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News from the Academic Facilities Council of IFMA

A Message from the President:

A Message from the President

This newsletter marks the end of my term as president of the Academic Facilities Council. The past two years have been filled with much success. This success is the result of many who have dedicated themselves to the AFC membership. The old saying that effort = results is so true when I reflect on the past two years. With the elections now completed, I wish the best for the new board members, committee chairs and feel very comfortable that the membership will be well served.

As AFC members there is a vast amount of support, knowledge sharing and professionalism available to each one of us, all we need to do is reach out to each other. This can be done by being part of a committee, attending one of the educational programs or even better, just contacting a peer via email with a question.

The AFC has grown over the years to be one of the best councils with in IFMA, OK the best! I urge each AFC member to utilize the resources available and continue to rely on each other to help make our profession the best it can be.

We all are challenged each day by other programs that are available as resources. It's hard to choose which is best. In April 2014 the AFC will be hosted by Stanford University. At first glance the program is a must attend event. Try to attend you never know who you might run into. Watch the AFC website for details.

In closing, thank you to the AFC membership for making us strong. Thank you to the committee chairs for their leadership you all are amazing! Communications chair Jessa Gagne, pure talent at its best! Educational Program Chair Jacob Higginbottom and Bob Myrick thanks for making us all smarter, Jacob, Glenn needs your guidance! Membership Chair Gregory Victor, thank you for keeping us connected. Sponsorship Chairs Bill Johnson and Edward O'Rourke, two seasoned veterans that have been there, done that, your vast knowledge is incredible. Sustainability Chair Gregory Williams, we are greener and smarter because of your dedication. Program Chairs, Mitchell Vann, Fred Weiss, and Jolie Lucas, thank you for spectacular programs at great venues and your extreme dedication. To the board Vice President Bruce Boyer, thank you for being a friend. Secretary Jolie Lucas you were able to keep everything in line and on schedule. A special thanks to Chuck Walden for being the money guy even in retirement. Chuck, I know Stephen Showers is proud of what you have done in his memory.

Thank you to Vanessa Koller for always saying yes and being such a great asset to the AFC. You never missed a beat.

In closing, thank you again for being a wonderful association of dedicated professionals. It has been a pleasure and I look forward to seeing each one of you at upcoming events. Enjoy the rest of the summer, take challenges as opportunities and always make the best of them. Know and believe in yourself, go confidently in the direction of your dreams.

Best always,

John





IMFA AFC Spring Conference Highlights

What do you get when you combine two and a half days of networking, learning, and the California sun? A very successful 2013 IFMA AFC Spring Conference! For those of you that were unable to attend, this conference offered a truly unique, hands-on learning experience. Rather than an agenda packed with multiple presentations, the IFMA AFC team designed this conference to offer attendees a truly interactive workshop. Facilitated by our friends at Haley & Aldrich, attendees were asked to roll up their sleeves and work together to tackle tough facilities issues using Lean thinking, an approach that comes from manufacturing but is being increasingly used in academic facilities processes. The group was introduced to Lean tools and principles as a way to engage employees, discover hidden resources, and reduce costs related to their facilities challenges. Most of all, the conference gave participants the opportunity to collaborate with others who have "been there and done that" and to learn new tools and applications that lead to continuous improvements on campus. For those that did attend, there is no doubt that as you settled back into your daily routines, you began to think about your institution a little differently. You may have already thought about ways that Lean can be integrated into your daily operations.

In addition to the Lean improvement workshop, the conference was jam packed with peer speakers, campus tours, a golf tournament, dinner on a steam ship, and more! Here's a snapshot of the agenda and what was covered:

WEDNESDAY

The conference kicked off with an introduction to Lean and an overview of what was going to be covered during the workshop. For those that have never participated in a Lean improvement process, it's difficult to understand exactly what it is until you become part of the experience. For those that were not able to attend the Spring Conference please read the article, "What is a Lean Improvement Workshop...Really?" on page 6. For even more details on Lean and the work done during the workshop, please see the full conference presentation slides here <http://www.ifma-afc.org/resources.html>

Prior to the workshop, participants were asked to fill out a survey to help identify key facilities challenges. Based on those results, participants were divided into two teams, or challenge groups, and each team was presented with a facilities challenge to work through. Group 1 was assigned the challenge of moving from a culture of emergency to preventive maintenance, and Group 2 was assigned the challenge of determining how to effectively communicate high priority needs, justify and allocate resources, and measure results so that facilities departments are seen as a key contributor to the core mission of an institution.

