



The “Tool Box” for Educational Facility Management Professionals

MASMS Facility Manager Certification Program

**Improve your Qualifications ~ Increase your Skills and Knowledge
Increase your Value and Potential Income ~ Enhance Credibility**

Certification

The MASMS Certification Program is offered by MASMS. It is managed by the MASMS Educational Committee with support from the MASMS Executive Board and staff.

Purpose of the Program

The purpose of the certification program is to develop a knowledge base for Building and Grounds/Facility leaders to provide safe and healthful educational facilities in the State of Minnesota.

Benefits

The process of achieving and maintaining certification helps ensure that you are continually improving and refining your skills. Certification can improve overall performance, develop competency, and widen market opportunities. Certification is the preferred goal; however, individuals may take selected courses in the curriculum without obtaining certification.

PLEASE NOTE: The MASMS Office is currently tracking certification credits for **ONLY** those that have “signed up” for the certification program. If you have not let the MASMS office know that you want to track for certification, or don’t know if you did, please do so as soon as you can. There is no enrollment fee. (Contact the office at ruth@masms.org or at 1-320-685-4585).

Certification Overview

To obtain certification, an applicant must complete 52 hours of MASMS Certification Curriculum. The required curriculum is divided into five modules. Each module is sub-divided into multiple courses.

1. Boot Camp
2. CPS Certification
3. Health and Safety
4. Finance
5. Electives

Each year courses are offered at the MASMS Fall Conference, State Meetings, Custodial/Grounds/Maintenance Days, Chapter Meetings and special events.

**Knowledge.
Inspiration.
Achievement.**

**CONTINUING
EDUCATION**

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NEW EDUCATIONAL MEMBERS

Paul Jacobs, Ogilvie Schools
Mike Kilanowski, Edina Schools
Dan Miller, Farmington Schools

NEW BUSINESS MEMBERS

Margaret Follingstad, YHR Partners, LTD
Matt Stahlmann, Finken Water Treatment
Joe Helmin, IEA Inc.
Todd Kuglin, Architect Mechanical Inc.
Kirk Wahlstrom, Siemens Industry Inc.
Grant Mosher, Pole Painting Plus
Caitli Cunningham, Interface



Chris Wirz, Metro Chapter Director

Thanks to all who attended the 2017 MASMS conference. Great speakers and educational sessions made this one of the best conferences to date! Add to that successful scholarship fundraising with our golf event, a world-class sold out trade show, a great banquet and fun evening entertainment and it sets the bar high for the 2018 conference, being held October 3-5 in St. Cloud. You'll not want to miss out next year.

Let's not stop with the conference for this year. Coming up in the next few months are chapter meetings and winter/spring state meetings. You'll not want to miss out on those either. Great educational sessions are being planned to bring you the information that you have asked for. Make sure you reserve your spot by logging into the MASMS website and registering for each individual meeting.

All of the educational sessions that you attend at the state conference and chapter or state meetings count towards the CEU's needed for your MASMS certification and/or recertification. To register for and for more information about the MASMS certification program, go to the MASMS website.

See you at the chapter meetings!

Vendor Corner

Mike Remington, Inspect
MASMS Vendor Representative



Growth of MASMS Great for Business Members!

The tremendous growth of MASMS provides more opportunities for its business members. The number of School Members increased from 262 in 2010 to over 468 members currently, that is almost an 80% increase! During the same time, the number of Business Members went from 371 to 409!

Don't forget the Chapter meetings provide great opportunities to network with other members, over 900 members attended Chapter Meetings just this year. MASMS created a new West Central Chapter that meets every second month in Fergus Falls, and is currently working on a possible new Southwest Chapter in that part of the State.

This increase in MASMS members and events creates a lot of opportunities for us Business Members and benefits the entire MASMS organization!



Calendar of Events

November 14, 2017	Metro Chapter Meeting
November 15, 2017	West Central Chapter Meeting
November 16, 2017	Northern Chapter Meeting
December 12, 2017	Metro Chapter Meeting
December 13, 2017	Southern Chapter Meeting
December 14, 2017	Northwest Chapter Meeting
December 21, 2017	Northern Chapter Meeting
January 9, 2018	State Meeting
January 17, 2018	West Central Chapter Meeting
January 18, 2018	Northern Chapter Meeting
February 13, 2018	Metro Chapter Meeting
February 15, 2018	Northern Chapter Meeting
February 21, 2018	Southern Chapter Meeting
February 28, 2018	Northwest Chapter Meeting



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HEALTH & SAFETY Health & Safety Section



The MASMS Health & Safety Committee supplies information for this section each month. If you have a specific topic you would like to see covered, just let the MASMS office know.

Safety Leadership: 11 characteristics of great safety performers.

