



CAPPA NEWSLETTER

Fall 2023 | Issue 177

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FROM THE PRESIDENT

Matthew Rom

*Associate Vice President for
Facilities Management
University of Oklahoma*

“Facilities is not a building business; it is a people business.”

~Matthew Rom

Colleagues,

Seeing everyone at the 2023 CAPPA Conference in Allen, Texas, in October was great. There were many excellent educational sessions and opportunities to collaborate with business partners and other institutional members. I encourage everyone to reach out to someone you met at the conference to continue discussions and expand your professional network. Additionally, please discuss what you learned with your leadership to ensure they understand the benefits of the financial investment to send you to conferences in the future.

One of the most significant outcomes of the conference was a change in bylaws that modified the CAPPA Board of Directors. The CAPPA board was comprised of more than twenty members, and a board of such size can be cumbersome and inefficient. The fast-paced changes in higher education require nimbleness in an organization’s governance structure, and therefore, we have now changed to a new board of ten members. The new, smaller board design better positions CAPPA to address the rapidly changing higher

education environment. Information on the newly elected Board of Directors can be found on the CAPPA website (<https://cappaedu.com/welcome/board-of-directors/>).

There has been considerable discussion on the benefits of the annual CAPPA conference. Budgets are tight, we are all being asked to do more with less, and there are plenty of travel options to pull us away from our daily jobs. This combination increases the competition for attendees at conferences. The question becomes: how do we make the CAPPA conference the first choice of our membership? I appointed a task force led by Sue-Anna Miller to review our current conference structure and present recommendations for future conference structures at the March 2024 Board of Directors meeting. Any changes would take effect in Fall 2025. The task force would value your suggestions for how CAPPA can improve our conferences.

Speaking of the CAPPAs conference, the next conference will be held in St. Louis, Missouri, October 14-16, 2024. I call your attention to the date shift from our typical conference structure. We typically hold conferences Sunday – Tuesday. Next year’s conference will be Monday – Wednesday to accommodate hotel schedules. The St. Louis conference will be a joint conference with MAPPA. The planning committee is already working hard to plan a fantastic conference for everyone. There will be a call for presentations early in 2024, and I encourage everyone to put together an educational session for consideration by the CAPPAs/MAPPA Professional Development Committees. The best educational sessions are ones where an institutional member solves a problem with the help of a business partner. I am looking forward to seeing everyone in St. Louis next year!

There are many educational opportunities presented by APPA in 2024. The Institute for Facilities Management and Leadership Academy will be held in early January in New Orleans, Louisiana, and again in June in San Antonio, Texas. APPA will also have a conference in April in Nashville, Tennessee. More information on these events can be found on the APPA website.

It is an honor and pleasure to serve as your CAPPAs president this year. I want to thank you all again for the privilege. As I say often, Facilities Management is not a building business; it is a people business. You all make this profession great, and I am proud to be your colleague.

Take Care,

-Matt

Matthew C. Rom, Ph.D., CEFM
University of Oklahoma

MY CAPPAs Story—Virginia Smith

Senior Director of Business Operations & Customer Services
The University of Texas at Dallas,



In the Fall of 2016, I received a call asking if I would be interested in serving as Assistant Treasurer for CAPPAs. I had previously attended an APPA Supervisor’s Toolkit, which was my first educational experience through APPA/CAPPAs, and I knew that serving in this role would be an opportunity to grow professionally. After discussing the nomination with my boss, who didn’t seem to be surprised, I accepted the appointment and began my journey with CAPPAs.

My first CAPPAs Conference was in St. Louis, Missouri, which was also a joint conference with MAPPA. The opportunities to learn from and meet with educational members and business partners across the regions were immense and energizing. This year’s conference in Allen, Texas, was my sixth CAPPAs Conference, and I learn new things and meet new people each year.

As a business officer, I have connected with others in similar roles to learn how they are handling aspects of their work order system, managing communications, reducing employee turnover, implementing new technology, and much more. I have learned from subject-matter-experts in various areas about issues and concerns affecting all aspects of facilities management. They may not always have the exact solution that will work for you, but it may spark an idea or a new way to look at a problem.

After my term as Assistant Treasurer, I served CAPPAs as Treasurer, and now I serve as Secretary. Through these roles, I have also been a part of the Finance Committee and the Professional Development Committee. It is my way of giving back to the organization so that current and future members can benefit from educational opportunities, and be a part of the CAPPAs community.