Both are common facilities challenges, and the teams were tasked with tackling these challenges head on – by understanding customer value, identifying current problems and sources of waste, and collaborating on a roadmap forward by beginning to tackle these issues. Each team developed and shared vision statements and goals, and developed potential actions that could move them towards achieving those goals. At the end of the day, each group reported out on their ideas and action items. For a detailed summary of the group's work, see the Challenge Groups Day 1 Summary and the presentation slides with their results in What We Learned – Conference Slides, both on the IFMA AFC website under the Resources Tab. <http://www.ifma-afc.org/resources.html>



Challenge groups report out on discussions and learning from Day One

It became apparent that the solutions to resolve both groups' challenges were very much the same. Both groups were surprised to learn that they had developed similar action lists in response to two seemingly diverse challenges. But this should have come as no surprise, since the roots of many of the challenges that facilities managers experience are the same: lack of ability to communicate with decision makers and customers in language they understand (which contributes to facilities managers not effectively communicating value so they may not be included in the decision making early enough in the process); departmental silos that exacerbate communication problems and the transfer of information; lack of training and use of technology to maximize efficiencies; and difficulties collecting and/or analyzing data to assist in the identification of priorities, the value of facilities managers and the opportunities for improvement.

Another highlight from Wednesday was lunch and a tour of the beautiful University of San Diego campus.

¹ To learn more, see a list of lean resources in What We Learned – Conference Slides, including *Lean Higher Education: Increasing the Value and Performance of University Processes* by William K. Balzer.



Tour of the University of San Diego campus

On Wednesday evening, participants networked, relaxed and reflected on the days' events at an evening reception at the La Gran Terraza Terrace, which offered a stunning view of the University of San Diego campus.

THURSDAY

On Thursday morning, a bus departed from the University of San Diego for a series of presentations at San Diego City College, a college of San Diego Community College District (SDCCD) -- one of the largest community college districts in the nation.

After breakfast, IFMA AFC welcomed David Umstot, PE, a recognized leader both in California and nationally for his sustainability, facilities management and Lean enterprise practices. David is President of Umstot Project and Facilities Solutions, and former Vice Chancellor of Facilities Management at San Diego Community College District. David presented "A Lean Journey in Operations and Maintenance" and shared how Lean is being integrated into both project delivery, and into custodial and maintenance activities at SDCCD. For more details, you can learn how SDCC has integrated lean into their facilities services and project delivery processes here <http://www.ifma-afc.org/resources.html>

After lunch, participants heard examples of Lean principles in energy management from peers at other institutions, including success stories and lessons learned, and were given the opportunity to ask questions and brainstorm with others. Thank you to the following individuals for their truly engaging presentations:

- Ryan Murphy, Construction Manager, San Diego Community College District, who presented "Smart Energy San Diego Community College District"
- Anna Leavitt, Assistant Campus Energy Manager, UC San Diego, who presented "Continuous Energy Management at UC San Diego"
- Dave Reynolds, Business Development Manager for Halton Company, who presented "Energy Management in Academic Foodservice Using Demand-Controlled Ventilation"

You can view these presentations here <http://www.ifma-afc.org/resources.html>

On Thursday afternoon, participants were treated to a tour of Point Loma Nazarene University, situated on California's beautiful Pacific coastline.



Tour of Point Loma Nazarene University

The group then headed over to the Academic Facilities Roundtable and Interactive Discussion organized and led by our newly elected AFC Secretary, James Gonsalves, CFM. Conference participants shared their takeaways with other IFMA San Diego chapter members including facilities leaders in K-12 and other higher education institutions. The discussion revealed common challenges and new ideas for promoting improvement efforts and change.

After a productive afternoon, it was time to meet up with our friends from the San Diego Joint IFMA chapter and board the Berkeley Steam Ferry to recharge and discuss the day's events. This included some cocktails, a tour of the "Star of India" and the "Berkeley", a delicious dinner, and a presentation and panel discussion with Thomas Huberty from Sightlines. Sightlines is a consulting firm that works with approximately 400 academic campuses annually by providing facilities data analysis that allows educational institutions to make better operations and capital decisions.



San Diego Joint Chapter/Academic Facilities Evening Event on the Berkeley Steam Ferry

FRIDAY

Friday morning was focused on synthesizing group learning and reporting out on progress and overall path forward. The groups then reconvened as a larger group to reflect on the overall workshop and identify key themes.