Author: Jim Spigener is chief client officer for [DEKRA Insight](#)

Across industries, the best performers in safety sustain outcomes others struggle to reach. What sets them apart can be attributed to 11 leadership characteristics that are practiced consistently – regardless of challenges. These characteristics are fundamental in ensuring a culture that supports safety improvement and maintains the right behaviors over time.

1. **Great safety performers are absolutely clear that safety is a personal value to them, even to the point of overriding the company position.** To lead safety well, you have to make it personal. People know when you're going through the motions. If they don't think you care about safety, why should they? Great safety leaders are forthright about their commitment to safety.
2. **Great safety leaders relentlessly drive the message in all they do.** For these leaders, safety is not an "and" message. It is a deep value – the first thing they talk about and the issue that influences all decisions.
3. **Great safety performers are present in the field on a regular basis.** "In the field" means all the way to the front lines. They support safety systems and procedures by wearing the proper protective equipment in the work area, following the safety guidelines put into effect and modeling desired behaviors.
4. **Great safety performers identify artifacts that indicate the climate and culture of the organization.** They educate themselves on the mindset of the people at the coalface, and they drive the message that employee safety is the organization's priority.
5. **Great safety performers expect subordinates to match their same level of focus and action.** These leaders probe to understand how the organization is changing the culture and what it's doing to improve the safety climate. They ask the right questions to get people to think and apply initiative to safety improvement.
6. **World-class safety performers understand that aligning resources with objectives is critical.** They articulate a vision that specifies desired behaviors for employees at every level and define actionable and manageable steps for getting there. With each step, they ensure they have the people, financing and resources needed to succeed.

Continued on Page 4

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The MASMS Health & Safety Committee supplies information for this section each month. If you have a specific topic you would like to see covered, just let the MASMS office know.

Safety Leadership (Continued from Page 3)

7. **Strong safety performers ensure they are aligned with subordinates on what they need to do to support them.** They coach and mentor employees, and provide them with the training, resources and assistance needed to achieve their goals. They work collaboratively with their people to get the most out of their performance.
 8. **Great safety performers actively seek feedback on their safety leadership behaviors.** Leaders' actions and words often are perceived differently than intended. That's why feedback is an important tool for improvement. Without feedback, leaders don't know whether their well-meaning leadership actually is undermining the safety effort. Leadership is an art anyone can learn.
 9. **World-class safety performers drive the focus on proactive exposure reduction.** They understand that exposure – not injury – is the best indicator of safety performance. They enable workers to recognize when exposure is changing and take action to eliminate the risk in real time.
 10. **Great safety performers actively ensure alignment between their company and contractor leadership.** They address the issue of contractor safety in a surprisingly simple and direct way: They treat contractors like everyone else. They take the position that human life – regardless of the badge you wear – is sacred.
 11. **World-class safety performers have a deep understanding of the activities their organizations are undertaking and demonstrate active support.** They know the direction the company is headed, the process they're engaged in, and the ways they can bolster performance and lead people. They take action on safety issues and demonstrate a sense of urgency for safety.
- This article represents the views of the author and should not be construed as a National Safety Council endorsement.

Editor's Note: Achieving and sustaining an injury-free workplace demands strong leadership. In this monthly column, experts from global consulting firm DEKRA Insight share their point of view on what leaders need to know to guide their organizations to safety excellence.

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MASMS January 2018 Boot Camp

Dates & time:

January 17th & January 18th, 2018
8:00 AM to 4:00 PM with dinner at 6:00 PM on
Wednesday evening.

Location: Holiday Inn, St. Cloud, MN

Cost: MASMS will cover the cost of this training. This includes cost of class, hotel room for Wednesday night (and Tuesday night if 1.5 hour drive), and all meals. (Meals include: Wednesday lunch and dinner; Thursday breakfast & lunch; break for both days.)

Boot Camp Information:

The MASMS Boot Camp is specifically designed to provide training for facility professionals. The training will be of great value for newly employed facilities managers or seasoned veterans.

Course Description

This course will provide practical experience and proven techniques to help improve skills in the facilities management field. We will describe today's best maintenance practices and show how other schools have developed high performance facility departments

Contact the MASMS office to register.

Ruth @ masms.org or 320-685-4585

Please indicate if you need a hotel room, and for what nights.

Minnesota Park and Sports Turf Managers Association

**MASMS Members are invited
to attend the MPSTMA Fall Workshop!**

The workshop will be held at Plymouth Creek Center on Wednesday November 15th, 2017
This event offers a continental breakfast and lunch.

Topics include:

- + Salt
- + Pickleball Construction
- + Splash Pads
- + Japanese Beetles
- + Artificial Turf Maintenance
- + Target Field Conversion to Football

Keynote Speaker is Ross Bernstein.