“There are really just five simple lessons to life: Be honest, work hard, have fun, be grateful, and pay it forward.”

Bruce Halle, Founder of Discount Tire

I feel like this quote by Bruce Halle captures my CAPPAs experience. **Be honest:** Everyone needs to grow and develop professionally, even the most seasoned facilities officer. **Work hard:** Being open to new ideas and implementing change is tough, but it can lead to great rewards. **Have fun:** Take time to meet new people and share experiences. **Be grateful:** Appreciate opportunities to learn from others and develop professionally. **Pay it forward:** Share what you know with others and help grow the next generation of facilities professionals.

Whether you are kick-starting your career by attending a Supervisor’s Toolkit, or you are a Senior Facilities Officer serving as a mentor, or you are somewhere in between, CAPPAs has a place for you, and will support you in your professional journey.

From the Business Partners

From the Business Partners to Angie Mitchell – WE WILL MISS YOU!

Who was the one that planned events? Who was the one that collected the rent? Who was the one whose nerves we bent?

ANGIE!!!

She was the one that sent the reminders. She was the one that couldn’t have been kinder! She made sure we knew where to find her!

ANGIE!

Angie, on behalf of all the CAPPAs Business Partners, please accept our appreciation for the excellent job you have done over the past many years to provide us with successful conference events. It is an enormous undertaking and you have done it year after year without much appreciation.

Because of your leadership and dedication combined with your positive attitude and energy, we have enjoyed fun and fruitful conferences. You should take great pride in this accomplishment. This was our last conference with you, but we won’t say good bye. Instead, we celebrate you and send you to your retirement with heartfelt wishes of abundant joy.

With much appreciation, your Business Partner family says, “see you later!”

Sincerely, your Business Partner Liaisons,
Debra Jones & Glen Haubold

P.S. – Reminder to all of our Business Partners to stay connected to our [BP page](#) on the CAPPAs website!

The 2023 CAPP A Conference



The 2023 CAPP A Annual Conference drew 230 attendees to the Marriott Dallas Allen Hotel & Convention Center in Allen, Texas, from October 1st through October 3rd. Our theme for 2023 was “Big Challenges, BIGGER Opportunities”. With the challenges in Higher Education - we can learn from each other to find bigger opportunities for improvement and efficiencies! There were 35 educational sessions presented; covering an array of facilities management topics, including “Custodial, Grounds, & Maintenance”, “Planning, Design, & Construction”, “Energy & Utilities”, Management/Leadership”, and a “Technical – Deep Dive”.

There were 135 Business Partners representing 65 businesses. Our Business Partners partnered with many of our educational members to share information on new projects completed at institutions throughout the CAPP A Region.





This year's conference began with Committee and Board of Directors meetings on Saturday. Sunday included an optional PinStack Bowling outing, the First-Timers Reception, and the opening of the Exhibit Hall.







CAPPA President, Brian Lasey, welcomed attendees to the conference Monday morning and introduced our keynote speaker, Dr. Calvin Jamison, Vice President for Facilities & Economic Development at The University of Texas at Dallas, who gave an opening address titled “Are You the Hammer or a Nail: The Leadership Choice is Yours!”



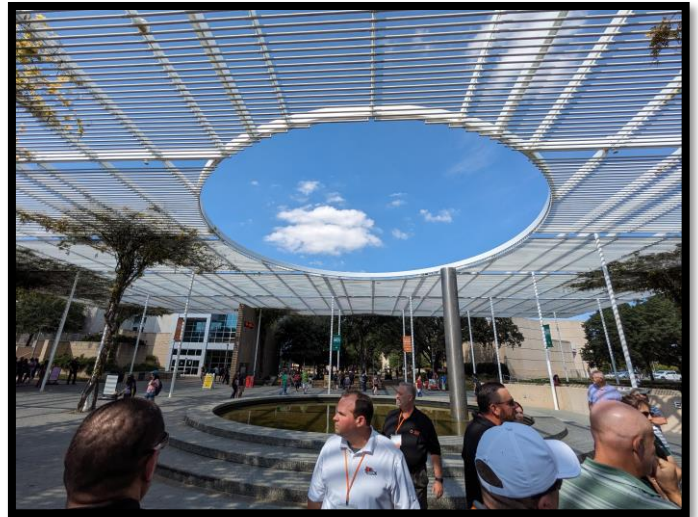
Monday evening wrapped up with a trip to **Southfork Ranch** (from the TV show, *Dallas*) with a BIG Texas night of food and fun!





