



# E.R.A.P.P.A.

Eastern Region Association of Physical Plant Administrators

## News

# "Getting the Job Done – You Can Do It"

BY: DAVID EARLY, EXECUTIVE DIRECTOR  
UNIVERSITY OF SOUTHERN MAINE

**T**he University of Southern Maine (USM) is pleased to be hosting the NNECER-APPA, 2005 Spring Conference. The conference will be held on March 24 & 25, at the Eastland Park Hotel in Portland Maine. Our USM Host Committee has been working with the NECER-APPA Education Committee and Board of Directors for over a year in planning this event. Co-Chairs Anita Higgins and Dana Gray have been holding weekly meetings with host committee members including Dave Barbour, Ray Bland, Michelle Senence, Lee Forest, John Gray, Nancy Theriault, Barbara Hall, John Rasmussen, Walter LaCombe, and Dan Warren. The entire USM

Facilities Management Team is eagerly awaiting the opportunity to welcome you to Portland.

The theme- "Getting the Job Done - You Can Do It," is meant to be practical, with down to earth educational sessions. Each session will have a Take Away, a useful tool that all attendees will be able to put to use, upon their return home, while performing their daily tasks.

The educational program consists of the following Tracks:

- I. Operation and Maintenance
- II. New Facility Systems
- III. Design, Construction & Administration
- IV. Sustainability

Scheduled in between the educational sessions, a well laid out exhibit area will be fully occupied by many of our Business Partners. Here again service and equipment suppliers will be standing ready for the opportunity to learn how they may assist you in meeting your institutions needs.

Arrangements for "Early Bird Tours" have been made for both the Portland and Gorham campuses. Registration for requests for "Early Bird Tours" must be filled out in advance so that we can make the necessary arrangements. Each tour will feature a LEED Registered Building. The John

continued on page 2

*Portland, Maine - March 24th and 25th, 2005*



**E.R.A.P.P.A.**  
Eastern Region Association of Physical Plant Administrators

## NEWSLETTER • 2

continued, front page

Mitchell Center in Gorham is completed and LEED Certification has been requested from the US Green Building Council. This building might very well become the first LEED Certified Building in the State of Maine, with a Maine Owner and designed by a Maine Architect. The Joe and Linda Abromson Community Education Center in Portland is also nearing construction completion. This building has many sustainable design features including a displacement ventilation system and a geo-thermal heating system.

The program has been designed to address many of your daily work tasks. The Host Committees desire is to assist attendees to acquire knowledge that will improve productivity and organization skills while assisting in making our workloads more manageable, and our world more sustainable. As always this Conference will be another great opportunity to share and learn from your fellow facilities professionals.

If your institution has never participated in a NNECERAPPA conference before, the Chapter would like to extend a special invitation to you. Just to make it even more enticing, you may send one registrant free (excluding travel and lodging expenses). We are always interested in getting new institutions to join our very enthusiastic group.

If you have not already done so, please complete the registration form sent in the mail, or if you pre-

fer visit our web page at [www.erappa.org/NNE](http://www.erappa.org/NNE) to register on line. This will enable us to complete the necessary arrangements and help make your conference a success. Again, we look forward to sharing with you our experiences, and learning from yours as well. So please join us on March 24 and 25, 2005 in Portland

### CALL FOR NOMINATIONS

In accordance with the Chapter Charter and By-Laws, this is an announcement that nominations for officers and directors are open.

We are seeking people who would like to get involved in the organization. Participation is not only essential for the health and longevity of the Chapter; it is also rewarding and fun. The chapter by-laws provide for a President, Vice President, Secretary/Treasurer and three Directors, one each from Maine, New Hampshire, Vermont, and an EX-Officio position for the Past President.

