

CENTER FOR
GOVERNMENT SERVICES

NJ Educational Facility Management Program

CO-SPONSORED BY NJ SCHOOL
BUILDINGS & GROUNDS ASSOCIATION

CORE TRAINING & CONTINUING
EDUCATION COURSES FOR NJ SCHOOL
DISTRICTS || FALL 2016 SCHEDULE



RUTGERS
Continuing Studies

THE NEW JERSEY EDUCATIONAL FACILITY MANAGEMENT PROGRAM

A joint venture of Rutgers University and the New Jersey School Buildings and Grounds Association, the NJ Educational Facility Management Program is designed to meet the professional and educational needs of directors, supervisors, and managers of buildings and grounds for New Jersey school systems. A series of seven courses addresses management issues unique to running an educational facility. Course titles are as follows:

- Management Supervision and Human Resources
- Information Systems
- Structural and Mechanical Systems
- Environmental Code Compliance and Sustainability
- Preventive Maintenance
- Financial Management and Purchasing
- Energy Management

PROGRAM SPONSORS

NJ School Buildings and Grounds Association
 NJ Department of Education, Office of School Facilities
 Rutgers University, Center for Government Services

ADMISSION REQUIREMENTS

All participants must be high school graduates or hold a high school equivalency certificate. At least one year of supervisory experience in a school district is highly recommended before enrolling in the program.

CEFM DESIGNATION REQUIREMENTS

The Rutgers/NJSBGA certificate prepares students to apply for the authorization of Certified Educational Facilities Manager (CEFM). Upon successful completion of the program, individuals with a minimum of two years experience as a supervisor of school buildings and grounds are eligible to apply for state certification through the NJ Department of Education (DOE), Office of School Facilities.

A candidate must provide proof of graduation (Rutgers certificate of completion or student transcript) and written proof of two years experience from his/her Superintendent or Business Administrator on district letterhead, or copies of employment contracts for each year of experience.

Both the initial application and renewal application are available at <http://cgs.rutgers.edu/efm> or <http://www.state.nj.us/education/facilities/CEFM>. The initial form also includes information about other ways that CEFM candidates may comply with N.J.A.C. 6A:26-16.1(a).

Questions, applications and documentation should be submitted to:

E-mail: CEFM_app@doe.state.nj.us
 (please make all attachments PDF files)

Postal Mail:
 CEFM Program Application
 New Jersey Department of Education
 Office of School Facilities
 P.O. Box 500
 Trenton, NJ 08625-0500

Overnight Delivery:
 CEFM Program Application
 New Jersey Department of Education
 Office of School Facilities
 200 Riverview Plaza, 2nd Floor
 Trenton, NJ 08611-3419

CONTINUING EDUCATION

NJ State Assembly Bill No. 893 (Senate Bill No. 2257) establishes a process for renewal of the DOE-issued CEFM credential. The application must include a certified statement that the applicant has completed at least 20 hours of training or continuing education in the last three years in fields of study related to school facilities as approved by the DOE.

CORE COURSES

Management Supervision and Human Resources – 27 Hours

This course examines the changing role of the buildings and grounds supervisor by focusing on the roles, responsibilities, and relationships of a manager with staff, school administration, and other school department personnel. The course explores a variety of relevant topics including leadership, decision making, supervising, delegating, teamwork, communicating, strategic planning, problem solving, and conflict resolution. The course covers these topics in the context of school systems and established personnel practices, labor relations, staff development, custodial management, and salary administration.

Information Systems – 18 Hours

This course focuses on personal computers and their usefulness to school buildings and grounds operations. The instructor demonstrates and discusses a variety of applications including computerized energy systems, maintenance management systems, reporting capabilities, and recordkeeping. Microsoft Office Suite programs are used.

Structural and Mechanical Systems – 15 Hours

This course includes an overview of the construction process followed by a survey of the types of facilities managed by students in the class. Structural plans and designs are examined with regard to the use of different types of materials, such as concrete, masonry, steel, wood, glass, and plastic structures. The advantages and disadvantages of renovation and upgrades of each material are discussed. The course also covers analyzing plot plans, blueprints, and operational plans as they relate to construction designs and specifications. The instructor examines the exterior and interior plumbing of school buildings, sewer systems, HVAC, refrigeration, fire protection and detection, electrical power sources, motor control, boiler operations, safety and alarm systems, and integrated clocks and communication systems.