Participants left with invaluable tools and Lean principles to take back to their institutions, such as how to:

1. Utilize Lean principles (particularly “value versus waste”), tools, and resources by working on a specific, real world problem related to operations, deferred maintenance, and renewal on campuses
2. Systematically analyze problems and identify their root causes
3. Prioritize ideas to solve a real world facilities problem with multiple stakeholders who have different interests and needs
4. Use Lean tools to co-create solutions to real world facilities problems based on ideas generated by a group
5. Apply the Lean strategies practiced in this workshop to other facilities situations and challenges



Group Learning and Reflection

How to Embark on Your Own Lean Journey

First, don't get discouraged. It takes time and is a continual process. Our facilitators from Haley & Aldrich, are available to help you along the way. Please feel free to contact them at any time:

Melissa McEwen, Education Practice Leader/Lean Practitioner

mmcewen@haleyaldrich.com

Kelly Meade, Client Director/Lean Practitioner

kmeade@haleyaldrich.com

Bill Kay, Senior Vice President/Lean Practitioner

wkay@haleyaldrich.com

To learn more about Haley & Aldrich's corporate lean journey click here <http://www.ifma-afc.org/resources.html>

If you are interested in learning more about Lean and the work done at the Spring Conference, be on the lookout for an upcoming IFMA AFC webinar on Lean, where you will receive an introduction to Lean and hear first-hand experiences from conference participants.

Thanks to the University of San Diego for being great hosts and providing meeting space, housing for attendees, and a campus tour. Special thanks to outgoing Secretary Jolie Lucas, for her organized involvement of the entire conference and its many logistics from on the ground in San Diego. In addition, thank you to San Diego City College and Point Loma Nazarene University for their great hospitality.

-Until next year!



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Article by : Jolie Lucas

Having recently gone through a Lean Improvement Workshop at the IFMA AFC Spring Conference, I find in hindsight that the description I read for the workshop was accurate. However, before I participated, it was unclear what to expect; I could not truly understand or explain to others what I was actually going to learn.

The articles I read prior to the workshop described Lean as a customer-centric methodology used to continuously improve processes through the elimination of waste in everything you do (based on the ideas of “continuous incremental improvement” and “respect for people”). While all that is true, it still does not describe the actual hands-on workshop activities in which you apply this methodology.

I hope this article will provide a better description so that someone considering attending a Lean Improvement Workshop will have a clearer understanding of both the process and the outcome. **So, what exactly might I expect if I attend a Lean Improvement Workshop?**

First, it is **inclusionary**. This means that everyone participates. If you were to apply this methodology to problem solving at your institution, you would include not only the decision makers, but also those impacted by these decisions. (For example, rather than hypothesize what your customers’ value, you would invite the customers to participate so they can tell you directly what they value.) For the IFMA AFC Summer Conference, even if we were able to invite Deans, Provosts, and Trustees, it is unlikely that they would be able to attend, so we had to make some assumptions. For the purposes of experiencing the process, this was adequate. In real life, making assumptions would not be in keeping with the idea of Lean and would be less than ideal.

Second, it is a **continuous improvement process**. This means that even after decisions are made and implemented, it is important to periodically re-visit the decisions to validate their appropriateness and to make any necessary adjustments. It also means that you continue to move forward, even if there is not always 100 percent consensus. The “70/70/70” rule is applied - if you have 70 percent of the data, you have completed 70 percent of the analysis, and you’re 70 percent confident, then this is generally good enough to move forward in the process. This enables rapid improvement with the knowledge that decisions will be re-visited, and if it turns out that adjustments are needed, corrections can be made. This is very freeing and prevents the process from getting bogged down due to endlessly arguing the fine points in an effort to achieve complete consensus.

Third, it is a **way of thinking**. One does not attend a Lean Improvement Workshop, leave with an action plan, and call it a day. The purpose of the workshop was to learn this new way of thinking - of being inclusionary and respecting people, of looking for ways to be more effective, efficient and eliminate waste, and of being flexible and adaptable to changing conditions as well as being willing to “tweak” actions and decisions in order to further improve.

Finally, there are many **Lean tools and exercises** that may be applied or customized to help workshop participants apply this new way of thinking as they problem-solve. This means that it is impossible to accurately describe exactly what to expect at a Lean Improvement Workshop, because every single one will be different. Below is an example of what took place at the IFMA AFC Spring Conference.

Here’s What We Did

Based on a survey completed prior to the workshop, a relevant problem was selected for the group to attempt to solve. Use of this “problem” was just an example for us to experience the process of applying Lean principles and tools. The outcome was still interesting!