The next election will be held at the spring 2005 meeting, hosted by the University of Southern Maine, on Thursday, March 24, 2005. The following officer and director positions will be elected at the Chapter business meeting;

President  
Vice President  
Secretary/Treasurer  
Vermont Director  
New Hampshire Director  
Maine Director

Members are encouraged to submit nominations to the Chapter Secretary/Treasurer by February 24, 2005. Please send your nominations to:

# Seeking the Leader In Each of Us

By ANITA BAILEY,  
PHILLIPS EXETER ACADEMY  
ABAILEY@EXETER.EDU

I have been involved in Facilities Management for more than a few years, and in a leadership position for most of that time. For a time in my earlier years, I had assumed that good leaders were born, not made. I have been fortunate to be around colleagues at both Phillips Exeter and within the APPA organization who I would describe as having a natural leadership style, and I believe that I have learned something from them. But few of us could boast that we are the best that we can be.

"The Leadership Academy is designed for those individuals with a desire to lead individually, organizationally and professionally. In a changing environment, an organization's success depends on the staff's ability to embrace new roles, new ways of doing things, and new skills." This description, taken from the APPA web site, in a nutshell, describes one of APPA's successful educational opportunities. The three levels: individual, organizational, and professional, are addressed in the program's three tracks, each one week long:

Σ Track I: Individual Effectiveness Skills This track helps you examine your own personal leadership skills. It is centered on Franklin Covey's various leadership methods and tools to strengthen your own leadership abilities. It includes a 360-degree peer profile to give you an understanding of your leadership strengths and areas to target for improvement.

Σ Track II: Organizational Leadership Skills In this track, the leadership perspective widens to examine the essential role of teamwork in leading the organization.

Σ Track III: Professional Leadership Skills Skills gained here will help participants to understand and appreciate the constraints, requirements, and goals of their institution, translate this information into a meaningful strategy that supports the academic mission, and communicate this strategy in effective ways.

I had the opportunity to attend the first track of the Leadership Academy in June of 2004. Ours was in one of the larger classes- we had about forty people from all levels of facilities, and from all over the country. I had heard that APPA was encouraging its future leaders to go through the Leadership Academy. Sure enough, Ed Rice, who became president of APPA the following month, graduated from the 3rd track last June. President elect Jack Colby was in my session. Over the weeklong period, we were led by Gary Reynolds and Maggie Kinneman through exercises in self-discovery, and became familiar with the skills needed to become not just more effective leaders, but more effective people. Even though our class was large, the

smaller, round table format, with daily musical chairs-like changes in group arrangements, helped each of us become an interactive part of the larger whole, giving truth to the saying "we are all in this together". I left at the end of the week feeling transformed in a way that I had not expected.

APPA encourages those attending the Academy to follow the three tracks in order. "This immersion approach is designed to foster the development of strong professional relationships among participants." I look forward to continuing with the remaining two tracks of the Leadership Academy, with many of the same people. We will meet again at the next scheduled session on June 19-23, 2005 in Las Vegas, Nevada.

As a side note, APPA has begun to offer a 2nd opportunity to attend session one of the Leadership Academy. This alternate session schedule was held for the first time, co-located at the January 2005 Institute for Facilities Management in San Jose, California. The intent is to continue to offer this first track side by side with future

While it is not evident at this point, the Chapter Web site has moved. Don't go looking to change your internet bookmarks though, the address is still the same [www.erappa.org/nne](http://www.erappa.org/nne). Since its inception the Chapter web site has been hosted on the ERAPPA web server that was physically located at Cornell University. Over the past year ERAPPA has been exploring moving its web sites to a service that could provide additional support and enhancements. Our Chapter web site has moved along with ERAPPA server. The change took place in November and all appears to be functioning well. The change will allow our Chapter greater flexibility and the ability to do more things on-line with forms and databases. The Chapters Technology and Communications Committee will be working on ways to utilize these enhancements to improve the web site.

CONTIN

In accordance with practice and tradition, this report of past actions, and planned future activity for the NNECERAPPA Education Committee is tendered for consideration by the Chapter Board.

