CENTER FOR GOVERNMENT SERVICES

NJ Educational Facility Management Program

CO-SPONSORED BY NEW JERSEY SCHOOL BUILDINGS AND GROUNDS ASSOCIATION

TRAINING & CONTINUING EDUCATION COURSES FOR NJ LOCAL GOVERNMENT

SPRING 2016 SCHEDULE
A Certified Educational Facilities Manager application form can be obtained from the DOE or downloaded at www.cgs.rutgers.edu/efm. The state form also includes information about other ways that CEFM candidates may comply with N.J.A.C. 6A:26-16.1(a).

Documentation and completed application form should be submitted to:

NJ Department of Education
Office of School Facilities
P.O. Box 500
Trenton, NJ 08625-0500
Attention: Bernard Piaia

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. The continuing education course listed below, Communicating Information in Microsoft Visio, has been approved by the DOE for credit.

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

PROGRAM COURSES

Management Supervision & 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. 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 covers analyzing plot plans, blueprints, and operational plans as they relate to construction designs and specifications. Exterior/interior plumbing of buildings, sewer systems, HVAC, refrigeration, fire protection/detection, electrical power sources, motor control, boiler operations, safety/alarm systems, and integrated clocks and communication systems are examined.

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. The theoretical and practical aspects of planning, scheduling, and evaluation, including time-motion studies, life-cycle formulas, and monitoring programs are discussed. 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, sidewalks and parking lots are reviewed.

Environmental Stewardship, Code Compliance and Sustainability – 24 Hours
This course covers the regulatory codes and enforcement procedures relating to school building and grounds operations. The various environmental and code issues involved in maintaining regulatory compliance are reviewed. 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. Managing hazardous wastes and material recycling are discussed. Code compliance topics include fire drills, emergency response, and the Americans with Disabilities Act.

Financial Management and Purchasing – 15 Hours
This course addresses financial issues that are regularly encountered. The significance and general principles of a cost accounting system, General Acceptable Accounting Practices, budget preparation, auditing procedures, and cash flow analysis are discussed. Additionally, 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 are reviewed.

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, 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 allows professionals to visualize, explore, and communicate complex information easily. They learn how to transform complicated, hard-to-understand plans into Visio plans that communicate information at a glance. (Students must bring a copy of the floor plan/building they wish to draw and a 4 GB-plus flash drive.)

Basic Microsoft Office for CEFMs – 6 Hours
Using Microsoft Office 2013 for the Windows operating system, this course offers training on word processing, spreadsheet, and presentation programs, as well as personal information management and desktop publishing applications, with a brief demonstration of project management software. (Students are required to bring a 4 GB-plus flash drive.)

Managing Safety Hazards – 6 Hours
This course covers the topics of health and safety in schools including written requirements and guidelines for OSHA and PEOSH Worker Safety Programs as well as the development of hazard assessments and training strategies including confined space entry, fall hazards and in-wall table safety

Conflict Management – 6 Hours
This course provides guidance to managers who must resolve conflicts within their office, amongst their subordinates and between themselves and their colleagues.
CORE COURSE SCHEDULE

Note: Two courses “Information Systems” and “Structural and Mechanical Systems” are not offered in the spring.

Management Supervision and Human Resources

27 Hours (9 Sessions) – $881

BG-1101-SP16-1 Sparta
Sparta High School, Room 320
70 W Mountain Road
Mon/Wed/Thu, 5:00pm–8:00pm
Jan 20, 21, 25, 27, 28; Feb 1, 3, 4, 8
Instructor: Stephen Sluka, CEFM

BG-1101-SP16-2 Sewell
Rowen College @ Gloucester County
Instructional Center, Room 403
1400 Tanyard Road
Tues/Wed/Thu, 6:00pm–9:00pm
Jan 20, 26, 27, 28; Feb 2, 3, 4, 9, 10
Instructor: Henry Rodrique, CEFM