First, we validated that the problem was stated accurately. Then, we made a list of our customers and stakeholders. As with many exercises in the workshop, this was accomplished by each of us writing down on colored post-it notes (one per post-it) the names of a group such as “students” and “faculty”, and placing our post-it notes under some appropriate headings on a board. The facilitator helped us refine and categorize the post-it notes we had placed on the board. This can be done through something called an “an affinity exercise.” We went to the board and tried to group the vast number of post-it notes into groups of customers and stakeholders that were alike, because more than one person would write the same thing or similar thing on their post-it notes. For example, engineers, architects and planners were grouped into a category that we called Design/Consultants. This was not done willy-nilly – the group discussed and clarified what was meant by any post-it note that was not identical to another. Then we wrote down on post-it notes what we thought these customers valued (ideally, our customers would have been in the room or participated in a similar exercise in order to really determine what their values were versus us “guessing”). We categorized those values as emotional, monetary, or functional, and again performed the affinity exercise to gather many post-it notes into distinct groupings.

Continued...



Using another Lean tool called a Force Field Diagram, we placed our problem or “challenge” statement in the middle and wrote on post-it notes all the things that were helping to improve the problem on one side of the statement, and all the things that may be holding us back from overcoming the challenge on the other side. Again, we used the affinity exercise to categorize those inhibitors (“cons”) and contributors (“pros”) to the problem into groups.

Each team member was given four sticky dots to place next to the four groups of “cons” we believed were easiest or possible to overcome. This resulted in some post-it notes with many dots on them, depicting votes for “most likely to succeed” - while some poor notes had no votes. This only meant that some were likely candidates to focus on as our first priority, while others we’d need to wait until the next iteration and application. Remember, Lean is all about continuous improvement – going forward and re-examining the process and making adjustments is encouraged.

After lunch and quick tour, which helped us refresh a little bit, we spent some time visualizing what success would look like if we were to overcome the problems we’d identified and prioritized. This would serve to later help us identify metrics to measure our success as we continued in the process to develop some ideas and steps to take to solve the problem. We could ask ourselves, “if we do this, will the outcome resemble our vision of success?”

We then generated even more post-it notes (3M would be so proud!) with ideas that could possibly be implemented to address the problems. We voted and prioritized these ideas for an action plan. Finally, we spent some time reflecting on what we learned both from the outcome of the workshop and from having experienced the Lean process and methodology together.

At the beginning of the workshop, the problem seemed relatively insurmountable – or at least something that would only be overcome by intervention from outside sources, such as a change in leadership or a change in culture. By the end of the workshop, with the help of our Lean facilitators, our group had identified some actionable items that we (as individuals) could implement on our own or within our workplace. This changed the attitude of the group members from feeling frustrated to feeling hopeful and optimistic. More importantly, the group had learned a process by which problems (large or small) can be dissected, addressed, and solved – or at least improved - until the problem is re-addressed in the spirit of continuous improvement.

Since our conference consisted of a larger group, we were divided into two groups to solve two different problems for most of the workshop. Facilitators used different tools with each of the groups. Interestingly, the summaries of the workshop outcomes were surprisingly similar, with each group developing a similar list of action items that would be relatively easy to implement and that would address the problems. While on the surface the two original problems seemed very different, we realized that they had similar root causes and consequently a similar set of action items to address the problems. I believe this was a revelation to all in attendance. A separate article explains the outcome of the workshops in case you are interested in reviewing and applying any of the action items to your own situation. There are also some resources posted on our website about the concept of Lean processes and Lean thinking.

Best of luck on your journey!



