



Elective Offerings September 11-14, 2023

(Please pick one course in each time for a total of 6)

**Monday, September 11, 2023
1:00pm – 2:40pm**

520 – Project Management

Faculty: Mary Vosevich

Project management is not just about construction but is useful in any project that you are doing. This class will provide an overview of the five process groups of Project Management - initiating, planning, executing, controlling, and closing - and the project manager's roles and responsibilities.

552 – Challenging Personnel – What to do?

Faculty: Lynne Finn

This class discusses the ten categories of “difficult” people, looking at reasons why they are the way they are and provides some strategies for working with each group. Relates to the “whys” of decision-making or actions.

633 – Challenges of Cyber Security

Faculty: Tom Rogers

In this session we will cover general cybersecurity management of Operational Technology systems. Over the last several years, Industrial Internet of thing (iiOT) devices and evolution of Internet Protocol (IP) based systems have been more prevalent. As technology Building Automation Systems (BAS) evolve, we need to take a risk-based approach to securing those devices and follow NIST guidelines whenever possible. We will talk about some ways to mitigate risk including, network segmentation, vulnerability and Identity and Access Management.

655 – Operations & Maintenance Staff Guidelines

Faculty: Tom Flood

Review the activities associated with maintenance and operations staffing and organization. This course will investigate various methods for determining facilities maintenance, custodial, and grounds maintenance needs and predicting appropriate staffing levels. Specific use of the trilogy of APPA staffing

guidelines publications will be explored in a workshop approach. Discussion will also focus on defensible methods to demonstrate staffing needs and to validate costs.

663 - Planning the Transfer of Completed Construction to O&M

Faculty: Doug Litwiller

This session will explore identifying the key stakeholders, ensuring an appropriate operating budget, staffing to serve and maintain the new facility, developing and enforcing appropriate design standards, conducting effective plan reviews, implementing asset management programs, managing successful commissioning efforts, adopting best practices for managing warranties, and capturing lessons learned.

Monday, September 11, 2023
3:10pm – 4:50pm

362 – Metering Measurement and Verification

Faculty: Larry Schuster

While managing energy use and costs has always been considered an important objective of any facilities management organization, the impact of spiraling energy costs has made this issue more important now than ever. Key to managing energy costs is knowing where, when, and how energy is being used.

518 – The Manager as Coach

Faculty: Michelle Frederick

Coaching is experiencing dramatic growth as a valuable management tool for managers and supervisors. You will sharpen your communication and management skills as you integrate the coaching examples, skill-building exercises, and coaching tips and traps into a positive approach with your employees. Coaching is applicable in all areas of management but is especially valuable in evaluations, discipline, positive and negative feedback, and career development.

545 - Designing for Maintainability

Faculty: Joel Sims

Discuss procedures to assure that institutions achieve the best overall value from their investment in new or renovated facilities. Understand the balance between aesthetics and durability and how they both play a significant role in design. Discuss the evaluation of facility designs based on life cycle costs and learn the questions to ask during the design process so that you help create an overall better product.

558 - Metrics, Informatics & Performance

Faculty: Chris Smeds

Modern facilities organizations are awash in a sea of data – from financial to work management, geospatial to building controls, organizations are collecting vast amounts of data. Too often, however,

organizations simply use that data as a record of past outcomes rather than as a tool that supports forward-looking organizational decision making. This session will discuss how organizations can address this issue and begin to effectively use their data. Topics will include data, metrics, KPIs, benchmarking (including APPA's Facilities Performance Indicators) and APPA's newly launched initiative on Facilities Informatics.

570 - Preparing for Future Technologies

Faculty: Don Guckert

The Fourth Industrial Revolution is bringing on a wave of disruptive and accelerating technological change that is transforming industries across all economies, including higher education facilities management. The exponential growth of Big Data is driving this disruption, IoT, AI, 5G and Blockchain as well as the impact of the pandemic. The work that facilities management professionals do will change; but how they do it will change even more. Explore the megatrends that are reshaping the profession and how to prepare and strategize for the transformational changes that will define the decade.