Environmental Stewardship, Code Compliance and Sustainability – 24 Hours (6 or 8 Sessions) – $746

BG-1105-SP16-1 West Orange
Liberty Middle School, Room 110
1 Kelly Drive
Tue/Thu, 5:00pm–8:00pm
Feb 16, 18, 23, 25; Mar 1, 3, 8, 10
Instructor: Robert Csigi, CEFM

BG-1105-SP16-2 Paterson
International High School, Room 315
200 Grand Street
Mon/Wed/Thu, 5:00pm–8:00pm
Feb 17, 22, 24, 29; Mar 2, 7, 9, 10
Instructor: Steven Morlino, CEFM

BG-1105-SP16-3 Neptune
Neptune High School, Room A148
55 Neptune Boulevard
Mon/Wed/Thu, 5:00pm–8:00pm
Feb 17, 22, 24, 29; Mar 2, 7, 9, 10
Instructor: Donald Frangipane, CEFM

BG-1105-SP16-4 Somerdale
Sterling High School, Room 103
501 S Warwick Road
Mon/Wed/Thu, 6:00pm–9:00pm
Feb 17, 22, 24, 29; Mar 2, 7, 9, 10
Instructor: Kay Byrd, CEFM

BG-1105-SP16-5 Mays Landing
Atlantic Cape Community College
Rutgers Lifelong Learning Center (Building Q), Room 213
5100 Black Horse Pike
Tue/Thu, 5:00pm–8:00pm
Feb 16, 23, 25, 29; Mar 1, 3, 8, 10, 17
Instructor: Henry Rodrique, CEFM

BG-1105-SP16-6 Hillsborough
Somerset County Emergency Services Training Academy
402 Roycefield Road (Behind Somerset County PW Garage)
Sat, 8:00am–12:15pm
Jan 23, 30; Feb 6, 20, 27; Mar 5
Instructor: Stephen Sluka, CEFM

Preventive Maintenance

15 Hours (3 or 5 Sessions) – $605

BG-1106-SP16-1 West Orange
Liberty Middle School, Room 110
1 Kelly Drive
Tue/Thu, 5:00pm–8:00pm
Mar 22, 24, 29, 31; Apr 5
Instructor: Robert Csigi, CEFM

BG-1106-SP16-2 Paterson
International High School, Room 315
200 Grand Street
Mon/Wed, 5:00pm–8:00pm
Mar 21, 23, 30; Apr 4, 6
Instructor: Steven Morlino, CEFM

BG-1106-SP16-3 Neptune
Neptune High School, Room A148
55 Neptune Boulevard
Mon/Wed/Thu, 5:00pm–8:00pm
Mar 21, 23; Apr 4, 6, 7
Instructor: Donald Frangipane, CEFM
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 _______________________________________

Prerequisite(s) (if applicable)
1. ______________________________________________
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, creditcard 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.
Financial Management and Purchasing
15 Hours (3 or 5 Sessions) – $477

BG-1107-SP16-1 West Orange
Liberty Middle School, Room 110
1 Kelly Drive
Tue/Thu, 5:00pm–8:00pm
Apr 12, 14, 19, 21, 26
Instructor: Robert Csigi, CEFM

BG-1107-SP16-2 Paterson
International High School, Room 315
200 Grand Street
Mon/Wed, 5:00pm–8:00pm
Apr 11, 13, 18, 20, 25
Instructor: Steven Morlino, CEFM

BG-1107-SP16-3 Howell
Southard School Community Center, Room 3
115 Kent Road
Tue/Thu, 6:00pm–9:00pm
Apr 19, 21, 26, 28; May 3
Instructor: Ronald Sanasac, CEFM

Energy Management*
6 Hours (1 Session) – $234

BG-1104-SP16-1 Bridgewater
Somerset County Vocational & Technical High School
Performing Arts Department, Building D, Room D226
14 Vogt Drive
Sat, 8:30am–3:30pm
May 7
Instructors: Henry Rodrique, CEFM & Raul Nieves, CEFM