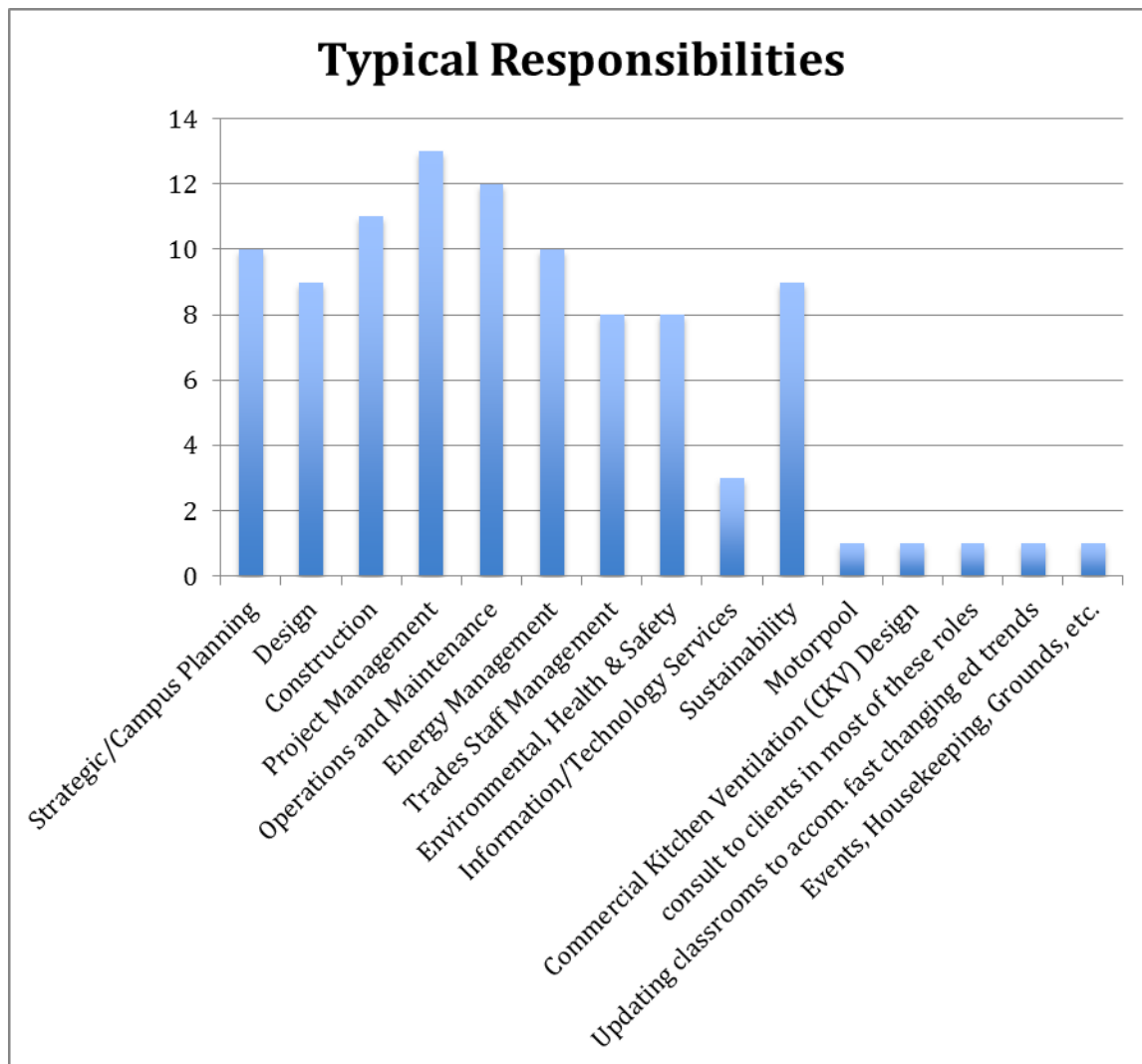
Article by : Jolie Lucas

To those of you who responded to the surveys sent out before and after our Spring conference (held in June at the University of San Diego) - thank you! I'm sure you were wondering what black hole they go into . . . but the truth is that the board pays close attention to your responses. Input from previous surveys have helped us to determine such things as topics for webinars and have resulted in the conference breakfasts including protein vs. continental fare. Please rest assured that the input from the surveys this year will be considered when making decisions that impact our membership.

The first survey was sent out to the folks who registered for the Spring conference. The goal of that survey was primarily to assist Haley & Aldrich, the firm that conducted/facilitated the Lean Processes workshop, with ensuring that the workshop would be of utmost relevance to the attendees. We received 19 responses to that survey.

The second survey was recently sent to the entire AFC membership. The goals of this survey were to get feedback on the conference (from those who attended), as well as to determine which factors are of importance when deciding whether/when to attend the AFC conferences. This survey received forty-five responses.

Question three of the first survey asked, "Which typical responsibilities fall into your area of responsibility?" Respondents could check as many as necessary and they had the opportunity to specify which "others" may also fall into their area of responsibility. Results are shown in the chart below.





Question 4 asked what some of the most important goals that you had for the next few years. Responses included:

- sustainability/energy efficiency
- strategic planning
- Improving customer service
- reducing maintenance backlog
- implementing time management strategies/technologies
- implementing and/or training on other technologies, such as work order systems, automated HVAC, and the integration of BIM, CAFM, and IPD

Some also mentioned the need to make internal processes more efficient, engage stakeholders, prioritize projects and essentially to “do more with less.”

Question 5 of the same survey asked, “What are the toughest challenges in achieving these goals?”



Does this list reflect your challenges as well?

The second survey revealed that the majority of you hear about the conferences via email and the AFC newsletter. But surprisingly, nearly **21% of the respondents had not heard about the Spring conference** at all! The AFC utilizes our quarterly newsletters, email, Twitter, Facebook, and LinkedIn as well as emails from the IFMA Center of Excellence (formerly IFMA HQ) to get the word out. Other suggestions from our membership on how to publicize our events are welcome – please let a board member know the best way to reach you! (And if you haven’t joined us on Facebook, LinkedIn or Twitter yet, now would be a great time to connect.)