Tuesday, September 12, 2023
1:00pm – 2:40pm

524 - Creating a Learning Environment in Facilities

Faculty: Michelle Frederick

With budgets being cut and employees being expected to do more with less, organizations are having to find effective and inexpensive ways to develop employees and prepare them for new roles. This session will explore a variety of creative and cost-effective programs to create a learning environment where staff are expected to learn and grow. This session will explore all the ways to develop staff and share the success stories of the program in preparing the organization for the future.

532 – Preventive/Predictive Maintenance

Faculty: Chris Smeds

A comprehensive maintenance program relies on an effective approach to preventive and predictive maintenance. This session will address the key elements in establishing a preventive maintenance program and explore the challenges and benefits of sustaining the program.

547 – New and Emerging Products/Materials to Building Design

Faculty: Joel Sims

This class will focus on new and emerging products and materials suitable for use in the construction of higher education facilities. We live in an age where products are being developed at an exponential rate. It is important to keep up to date with new developments. See some new and interesting building products and materials. We will also identify some poor performing products as well as some “tried and true” building materials.

580 – Public Speaking and Making Presentations

Faculty: Steve Thweatt

Presentations Public speaking can present a challenge for many people. “What if I mess up during my presentation? What if the audience does not like my presentation? What if I forget a part of my presentation? What if I look nervous during my presentation?” Sometimes, employees bypass promotions, and business owners bypass business opportunities rather than give a presentation. Learn

how to develop a speaker's mindset, overcome anxiety, gain outstanding presentation skills, and become more confident making presentations that achieve results in this interactive class.

664 - Data Integration

Faculty: Larry Schuster

In this class, we will discuss our needs for data, and how we can share our data with our institution's vast data resources. Facilities Management energy, maintenance, financial, space management and other data is fast becoming another sought-after campus utility that should be available to the entire institution in an integrated, globally acceptable manner. To do our jobs, it's not enough to just know how to use data applications, we need to understand how an integrated, easily accessible "data warehouse" can optimize the performance of those applications.

**Tuesday, September 12, 2023
3:10pm – 4:50pm**

521 – APPA 101

Faculty: Christina Hills

Do you want to be perceived and recognized as a professional in the field of educational facilities management? APPA is the gathering place for those of us engaged in the field of educational facilities management and dedicated to the ongoing evolution of its professionals into influential leaders in education. This course will introduce you to APPA's outstanding programs and offerings. It will also discuss APPA's highly sought-after credentialing program that includes the Educational Facilities Professional (EFP) and Certified Educational Facilities Professional (CEFP).

536 - Best Practices for Plant Organization and Processes

Faculty: Jeff Zumwalt

This session will examine "best practices" related to procuring, generating, and distributing utilities. The session will begin with a review of all activities necessary for successful plant operation. It will then focus in on a few effective strategies for dealing with recent challenges in the utilities environment. This class will utilize a big picture approach to best plant practices, including using Standard Operating Procedures to capture every required in a utility plant as well as assigning responsibilities. This concept could be applied in other areas of facilities management.

651 - Facilities Services to Auxiliaries

Faculty: Rollie Zumbrunn

Auxiliary business units like residential housing, dining, athletics, and parking and transportation often present unique challenges for campus Facilities Management organizations due to demanding occupancy schedules, high visibility, seasonal work, and funding models. This course will look at how providing services to these units is different from other areas on campus and discuss successful service models to meet these challenges.

660 - Integrated Capital Planning

Faculty: Mark Miller

An Integrated Capital Plan sits at the intersection of capital investments and operational funding. Learn how to develop a capital project priority matrix employing TCO and integrating operating and capital budgets to address deferred maintenance and capital renewal.



Thursday, September 14, 2023
1:00pm – 2:40pm

451 – In-House Construction Services

Faculty: Mark Stanis

Discuss effective processes and procedures for providing in-house construction services. Review staffing and organization, workload management and leveling, budgeting, recharge rate structures, billing procedures, and productivity and incentives to perform.

