



Southeastern Regional Association of Physical Plant Administrators

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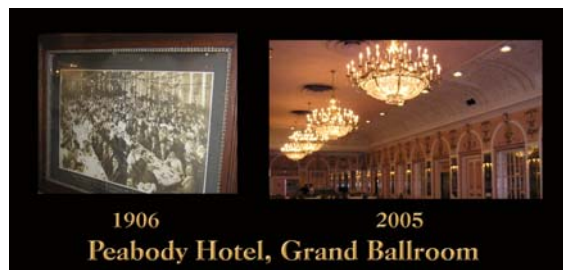
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SRAPPA APPRECIATION AWARD

Marion B. Bracy,
SRAPPA President Elect
and
Tiffany W. Laurent,
NOCAP Executive Director

On Friday, April 8, 2005, SRAPPA received an award of appreciation for its contribution made to the New Orleans Computer Access Project (NOCAP) during the 53rd Annual Conference. Marion B. Bracy, President Elect, was on site to accept. The New Orleans host committee made the decision to create a positive impact on important social issues by making a difference in the lives of those who were less fortunate. Our contribution this year has helped provide computers for New Orleans Public School students and their families. Ms. Sherrie Richardson gave a great testimony of how the NOCAP program and the SRAPPA donation has helped her family. She told us that her first grader is now reading at a third grade level, her kindergartener is reading at a first grade level, her 12th grader has recently used the computer to complete her FAFSA and college applications, and that she is now able to communicate with members of her family who are currently serving our country in Iraq.



1906 2005
Peabody Hotel, Grand Ballroom

To the left are two photographs of the **Peabody Hotel Grand Ballroom in Memphis**, taken in 1906 and 2005.

The Peabody is the site of the SRAPPA 2005 Annual Conference, October 8-11, and we couldn't imagine a more elegant location.

See you there!

Jim Roberts Named Vice President at Campbell University

James O. Roberts, Director of Campbell University's Physical Plant Operations (and SRAPPA's Senior APPA Representative), has been named Vice-President for Business and Treasurer at Campbell, effective June 1, 2005. The announcement was made Thursday, April 28, at a meeting of the University's Board of Trustees.

Congratulations Jim!

Remember the 54th Annual SRAPPA Conference in Memphis, October 8-11, 2005!



FLAPPA First Annual Conference



The Florida Chapter of APPA held its first annual conference, "Establishing Partners for Success," at the University of Central Florida on March 17th and 18th, 2005. E. Lander Medlin, Vice President of APPA, opened the conference with a speech titled "Building Collaborative Relationships." Also speaking at the conference were Brooks H. Baker III, APPA Past President, and SRAPPA President Joe Fisher. The vendor exhibit hall had over twenty FLAPPA Business Partners and provided a venue for discussion on the many areas of interest we all shared. With five educational tracks, each containing core and elective sessions, the conference was attended by more than one hundred attendees from public and private institutions of higher education from around the state of Florida.

The idea for FLAPPA began back in April 2003, during a Supervisor's Toolkit pilot workshop at UCF, when the need for a Florida chapter of APPA was discussed. By April 2004, a start up group from several institutions throughout Florida had identified a major goal of fostering institutional relationships, and so the chapter was born and named FLAPPA! APPA recognized the Florida chapter at the 2004 Educational Facilities Leadership Forum.

FLAPPA officers elected Friday morning, March 18, were President—Dan Young, Embry-Riddle Aeronautical University; Vice-President—Brian H. Wormwood, University of Central Florida; and Secretary/Treasurer—Montel Watson, University of Central Florida.



WVAPPA Spring Meeting Report



WVAPPA's Spring Conference was held in April at the beautiful Stonewall Resort. Weather, food, and accommodations were outstanding. The Annual Banquet was held on Sunday evening, with a few words from President Jeff Turner. Prior to the banquet, there was a social hour with the vendors in the vendor display area. Following the banquet, there was informal time with the vendors in the vendor area and the lounge. A good exchange was shared by all. Many old friends were reacquainted while new friendships were made.

Vendor exhibits on Monday were very well attended, and many attendees won prizes. Joe Fisher, President of SRAPPA, gave an inspiring talk; and Kate Van Sant, Vice President for Communications of SRAPPA, took lots of pictures (viewable at <http://www.srappa.org/WVAPPASpring2005.htm>). Joe and Kate also formally joined WVAPPA and participated in the meeting that afternoon.