Bernstein speaks at many Fortune 500 Company events.

We will have plenty of networking time with peers and vendors.

On-line registration and more information is available at:

www.mpstma.org/fallwork.htm

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Public Purchasing Options

Submitted by Dave Bahr, Hiller Commercial Floors

There are various Public Purchasing Options available for schools to purchase products and services at a discount and in a timely manner without the need to go out on a formal bid process. Three of these will be discussed in this article.

Minnesota State Contracts (M-Contracts)

M Contracts are available to all State Agencies as well as CPV (Cooperative Purchasing Venture) members which can include schools as well as Cities, Counties and Non Profit Agencies. There are a wide variety of contracts available for use and membership is free.

When the State Department of Administration determines a need for an M Contract, they will solicit a Request for Quotes on a State wide basis. Quotes are received ,tabulated and a low bidder is determined. That vendor is awarded the contract for a period of time usually a couple of years and there are often a few yearly extension options. These contracts may or may not have an upper limit in the amount that can be spent on a single project.

M Contracts satisfy all public purchase bidding requirements and significant savings can be achieved as prices have been set based on high volume regardless of the size of the individual project. These contracts are administered by the State Administration Procurement Division and are backed by the State Attorney General. Conflicts are extremely rare. One purchasing manager stated he uses State Contracts because he knows they will pass all the Auditor tests when he is being reviewed.

Membership as a CPV member is Free. Go to WWW.MMD.Admin.State.MN.US for more information. The front page has links to the contracts available and also how to sign up. You can also go directly to the sign up page at www.MMD.Admin.State.MN.US/PDF/CPVsubscribe2.pdf

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Public Purchasing Options (Continued from page 6)

Minnesota Service Cooperatives (also include North and South Dakota)

The Service Cooperatives are a Joint Powers Organization comprised of 8 education service agencies that provide a wide variety of services to their members. In addition to training and award programs, Service Cooperatives have secured competitive contracts for over 60 goods and services offering a variety of options for school members.

Similar to M Contracts, these service/goods proposals are solicited across the state and region. Bids are tabulated and a low bidder is awarded a contract for a period of time. Member agencies purchase directly off that contract for materials or materials and installation and achieve significant savings as prices are determined based on statewide volumes. Members not only save time and money but expert advice on the various options is available from the contract vendor to ensure the products selected meet the needs of the buyer. These contracts also pass all public purchasing requirements and hold up under audits.

More information can be found at www.MNServCoop.org Information about the Cooperative Purchasing Connection (CPC) can be found at www.MNServcoop.org/domain/20

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Public Purchasing Options (Continued from page 7)

National Joint Powers Alliance (NJPA)

NJPA is another public purchasing avenue. NJPA generally sets up contracts at the manufacturing level to provide pricing to NJPA members or members contracted dealers. NJPA is a national cooperative purchasing organization and has a large office in Minnesota. NJPA has established a very wide variety of products available through their agreements and all pass the public purchasing requirements. To read more about NJPA go to

www.NJPACoop.org registration is free and can be found at www.NJPACoop.org/cooperative-purchasing/join-NJPA/online-application

NJPA Prefers contracts with Manufacturers which may be serviced by local dealer or dealers.

While there are other public purchasing avenues available, these are the most common in Minnesota. Vendors who hold these contracts are very knowledgeable and are committed to providing top level service and warranties. Product knowledge and advice on the proper use of each product can prove invaluable to buyers who may not be as familiar with the options available. Each vendor works very hard to maintain Good Standing relationships with the Purchasing Agencies.



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CPS CLASS BEING OFFERED IN FEBRUARY

MASMS, in partnership with the Association for Facilities Engineering (AFE), will be offering the Certified Plant Supervisor (CPS) training and examination on February 6th and 7th, 2018.

The cost of this training and examination is \$500 (this is the fee that goes to AFE). **MASMS will be covering the cost of hotel (if you are more than 1.5 hour drive away), breakfast and lunch both days!**

This class is LIMITED to 20. There will be no exceptions to this limit. Maureen Mullen, MASMS CPS Certified Instructor (Rockford Public Schools) will be facilitating this class.

Date: February 6th & 7th, 2018
Time: 8:00 AM – 4:00 PM Both Days
Location: St. Cloud Holiday Inn and Suites, St. Cloud, MN

Steps you must take to register for this class:

Email the MASMS office that you want this class (ruth@masms.org) Fill out the CPS application that will be emailed to you. This application needs to be approved by AFE – so please fill it out in full. Email or send application and payment of the \$500 fee to the MASMS office. Indicate if you are more than 1.5 hours away and if you will need a guest room.

Study Study Study ~ This class is a review and test prep, and attendees MUST do self-study before attending the class

If you have any questions please contact the MASMS office at ruth@masms.org

