



The ACCFO Newsletter

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The ACCFO Organization

ACCFO is a private, non-profit organization comprised of managers and supervisors involved with facility operations and maintenance. The purpose of the association is to provide an opportunity for community college facility personnel to review their abilities and interests, to refine their skills, and to participate in discussions on facility issues. It provides the participants the opportunity to share their successes, receive assistance from their counterparts in overcoming obstacles, and establish facility networks for future collaboration. We encourage all 58 community colleges to become involved by participating in ACCFO and give back to its members.

Our Officers

President - Tim Strickland

Vice President - Bo Hightower

Secretary - Terri Ashcraft

Treasurer—Wesley Adams

Past President - Erik Conti

District Presidents

District I President - Mark Wise

District II President - Garion Bunn

District III President—Ken Pearce

ACCFO Conference

2014 ACCFO Fall Conference

Crowne Plaza Resort

Asheville, NC

Website Address

ACCFO.org

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Do you know where you will be on September 17, through 19, 2014? We hope that you will be at the 2014 ACCFO Fall Conference in Asheville, NC. This is where you can visit with your fellow members and catch up on what they are doing to maintain their facilities and how they manage their budgets. You can make your reservations at Crowne Plaza Resort at 1 Resort Drive, by calling 800.733.3211 or local number 828.254.3211. You have until **August 17, 2014** to make reservations at the ACCFO rate. The Professional Development Committee has put together a program to provide you with a great educational experience. We would like to encourage members that say they plan to attend next time, make this the conference you actually attend. We are hoping to see at least 45 different community colleges participating in the 2014 ACCFO Fall Conference. Become involved in your organization TODAY by attending this conference, please join us.

Maybe a few of you remember Sanford Cain. He retired from Fayetteville Technical Community College and was very involved in ACCFO. He inspired me to become involved in ACCFO and become what you might call a behind the scenes guy. He was like me, he never sought to hold an office in ACCFO, yet he contributed a lot of his knowledge and experience with me and so many others. I remember years ago I was trying to put a directory together along with other facility information about each community college. He was the first one to share his yearly facility assessment information, county budget, number of maintenance personnel, and shared his utility cost before we started reporting the data to the North Carolina State Energy Office. At various conferences he asked questions that had an impact on most community colleges and shared what he was doing at FTCC. He made sure his guys attended both conferences and district meetings because he felt like it was important for them to be exposed to other ideas and methods. He created many spreadsheets for FTCC and left them with a wealth of information. It is good to see that Harold Wyckoff is continuing the same strategy. Sanford "Thank You" for being a such an inspiring mentor—Phil Harrison

Here we are about to hold another conference, time really does fly. The Executive Committee will meet on Wednesday morning to take up Executive Committee matters. We do encourage other members to attend if possible. We will be considering a new slate of officers for the next two years since we only have one statewide conference per year. I would like to encourage all our community colleges to participate and get involved by volunteering either for a State Executive Office or one of the many committees that need your input. Being involved gives you the opportunity to share your ideas and knowledge with so many others. As Phil indicated in an earlier article, being a behind the scene person requires a lot of work and dedication to ACCFO. Just think how good our organization could be if we had more people like Sanford and Phil, working behind the scenes to make our organization run smoothly.

I can remember starting to work at Wilson Community College, not really understanding what was expected of me especially upper administration and even from my own employees. The connection with ACCFO and its members helped me a lot. They were willing to share their expertise and years of experiences with a fresh turnip. After a number of years at Wilson CC, I was offered a position at Pitt Community College. It is my experiences at ACCFO conferences that allowed me to step into a better and a more rewarding job. I think I can speak for Doug Smith who has taken a similar experience. He worked at Central Carolina Community College for years, then his opportunity came when the Director of Facilities position came open at Sandhills Community College. Being involved in ACCFO does offer you opportunities and provide you with the support to become the best type of facility manager or supervisor. All I can say is that ACCFO has given me so much and there is no way I can every repay those members that shared their knowledge with me.

Please take this opportunity to fill out your ACCFO Registration form and join a group of facility people willing to share their expertise and knowledge with YOU. See you in September.

