

Rocky Mountain Association

2005 Mid-Year Board of Directors Meeting Minutes

April 22 & 23, 2005

Vail Marriott Mountain Resort & Spa, Vail, Colorado

The 2005 Mid-Year RMA Board of Directors (BOD) Meeting was held at the Vail Marriott Resort and Spa in Vail, Colorado on April 22 & 23, 2005.

Attendees: RMA President Mark **Shively**, 1st Vice President Tommy **Moss**, 2nd Vice President Eakle **Barfield**, 3rd Vice President Mary **Vosevich**, Senior Representative Paul **Smith**, Junior Representative Dave **Brixen**, and Secretary/Treasurer John **Morris**. **Appointees:** Annual Meeting Coordinator Wayne **White**, RMA Historian John **Morris**. **Committee Members:** Polly **Pinney** (Education), Nancy **Hurt** (Membership), George **Stumpf** (Awards and Recognition) and Dave **Button** (Professional Affairs). RMA/APPA Liaison Betsy **Colgan**.

Unable to attend: Harvey **Chace** (Information and Research).

1. Call to Order

RMA President **Shively** called the meeting to order at 1:00 p.m., MDT and expressed appreciation to **Moss** for hosting the Mid-Year BOD Meeting. Introductions were made for the benefit of all new committee members.

2. Secretary's Report

Morris presented the minutes of the 2004 RMA Annual BOD Meeting held at the Jackson Lake Lodge in Jackson Hole, Wyoming on September 18, 2004 (attached). **Smith** moved and **Moss** seconded a motion to approve the minutes; the motion passed.

Morris presented the minutes of the 2005 RMA BOD Telephone Conference Meeting held on January 11, 2005 (attached). **Smith** noted a few typographical errors, which have been corrected. **Smith** moved and **Brixen** seconded a motion to approve the minutes as amended; the motion passed.

Morris presented a copy of the signed Non-Profit Board and Officers Liability Insurance Policy (attached).

3. Treasurer's Report

Morris presented the Treasurer's report as of March 31, 2005 (attached). **Smith** noted a typographical error. **Vosevich** moved and **Moss** seconded a motion to approve the report as amended; the motion passed.

Brixen noted that the change in the RMA fiscal year was approved at the RMA Annual Members meeting in September 2004 and is now April 1 through March 31.

4. Supervisor Toolkit Training

Morris presented a table (attached) summarizing the revenues and expenses incurred to date for the Supervisor Toolkit Training. **Pinney** indicated the next session is planned for New Mexico and she has received requests from Utah, Southern Arizona, and Colorado College for additional sessions. **Pinney** discussed the evaluations from the past two sessions and both received favorable ratings. **White** asked what is the optimum class size and **Pinney** replied 20 to 30 attendees.

Shively noted that RMA intends to provide two (2) training sessions each fiscal year and indicated some institutions have requested additional sessions directly from APPA without RMA support. Discussion followed and it was noted that the APPA trainers are more expensive than the RMA trainers. **Shively** asked should the BOD let APPA provide the trainers or should RMA develop additional trainers? **Colgan** indicated APPA's goal is to get more trainers. APPA prefers that trainer applicants have prior training and development experience and ultimately need approval by the APPA master trainer after demonstrating acceptable performance. **Smith** asked if RMA should consider training **Pinney** and **Shari Philpott** to become Master Trainers? **Colgan** indicated APPA plans to discuss developing more Master Trainers at their May meeting. **Shively** asked if RMA should develop more trainers. **Vosevich** recommended polling the RMA membership at the RMA Annual Educational Forum in September to determine if we need more trainers, and the BOD agreed.

5. RMA President's Report

Morris provided a draft copy of the APPA Affiliates Agreement (attached). The agreement requires per "Section VI Obligations of the Regions and Chapters – Insurance" that each region must have insurance. It was agreed that the new BOD Liability Insurance policy meets this requirement. There was uncertainty regarding the required consent form that must be signed by the regions president per "Section VII Grant of Group Exemption, subsection (2)". **Shively** to follow up with **Chong-Hie Choi**, APPA Senior Director of Finance and Administration, to get a copy of the consent form and a copy of the Affiliates Agreement for signature. **Smith** moved and **Brixen** seconded a motion to approve **Shively** to sign the Affiliates Agreement on behalf of RMA; the motion passed.

Shively asked if RMA should send an invitation to the institutions from Idaho who requested RMA membership? **Brixen** indicated that RMA should let them know the path is cleared for them to join. **Smith** commented that Idaho sent the petition to APPA and APPA notified

them that PCAPPA and RMA modified their bylaws; therefore APPA should notify the Idaho institutions. **Brixen** commented that there seems to be some confusion on the process. **Colgan** will coordinate with APPA to notify the Idaho institutions.