On Tuesday morning, WVAPPA members participated in an "experience exchange" breakfast sponsored by WVAPPA. During this time, attendees had the opportunity to share and discuss issues that they have been dealing with on their respective campuses. All those who participated in this event agree that it was one of the more beneficial activities of the meeting.



Joe Fisher
Addresses the WVAPPA Vendor Exhibit
as WVAPPA President Jeff Turner looks on



KAPPA Annual Conference to be held in June



The 2005 Annual Conference of the Kentucky Association of Physical Plant Administrators (KAPPA) will be held at Kentucky State University in Frankfort, Kentucky, June 8-10, 2005.

The conference will include an informative slate of presentations, program sessions, and panel discussions on our KAPPA 2005 Conference theme "The Environment, Energy Efficiency and Our Budgets." Sessions will cover topics of interest for all including Central Plant, Grounds, Housekeeping, Energy Savings Performance Contracts, Employee Relations and more. A tour of selected facilities on campus will be included. While vendor displays will be available throughout the conference, blocks of time will be set aside for the specific intent of visiting the vendors' displays. Several events have been planned for the conference to include a golf scramble, tours, and a cook-out at the Duckers Lake Golf Course.

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Campus Emergency Preparedness The Emergency Operations Center by Joe Fisher, President, SRAPPA

This is the third in a series of articles detailing the process of campus emergency preparedness planning at West Virginia University (WVU). My first article, in the July 2004 issue of this Newsletter, was an overview of the process we followed in initializing campus emergency preparedness planning at WVU. The second article, in the January 2005 Newsletter, went into more detail about formulation and contents of the WVU Emergency Response Plan (ERP). This article will cover set up, maintenance, and use of the West Virginia University Emergency Operations Center (EOC).

According to the WVU Emergency Response Plan, the WVU Emergency Operations Center is a centralized location where emergency responses and conditions are directed and coordinated. Its central function is to provide support to the Incident Command at the site of the emergency. The Emergency Operations Center is located within the Department of Public Safety (University Police) facilities, and will provide communication to the Emergency Policy Team, which consists of the President of the University and major administrators, in a timely fashion during a major Emergency. The EOC also coordinates with other agencies, such as the central county emergency dispatch office, as necessary.

The specific functions performed in the Emergency Operations Center during a major emergency are:

- Taking charge of disruptions in University operations until normal operations are restored.
- Notifying all WVU units and administration of the emergency condition, delays, adjustments, and response.
- Maintaining communications with deans, directors, and building supervisors of affected facilities to provide information and instructions to students and staff.
- Directing appropriate personnel to investigate the cause of emergency.
- Maintaining liaison with the central county emergency dispatcher via direct line telephone for emergencies requiring Fire Department/Emergency Medical Services assistance.
- Disseminating information concerning emergencies to WVU media liaison.

On page 4 is a layout of the EOC set up. Moving clockwise from the lower left corner, the main door is locked to prevent unauthorized entry or interference in the functioning of the EOC. A Flip Chart attached to the wall is used to record all messages received in the EOC and the time received. If several messages or conversations are occurring simultaneously, the item to be entered on the Flip Chart is determined by the person in command, usually me, sitting at the Command Table in the center of the room. As pages are filled up on the Flip Chart, they are removed and attached to the wall above the Finance Table (bottom of the layout). Next up the left side of the layout from the Flip Chart is the Whiteboard. The Whiteboard is used to write major assignments to be accomplished by EOC personnel or employees in their jurisdiction. The circle between the Flip Chart and Whiteboard indicates the location of a support staff person who maintains both. It is recommended that a minimum of two staff people be present to relieve each other and to maintain the Flip Chart and Whiteboard during busy spells.

Moving up the left side of the layout we come to an atomic clock for use in synchronizing time notations, then a calendar for the current year.

On the wall at the top of the layout are two windows and a small whiteboard. This small whiteboard is used to sketch a quick chart of those present at the beginning of the event and the areas they represent.