You can reach me at tstrickland@email.pittcc.edu



The Professional Development Committee has made every effort to put a great agenda together for all of our ACCFO members and vendors. With this years agenda in place, Jack and his committee is looking for educational sessions for your next conference at Wrightsville Beach. He invites everyone to get involved by letting him (puckett@vgcc.edu) or Phil at (Phil.Harrison@cpcc.edu) know about a topic or activity that you feel would benefit our ACCFO members. Next October will be here before we know, share your thoughts with Jack. Maybe you are a new facilities manager and want some guidance on a particular subject; this is a great time to have a special session just for you. We also have many members with a variety of experiences that would like to share with the group. Ask Jack for a 45 minute session so you can tell your story. We feel that members are our best resources and we would like to hear what they have to say and share. Here are a few



things you might like to know more about: State requirements for renovations and/or new construction projects, various reports you are responsible to provide, how do I get a handle on my overall budget, how do you deal with employees, etc. We would like our new members to gain knowledge and experience from some of our older and wiser members. Tell us what is on your mind. Remember, with your participation and input, we can provide all of our members with an educational tool like no other. Thank you for your support - Jack Puckett, Vance-Granville Community College

Mark your calendars for the 2015 ACCFO Fall Conference to be held on October 14, 15, & 16, 2015 at Shell Island Resort at Wrightsville Beach. Planning is part of what we do as facility operators and this date is no different than planning maintenance on your chillers and boilers. With proper planning, you avoid costly mistakes; that is why it is imperative that you attend all ACCFO Conferences. It provides you with great information and techniques to perform your job at the highest level with great support from members. Take this opportunity to contact a fellow member that hasn't participated in a while and give them a personal invitation. We have never had all the community colleges represented, let's make it this time.

If you have any suggestions for the conference, please contact Jack Puckett (puckett@vgcc.edu) for professional development sessions and Biff Hulsey (William.Hulsey@alamancecc.edu) for accommodation issues.



PLAN AHEAD

The 2014 ACCFO Fall Conference has some entertainment for you to enjoy on Wednesday night. The Legends will provide you with a unique evening and have you saying, I remember that song. Join us for a delicious dinner and fun.



Chris Hannibal will be there to provide the group with a spell-bound magic show on Thursday morning after breakfast. If you want to see a great show, make sure you attend the conference. Hannibal is well worth the registration fee. Please make plans to attend the 2014 ACCFO Fall Conference so you can join in this great entertainment.

New ACCFO Members

❖ **Walter Wheeler** is the interim Director of Facilities and Grounds at Martin Community College, part of District III. We would like to welcome Walter to ACCFO and you can contact him at wwheeler@martincc.edu

Departing ACCFO Members

❖ **Glenn Simms** at Richmond Community College has taken a position outside of the community college system. We wish Glenn the very best in his new endeavors. We would like to express our gratitude for his support of ACCFO for many years, his input and participation will be missed. Thank Glenn for all of your contributions to ACCFO.

We would like to say "Thank You" to all the vendors that registered for the 2014 ACCFO Fall Conference. We apologize to the ones that tried to register, we have limited space and we will return your registration fee.

Share Your Pictures



Central Piedmont Community College

Charlotte, North Carolina

Something to Think About

Do you have a LGBT organization at your college? We feel that you need to take a pro-active view and identify facility issues that might arise at your college. First, we need to identify what the terms LGBT or LGBTQ indicate;

L - stands for lesbians; women whose primary emotional, romantic, sexual, or affectional attractions are to other women.

G - stands for gay men; men whose primary emotional, romantic, sexual, or affectional attractions are to other men.

B - stands for bisexuals; men or women whose primary emotional, romantic, sexual, or affectional attractions are to both women and men.

T - stands for transgender; a broad term that includes cross-dressers, transsexuals, and people who live substantial portions of their lives as other than their birth gender. A transgender person is someone whose gender identity and/or expression refers to how someone presents his or her gender to the world through style of dress, mannerisms, and so on. Transgender people can be straight, gay, lesbian, or bisexual.

Q - stands for questioning; someone who is questioning their sexual and/or gender orientation. Sometimes, the Q stands for "queer," a term reclaimed by some LGBTs for political reasons.

Your college will need to be inclusive, provide awareness, resources, provide educational materials to students, faculty, and staff throughout your college. A facility issue that may arise at your campus if it hasn't already is restroom facilities. Providing restroom facilities that cover various group types may be your answer. If you have some designated restroom facilities for both women/men and that are handicap accessible should provide access to various groups on your campus. This may require you requesting project monies to convert space near restrooms into a family type handicap restroom. Depending on the size of your campus, you may have to install a family type handicap restroom in all of your major classroom buildings.

Not only will this impact your facilities it will also require training for your staff and especially security personnel in how to address various situations that they may confront as they carry out their duties. We feel that training and awareness is your best path, pay attention to requests from all students, faculty, and staff.