Brixen asked how does a non-APPA member join RMA? Non-APPA members need to send a petition to the RMA Secretary/Treasurer. **Brixen** commented that the process is not clear on how they are notified to renew. **Colgan** will follow up with APPA for clarification.

Brixen asked about the RMA FY04/05 budget now that the fiscal year has been modified. The BOD agreed that the FY04/05 budget that was approved in September 2004 would apply to FY05/06 until there is membership approval in September 2005. The FY06/07 budget will also be presented for approval at the September 2005 annual member meeting.

Shively noted that he met with the Physical Plant Craft Association (PPCA) in September 2004, but has not heard from them since. At that time PPCA did express some concern about RMA or APPA taking over their organization. The BOD agreed that the APPA and RMA organizational focus was not the same as PPCA so this should not be a concern. **Shively** commented that the educational sessions at the PPCA conference held in Las Vegas were very weak. **Shively** will review the next PPCA conference to determine if RMA should provide support by sending staff to their conferences.

Shively submitted a final financial statement from RMA 2004, which indicated revenues in excess of expenses totaling \$12,369.58. A check for \$14,869.58 (conference profit plus \$2,500 reimbursement for RMA 2004 seed money) was presented to **Morris** for deposit in the RMA accounts. **Shively** noted that not all event fees were collected and he is working with these individuals.

6. 1st VP Report

Planning for the RMA 2005 Educational Forum is going well according to **Moss**. **Moss** provided a projected budget and a list of current business partner support. *‘Turn a New Leaf’* is the theme for the event. The Vail Marriott Resort and Spa will be the venue. **Moss** noted that the RMA 2005 budget covers registration, room and board for the APPA representatives and guests, but does not cover airfare. The forum budget also includes event insurance starting July 1, 2005 at a cost of \$750. **Moss** proposed considering \$3,000 to \$5,000 for forum seed money to be included in the annual RMA budget as a permanent line item. The BOD agreed the proposed FY06/07 budget would include \$3,000 for forum seed money for member approval in September 2005.

Moss presented his proposal for a new award, The Golden Nugget Award, to be awarded at each annual educational forum to the institution with the most attendees. Host institutions are not eligible for the award. There would be three categories; one category for institutions under 5,000 students, one for 5,000 to 10,000 students, and another for over 10,000 students.

Moss discussed the RMA 2005 plans for a group photo. The plan is to have group photos by state or province and another for Business Partners as opposed to one single group photo.

Moss also presented the preliminary session agenda (attached). **Moss** noted that some Business Partners were hoping to be able to give presentations, although the session schedule is already set. **Hurt** commented that presentations by Business Partners are allowed as per the RMA By-Laws. **Brixen** and **Barfield** both commented that developing a call for papers would be a good idea and would also allow for a closing date. **Pinney** noted she is scheduled to provide a short preview of the Supervisors Toolkit at the RMA 2005 Educational Forum.

Moss presented the proposed 5 year Business Partner award that will be used at the September 2005 Educational Forum. **White** commented that there might be as many as twelve (12) 10 year Business Partners in 2006.

Moss credited Jackie **Lindsay** for her efforts on the forum coordination. **Shively** noted that the RMA 2005 Educational Forum budget should also cover Jennifer **Coast**, the RMA 2004 coordinator. **Moss** agreed the cost was included.

Brixen moved and **Smith** seconded a motion to approve the RMA 2005 Educational Forum budget as presented; the motion passed.

7. 2nd VP Report

Barfield presented the RMA the RMA 2006 Educational Forum preliminary agenda, preliminary budget and a budget template for use by future hosts. **Barfield** noted that the RMA 2006 forum only has room for 34 Business Partner booths.

8. 3rd VP Report

Vosevich reported the dates for the 2007 Albuquerque balloon fest do not conflict with the APPA Institute. Hotel room rates are higher during the balloon fest and may be as high as \$189/night plus tax. Lander **Medlin** has already contacted PCAPPA about a joint meeting but has not heard back. **Hurt** indicated she thought PCAPPA had already selected another site. **Smith** moved and **Moss** seconded a motion to have the RMA 2007 Educational Forum coincide with the Albuquerque balloon fest; the motion passed.

Vosevich also reported the RMA website is up and running. **Vosevich** stressed the need for regular input in order for the site to remain productive. **Moss** indicated the RMA 2005 link is also running on the RMA website.