Nearly **60 percent** of you require between **six months to a year** in order to plan to attend a conference. (The lucky rest of you need only two to six months.) The AFC board is trying to line up conference hosts further in advance in order to provide enough time for funding and authorization to be obtained to allow more of you to attend. (See announcements in this newsletter for the upcoming October conference in Philadelphia and the next Spring conference at Stanford.)

If you’re interested in hosting or co-hosting a conference at your school or university, by all means let us know. Typically we try to alternate locations between the Midwest and the east and west coasts – so if World Workplace and our Fall conference is in the east, we’ll try to find a west or Midwest location for the Spring conference. But if you’re willing to provide some space and some tours, we’re probably willing to come to you.

We look forward to using the information from the surveys to provide content that is important to you. But you don’t need to wait for another survey to provide input - contact a board member at any time!

Are you a Professional?

The following short quiz consists of 4 questions and will tell you whether you are qualified to be a "professional."

Scroll down for each answer. The questions are NOT that difficult.

1. How do you put a giraffe into a refrigerator?

The correct answer is: Open the refrigerator put in the giraffe and close the door. This question tests whether you tend to do simple things in an overly complicated way.

2. How do you put an elephant into a refrigerator?

Open the refrigerator put in the elephant and close the refrigerator. Wrong Answer!

Correct Answer: Open the refrigerator, take out the giraffe, put in the elephant and close the door. This tests your ability to think through the repercussions of your previous actions.

3. The Lion King is hosting an animal conference. All the animals attend except one. Which animal does not attend?

Correct Answer: The Elephant. The elephant is in the refrigerator. This tests your memory.

OK, even if you did not answer the first three questions correctly, you still have one more chance to show your true abilities.

4. There is a river you must cross. But it is inhabited by crocodiles. How do you manage it?

Correct Answer: You swim across. All the crocodiles are attending the Animal Meeting. This tests whether you learn quickly from your mistakes.

According to Anderson Consulting Worldwide, around 90% of the professionals they tested got all questions wrong. But many preschoolers got several correct answers. Anderson Consulting says this conclusively disproves the theory that most professionals have the brains of a four year old.

What is an FM'er?

After a few months on my first facility management job, I bought my boss a Christmas present. I gave her a whip, a crystal ball and a magic wand, explaining that based on my observations, these were the apparent tools of the trade. The whip was for her staff – but of course, I was hoping she wouldn't use it! The crystal ball was to answer the questions such as "when is my project going to be done?" And the magic wand was for everything else, since it did seem as though everyone expected things done "yesterday!" If you can relate to this, then you will enjoy this video, by Steelcase, courtesy of Aramark Facilities, that explains everything there is to know about the facility management profession. You'll want to share this with your friends, trust me. Thank you to Vanessa Koller for finding this for us!

<http://www.aramarkfacilities.com/blog/bid/308470/Who-Knew-The-Trick-to-FM-is-Coordination-Watch-this-Video>



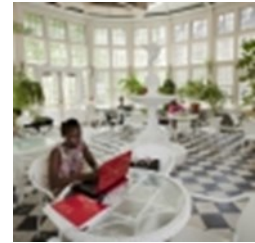


Mark your Calendar!!

Pg. 11

Making plans to attend World Workplace this October? Don't forget to put it on your calendar to attend the **IFMA - Academic Facilities Council Fall Conference**, September 30-October 1.

Check out the tentative Fall Conference agenda on the AFC website (www.ifma-afc.org/events.html) We'll be spending the first day at the Penn State Abington campus, home to about 3,400 students majoring in one of 16 different subjects, or accomplishing "2+2 Majors" where they can complete the first two years of their degree before finishing their course requirements at University Park. We'll be learning about campus history and the competitive environment with other campuses, classroom technology from the experience of PSU Abington as well as having a preview of "the classroom of the future" presented by a guest speaker. The following photos are from the Abington Web site where more information can be found: <http://www.abington.psu.edu/about>



The second day we'll be learning in the "laboratory" of The Navy Yard in Philadelphia, where the Pennsylvania State University has involvement in some of the energy conserving retrofits on the campus. Currently The Navy Yard is home to more than 130 companies and 10,000 employees in the office, industrial/manufacturing, and research and development sectors. We'll discover how the 1,200-acre Navy Yard, with 6.5 million square foot of facilities, has been able to support its commitment to sustainability. The following photos are from The Navy Yard's web site: <http://www.navyyard.org/>



And don't forget that the AFC conference is stand-alone; if your time is short, you can come to Philly for the two-day AFC conference and be home by Wednesday to finish out your week!