The CAPP business meeting took place Tuesday morning. After the educational sessions concluded, we toured The University of Texas at Dallas campus in the afternoon.





The conference closed with the Awards Banquet, and the installation of the 2023-2024 Board of Directors by APPA Treasurer, Crystal Smith.







23-24 CAPP Board of Directors



The 23-24 CAPP Board of Directors were sworn in by APPA Treasurer, Crystal Smith.

L-R: *Matthew Rom*, President; *Luis Morales*, President-Elect; *Jeannie Knott*, Vice President of Membership; *Benjamin Boslaugh*, Vice President of Professional Development; *Virginia Smith*, Secretary; *Jennifer Kindt*, Treasurer; *Angela Meyer*, APPA Regional Director; and *Brian Lasey*, Immediate Past President.

Pardon Our Progress...

The CAPP website is under maintenance for content updates following the 2023 CAPP Conference. Please be patient as we catch up on necessary deferred maintenance.



There are many people to credit for the success of this conference; but I would personally like to thank the staff from UTD's Facilities Management who were a helping hand and friendly face every day of the conference.



Special 'Thank You' to everyone who attended the 2023 CAPPA Conference!



Congratulations to the Award & Scholarship Winners!

CAPPA Distinguished Member

Angie Mitchell Southeast Missouri State University, retired &
CAPPA Conference Coordinator

CAPPA President's Award

Jeannie Knott The University of Texas at Dallas &
CAPPA Newsletter Editor

CAPPA Meritorious Service

Jennifer Kindt South Dakota State University &
CAPPA Treasurer

Virginia Smith The University of Texas at Dallas &
CAPPA Secretary

CAPPA Newsletter Award

John Lee Oklahoma State University
"The Butterfly Story"

2024 CAPPA Conference Scholarship

Aaron Diaz El Paso Community College
Willie Taylor The University of Texas at Dallas
Gary Cocke The University of Texas at Dallas

CAPPA Educational Opportunity - \$500 Scholarships

Jacob Shareer University of Nebraska-Lincoln
Payal Paliwal The University of Texas at Dallas
Melody Tisbe The University of Texas at Dallas

Supervisor's Toolkit - \$500 Scholarships

Scott Hanson Black Hills State University
Peter Palacios The University of North Texas
Derry Wiswall Central Methodist University

"APPA U" - \$1,500 Scholarship

Brian Sanders Oklahoma State University
Mark Panowicz University of Nebraska - Kearney
Scott Turley University of Arkansas

Scholarship Opportunities!

CAPPA's Professional Development Committee continues to provide accessible options for members pursuing educational goals and skill advancement.

If you know someone at your school who benefited from a CAPPA scholarship, apply for your own and join them! If you don't know anyone who has participated, apply now and lead the way in reducing training costs! Check out how simple it is to participate in CAPPA's scholarship program by visiting our CAPPA Professional Development [page](#).

Congratulations to our Supervisor's Toolkit Classes!



Our First Bilingual Supervisor's Toolkit class!

Hosted by: CAPP & Texas Tech Health Science Center

The University of Texas at El Paso, TX
May 22-25, 2023

Teachers: Jesus Licona & Mark Nevarez



Hosted by: University of Arkansas

University of Arkansas in Fayetteville, AR
April 3-6, 2023

Teachers: Hilda Cordero & Steve McClain



Hosted by: The University of North Dakota

The University of North Dakota in Grand Forks, ND
September 19-22, 2023

Teachers: Hilda Cordero & Steve McClain

DART Station Comes to UTD

Provided By: Jeannie Knott—The University of Texas at Dallas, and CAPP VP-Membership

In a partnership with Dallas Area Rapid Transit, or DART, and the city of Richardson, UTD is set to have one of the ten stations for DART's [Silver Line](#) project just outside Northside. Estimated to start running 2026, the only college station in the project will facilitate travel for UTD students.