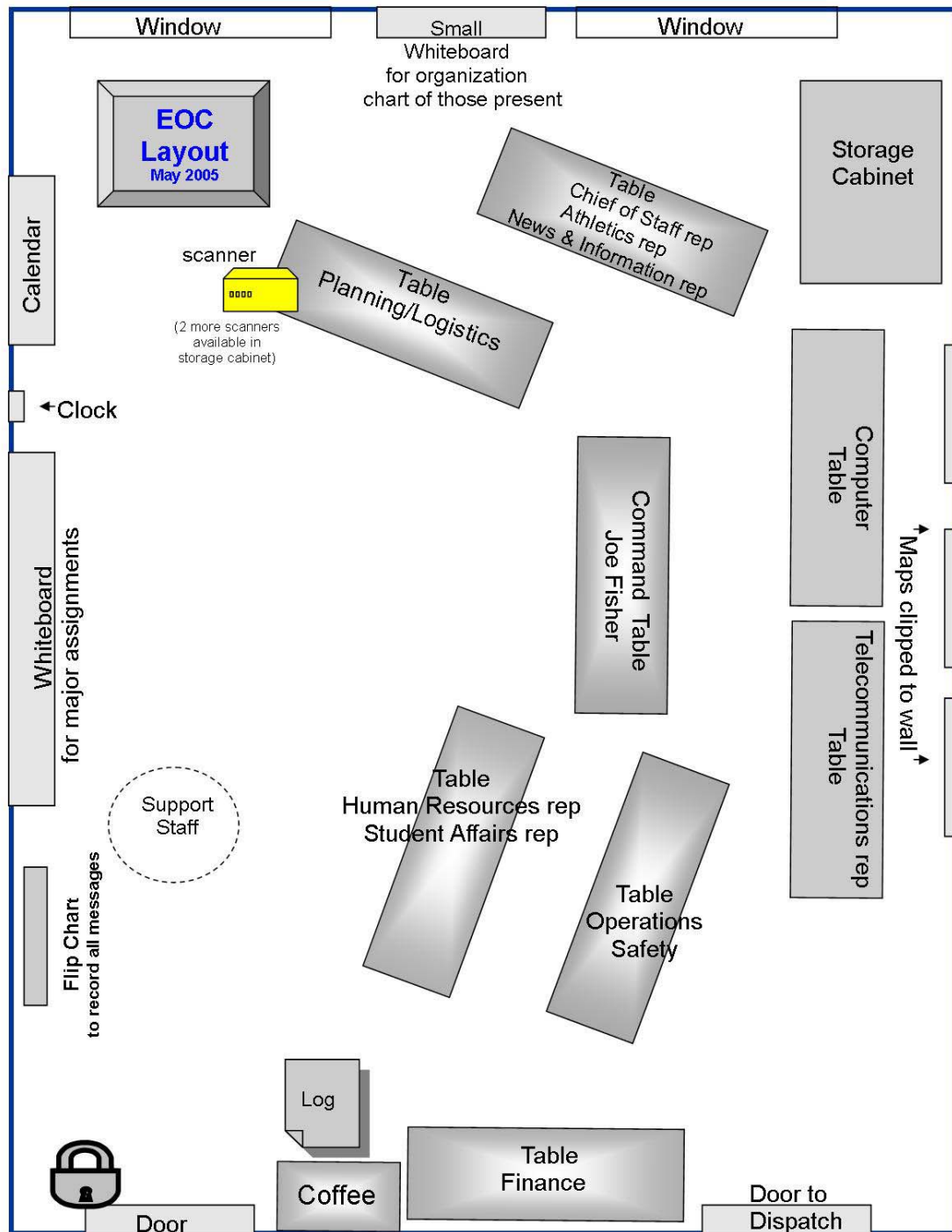
In the upper right of the layout is the locking storage cabinet containing supplies for major emergencies. My staff has a key to the cabinet, as does the Public Safety Dispatch Office that is adjacent to the EOC. The wall on the right side of the layout is to be used to clip maps of the local area. The Computer Table against that wall is staffed by my Information Systems staff when the EOC is activated, with computers accessing the Internet and the WVU Intranet. The Telecommunications Table is staffed by a representative of WVU's Telecommunications Office.

In the lower right corner of the layout is the door to the Public Safety Dispatch area, then a table to be staffed by the Director of my Business Office, next to a table for coffee and a log sheet of everyone who goes in or out and the time.