AFC News and Events

Up Coming Events

AFC Fall Conference - September 30 - October 1, 2013

Hosted by the Pennsylvania State University

World Workplace - October 2 - 4, 2013

Philadelphia, PA

IFMA's Advocacy Day & Public Policy Forum - September 17 - 18, 2013

Washington, DC

Webinar

To view past presentations [CLICK HERE](#).

To stay up to date on all AFC news and events visit our website and social media sites daily.

AFC website <http://www.ifma-afc.org/>

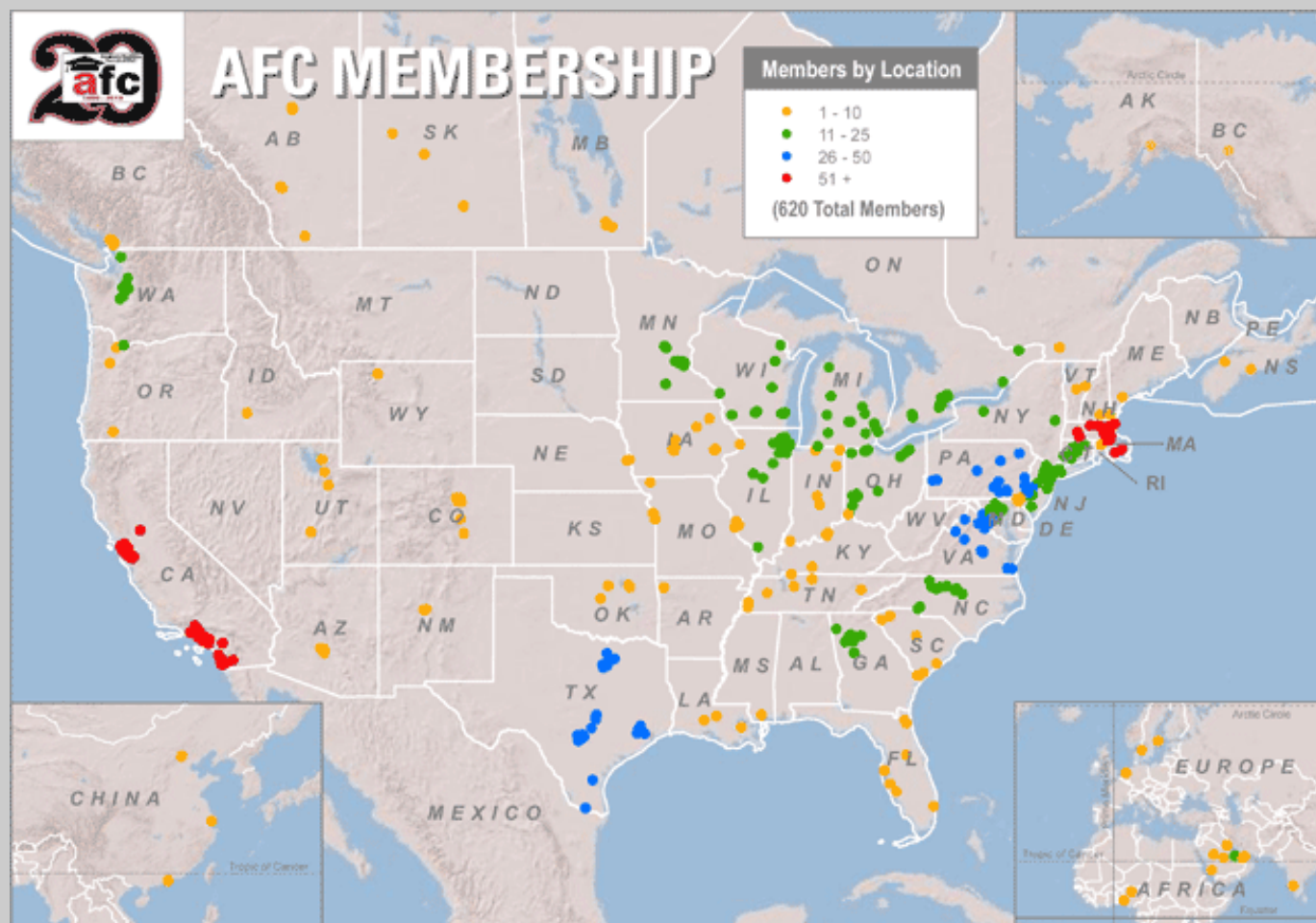
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AFC 2012 Membership Map





PLATNIUM LEVEL: \$2500.00 The Platinum Sponsor is recognized as the sponsor of the premier event of the conference. There will be only one PLATNIUM LEVEL sponsorship available.