DART's biggest capital project, the Silver Line project — originally known as the [Cotton Belt Rail Line](#) — is a 26-mile rail line planned to have 10 stations and travel through seven cities, connecting Shiloh Road in Plano to Terminal B of the DFW Airport in a 58-minute ride. According to John Hoppie, DART's project manager in capital planning, the final design for the project is 95% complete. Hoppie said that each station is undergoing construction with personalized branding and amenities.

"We have an art and design program that has a budget for each station, and the personalization comes with the program," Hoppie said. "[In] each station, for the most part, you have a platform, canopies, ticket vending machines [and] columns. The pictures of the UTD station show the art and design for that. It has the logo of the university and some images that are reflective of the university."

Calvin Jamison, vice president for facilities and economic development, said that the station at Northside is estimated to be completed by July 2023, and branding for the station will be added later. The station is a part of a Transit Oriented Development, or TOD, plan and multimodal system, which incorporates amenities including a parking garage and charging stations.

"One of the major projects that we help design, build and develop is Northside, or as we affectionately call it, 'Comet Town.' The programmable spine is the area between Phases 1, 2 and 4," Jamison said. "At the northern conclusion of the spine at Northside is where the Silver Line station is located. This is adjacent to an outdoor plaza that can be utilized by students, faculty and staff. There is shelter on the platform, while you wait on a respective train, and long-term there will also be several amenities, which will be an integral part of this TOD."

Adhering to the [Yield to Wheels program](#) from the Federal Transit Administration, the DART light rail will include level boarding to accommodate wheelchairs, luggage and bicycles. Hoppie said that level boarding would make boarding safer and quicker as the train would spend less time at the station. In addition, the rail lines include features that prevent sun kinking — buckling of railroads at hot temperatures — and accommodate cold weather.

"The Silver Line is a new technology vehicle, at least new to DART," Hoppie said. "So it's a single vehicle, 276 feet long. They're big, comfortable cars. There's room for wheelchairs or bicycles or suitcases. There's heaters and air conditioning on the trains so passengers will be comfortable. We're implementing a very safe transit system, and it provides an alternative to the vehicle, the automobile, as well as other modes, so it may reduce the amount of traffic coming to and from campus if they're taking the train."

The proposed timings for the train are 6 a.m. to 9 p.m. on weekdays at 60-minute intervals and 30-minute intervals during peak hours. Working with Comets for Better Transit, Student Government senator Griffin Davis proposed a resolution suggesting that DART increase service time from 1 a.m. to 5 a.m. with a 30-minute frequency throughout the day, which has been passed by the Student Senate and proposed to DART's Board of Directors.

"As a student, you're not really just traveling during the morning and afternoon and evening," Griffin said. "You're traveling anytime during the day, whenever you have classes. It's really useful to have that 30-minute frequency all day long, even into the weekend, because waiting for an hour for a train makes it pretty difficult to use that train."

UTD's station will be accompanied by the Hike and Bike trail — also known as the Cotton Trail — which will provide first and last mile connections to the stations.

“The North Central Texas Council of Governments is working with each of the cities along the corridor to implement a hike and bike trail, and most of it is within our right of way for the Silver Line,” Hoppie said. “Most of it’s going to be constructed during the same time as the rail line. Some of it may be constructed a little bit afterwards, but it’ll help bring people to the station, so it’s got a lot of benefit.”

The \$1.89 billion project is funded through public-private partnership via federal loans, transportation dollars and grants. In addition, Rep. Colin Allred secured the Consolidated Appropriations Act which granted DART \$2.5 million to help build the UTD DART station.

“The \$2.5 million will assist the university with our expanded sustainability efforts, particularly associated with [electric vehicle] stations and related sustainability projects,” Jamison said. “These are an integral part of the grant. The trains that DART will be utilizing are very quiet and environmentally friendly, supporting DART’s continued efforts to work with the university to advance sustainability. At the end of the day, UT Dallas is an absolute great place to advance sustainability, and around the Silver Line DART station, we will continue to partner with DART and the city of Richardson to support those efforts.”



Rendered DART station, which is expected to be complete and ready for use by 2026.

Photo courtesy of Dart.

Hoppie said he hopes to implement long-range mobility from Irving to Frisco in the future. While he has faced challenges coordinating the Silver Line project with all seven cities, he said that the project has been exciting and fun to work on.