How do you handle tattoos on your employees? This may not be an issue at your college; however studies do indicate that more young people are having some type of tattoos done on their person. This includes both young men and women, some have small ones in a particular place while others have them every where. Does your college require their employees to cover their tattoos while at work? How do you handle employees that have numerous tattoos that are in plain sight? When students and visitors come upon your campus, what impression do you want to send to them? We think this issue needs some consideration and a college-wide policy may need to be considered to address this issue.

The same might be said of piercing; some young people have piercing in their nose, around their eyes, around the mouth, in their tongue, and other dominant areas around the head area. Piercings in the head area does have an impact on other employees; not to say what students and visitors might think about an institution that have employees in high profile areas such as in the registration area. Again, what is the college image that we projecting and is this something that the college needs to address college-wide?

These issues reflect on the college as a whole and are not intended to single out individuals wanting to express their own individuality. As your facility personnel go about the college doing their duties, does the sight of this individual make students, faculty, and staff uncomfortable? We suggest that you may want to express your thoughts about these individual ways of expression to the group as a whole which should provide you with some feedback. Again, this is food for thought and consideration as you hire young individuals to work within your facilities.

Remember, you can't be fired or treated differently because of your sex or gender, race, national origin, or religious beliefs. This statement does not say anything about tattoos or piercing.

Consider Composting at Your Community College

There may be a few community colleges that utilize composting as part of educational programs. Do any of you do composting on a large scale or campus wide? If you do, why not share your experiences with the whole group so they can consider doing a similar program. Most of us have some type of food service program; which is a good place to start. Most of us utilize either in-house or contract services to do our lawn care which can generate a lot of material for composting.

Since most of us utilize some type of recycling program; this is a good opportunity to combine the two. Maybe if it can't be recycled, then look at composting your waste. Not all things can be recycled or composted however we need to find avenues for all types of waste even utilizing your city's programs or maybe a private firm may take certain types of materials. The more we can remove from the landfill stream, the better our environment will



Questions from Various Community Colleges

There were a few community colleges that requested input and insight into facility issues over the last few months. One had to do with how you handle your issuance of keys and how do you track who has what key and how many. They also wanted to know if anyone was utilizing a software program and how much it cost. A similar question had to do with the types of doors you have at your facilities and do you know how many you have. Plus what type of key system are you utilizing and if you are using either a key pad or card entry into buildings or certain rooms.

I need to find door parts, where can I find what I need to repair and/or replace my doors. Actual door replacement can be expensive and I need to repair the doors with parts the work and fit the door, any suggestions?

Another issue that was raised dealt with changing out flush type urinals with waterless type. How do you maintain them and who is responsible in changing the cartridges? Do you really save money to purchase the waterless type plus the installation cost?

Another question was how you utilized your iphone/ipad to perform various facility tasks. What apps did you find usefully and can you share the ones that you find helpful in doing work related tasks. Is it worth providing iphones/ipad to certain personnel in facilities to help them perform their jobs quicker and more seamlessly. What restrictions do you place on people utilizing iphone's/ipad's?

How do you get rid of your state surplus furniture and equipment? All my storage space is taken up with surplus items and not things I need to store. Storage is a valuable space and I have a hard time getting the State to get rid of my surplus. Does the State allow me to auction off this surplus?

Have you installed solar panels on your roofs? Did you purchase the solar panels or did some contractor and/or utility company purchase them, install them, and get the money that they generate? Do you have sufficient roof space and who removes them when it comes time to re-roof the building? What is the liability of having outside contractors on your roof? Do the panels get replaced with more advanced panels in say 10 or 20 years?

Can you recommend a meter that I can install in a number of buildings so I can find out how much electricity each is utilizing? I have a number of buildings feed by one service and the bill is totalized so I don't know which building is my energy hog. I have an idea however I need to be able to show which I need to put my resources into. Reducing the peak loads and demands will provide energy savings.

LOOKING FOR A VOLUNTEER TO BECOME EDITOR FOR ACCFO NEWSLETTER

We are seeking a person who is highly motivated and is looking for another small challenge to add to their already busy schedule. If you are that person, please contact Phil Harrison to get started. The ACCFO Newsletter should be a good resource for all of its members and it should contain articles that you submit. Sharing your knowledge with others will make them a more productive person. We all have challenges, sharing your experiences with others may help others from falling into a costly mistake. So contribute your stories with fellow members, make the ACCFO Newsletter something that you look forward to receiving. NOW VOLUNTEER