Environmental Code Compliance and Sustainability 24 Hours

This course covers the regulatory codes and enforcement procedures relating to school building and grounds operations. Instructors provide an overview of the various environmental and code issues involved in maintaining regulatory compliance. Environmental regulations include the Public Employees Occupational Safety and Health Indoor Air Quality Standard, Community Right to Know Act, the Lead/Copper Rule, and the Asbestos Hazard Emergency Response Act. In addition, managing hazardous wastes and material recycling are discussed. Code compliance topics include fire drills, emergency response, and the Americans with Disabilities Act.

Preventive Maintenance – 15 Hours

This course examines building design, maintenance programs, and the related costs of equipment and materials for upkeep of buildings and grounds. Instructors review the theoretical and practical aspects of planning, scheduling, and evaluation, including time-motion studies, life-cycle formulas, and

monitoring programs. Instructors discuss efficient and effective maintenance practices, including environmentally sound turf, tree, and shrub management; pest control programs; recreational facilities in and around the school, such as playgrounds, swimming pools, and equipment; and sidewalks and parking lots.

Financial Management and Purchasing – 15 Hours

Financial Management and Purchasing addresses the financial issues that educational facility managers must deal with regularly. In the financial management section, the instructor discusses the significance and general principles of a cost accounting system, General Acceptable Accounting Practices (GAAP), budget preparation, auditing procedures, and cash flow analysis. In the purchasing segment, the instructor reviews effective purchasing practices of supplies and equipment, public contract laws as they relate to purchasing goods and services, cooperative purchasing procedures, change order regulations, certification of funds, and the competitive bidding process. The course emphasizes the importance of standardized procedures and clear communication between the school buildings and grounds department and administration.

Energy Management – 6 Hours

This course examines the impact of efficient energy systems on the facilities management operation. Topics include new trends in energy conservation and management and measures for steam, electricity, heating, ventilation, and air conditioning systems.

CONTINUING EDUCATION COURSES

Communicating Information in Microsoft Visio – 6 Hours

Microsoft Visio is a drawing and diagramming software program that makes it easy for operations department professionals to visualize, explore, and communicate complex information. Continuing education students will use the wide variety of Visio diagrams to understand, act on, and share information about organizational systems, resources, and processes throughout their school district. They will learn how to transform complicated, hard-to-understand plans into Visio plans that communicate information at a glance. **(Note:** Students are required to bring a copy of the floor plan/building they wish to draw and a 4 GB-plus flash drive to class.)

Basic Microsoft Office for CEFMs – 6 Hours

The Microsoft Office suite of desktop applications is essential for performing the duties of Certified Educational Facilities Manager. Using Office 2013 for the Windows operating system, this continuing education course will offer training on word processor, spreadsheet program, presentation program, personal information manager and desktop publishing application, with a brief demonstration of project management software. Learn how to use Word for memoranda and business letters; Excel for preparing a budget; PowerPoint for training staff; Outlook for communicating with head custodians and managing tasks and contacts; Publisher for designing safety posters and newsletters for the district; and Project (not bundled in any Office suite) for tracking programs, tasks and maintenance schedules. (**Note:** Students are required to bring a 4 GB-plus flash drive to class.)

OSHA Job Hazard Analysis & Risk Assessments – 6 Hours

This one-day seminar will cover important safety awareness issues that Certified Educational Facilities Managers face on a daily basis. The topics include accident prevention, worker safety, teenage worker safety, hazard recognition and risk analysis. This course will also offer a review of OSHA requirements. (**Students are required to bring a 4 GB-plus flash drive.**)

Job Readiness Skills for CEFMs – 6 Hours

Whether you are a newly certified or seasoned Educational Facility Manager, there are certain skills that are essential to succeeding at your job. This one-day course will help develop skills in areas such as performance development and communicating with employees as well as supervisors.