Positioned around the room are tables for staff in charge of Planning and Logistics (my Director and Associate Director of Facilities Management), Operations (my Associate Director of Public Safety), and Safety (my Director of Environmental Health and Safety). There are also tables for representatives of the offices of the Chief of Staff, Athletics, News and Information, Human Resources, and Student Affairs. In a major emergency, the WVU Director of Public Safety will be stationed at the County Emergency Communications Center, while the shift Lieutenant on duty will be at the Incident Site.

Remember the 54th Annual SRAPPA Conference in Memphis, October 8-11, 2005!

The Emergency Operations Center, continued



Remember the 54th Annual SRAPPA Conference in Memphis, October 8-11, 2005!

The Emergency Operations Center, continued

All personnel to be present are listed on a master chart of the EOC with their office, home and cell phone numbers. In addition, each person has at least one backup person designated, with the same information listed.

Everyone scheduled to staff the EOC, or listed as backup in a major emergency, is given a small waterproof pouch containing Appendix I of the WVU Emergency Response Plan, "Areas of Authority Emergency Back-ups," along with a reminder list of items to bring to the EOC (cell phone, prescriptions, etc.).

Due to the proximity of the WVU Emergency Operations Center to the Department of Public Safety Office, that Office was given primary responsibility to maintain the EOC in a state of readiness. My staff was charged with arranging for a locking cabinet and stocking it with supplies, with checking those supplies, along with the functioning of the data outlets on a quarterly basis. Our EOC room is used for training on a regular basis, but even if you can afford to set aside a facility that is used solely as an EOC, it is a good idea to check the telephone connections and data ports regularly. Technicians have been known to find Cheetos stuffed into data outlets in rooms that were used for other purposes. My staff also updates information on the chart of personnel to be in the room during a major emergency, the forms to be used at the EOC, and the layout of the room set up.

Besides a log sheet for everyone entering and exiting the room to sign, forms are also stored in the locked cabinet to aid the Director of the Business Office in noting resources committed to the event, in case reimbursement will be requested from FEMA (Federal Emergency Management Agency) after the emergency. Depending on governmental recognition of the severity of the event, FEMA funding is sometimes available afterwards to alleviate the financial burden of providing resources. Acquisition of this funding is dependent on thorough records of resources provided.

Several emergency drills have been held that have involved activation of the WVU EOC. The most recent, in September 2004, simulated an outbreak of pneumonic plague in the area, with numerous student casualties. Among the simulated tasks coordinated from the WVU EOC:

- Shutting down a University building for use as a temporary hospital.
- Bringing in additional WVU Police personnel to maintain order.
- Diverting WVU buses for transportation of medical personnel and patients.
- Shutting down Personal Rapid Transit system (WVU people mover system).
- Shutting down air handlers in residence halls, student union.
- Mobilizing Facilities Management personnel to direct traffic.
- Moving mattresses from residence halls to temporary hospital.
- Obtaining surgical masks.
- Setting up a room for a press conference.
- Arranging housing and feeding of staff.
- Seizing computers from hotel that may be site of outbreak.
- Setting up interviews with patients for medical investigation.

An informal evaluation immediately after the exercise resulted in the suggestion that a projector and laptop be used rather than the hand-written Flip Chart and Whiteboard. This was discussed at length at a later after-action meeting, and it was decided that we would continue to use the hand-written format as it is easier for people who arrive later, or as replacements, to read past information on the wall and become familiar with events so far. It was also pointed out that the person in command at the EOC should pause every half hour and do a recap of the event and the tasks required; it is easy to get caught up in ongoing communications and not stop often enough for regular status checks.

Although not yet proven in an actual emergency, the West Virginia University Emergency Operations Center has performed well in county-wide drills. While we hope that we will never have to activate the Center for an actual emergency, we have the peace of mind that the basic system is in place if and when it is needed.

—Joe Fisher
West Virginia University

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The following web sites may be of use in landscaping:

National Gardening Association
<http://www.garden.org/home>

West Virginia University Extension, Flowering Plants
<http://www.wvu.edu/~agexten/hortcult/flowers/index.htm>

West Virginia University Extension, Ornamental Trees & Shrubs
<http://www.wvu.edu/~agexten/hortcult/treesshru/index.htm>

University of North Carolina Plant Information Center
<http://www.ibiblio.org/pic/>