557 - Trends in Operations and Maintenance

Faculty: O&M Panel

This interactive panel discussion will provide attendees an opportunity to discuss emerging trends in Operations and Maintenance with a faculty panel. Come prepared with questions and/or topics of interest you would like to discuss.

APPA's Institute Panel Discussion is an opportunity for the attendee to share their thoughts and experiences on a specific subject. These panels are facilitated by an APPA faculty member who will guide the conversation along the interests of the participants. No formal presentations will be given. All attendees should be prepared to engage in active conversations with their colleagues.

625 - Managing Effective Plan Reviews

Faculty: Jeff Gee

Have you ever wondered how to manage an effective plan review or asked what makes it so hard? Come participated in a discussion regarding effective plan reviews. Learn how to manage the plan review process well to reach the goals you have for your project. You will hear about challenges and opportunities each project has and learn how items such as an invitation list, industry tools (paper and/or electronic), scheduling and timing of reviews, campus standards and expertise needed all play a part in an effective plan review.

650 - Leading Advocates at Work

Faculty: Jamie Gayer

In June 2020 in the wake of George Floyd's murder, staff members in Capital Planning & Facilities felt called to action to increase the knowledge and awareness of team members as to the impact of actions happening in our world. The team approached leadership about creating an in-house diversity and advocacy team with the goal of helping CPF embrace diversity and differences by ensuring there is equity and inclusion in our daily practices and creating a culture of respect. As the executive sponsor I have spent the last two years helping this team of volunteers establish goals, core values, budgets, action plans and an understanding of what is/is not part of the work environment expectations. This session will walk

through my experience with this team of the accomplishments and setbacks that we have navigated to date and how other universities can create a similar program.

659 - Utility P3 Basics

Faculty: Brett Garrett & Ben Fish

This class will provide an introduction into the new partnerships being created between public and private entities, particularly in the utilities arena. An overview of P3 concepts will be provided as well as a look at the types of agreements and arrangements that are being considered across the industry.

Thursday, September 14, 2023

3:10pm – 4:50pm

510 - Preparing for Career Advancement in Facilities

Faculty: PDC Faculty

A group of Institute faculty who are current or former senior facilities officers will offer their advice on what actions and preparations attendees can take to pursue progressive career paths in the profession. Questions related to education, professional development, leadership development, credentialing, APPA engagement, networking, working across organizational boundaries, serving leadership and colleagues, and other career building topics will be covered. All attendees should be prepared to engage in active conversation. To encourage a high level of participation among attendees, class sizes will be limited to between 25 and 30 individuals.

515 – Business Communications

Faculty: Mary Vosevich

Learn the elements of effective written and oral communication. Class addresses style, audience analysis, format, presentation, and delivery. Effective communication strategies for presentation and delivery. Effective communication strategies for professional settings will be discussed. Learn the difference between 'your need to tell' and 'your audiences' need to know'.

645 - Trends in Space Planning

Faculty: Joe Bilotta

Higher education is experiencing major shifts in the way in which it plans and utilizes its space assets. The pandemic's impact has been less about reshaping and more about accelerating these changes. Explore the emerging trends in space utilization and how institutions are shifting their planning strategies in the wake of disruptive and transformational changes. A case study will be shared that includes the challenges, processes used, impacts, and plans they are beginning to implement.

653 - Retro-Commissioning /O&M Perspective

Faculty: Allen Boyette

This session will provide an overall perspective of commissioning and explore the energy reduction and operational benefits found through retro commissioning of mechanical systems in existing buildings. Many facilities managers have found that commissioning teams are able to identify problem areas and improvements to HVAC control and mechanical components with surprisingly positive results to both customer service and operating costs. The discussion will also cover various retro-commissioning approaches as part of a comprehensive sustainability program to reduce carbon impact. The discussion will include commissioning team makeup, process steps, technical scope, financial investment, potential cost savings, and measuring results.

658 - Energy and Utilities - Hot Topics Panel

Faculty: Panel

In this session, participants will be able to hear about the latest developments in the world of Energy and Utilities. Whether it is the latest on fuels, processes, technology or decarbonization, we will explore some of the recent news and trends. We will encourage active engagement to allow for experience exchanges.