SCHEDULE OF CORE COURSES**Management Supervision and Human Resources
27 Hours (6 or 9 Sessions) – \$888****BG-1101-FA16-1 Paterson**

International High School, Room TBA
200 Grand Street
Mon/Tue/Wed, 5:00pm-8:00pm
Sep. 7, 13, 14, 19, 21, 26, 28; Oct. 4, 5
Instructor: Steven Morlino, CEFM

BG-1101-FA16-2 West Orange

Liberty Middle School, Room 109
1 Kelly Drive
Tue/Thu, 5:00pm-8:00pm
Sep. 8, 13, 15, 20, 22, 27, 29; Oct. 4, 6
Instructor: Robert Csigi, CEFM

BG-1101-FA16-3 Neptune

Neptune High School, Room A148
55 Neptune Boulevard
Tue/Thu, 5:00pm-8:00pm
Sep. 8, 13, 15, 20, 22, 27, 29; Oct. 4, 6
Instructor: Donald Frangipane, CEFM

BG-1101-FA16-4 Mays Landing

Atlantic Cape Community College
Rutgers Lifelong Learning Center (Q Bldg), Room 214
Tue/Thu, 5:00pm-8:00pm
Sep. 8, 13, 15, 20, 27, 29; Oct. 4, 6, 11
Instructor: Henry Rodrique, CEFM

BG-1101-FA16-5 Sewell

Rowan College at Gloucester County
Instructional Center, Room 447
1400 Tanyard Road
Tue/Thu, 5:00pm-8:00pm
Sep. 8, 13, 15, 20, 27, 29; Oct. 4, 6, 11
Instructor: Richard Winter, CEFM

BG-1101-FA16-6 Branchburg

Raritan Valley Community College
Somerset Hall, Room S244
118 Lamington Road
Sat, 8:00am-12:30pm
Sep. 10, 17, 24; Oct. 1, 8, 15
Instructor: Raul Nieves, CEFM

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS • ONLINE REGISTRATION AVAILABLE AT CGS.RUTGERS.EDU

Mail registration form and payment to:

**NJ EDUCATIONAL FACILITY MANAGEMENT PROGRAM
RUTGERS CENTER FOR GOVERNMENT SERVICES**

303 George Street, Suite 604
New Brunswick, NJ 08901-2020

Or fax to: 732-932-3586

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name _____

First Name _____ Middle Initial _____

Gender Female Male

Employer _____

Title _____

Business Address

Street _____

City _____

State _____ ZIP _____

Home Address

Street _____

City _____

State _____ ZIP _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Business _____ Ext. _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

COURSE INFORMATION

I wish to register for:

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Prerequisite(s) (if applicable) _____

Completion Date _____ Location _____

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals and/or returned checks.

BG-1101-FA16-7 - Sparta

Sparta High School, Room 320
70 W Mountain Rd
Mon/Tue/Wed, 5:00pm-8:00pm
Sep. 7, 12, 14, 19, 21, 26, 28; Oct. 4, 5
Instructor: Stephen Sluka, CEFM

Information Systems**18 Hours (4 or 6 Sessions) – \$568****BG-1102-FA16-1 Neptune**

Neptune High School, Room A148
55 Neptune Boulevard
Tue/Thu, 5:00pm-8:00pm
Oct. 11, 13, 18, 20; Nov. 1, 3
Instructor: Donald Frangipane, CEFM

BG-1102-FA16-2 Mays Landing

Atlantic Cape Community College
Rutgers Lifelong Learning Center (Q Bldg), Room 214
5100 Black Horse Pike
Tue/Thu, 5:00pm-8:00pm
Oct. 13, 18, 25, 27; Nov. 1, 3
Instructor: Henry Rodrique, CEFM

BG-1102-FA16-3 Sparta

Sparta High School, Room 320
70 W Mountain Road
Mon/Tue/Wed, 5:00pm-8:00pm
Oct. 11, 12, 17, 19; Nov. 1, 2
Instructor: Keith Gourlay, CEFM

BG-1102-FA16-4 New Brunswick

Rutgers Public Safety Building, Room 205B
55 Commercial Avenue
Mon/Wed, 5:00pm-8:00pm
Oct. 10, 12, 17, 19, 24, 26
Instructor: Raul Nieves, CEFM

BG-1102-FA16-5 Branchburg

Raritan Valley Community College
Somerset Hall, Room S244
118 Lamington Road
Sat, 8:00am-12:30pm
Oct. 22, 29; Nov. 5, 12
Instructor: Stephen Sluka, CEFM