#### Past Actions

A summary of the past actions taken by the Committee since it's last report to the Board include the following:

- Σ Developed a set of Educational Program Standards and Guidelines for Host Committees.
- Σ Have established a working group to hopefully delineate successful strategies and approaches that can be taken to offer educational programs in differing formats (ie. Experience exchange).
- Σ Has continued to update the Chapter "Process Book" (Anita Bailey)
- Σ Continuation to coordinate January and June Education Committee/Host Committee meetings to review, advise, and assist Host Committee conference planning.
- Σ Participation annually in ERAPPA Education Committee meetings and as education liaison between Region and Chapter.
- Σ Established the acceptable use for, annual division of, and process for obtaining Partners In Education funds.
- Σ Working with Technology Committee to establish Educational Program Databank as repository of offered educational programs for Host Committees and member institutions.
- Σ Working with Membership and Business Partner Liason Committees to develop a jointly presented first-time attendees program.

#### Planned Future Activity

A summary of planned activity and issues for future discussion include the following:

- Σ Establishment of the educational program "data-bank".
- Σ Explore certification of conference education pro-

Continued on Page 8

This is the first edition of our Chapter emeritus and retiree update. We hope it will expand and be a regular means of keeping in touch.

Dick Plummer writes from 461 Old Colony Rd., Plainfield, NH 03781. He has been retired for 12 years in Plainfield. Dick stays in touch with the Dartmouth people and enjoys carpentry work, and pursuing his hobbies of hunting fishing and snowmobiling.  
We can reach Dick at [rwplummernh@earthlink.net](mailto:rwplummernh@earthlink.net)

Hank Dozier, formerly at UNH, extends greetings from 50 Autumn Lane, Portland ME 04103. He is very active in civic affairs including the mayor of Portland's appointment to 3 area-wide committees (regional solid waste reorganization, pay per bag volunteer recycling, and reforest the forest committee), a 9-year volunteer at York Hospital as a facilitator for a heart and health support group called Friends of the Heart. Hank is also a host on the Amtrak Downeaster train from Portland to Boston. The spare time is taken up with Bluegrass banjo lessons and travel. Hank says, "Retirement life is as good as you make it". We can reach Hank at [dozadd@gwi.net](mailto:dozadd@gwi.net)

Phil Meldrum retired from Bates College in June 1999 and lives at 19 Novella Street., Lewiston, ME 04240. Since then he has continued working for Bates part-time until 2001 and then followed on as project coordinator at the University of Southern Maine. Phil says hello and hopes to see everyone at the March USM meeting. We can reach Phil at [meldrum1000@aol.com](mailto:meldrum1000@aol.com)

Don Smarsik writes to us from 4877 Las Flores Ct., Elkton , FL 32033-2092. Don reports that this is the 5th year of retirement from Plymouth State University and that "it is great". He is very active with various assisted living communities in providing transportation for residents to their medical and dental appointments. While it is not practical to be directly involved in the Chapter, Don says he does want to stay in touch. We can reach Don at [dsmarsik@bellsouth.net](mailto:dsmarsik@bellsouth.net)

Judy Beliveau, an emeritae from UNH, is not retired at 165 Blackwater Rd, #8, Somersworth, NH 03878. After a 6 year "vacation", Judy returned to work as a part-time receptionist for a local insurance firm. She writes proudly of her 5 grandchildren and 3 great grand children. Judy is active in her condo association (purchased her home in 2002) and is president of the condo executive committee. Her travels include trips to Cape Breton, NS. We can reach Judy at [jhbeliveau@Comcast.net](mailto:jhbeliveau@Comcast.net)

Alan Lewis, formerly of Colby, can be reached at P.O. Box 111, East Boothbay, ME 04544. Alan writes that Chalmer



## NEWSLETTER • 5

Twice yearly, a few months before the Chapter meeting, our small committee reaches out to potential members and members who have not attended a recent Chapter meeting. We are now in the process of sending invitations and reminders, with the expectation that the effort will see increased meeting participation. We are encouraged in that the spring meeting at UNH and the fall meeting in Burlington has experienced improved attendance. Our strategy is to improve the attendance and then share APPA membership information at the meeting.