“It was a fun project to work on... [with] a lot of challenges, but it’s unique in that we’re using a different vehicle than we’ve used in the past,” Hoppie said. “I worked on the Orange Line and that was only in Irving. It offered unique challenges, but it’s going to be a unique project. It could be the vehicle of the future.”

Article originates from the UTD The Mercury, and was written by Vaishnavi Josyula (<https://utdmercury.com/dart-station-comes-to-utd/>)

Did You Know...?

CAPPA is on LinkedIn!



Design Reinforces Empowerment

By: Cindy Villarreal—Senior Associate, Project Manager at O’Connell Robertson & Kristin Leija—Associate, Interior Designer at O’Connell Robertson

San Antonio College (SAC), part of the Alamo Colleges District, offers comprehensive education support and retention services for both students and the community. Looking to update their one-stop environment where women and non-traditional students can go to receive help, they engaged the O’Connell Robertson team to reimagine the design of their Empowerment Center.

Defining the Project’s Mission

Given our inclusive design process, a select group of SAC staff members and administrators engaged in several collaborative meetings with our team. We held a Resiliency Workshop, facilitated by Cindy Villarreal, AIA, MBA, WELL AP, CDT during which Jayna Duke, IIDA, LEED AP ID+C, Principal and Interiors Practice Leader led empathy exercises and created mapping tools that identified the main stressors affecting the community members likely to use this building. To ensure the College incorporates student success in their resiliency plan and as they consider future impacts on the campus, we knew the planning and design would have to bring solutions for risks, areas of exposure, and certain student challenges. We’re using our knowledge and skills to develop a new building to serve as a campus gateway, creating a place of belonging and social cohesion.

The following mission was crafted for the project and became the guiding principle holding the design accountable to achieve these stated goals while remaining in budget and schedule.

“To empower and connect student occupants and help them to overcome the challenges they face to achieve their full potential through education, in a supportive and comforting environment.”



Interior Design Encourages Autonomy

First and foremost, occupants will be comfortable and have control over their experience. The interior design will be non-institutional and elevated in a hospitality-like environment ensuring high visibility from the front door. There are many tactile elements and positive distractions throughout the project. Lower and upper space volumes were cohesively considered from an aesthetic and physiological perspective. Patterned wall finishes provide interest and create visual cues, flexible and accessible furniture selections offer numerous seating options, and ceiling features purposefully lift the head up to gaze. In a symbolic way, the use of gold trim and lack of walls breakdown barriers and create equity and dignity. With adaptability in mind, the design considers varying scenarios of trauma (like pandemics) and natural disasters.

The following spaces are available and were developed to respond to the users' needs and desired levels of privacy vs. collaboration:

- Receiving desk (intentionally non-formal reception area with greeters ready to offer in-take process)
- DREAMers lounge
- Student lounge
- Snack bar
- Enrollment and computer lab
- Classrooms / GED specific training rooms
- Conference rooms
- Multi-purpose room for community events



Social Impact

A wide range of services will be offered to students in this 10,000 SF space including academic advisement, childcare referrals, parenting support programs, workshops, educational re-entry services, community resource referrals, leadership development programs for women, scholarship resources, GED services, outreach conferences and other special programming.



It is important to the team that the design evoke resiliency and counteract the disruptors affecting the users. Most people will be anxious entering the building, but will immediately feel welcomed by the openness and color palette. They will easily recognize the available services and be able to navigate to their desired activity/need. Given the safety considerations subtly accounted for in the design, through sightlines, clear access to advisors, technology and lighting, feelings of vulnerability may be replaced with confidence. The project includes an intimate outdoor cove separated from the public side.

The project is estimated to be complete Spring of 2024. When the doors to this modernized facility open for service, many San Antonians impacted by lingering social challenges will find a sense of renewal and belonging. No matter one's journey - single parent, displaced homemaker, fleeing an abusive domestic situation, first-generation college student, resident of public housing, dislocated worker - a fresh start is available. O'Connell Robertson is so proud to be part of the Empowerment Center where hope, choice, and a clear path forward to education and a brighter future will be experienced.

**Renderings property and courtesy of O'Connell Robertson*

Upcoming Events

2024 Conferences

- TAPPA Annual Conference will be held in San Marcos, TX on April 7-9, 2024.
- KADPF Annual Training Conference/Trade Show will be held in Topeka, KS on October 6-8, 2024.
- CAPP/MAPPA Annual Conference will be held in St Louis, MO on October 1-3, 2024.
- APPA Spring Conference will be held in Nashville, TN on April 15-17, 2024.