Vosevich agreed to draft a business letter discussing some of the upcoming vacancies for **Shively** to sign and distribute.

9. Senior Representative Report

Smith provided the Senior Representative Report (attached) and commented that APPA is healthy and active. **Smith** commented that the 2006 Educational Forum planning in conjunction with the other partners, NACUBO and SCUP, is progressing well. Everyone is encouraged to start discussing the meeting with the chain of command to ensure that APPA has good representation at this meeting. **Smith** reported the Leadership Academy curriculum is being revised and will now have 4 tracks. **Smith** also reported that one of the scholarships provided by APPA to the regions is named the Charlie Jenkins Memorial Scholarship.

10. Junior Representative Report

Brixen asked if any institutions on the BOD participated in the APPA student survey. Only Arizona State University participated. **Colgan** indicated only 30 to 40 institutions throughout APPA participated.

Brixen noted that the APPA Bylaws Committee has been charged with conducting a thorough review of all of the APPA Bylaws, looking for general clean-up or changes that are necessary to keep the Bylaws up-to-date. Any proposed changes as a result of this effort will be brought to the membership vote in spring 2006. **Brixen** indicated that any comments, thoughts or suggested changes regarding the APPA Bylaws should be forwarded to him before May 15.

11. Newsletter Editor Report

Smith announced he has accepted the position of Director of Facilities at The Evergreen State College in Olympia, Washington. **Smith** notified the BOD that he would be stepping down as the RMA Newsletter Editor and expressed his appreciation for the opportunity to serve. **Smith** indicated his assistant, Esther **Federico**, will continue through the August newsletter and would like to take over as Newsletter Editor if approved by her new supervisor and the BOD. **Vosevich** commented that the vacancy could be posted on the RMA website.

Smith said he included a survey in the newsletter for our readers to let him know if an electronic newsletter was of interest, and to date he has only received two responses. One vote was for and one was against. **Smith** presented the newsletter expense report (attached). **Smith** also agreed to review an option to send the newsletter out electronically via magnet mail.

The BOD expressed their gratitude to **Smith** for his service and dedication as the Newsletter Editor for the past 8 years, and wished him the best of luck at his new institution.

12. Awards and Recognition Committee Report

Stumpf indicated the APPA Awards and Recognition Committee met April 2, 2005. There were 2 applications for Fellow (one was awarded), 7 applicants for Meritorious Service (two

were awarded), and 15 applicants for Pacesetter (7 of which were awarded). **Stumpf** noted that APPA plans to review the criteria for the Pacesetter Award. **Stumpf** pointed out that RMA does not have a Pacesetter or a Meritorious Service Award and indicated he felt it might be worth considering. **Brixen** commented that there had been no interest from RMA members in these two regional awards.

Stumpf distributed evaluation criteria forms for the Pacesetter and Meritorious Service Award and said January 31, 2006 is the closing date for nominee submittals.

13. Membership

Hurt submitted the Membership Committee report (attached). As part of the APPA Marketing Plan for Membership a planned activity includes promoting APPA to tribal colleges via the RMA region. **Hurt** noted that invitations to Tribal Colleges should take place in person due to cultural relationship expectations. **Hurt** will prepare a special invitation and notify the BOD when the invitations are ready for distribution to see if BOD members are willing to volunteer to make personal contact. **Hurt** also presented some questions and proposals (page 4 of the Membership Committee report) for the BOD to consider. **Barfield** expressed concern that Tribal Colleges may not be eligible for membership as per the RMA Bylaws. **Smith** responded that they might qualify for Affiliate Membership.

Hurt discussed and distributed the APPA Membership brochure and commented it contained useful recruitment information.

Hurt noted that RMA has lost a number of Business Partners and proposed lowering the Business Partner fee. **Hurt** indicated RMA has a fairly high Business Partner fee compared with other regions. **Hurt** will contact **Randall Edwards** to see if he can identify the Business Partners who have dropped out. **Hurt** will forward this information to **White** for follow up.

14. Information and Research Committee Report

Chace was unable to attend the meeting and **Vosevich** provided the Information and Research Committee report (attached). **Smith** commented that there was a glitch in the programming for the utilities cost per square foot portion of the Core Data Survey. **Button** responded that it had been fixed.

15. Professional Affairs Committee Report

Button provided the Professional Affairs Report (attached) and indicated there were very few award submissions for the Award for Excellence and the Effectiveness and Innovative Practices Award prior to the extension of the deadline. There was only one institution from RMA, the University of Utah, which provided a submittal. In the future APPA would rather not have extension dates for the deadlines, and it should not be assumed that the deadline would be extended again next year.

