concerns as they continue to provide quality programs for the membership. Feel free to contact the Education Committee representative from your state. n

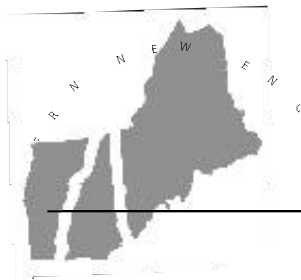
NNECERAPPA 1997 Spring Meeting

Dartmouth College, Hanover, NH
March 17 & 18, 1997

Planning and Preservation for the Future



The Facilities Operations and Management Department at Dartmouth College is actively involved in preparations for the NNECERAPPA 1997 Spring Meeting. Vendor letters have been mailed, program presenters are on board, and the entertainment has been scheduled! It looks to be an exciting and innovative agenda, well worth the trip to the Upper Valley Region of Vermont and New Hampshire in mid-March. Two tracks are scheduled offering sessions on building preservation and restoration, grounds/athletic field maintenance, town and gown issues featuring Town of Hanover officials, a commissioning roundtable discussion, and a special double session on the high technology classroom. You can register now by completing the registration form included as an insert to this newsletter! A mailing with complete registration information will be coming your way in mid-February. Contact Ann E. Bunnell at (603) 646-2485 or email ann.e.bunnell@dartmouth.edu for further information. n



**NORTHERN NEW ENGLAND CHAPTER
E.R.A.P.P.A.
1997 SPRING CONFERENCE PROGRAM
DARTMOUTH COLLEGE
Preservation and Planning for the 21st Century**

Monday, March 17, 1997

10:00 - 12:00 Registration, Campus/Plant/Tunnel/Murdough Tours, Vendor Exhibits Open

12:00 - 1:30 Opening Luncheon @ Thayer Hall (speaker - Mike Getter)

TRACK I

Session 1 1:30 - 2:45 (Tindle Lounge)

Building Restoration/Preservation
Waterproofing/Sealing
(Doug, George, Reed, Jack)

Break in Vendor Area: 2:45 - 3:30

Session 2 3:30 - 4:45 (Collis 101)

Commissioning Roundtable
(Bo, Phil, Reed)

TRACK II

Session 1 1:30 - 2:45 (Collis 101)

Utilities/Cogeneration/Tunnel
(Bo, Bill R., Dave, Phil)

Session 2 3:30 - 4:45 (Tindle Lounge)

Town & Gown
Permitting, Signage
Street Restoration/Lighting
(Bill, Gordie, John, Julia, Willie)

Supervisory Tapes/Board Meeting: 5:00 - 6:00

Social Hour in Vendor Area Thayer Hall: 6:00 - 7:00

Dinner, Business Meeting, Entertainment in Collis Common Ground: 7:00 - 9:00

(Speaker - Lyn Hutton, Entertainment: Highlights and Soar Throats - Hanover High School @ 8:30)

Tuesday, March 18, 1997

Continental Breakfast in Vendor Area Thayer Hall: 7:30 - 8:30

TRACK I

Session 1/2 8:30 - 11:30 (Murdough)

New/Renovated Classrooms
21st Century Technology
Life Cycle Discussion
Videoconferencing
(Phil, Mike, Andrew, Malcolm)

Break Thayer Hall/Murdough: 9:45 - 10:15

TRACK II

Session 1 8:30 - 9:45 (Tindle Lounge)

Grounds Maintenance Issues
Athletic Field Maintenance
Tree Issues, Hydroseeding
(Randy, Bob)

Session 2 10:15 - 11:30 (Tindle Lounge)

Composting
(Bill, consultants)

Farewell Luncheon Thayer Hall: 11:30 - 1:00