BG-1104-SP16-2 Sayreville
Middlesex County Fire Academy, Room 3A/B
1001 Fire Academy Drive
Fri, 8:30am–3:30pm
May 13
Instructors: Mario Cofini, CEFM & Donald Frangipane, CEFM

* Food service included in registration fee
CONTINUING EDUCATION SCHEDULE

Communicating Information in Microsoft Visio
6 Hours (1 Session) – $243*
BG-1111-SP16-1 New Brunswick
Rutgers Public Safety Building, Room 205A
55 Commercial Avenue
Thu, March 24, 8:30am–3:00pm
Instructor: Stephen Sluka, CEFM & Keith Gourlay, CEFM

BG-1111-SP16-2 New Brunswick
Rutgers Public Safety Building, Room 205A
55 Commercial Avenue
Fri, Apr 15, 8:30am–3:00pm
Instructor: Stephen Sluka, CEFM & Keith Gourlay, CEFM

Basic Microsoft Office for CEFMs
6 Hours (1 Session) – $243*
BG-1114-SP16-1 New Brunswick
Rutgers Public Safety Building, Room 205A
55 Commercial Avenue
Fri, Mar 11, 8:30am–3:00pm
Instructor: Stephen Sluka, CEFM & Henry Rodrique, CEFM

BG-1114-SP16-2 Parsippany
Morris County Public Safety Training Academy, Room 123
500 West Hanover Avenue
Tue, Apr 5, 8:30am–3:00pm
Instructor: Stephen Sluka, CEFM & Keith Gourlay, CEFM

BG-1114-SP16-3 Mays Landing
Atlantic Cape Community College
Rutgers Lifelong Learning Center (Building Q), Room 101B
5100 Black Horse Pike
Sat, Feb 13, 8:30am–3:00pm
Instructor: Stephen Sluka, CEFM & Keith Gourlay, CEFM

Conflict Management
6 Hours (1 Session) – $242*
BG-1115-SP16-1 New Brunswick
Rutgers University Cook Student Center, Room 202 A/B/C
59 Biel Road.
Thurs, Feb 4, 8:30am–3:30pm
Instructor: Sean Canning, The Canning Group

Managing Safety Hazards
6 Hours (1 Session) – $220*
BG-1116-SP16-1 Parsippany
Morris County Public Safety Training Academy, Room 135
500 West Hanover Avenue
Sat, Feb 13, 8:30am–3:00pm
Instructor: Stephen Sluka, CEFM & Keith Gourlay, CEFM

BG-1116-SP16-2 Mays Landing
Atlantic Cape Community College
Rutgers Lifelong Learning Center (Building Q), Room 213
5100 Black Horse Pike
Sat, Feb 27, 8:30am–3:00pm
Instructor: Henry Rodrique, CEFM & Kimberly Keener, CEFM

BG-1116-SP16-3 Bridgewater
Somerset County Vocational & Technical High School
Performing Arts Department, Building D, Room D226
14 Vogt Drive
Sat, Apr 23, 8:30am–3:00pm
Instructor: Mario Cofini, CEFM & Donald Frangipane, CEFM

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.

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/purchase order received via mail/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 returned checks. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

**Course Cancellation Policy:** CGS 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 courses cancelled by CGS or 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.

**Withdrawals/Transfers:** All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 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.

**Education Credit:**

The NJ Department of Education has approved **Microsoft Visio** and **Basic Microsoft Office** for continuing education credit toward the renewal of the authorization of CEFM.

The NJ Department of Community Affairs has approved 3 CEs for **Visio & Microsoft Office** in Information Technology & 6 CEs for **Conflict Management** in Off Mgt/Gen Sec/Mgt/Prof Dev. for CPWM, RMC, CMFO, CCFO, CTC & QPA.

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 each 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 www.cgs.rutgers.edu/efm.