American Society of Landscape Architects
<http://www.asla.org/>

The Wildflower Center
<http://www.wildflower.org/>

The American Rose Society
<http://www.ars.org/>

Agriculture Network Information Center
http://www.agnic.org/agnic/index_html

American Horticulture Society
<http://www.ahs.org/>

**An Outstanding Program for Employee Recognition at Duke University**

Information Graciously Provided by Erma Gray

The Facilities Management Department at Duke University has established a number of employee recognition categories that may help other institutions who wish to institute a recognition program, and also may inspire expansion of existing programs. The following categories are recognized:

Quarterly

Employees (from specific areas)
 Overall Employee
 Supervisor
 Student
 Team
 Idea
 Apprentice

Annually

Years of Service
 Special Recognition
 Community Service Volunteers
 Apprentice of the Year
 Employee of the Year
 "Unsung Hero Award"
 and the coveted "Top Performer Award."

A recognition dinner, pins and jackets are among the rewards for achieving these categories. For further information, click here for a .pdf (Adobe Acrobat) description of the program from Duke University. Thanks again to Erma Gray and Duke for these excellent ideas!

Murray State University Signs Chevron Energy Solutions

for Energy Savings Project

Murray State University has signed a contract with Chevron Energy Solutions, a SRAPPA Business Partner, for a campus-wide energy savings project. The projected completion is December 2005. According to Dr. G. Dewey Yeatts, Chief Facilities Officer and Associate Vice President of Murray State, this type of work is a great way to find alternate funding for campus improvements during these difficult economic times.

University of Miami Implements Wireless Work Order System

from Philip Hanley, Information Systems Manager

There is a great deal of enthusiasm at the University of Miami surrounding the implementation of our wireless work order system. The project will be phased-in based on the maintenance zones. Technicians in the Housing Zone have been the first to receive their handheld devices (Symbol Pocket PC units). The Symbol units were chosen for their robustness and simplicity. The technicians are currently using the system to receive and send work orders in real-time over the wireless cloud that covers the campus. The system is also being used to compile and submit time card data needed to generate the payroll. All of the Housing Zone technicians will have their handheld devices shortly, after which phase II of the project will commence in the Academic Zone.

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Safety Requirements for Contractors and Subcontractors
A Document Developed by
Virginia Polytechnic Institute and State University

The following is excerpted from the above document with the kind permission of Zack Adams, Occupational Safety Programs Manager and Co-Director of Environmental Health and Safety Services at Virginia Tech.

“The university developed *Safety Requirements for Contractors and Subcontractors* to assure the safety of university employees and the public who may be in proximity to renovation, demolition, installation, or maintenance operations performed by Contractors or Subcontractors. Every Contractor is expected to take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. Each Contractor that coordinates the work of Subcontractors shall assure that they abide by the requirements outlined herein.”

A particularly useful section of this document is a checklist to assist Project Managers/Coordinators with complying with the requirements outlined in the program. This checklist, in .pdf (Adobe Acrobat) format, is available by clicking here.

The entire program is on line at <http://www.ehss.vt.edu/Programs/OSD/ContractorSafety/contractor.htm>

Thanks again to Virginia Tech for a useful tool in keeping the workplace safe!



**Photos
of the outside
and atrium
of the new
Nasher Art Gallery
at
Duke University**

**The 2006
SRAPPA
Conference
will be held
at
Duke University
and we can visit
this gorgeous facility
in person!**



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Hurricane News

Another Year for Big Storms

A story run by CNN.com on May 16, 2005, entitled "Forecasters Predict Active Hurricane Season," indicated that the National Oceanic and Atmospheric Administration announced that 2005 might well be another record hurricane year like we saw in 2004, with three to five major storms ranked Category 3 or higher on the Saffir-Simpson scale of hurricane severity. The following are stories from two institutions who were hit by the hurricanes of 2004:



Hurricane Jeanne Damage at Florida Tech

Deja Blew—Hurricane Season Brings Double Trouble to Florida Tech

Excerpted from an article by Jay Wilson in *Florida Tech Today*

The hurricane season of 2004 was the most destructive in the history of Florida. Four hurricanes—Charley, Frances, Ivan and Jeanne—slammed into the state's coastline, causing billions of dollars in damages. After the fourth storm, Jeanne, came ashore near Stuart, it was estimated that one in five roofs in the state had suffered some kind of damage.

Florida Tech was not immune from Mother Nature's wrath, as the university suffered through two of the most devastating hurricanes ever to hit Central Florida's east coast—Frances and Jeanne. This one-two punch of category three wind and rain made the month of September a miserable one in Melbourne, and the entire campus community was affected.