- 3 signs at event - (company provides) up to combined area of 40 sq ft
- Representative is introduced at event and brings greetings from company (2-3 mins)
- Company logo and link on AFC website noted as sponsor of event logo will remain for 45 days after event
- 4 tickets to event they are sponsoring
- Business cards and brochures available on table by their sign
- Tent cards for tables during their sponsored events
- Delegate gifts
- Mailing list of delegates

GOLD LEVEL: \$1500.00 The Gold Sponsors are recognized as the sponsors of 1 of the 2 lunches at the event. There are two GOLD LEVEL sponsorships available.

- Representative is introduced at event
- Company logo and link on AFC website noted as sponsor of event logo will remain for 45 days after event
- 2 tickets to event they are sponsoring
- 1 sign at event - (company provides) up to an area of 12 sq ft
- Business cards and brochures available on table by their sign
- 1 ticket to main social event
- Tent cards for tables during their sponsored events
- Delegate gifts
- Mailing list of delegates

SILVER LEVEL: \$1000.00 The Silver Sponsors are recognized as the sponsors of 1 of the 2 breakfasts at event. There are four SILVER LEVEL sponsorships available.

- Representative is introduced at event
- Company logo and link on AFC website noted as sponsor of event logo will remain for 45 days after event
- 1 sign at event - (company provides) up to an area of 12 sq ft
- 1 ticket to event they are sponsoring
- 1 ticket to main social event
- Tent cards for tables during their sponsored events
- Delegate gifts
- Mailing list of delegates

BRONZE LEVEL: \$500.00 The Bronze Sponsors may sponsor nutrition breaks, transportation as examples

- Company logo and link on AFC website noted as sponsor of event logo will remain for 45 days after event
- 1 ticket to event they are sponsoring
- Delegate gifts

If you are interested in being a sponsor at the Academic Facility Conference at Duke please contact one of the AFC's sponsorship chair.

Ed O'Rourke—Joint Sponsorship Chair, GEI Consultants Email: eorourke@geiconsultants.com

William Johnson—Joint Sponsorship Chair, Haley Aldrich Email: wjohnson@haleyaldrich.com



TIPS FOR NAVIGATING:

After your first login, you must subscribe yourself to the council postings to activate email deliverability to all council postings, similar to the listserv. You are not automatically subscribed to email delivery.

1. **Log in** to <http://www.ifmacommunity.org>

(You must use your IFMA member ID and IFMA password)

2. **Click on Forums** on the top left menu tab

3. **Click on Forum Subscriptions** (located on the left hand side of the page, under Shortcuts)

4. You can then change the default setting from not receiving subscriptions to receive postings via email. **Click under the Subscription to "YES"** (to receive postings by email similar to the listserv) **or "NO"** (which means you will need to login to the IFMA Online Community to view the discussions) The subscription's default setting is "NO" in order to change it to "YES" simply click on the "NO".



TIPS FOR POSTING & REPLYING TO QUESTIONS:

1. To **reply** to emails that you receive, you can post your responses (just like the listserv).
2. If you would like to **post a new message/question** to the Academic Facilities Council Online Community without having to login to IFMA Online Community, just send your email to this email address for your specific council, afc.council@ifmacommunity.org. This will allow for you to post and reply by email, similar to the listserv tool we were using.



NEW! Academic Facilities Council Web site

Click here: <http://www.ifma-afc.org/>

Check out the AFC Web site for the latest information on conferences, officer contacts and much more!



Academic Facilities Council Officers and Committee Chairpersons

AFC Board of Directors

Bruce Boyer - President	Stonehill College	Email: bboyer@stonehill.edu
Jolie Lucas, CFM, AICP, LEED AP - Vice President		Email: joliefab@cox.net
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AFC Committees

Bob Myrick - Fall 2013 Conference Chair, Pennsylvania State University	Email: rdm6@psu.edu
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Jessa Gagne - Content Chair, Stonehill College	Email: jgagne@stonehill.edu
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Ed O'Rourke - Joint Sponsorship Chair, GEI Consultants	Email: eorourke@geiconsultants.com
William Johnson - Joint Sponsorship Chair, Haley Aldrich	Email: wjohnson@haleyaldrich.com

Are you interested in joining a committee? The council is always looking for new folks to get involved!
Contact the appropriate committee chair person!



About the Academic Facilities Council: Academic facilities offer facility managers and space planners many unique challenges. These individuals must effectively plan, design, construct, utilize and maintain a variety of buildings, grounds and equipment including classrooms, computer labs, residence halls and apartments, athletic facilities, dining halls, theaters, laboratories, libraries and health care facilities. The students, instructors and researchers who utilize these facilities have needs that may radically differ from conventional building tenants.