You may be interested in a few facts about membership. As you know there are no dues related to becoming a NNECERAPPA member. Once a school or institution attends that school is carried as a member. Thus the only cost is the registration and travel expenses. An economical and worthwhile expense for the value received. The fall directory shows that the Chapter has a membership of 71 schools and a listed membership of 154 active participant members. We also enjoy the participation of 67 business

partners and list 11 emeriti members.

With the mention of emeritus/retired members, I am sharing the essentials of a letter that was recently mailed to our emeritus members. My interest in reaching out with this initiative stems from the recognition that so often retired members who have given so much to the Chapter quickly are left behind. That situation while true is unfortunate. There should be opportunities for continuing participation, maintaining friendships, and sharing the broad base of experience that encompasses the retired members.

This proposal was recently discussed by the Chapter Board of Directors and has their support. The proposal encompasses the following points.

- , Develop an up-to-date mailing list of emeriti and retired members.
- , Include those members in all Chapter mailings and invitations, such as Chapter meeting announcements and the Chapter Newsletter.
- , Include a retired members news section in the Chapter Newsletter

, Provide opportunities for retired members to continue service with the Chapter on committees.

Often times, successful outcomes begin small and grow. Such is the case here. If you have information to share about yourself as a retired member or if you know about a retired member, please contact me; [dbriselden@exeter.edu](mailto:dbriselden@exeter.edu) or call at 603-777-4442.

Please read with interest our first retired members news, "Where in the World is.?", printed elsewhere in this Newsletter.