16. Educational Programs Committee Report

Pinney reported that the major project for this year has been the development and implementation of the Regional supervisors Toolkit training. *Note: Refer to item #4 above for additional discussion items on the Supervisor Toolkit training.* **Pinney** indicated a credit card for RMA travelers is not necessary as long as the trainers receive quick reimbursement of expenses.

Pinney indicated one goal that is yet to be implemented is a Regional Education Committee, and projects completion of this goal by the RMA 2005 Educational Forum in September 2005.

17. RMA Meeting Coordinator Report

White expressed his appreciation for the opportunity to serve RMA and the importance of the RMA meeting coordinator. **White** stressed how critical the relationships we have developed with our Business Partners and he urged the BOD to keep this as a high priority. **Vosevich** expressed her concern regarding how critical the position of RMA Meeting Coordinator is to RMA and that the BOD find a replacement that has been as effective as **White** at developing relationships.

Morris proposed adding this position to the RMA Bylaws. **White** will draft the duties of the RMA Meeting Coordinator for insertion into the Bylaws, upon member approval.

18. RMA Historian Report

Morris indicated that data collection is going well for the next RMA history update scheduled for the 60th Anniversary.

Shively asked if the BOD should select a new Historian now that **Morris** is serving as the Secretary /Treasurer. **Morris** indicated that at this point the duties could overlap, however selecting another Historian would give some one else in RMA an opportunity to serve. The BOD agreed to solicit for a new Historian in the RMA newsletter.

19. RMA/APP A Liaison Report

Colgan reported that the certification discussion is reemerging. A survey to the APPA members has already been conducted, however APPA will convene a subcommittee to reevaluate the interest and benefit of a facilities management certification program.

Colgan also reminded the BOD how critical it is to find a replacement for **Chace** as the Information and Research Committee Representative, before the August meeting.

20. Other Business

Shively announced that Jeff **Turner**, Casper Community College and former RMA Committee Representative, was approved for RMA emeritus status, and **Colgan** will check on **Turner's** status for APPA emeritus status.

Smith moved and **Brixen** seconded a motion to recommend Ted **Cary**, Arizona State University, for APPA emeritus status; the motion passed.

Shively announced that Doug **Sanford**, of Arizona State University, was also approved for APPA emeritus status. **Brixen** noted that **Sanford** had not been approved for RMA emeritus status due to the 10-year requirement in the RMA Bylaws.

Note: The following summarizes a series of follow up e-mails regarding the 10-year requirement for RMA emeritus status. **Smith** noted that the 10-year requirement is no longer in the RMA Bylaws. The RMA Bylaws were modified to be consistent with the APPA Bylaws. The thinking at the time was that membership in an organization did not necessarily qualify one for emeritus status, as this status is considered an honor. **Brixen** commented that the BOD might have to reconsider the decision regarding **Sanford's** request for RMA emeritus status. **Smith** responded that just because someone applies for emeritus status does not mean the BOD must approve the request. However, the BOD may want to develop some criteria that must be met, much like the requirements in the proposed 14ers Club. **Shively** and **Moss** agreed.

Morris presented a proposal for a new program called the 14ers Club. **Morris** commented he felt with the discontinuation of the Tribe that some good concepts were eliminated from within the region, and this new program could build on the more positive attributes. Membership in the 14ers Club would be open to all RMA members who met established longevity and service requirements. The focus of the concept is to promote comradery, partnerships and mentoring opportunities within RMA and to recognize dedicated members. The original proposal was based upon 8 years of membership in RMA and attendance at 6 RMA annual educational forums. The BOD felt that the requirements could be expanded allowing for additional credits for service beyond longevity and attendance. **Morris** agreed to modify the proposal and have it ready for presentation to the RMA members in September 2005.

The meeting was adjourned at 5:42 pm MDT.

The BOD Meeting was reconvened for voting members of the BOD on April 23, 2005 at 8:30 a.m., MDT to discuss scholarships.

21. Scholarships

Barfield moved and **Morris** seconded a motion to include previous attendance at the APPA Institute or the Leadership Academy as a prerequisite for selection of a scholarship; the

motion passed. **Smith** moved and **Vosevich** seconded a motion to require completion of the APPA Institute as a prerequisite before receiving a scholarship to the Leadership Academy; the motion passed.

Barfield recommended the selection of an alternate in case one of the approved scholarships may not be utilized. The BOD agreed. **Barfield** also suggested adding a block on the scholarship application indicating whether the applicant wishes to use credits for women, minority or disabled status. The BOD felt that this credit was sufficiently addressed in the application instructions. **Vosevich** suggested addressing this issue within the concerns letter from the RMA President.