APPA U

- Institute for Facilities Management – New Orleans, LA - January 8-11, 2024.
 - Leadership Academy - New Orleans, LA - January 9-11, 2024.
- (Registration for both is open via www.appa.org)*

Historically Speaking, #4

By: Lee McQueen—Retired, University of Nebraska at Kearney, and CAPP/APP/Mapa Historian

I want to review for you the size and composition of CAPP/APP/Mapa's governance structure across these decades. I hope this peek into the past is a comfortable distraction in your busy day. But, I know there are times when such exercises are not described in friendly ways.

CAPP/APP/Mapa recently celebrated its 70th conference in Allen, TX. We maintained our precedent of succession planning when out-going president, Brian Lacey (Arkansas State), handed the gavel to incoming president, Matthew Rom (University of Oklahoma), making Matthew our 71st CAPP/APP/Mapa president. *(As an aside, we've had more presidents than conferences because the 2020 conference was canceled due to COVID. That year, incoming president, Markus Hogue (The University of Texas - Austin), received email congratulations, in place of a gavel or applause.)*

At the Allen conference, CAPP/APP/Mapa members voted in favor of proposed by-law changes to restructure the Board of Directors. CAPP/APP/Mapa's original leadership structure was a five-person group called the Executive Committee. In 1953, that first conference voted to fill the role of CAPP/APP/Mapa president, vice president, and secretary-treasurer with university volunteers from Kansas State, Southern Methodist, and Grinnell College. Two at-large members from Arkansas and Oklahoma were appointed to complete the first Executive Committee. The 1954 conference filled the Executive Committee when it elected a new president, re-elected the vice president and secretary-treasurer, and re-appointed the at-large member from Arkansas. The out-going president became CAPP/APP/Mapa's first formal representative to APPA. *(As Iowa is today in the MAPPA region, this writer assumes the Grinnell College volunteer participated in early CAPP/APP/Mapa conferences based on schedules, and/or travel budgets.)*

The 1955 conference elected a new vice president, and re-elected the secretary-treasurer. That conference started

the precedent for the sitting vice president to host the fall conference, and thus become president at the conference hosted at their institution. The 1955 conference also “started the precedent” that identifying volunteers would be a struggle, as the sitting president also served as APPA representative, and the Executive Committee had no at-large members. This struggle has continued across seven decades.

Across its first decade, those volunteering for CAPPAs positions included ten different presidents, nine vice presidents, three secretary-treasurers, five APPA representatives, and seven at-large members (out of twenty possible). The APPA representative might have been a past CAPPAs president, but others have also participated. By-law changes in 1969 added a second APPA representative to the Executive Committee; these roles titled Senior and Junior representatives.

CAPPAs 25th birthday brought significant structural changes, when the 1977 conference adopted bylaws that created and renamed offices. This new eight-member Board of Directors now consisted of: President, 1st Vice President, 2nd Vice President, Immediate Past President, Secretary-Treasurer, Junior APPA Representative, Senior APPA Representative, and Newsletter Editor. Secretary-Treasurer continued as an open-ended position. Newsletter Editor was an appointed position, also open-ended. The other roles were a succession plan that trained volunteers for their roles, as conference host (1st VP), and as President. Immediate Past President looked back to assist the sitting President, and looked ahead to their two years as a CAPPAs representative to APPA. This created a six-year commitment for those volunteering to sit for 2nd VP election.

The Board of Directors grew through the years, based on the growing complexity to support the CAPPAs mission of providing professional development opportunities for membership. Board changes added: 3rd Vice President (added in 1988, adding a year to presidential runway); splitting Secretary-Treasurer into separate offices (1989); Professional Development (1994, originally called Education); Historian (2004); Information & Communications (2007, to handle our internet presence); Finance (2011); Business Partner co-chairs (2011); Professional Development co-chairs (2011, in order to better support Technology and Leadership Conference); Assistant Treasurer (2015); Conference Coordinator (2017, to replace the contracted service); Recruiter (2021). Following changes in APPAs leadership structure, APPA Junior representative was dropped in 2020, and Senior representative (one-year terms) became Regional Director to APPA (three-year term). Thus, the latest Board of Directors consisted of nineteen positions. At the fall '23 conference, three positions were unfilled (3rd Vice President, Finance chair, and Business Partner co-chair).