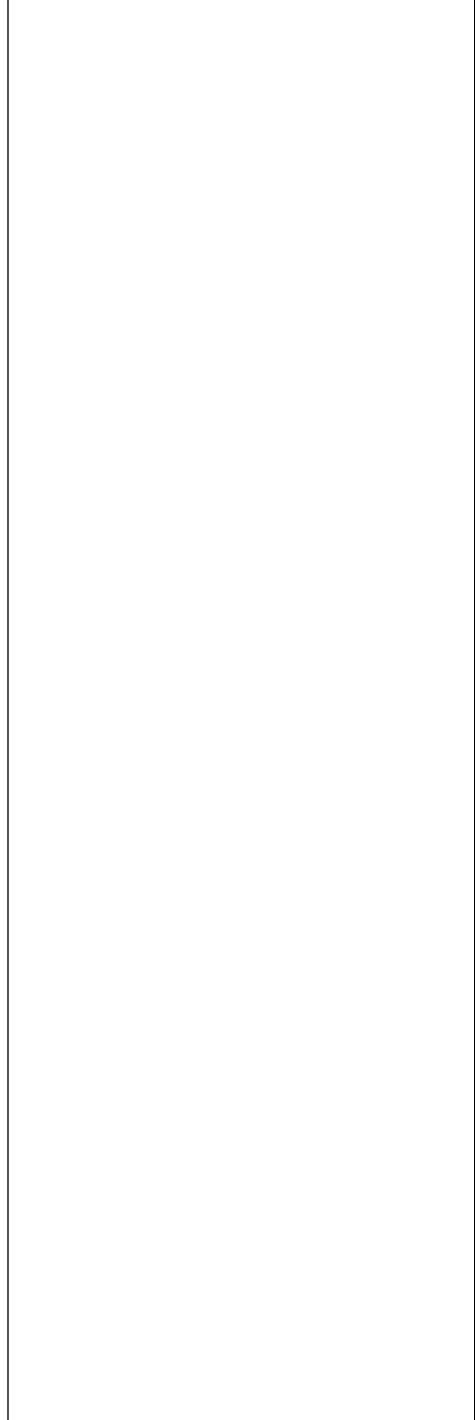
News #



# *Grey head* 24 pt. black headline

BY AUTHOR NAME SHIFT-F9  
TITLE OR POSITION

C





# *Grey head* 24 pt. black headline

BY AUTHOR NAME SHIFT-F9  
TITLE OR POSITION



During my first month working at Dartmouth College 22 years ago, I was introduced to the Northern New England chapter of ERAPPA when Dartmouth hosted the spring conference. I remember the excitement of joining a team of volunteers doing last minute planning to make sure that everything went as designed; educational sessions, Business Partner setups, meals, breaks, registration and speaker arrangements all had to be coordinated and finalized. Well, that conference did come off as designed; everyone had a good time, learned something, had the opportunity to make a few new friends and talk old times with long lasting colleagues and fellow NNECERAPPA members. Every time I leave my office to walk up to campus for a meeting I pass the Toba Hawthorn tree that Dartmouth received and planted for hosting that conference. Right now that tree is shivering with the rest of us as we get through the cold and snow of another winter. But in another couple of months, that tree will be covered with thousands of beautiful white flowers as it prepares for another summer.

I have been attending NNECERAPPA conferences almost every spring and fall on many of your campuses since that March in 1983 and it has been a great experience. Seeing the different architectural styles on different campuses, hearing about the different ways we all do the same things, and making new

friends in the facilities business has been hugely rewarding. I have always believed that it is important to glean all you can from the professional organizations that represent each of our particular professions, but just going to meetings is only part of it. I have found that by getting involved in the leadership and governance of our professional organizations, not just attending meetings, I learn more and get more out of the process.

I encourage each of you to think about becoming more involved in our NNECERAPPA chapter. Our chapter can only be as good or great as the collective efforts of all those who are willing to put some effort into it. Many of us have been attending meetings for years; some are relatively new to our chapter. But each of us can make an important contribution to the chapter and each other by getting involved. Think about it and please consider contacting one of the current board members to talk about how you can help.

---

*The Fall meeting will be held in Nashua at the  
Sheraton Nashua Hotel on  
November 9th and 10th, 2005*

---



CONTINUED FROM PAGE 4

- grams as continuing education credits for professionally licensed members who require such activity.
- Σ Support and inspire Chapter Membership Committee sustenance and growth initiatives.
- Σ Enhance and upgrade Educational Program Standards and Guidelines.
- Σ Developing an educational program for the Fall 2005 conference.
- Σ Ongoing maintenance of Process Book.
- Σ Ongoing support for Host Committees.

Continued from Page 3

and he have relocated to a new home built on the foundation of the old homestead. He is involved with his church and the Boothbay Region Land Trust. Alan is also a part-time project manager with the Coastal Maine Botanical Gardens. We can reach Alan at [aclewis@verizon.net](mailto:aclewis@verizon.net)

Bill Gardiner, lives at 24 High Head Rd., Harpswell, Me, 04079, not all that far from Bowdoin. He has been working pro-bono on a therapeutic riding center arena in Gorham and a new botanical garden and visitors center in Boothbay where he is in contact with Alan Lewis. Bill is active on the board of the Emma Willard School where he participates on the facilities committee. He stays busy with the Mid Coast Hospital and Health Center as treasurer, and fills in the spare time with Rotary activities. Please contact Bill at

[woodhull@suscom-maine.net](mailto:woodhull@suscom-maine.net)

Many thanks for the responses and for suggestions. I will follow up on those. Please see the companion membership article in this newsletter. We hope this effort to reach out will develop and not only restore contact but also provide an opportunity to participate. My own news is that I will depart Phillips Exeter Academy in June to explore other venues. We will continue to reside at 12 Gill Street, Exeter, NH 03833 as we explore new "non-retirement" horizons.

Please send updates to me at [dbriselden@exeter.edu](mailto:dbriselden@exeter.edu)

All the best and the best of health to all:

For the Chapter. Don Briselden

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

Nonprofit  
 Organization  
 U.S. Postage  
 PAID  
 Portland, Me 04101  
 Permit No. 370