Structural and Mechanical Systems**15 Hours (4 or 5 Sessions) – \$480****BG-1103-FA16-1 Paterson**

International High School, Room TBA
200 Grand Street
Mon/Wed, 5:00pm-8:00pm
Nov. 7, 9, 14, 16, 21
Instructor: Steven Morlino, CEFM

BG-1103-FA16-2 West Orange

Liberty Middle School, Room 109
1 Kelly Drive
Tue/Thu, 5:00pm-8:00pm
Nov. 8, 10, 15, 17, 22
Instructor: Robert Csigi, CEFM

BG-1103-FA16-3 Neptune

Neptune High School, Room A148
55 Neptune Boulevard
Tue/Thu, 5:00pm-8:00pm
Nov. 8, 15, 17, 22, 29
Instructor: Donald Frangipane, CEFM

BG-1103-FA16-4 Mays Landing

Atlantic Cape Community College
Rutgers Lifelong Learning Center (Q Bldg), Room 206
Sat, 8:00am-11:45am
Oct. 29; Nov. 5, 12, 19
Instructor: Henry Rodrique, CEFM

BG-1103-FA16-5 Sewell

Rowan College at Gloucester County
Instructional Center, Room 447
1400 Tanyard Road
Tue/Thu, 5:00pm-8:00pm
Nov. 8, 10, 15, 22, 29
Instructor: Richard Winter, CEFM

BG-1103-FA16-6 Branchburg

Raritan Valley Community College
Somerset Hall, Room S244
118 Lamington Road
Sat, 8:00am-11:45am
Nov. 19; Dec. 3, 10, 17
Instructor: Steven Sluka, CEFM

BG-1103-FA16-7 Sparta

Sparta High School, Room 320
70 W Mountain Road
Mon/Wed, 5:00pm-8:00pm
Nov. 7, 9, 14, 16, 21
Instructor: Keith Gourlay, CEFM

Energy Management

6 Hours (1 Session) – \$244

Food service included in registration fee

BG-1104-FA16-1 Parsippany

Morris County Public Safety Training Academy, Room 102A
500 W Hanover Avenue
Fri, 8:30am-3:30pm
Dec. 2
Instructors: Robert Csigi, CEFM & Keith Gourlay, CEFM

BG-1104-FA16-2 Mays Landing

Atlantic Cape Community College
Rutgers Lifelong Learning Center (Q Bldg), Room 101A
5100 Black Horse Pike
Sat, 8:30am-3:30pm
Dec. 3
Instructors: Henry Rodrique, CEFM & Kimberly Keener, CEFM

BG-1104-FA16-3 Sayreville

Middlesex County Fire Academy Room 3B
1001 Fire Academy Drive
Fri, 8:30am-3:30pm
Dec. 9
Instructors: Donald Frangipane, CEFM & Mario Cofini, CEFM

BG-1104-FA16-4 Howell

Southard School Community Center, Room 3
115 Kent Road
Sat, 8:30am-3:30pm
Dec 10
Instructors: Raul Nieves, CEFM & Ronald Sanasac, CEFM

Environmental Stewardship, Code Compliance and Sustainability

24 Hours (8 Sessions) – \$778

BG-1105-FA16-1 Sparta

Sparta High School, Room TBA
70 W Mountain Road
Tue/Wed/Thu, 5:00pm-8:00pm
Oct. 18, 20, 25, 26; Nov. 1, 3, 8, 9
Instructor: Steven Ternosky, CEFM
NO. 11

Preventive Maintenance

15 Hours (5 Sessions) – \$615

BG-1106-FA16-1 Paterson

International High School, Room TBA
200 Grand Street
Mon/Wed, 5:00pm-8:00pm
Oct. 12, 17, 19, 24, 26
Instructor: Steven Morlino, CEFM

Financial Management and Purchasing

15 Hours (3 Sessions) – \$482

BG-1107-FA16-1 Bordentown

Rutgers Eco-Complex, Room 202
1200 Florence-Columbia Road
Sat, 8:00am-1:15pm
Sep. 17, 24; Oct. 1
Instructor: James Carrano

BG-1107-FA16-2 Howell

Southard School Community Center, Room 3
115 Kent Road
Sat, 8:00am-1:15pm
Nov. 5, 12, 19
Instructor: Ronald Sanasac, CEFM