Before, during and after the storms a number of Florida Tech staff worked selflessly and, in some instances, courageously to serve the university's students. These staff members in facilities, food services, residence life and security are all managed by able and remarkable leaders. Following is the history of Florida Tech's 2004 hurricane season, in their own words.

John Milbourne, Director of Facilities Management

How prepared were we for these hurricanes?

We were very prepared thanks to our comprehensive plan. By the second hurricane, we had preparation time down to seven hours. This preparation includes boarding up windows, picking up loose items on the campus grounds like trash cans that might blow around.

What was the damage like on campus after these storms?

We spent a lot of time after each hurricane clearing out downed trees, tree limbs, loose sheet metal and roofing materials. After Frances, we had to move the roof from the Southgate Apartments E building out of the middle of Babcock Street. We needed a forklift to get that done. We had a lot of windows blown out by Frances and spent a lot of time boarding up areas where windows had been. Our staff was very selfless after both hurricanes, often putting the university's needs ahead of personal home destruction and problems. We owe them a great debt for their efforts.

What lessons did we learn from the storm?

We will need to do a better job in the future of protecting and covering indoor equipment. I think the faculty and staff underestimated how easily hurricanes can bring weather inside buildings. I hope that we will be able to convert our generators to natural gas, buy impact resistant windows and bury our remaining overhead power and fiber optic lines.

Kevin Graham, Chief of Security

Describe your hurricane experience.

Our department must ensure the safety of the campus, and this responsibility often led to us going out in the midst of the storm. We had to expel trespassers and force some of our students back indoors to safety. I've worked in blizzards but I've never seen anything like these hurricanes. The fury of these storms is indescribable.

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Deja Blew at Florida Tech, continued

How did your family react to the storms?

I've been in law enforcement all my life, so I've had to go away in major catastrophes before, but this was an unknown scenario. We live on the river, and I was unable to get back to my wife, son and sister after the hurricanes, which caused me a lot of angst. But, they understand that I'm paid to do a job and my responsibilities kept me here. We were here on the front line. It helped that John, Doug, and Tom were consummate professionals and easy to work with.

What was it like on campus immediately after the storms?

Here's where (the) facilities (organization) stood out. They got things back in order in amazing time. After Frances, the Southgate apartments were really torn up, and they put it back together again in less than a week. Tom had the dining hall open the day after both storms, cooking like nothing had happened. It was really amazing. The four of us made an effective team.

*Thanks to John Milbourne
at Florida Tech for this article!*

Storm Stories from Barry University

sent in by Freddy Ulloa, Associate Vice President for Facilities Management

No department at a university is greater impacted by the threat of a Hurricane than the physical plant. Protecting buildings, communications and computer equipment and, most importantly, students requires focus, dedication, in some cases heroic actions. Teamwork and coordination are always key elements. Sodexo Campus Services at Miami's Barry University met this challenge not once but four times in 2004, as a series of storms pounded Florida from several angles. (*Editor's Note: Sodexo is a SRAPPA Business Partner.*)

Hurricane Frances was probably the most challenging. Preparations and activation of a volunteer shelter cost almost \$100,000 in labor costs and emergency materials. These included shuttering the shelters, delivering supplies, setting up emergency feeding facilities, supporting shelter operations and providing post event cleanup.

While cleaning up from Hurricane Jeanne, Barry then offered classroom space for 300 students from St. George's Medical School in Granada, who were displaced by Hurricane Ivan. Crews worked quickly to convert classroom and eating facilities for the students, allowing them to complete the fall term without interruption.

**Report from Glenn Reynolds, 2nd Vice President**

To build on the thoughts I shared in the last newsletter about our responsibilities as members of SRAPPA, I thought this might be an opportune time to share some thoughts about best management practices for high-performance teams. There are many books and training classes that tell us "how to", but unless we practice, learn from our successes and failures we never "will do".

Team support systems work best if the organization is guided by a business vision and strategic plan, with a culture conducive to teamwork: This is true of our Facility Departments and of our SRAPPA organization. Without a vision, we can't know where we are going, if we are on the right course or if we have arrived. Without a strategic plan, we can't know our individual assignments, goals or objectives. Everyone is on their own. Without a culture of teamwork (and mutual respect) we cannot function efficiently or effectively.