Currently APPA scholarships are \$500 towards the Leadership Academy registration fee, and APPA is reviewing the cost impact of full endorsement. **Colgan** agreed to follow up on the issue.

Moss moved and **Smith** seconded a motion to approve the following scholarship awards for the Institute; the motion passed.

APPA:

Jameel **Chaudhry** – University of Montana
Tom **Miller** – University of Colorado - Boulder

RMA:

Jennifer **Meneses** – University of Saskatchewan
John **Grimstad** – Montana State University - Billings

ALTERNATE:

Wayne **Robinson** – Casper College

Vosevich moved and **Brixen** seconded a motion to approve the following scholarship awards to the Leadership Academy; the motion passed.

RMA - Richard **Davis** – Montana State University - Bozeman
APPA – Richard **Franz** – Pima Community College

All remaining members of the BOD were invited to return and the BOD meeting reconvened at 9:10 a.m., MDT.

22. RMA Mission Statement, Vision, and Emerging Issue

Shively read the existing RMA mission statement and asked the BOD if it was still applicable or if it needed updating.

The Rocky Mountain Association of Higher Education Facilities Officer's Mission is to promote and develop the leadership capabilities of the higher education facilities management professional by providing timely opportunity for communication, partnership and education.

White asked if there is also an RMA vision statement. **Morris** indicated he was not able to locate a vision statement. The most recent strategic goals and emerging challenges were noted on page 22 of **Fifty Years of RMA: A History of the Rocky Mountain Association of Higher Education Facilities Officers**. **Vosevich** felt the mission is more than developing leadership capabilities, and could be missing the technical aspect as well. **Barfield** asked if the mission statement adequately addresses the Business Partners. **White** felt that it does.

After further discussion the **Barfield** moved and **Vosevich** seconded a motion to accept the following mission statement; the motion passed.

The Rocky Mountain Association of Higher Education Facilities Officer's mission is to promote and develop the capabilities of higher education facilities management professionals by providing timely opportunities for education, leadership, communication and partnership.

The BOD agreed that this mission statement compliments and does not contradict the RMA purpose as stated in the RMA Bylaws.

Shively then asked the BOD to review the strategic goals. **White** iterated that the strategic goals should support the mission. **White** also suggested considering such things as regional representatives by states or province, or regional awards and recognitions that feed to into the APPA system such as suggested by **Stumpf** earlier in the BOD meeting. The following items were listed during a brainstorming session:

Education

- Scholarships
- Partnerships
- Educational meetings and forums
- Regional Trainers
- Annual Forum

Educational Committee
Annual Educational Forum
Committee (proposed)

Leadership

- Awards and Recognition
- Establish regional committees
- Mentoring

Professional Affairs Committee
Awards and Recognition Committee
Nominating Committee (proposed)

Communication

- Networking
- Web page
- Newsletter
- E-mail
- Marketing RMA

Newsletter Editor
Information and Research
Committee

Partnership

- Mentoring
- Regional representation
- Business Partner inclusion
- Networking/Comradery
- Retention and replacement

Annual Meeting Coordinator
Membership Committee

Additional concepts presented included:

- Changing the BOD voting members to include committee representatives
- Establish regional committees
- Changing the Bylaws regarding the requirement to host an RMA annual educational forum in order to be a RMA Officer
- Allowing annual educational forums to be hosted by regions as opposed to institutions
- Changing the term limits or selection of officers, i.e.
 - Elect 1st Vice President who advances through Senior Representative
 - 2nd and 3rd Vice Presidents stay constant

Hurt agreed to distribute other APPA regional bylaws for review of their BOD hierarchy and annual forum host selection.

White warned the BOD to be cautious of change and that the existing system has worked well. A new structure could create new problems. The BOD agreed that if any changes were to be made the transition might take a few years to fully implement.

Smith moved and **Vosevich** seconded a motion requesting the RMA President to appoint a 3-member committee to review and present restructure options; the motion

passed. **Shively** selected **Moss, Barfield** and **Hurt**, and gave the charge to review two or three options for restructure and prepare a proposal by August 1, 2005, for inclusion in the newsletter.

Smith reminded the BOD to review the term limit date for RMA committee representatives in order to stagger the terms of service, as per Section IV (12) of the Bylaws at the September 2005 BOD meeting.

Brixen moved and **Smith** seconded a motion to adjourn at 11:20 a.m., MDT.