After voting to approve the by-law changes, the Board of Directors members were reduced, and changes were made to the succession plan. The new Board structure includes seven positions: President (one-year term); President-Elect (one-year term); Vice President for Membership (two-year term); Vice President for Professional Development (two-year term); Secretary (two-year term); Treasurer (two-year term); Regional Director to APPA (three-year term).

The existing chairs and roles that were dropped from the Board are not abandoned, as they continue to be important to the operation of CAPPAs. Instead, they report to the President or Vice Presidents, serving the region in a different manner.

Numerically, this 2023 CAPPAs board now resembles the 1983 board, based solely on voting members. We should expect this smaller board to be more nimble; able to respond quicker to the needs of the region. With history as our guide, we should also expect this structure to evolve based on future needs.

I appreciate your hanging in there to the end. Enjoy your coffee, as you rinse the drywall dust from your mouth.

FULL DISCLOSURE: *This document will become part of a history document being developed for the CAPPAs website. As these notes are based on review of annual reports, newsletters and (likely failing) memory, I would appreciate any edits, especially those based on similar links/references or (other failing) memories.*



Would you like to showcase your institution on the homepage of the [CAPPA](#) website?

Submit your institution photos to the Newsletter Editor, jeannie.knott@utdallas.edu!

CAPPA Tech Tips—Utility Tunnels – Pipe, Paint, & Labels

By: Ben Boslaugh—Missouri State University, and CAPPA VP-Professional Development

In the Utility Tunnels at MSU, we paint the non-jacketed piping to preserve the insulation and carbon steel piping to mitigate rust. The added benefit is, this provides quick identification of the utility systems.

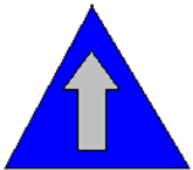
We use Safety Colors (for consistency), and have assigned them to different utility systems. High Temperature Silver for steam and condensate, Yellow for natural gas, Blue for domestic water, Red for fire protection, etc. Labels are also selected and placed every 50 ft. on the piping.



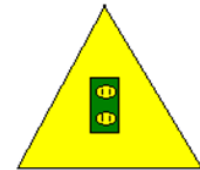
Fire Hose Connection



Light Switch Location



Garden Hose Connection



Electrical Outlet Location

We have painted labels on the floor of the tunnels to indicate where one may find light switches, electrical outlets, fire hose connections, etc. The switches are also marked on the wall with glow in the dark paint. This saves us a lot of time!



Steam Traps are labeled as well. For example, DSTM-MST-001 is coded for District Steam System – Main Steam Trap – 001 and used in the campus CMMS (Computerized Maintenance Management System). Expansion joints on the steam, condensate, and high pressure drain systems are also labeled.

System distribution valves are painted Orange and facility isolation valves are painted Purple. If a valve has been found to not work properly, it is tagged with an orange repair tag. Facility doors are labeled with the name of the



facility they serve and they have a glow in the dark exit sign. All medium voltage conduits are identified with the appropriate voltage on the respective conduit.

There are station codes in the Utility Tunnels every 25 ft., which are utilized for Annual Tunnel Surveys (prior to and following the annual steam outage) and for locations when equipment is placed in our CMMS.



All of this is in an effort to keep those who work in the space aware of what they are working around, make operations more efficient, and keep communication clear when there are failures in the systems.

FROM THE EDITOR:

Thank you to those who submitted articles, photographs, and information to be included in this season's CAPPA Newsletter!

We Want to Hear from You!

Share the lessons you've learned, your triumphs, innovations, and more!

Please feel free to write and submit articles for the CAPPA Newsletter at any time throughout the year for consideration. Preferred size for the articles would be between 500 words (ex. ½ page with 1 medium graphic/photo/chart) - 1,000 words (ex. full page with 2-3 small graphics/photos/charts). Please include names, descriptions, or titles for the media used. If the article submitted exists in another publication, please provide the link to the article, if available. Provide author's name & title (photo preferred, but not required). Email submissions via Word document or PDF attachments to the Newsletter Editor, Jeannie.knott@utdallas.edu.



Central Association of Physical Plant Administrators

ATTN: Virginia Smith, Secretary
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