Successful team-based organizations have an active leadership from the top: Leadership from the top must provide a clear vision for the organization, a guiding hand to keep everyone on course and task oriented, and a guiding hand to insure that all components are operating effectively, efficiently and within their area of expertise.

The organization's culture derives mainly from its leaders. It takes a concerted effort by the entire executive team to create a culture for teams to thrive: The Leadership Team must set the example for any organization. They must show and reinforce cooperation among themselves and the various groups within the organization. They must encourage initiative, innovation and cooperation for the success of the organization. They must encourage this attitude, and make sure that it is pushed down through their second and third level supervisors as well. Only then will this attitude become self-sustaining within the organization.

—Glenn

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Report from Bill Elvey, Junior APPA Representative

I attended the February 2-6 APPA Executive Committee Meeting held in Alexandria, VA. Besides the Executive Committee Meeting, I also attended a Board Orientation for 2005 –2006 Incoming Regional Representatives (I was unable to attend last year's orientation) and Regional Representatives Meeting.

As I mentioned in my last newsletter article the By-Laws Committee considered two separate issues as follows:

1. Meritorious Service Award. The By-laws Committee recommended and the full Board of Directors later approved, a proposed change that eliminates Article III H from the APPA By-laws. This change was recommended since no other APPA awards are mentioned in the By-laws. This change would allow the issue of a time limit stipulated that must pass before a previous recipient is eligible to receive the award again, and clarify that a second award to the same person must be based on new contributions to the profession since the previous award was received to be dealt with by the Awards and Recognition Committee in the same manner as it treats all the other awards.
2. Cross Membership Between Regions (Idaho Issue). No action was taken on this matter since the full Board of Directors agreed that each Region has the latitude to elect a member to their Board who is from an institution that is outside of its Region unless it is not allowed under the by-laws of a Region, and there would be no contravention of APPA by-laws should this situation occur.

Jim Roberts, SRAPPA Senior Representative, made the SRAPPA report to the APPA Board of Directors.

Besides attending the SRAPPA Spring Board Meeting held April 1-2, 2005 in Memphis, TN, I also conducted a review of the APPA By-laws and reported the results to Bob Carter, APPA Secretary-Treasurer prior to the April 1, 2005 deadline. Finally, a conference phone call with all the APPA Regional Representatives has been scheduled for July 20, 2005 just prior to the APPA Educational Facilities Leadership Forum in Orlando, FL.

Special recognition is highly deserved for David Gray, Middle Tennessee State University, for being nominated by SRAPPA for Secretary-Treasurer of APPA International.

Please know that I will continue to do my best to be your "link" to and from the APPA Executive Committee in order to ensure that significant issues to the SRAPPA membership are brought forward as appropriate. Similarly, I will do my best to ensure that the SRAPPA membership and the SRAPPA Board of Directors are kept apprised of on-going developments and matters involving APPA International. Thanks again for allowing me to this opportunity to serve SRAPPA in this capacity. I look forward to becoming your Senior APPA Representative for the next year after the Educational Facilities Leadership Forum.



—Bill

End of Year Recycling Sale Yields \$9,000!

West Virginia University has instituted a "Blue and Gold Mine" sale, where WVU staff collect all material donated by students living in the residence halls during finals week, and students living off campus bring their material to the University's Puskar Stadium. Volunteers with the United Way of local counties staff the sale, with the proceeds going to the United Way. The purpose of the sale is to encourage students to donate useable items they would otherwise throw away when the semester is over, said Barbara Angeletti, WVU's recycling coordinator and an employee of Facilities Management. Items that students leave behind when they return home include furniture, rugs, lamps, bicycles, computer hardware, clothing, shoes, and various house wares such as dishes, cookware, coffee makers, toasters and irons, Angeletti noted. At last count, the Blue and Gold Mine Sale had raised \$9,000! Considering that most of this material would have otherwise probably ended up in a dumpster, this was a huge success. The folks at United Way are delighted, and they are most appreciative of the efforts toward making this event successful.

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Report from Jim Hellums, 1st Vice President



October 8th -11th is just around the corner and the University of Memphis is gearing up to host the 2005 SRAPPA Conference in Memphis. Informative educational sessions, exciting activities, and a grand vendor show are just a few of the events in the works for this year's conference. One special event will be held on Sunday, October 9th. Conference attendees will be brought to The University of Memphis campus for a night of music by the University's Sound Fusion and BBQ with all the trimmings from Physical Plant's very own Cook Team. Attendees will also be given the opportunity to tour the brand new FedEx Institute of Technology.