SCHEDULE OF CONTINUING EDUCATION COURSES

Communicating Information in Microsoft Visio

6 Hours (1 Session) – \$249

BG-1111-FA16-1 New Brunswick

Rutgers Public Safety Building, Room 205A
55 Commercial Ave
Thu, 8:30am-3:00pm
Dec. 8
Instructors: Stephen Sluka, CEFM & Keith Gourlay, CEFM

Basic Microsoft Office for CEFMs

6 Hours (1 Session) – \$249

BG-1114-FA16-1 New Brunswick

Rutgers Public Safety Building, Room 205A
55 Commercial Ave
Thu, 8:30 a.m. – 3 p.m.
Sep. 29
Instructors: Stephen Sluka, CEFM & Keith Gourlay, CEFM

OSHA Job Hazard Analysis & Risk Assessments 6 Hours (1 Session) – \$226

BG-1117-FA16-1 Sayreville

Middlesex County Fire Academy Room 3B

1001 Fire Academy Drive

Sat, 8:30am-3:00pm

Sep. 24

Instructors: Donald Frangipane, CEFM & Mario Cofini, CEFM

BG-1117-FA16-2 Mays Landing

Atlantic Cape Community College

Rutgers Lifelong Learning Center (Q Bldg), Room 206

5100 Black Horse Pike

Sat, 8:30am-3:00pm

Oct. 15

Instructors: Henry Rodrique, CEFM & Kimberly Keener, CEFM

Job Readiness Skills for CEFMs 6 Hours (1 Session) – \$229

BG-1118-FA16-1 Mays Landing

Atlantic Cape Community College

Rutgers Lifelong Learning Center (Q Bldg), Room 101A

5100 Black Horse Pike

Sat, 8:30am-3:00pm

Sep. 17

Instructors: Henry Rodrique, CEFM & Kimberly Keener, CEFM

BG-1118-FA16-2 Parsippany

Morris County Public Safety Training Academy, Room 102A

500 W Hanover Avenue

Fri, 8:30am-3:00pm

Nov. 4

Instructors: Stephen Sluka, CEFM & Keith Gourlay, CEFM

BG-1118-FA16-3 Howell

Southard School Community Center, Room 3

115 Kent Road

Sat, 8:30am-3:00pm

Dec. 3

Instructor: Ronald Sanasac, CEFM

Food service included in registration fee for all continuing education courses.

REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: <http://cgs.rutgers.edu>.

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and online registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. **Go to <http://cgs.rutgers.edu> and click on the "Register Now" button on the homepage (NEW).**

To ensure that course materials are available the first session of your course, it is strongly recommended you register at least one week prior to the course start date.

In-person registrations at the course location on the day of the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

Course Fees and Payment: Payment for a student's participation in a course can be obtained by using any of the following three methods:

1. Credit card payment (Visa, MasterCard, Discover or American Express) **AVAILABLE ONLY THROUGH ONLINE REGISTRATION (<http://cgs.rutgers.edu>)**
2. Check or money order payment by mail or in person
3. Authorized voucher or purchase order received via mail or fax

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

Financing: If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at www.salliemae.com/00262990.

Veterans' Registration: This program has been approved by the Veterans Administration and may be available for GI benefits. Visit lifelonglearning.rutgers.edu for additional information and instructions.

Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

Returned Check Fee Policy: There is a \$25 fee for all checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer must be submitted in writing at least two (2) business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Course Cancellation Policy: The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for the course cancelled by CGS or exercising the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

Education Credit: The NJ Department of Community Affairs has approved 3 CEs for **Visio & Microsoft Office** in Information Technology.

The NJ Department of Community Affairs has approved the **Visio** course for Certified Public Works Managers and Registered Municipal Clerks, with contact hours (CEUs) awarded in the curriculum area of Information Technology.

The NJ State Board of Accountancy has approved selected courses for Continuing Professional Education credit under Rutgers University sponsor #703.

Certificates: Certificates are mailed to students after the successful completion of the course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

Special Needs Students: Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

For More Information: Visit the program webpage at <http://cgs.rutgers.edu/efm>.

RUTGERS

Continuing Studies

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Rutgers, The State University of New Jersey
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