In November 2003, The University of Memphis held the Grand Opening ceremony for the FedEx Institute of Technology. This 95,000 square foot building, costing approximately \$23 million, is home to classrooms, research labs, a cyber café and meeting/presentation spaces. The most elaborate of these presentation spaces is The Zone; an interactive meeting hall with 190 seats, all equipped with Personal Response Systems. Innovative research programs connected with the Institute are: the Advanced Learning Center, Institute for Intelligent Systems, Integrated Microscopy Center and much more. The FedEx Institute of Technology has also provided an opportunity for the University to build partnerships with companies such as Federal Express, Autozone, BellSouth and Methodist/LeBonheur Healthcare Systems. This building is also a unique display of cutting edge equipment; for example, the building is designed with an under floor air distribution system.

The FedEx Institute of Technology is committed to developing partnerships that catalyze interdisciplinary research, support innovation, and help build the workforce of tomorrow and is an enormous asset to the University of Memphis.

We look forward to seeing everyone in October and showing you how we are

TAKIN' CARE OF BUSINESS IN MEMPHIS!



**The FedEx
Institute of Technology
at the
University of Memphis**





Report from Jim Roberts, Senior APPA Representative

In the winter full board meeting, held in Alexandria, there are two parts. First, the senior representatives meet to discuss all items placed on the agenda for the following day and then the full board meets to cover the full set of material. If there are any questions they can be addressed first in the smaller group and then assured they are brought to the full board. This process was initiated several years back and has been a good method to assure items of concern are brought to the board. There is also one of the senior representatives that serves as the senior rep for the board and attends all executive board meetings and keeps the senior representatives informed.

Overall, APPA institutional membership is down slightly. For the membership to increase people want to join and their needs to be a grassroots effort to make this happen. Regionally, ERAPPA has topped 600 at their conference in the fall; CAPPAs has doubled their dues to \$100; they used an event planner to host their annual meeting with great success; PCAPPAs has proposed a bylaw change to allow adjoining states to join and attend their meetings at a lesser rate; PC and RMA will have a joint meeting in 2007; CAPPAs has this year's meeting in Little Rock and RMA is in Vail. RMA is funding the supervisor's training program and a business partner in Minneapolis/St Paul is hosting MAPPA this year.

The bylaws committee will be reviewing local chapters and how they should be recognized. Should our Regions recognize them first? You should hear more about this at our Annual Forum this summer in Orlando.

The question regarding certification for completion of our Institutes will be revisited. The young members of our organization are interested in this recognition for future job qualifications. The APPA programs are very well thought of. The individuals that attend want this Label to put on their resume. Jack Colby will set up a task force to look at the vision for APPA and give a report back to the board in 2006.

The APPA budget is hovering around \$3.8 million. We are a very healthy organization and are financially fit. The Projection for the end of the budget year, 3-31-05, was to have a surplus of slightly over \$100,000. This is very close to the minimum reserve required, 3% of net revenue. As of 12-31-04 APPA has CDs and Equity accounts totaling \$1,121,021.80. The goal is to be 25% of the operating budget and 10% of the replacement value of our physical assets. We have paid off the debt and now own the building in Alexandria.

Education continues to be one of our strongest assets. Dr. Sam Polk is continuing to provide excellent leadership and all programs from the Leadership Academy to the Educational Facilities Leadership Forum continue to be great successes. The Institute will be in Montreal Canada in September and in San Jose California in January. The Supervisor's toolkit continues to grow in popularity and is being offered regionally as well as locally from campus to campus. With Charlie Jenkins' untimely passing, the group suggested naming an existing scholarship in his honor and gives an award for leadership. This was discussed later and passed with appropriate documentation and letters so recipients would understand what Charlie had brought to the organization.

As always, nominate someone that has gone beyond the call and bring their name forward to be recognized for awards.

Thank you for letting me serve you as your Regional Representative.

Respectfully Submitted,
James O. Roberts

Congratulations again, Jim, on your recent promotion!

Remember the 54th Annual SRAPPA Conference in Memphis, October 8-11, 2005!