

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 || SPRING 2018 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 core courses addresses management issues unique to running an educational facility.

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.

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 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.

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.

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.

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.

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.

Financial Management and Purchasing – 15 Hours

In the financial management section of this course, 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.

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**Basic Microsoft Office for CEFMs – 6 Hours**

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. **(Students are required to bring a 4 GB-plus flash drive.)**

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. **(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.)

SCHEDULE OF CORE COURSES**Management Supervision and Human Resources
27 Hours (6 or 9 Sessions) – \$894****BG-1101-SP18-1 - Sparta**

Sparta High School, Room 315
70 W Mountain Rd
Mon/Wed/Thu, 5:00pm-8:00pm
Jan. 22, 24, 25, 29, 31; Feb. 1, 5, 7, 8
Instructor: Stephen Sluka, CEFM

BG-1101-SP18-2 Somerdale

Sterling High School, Room TBA
501 S Warwick Rd
Mon/Wed, 5:30pm-8:30pm
Jan. 24, 29, 31; Feb. 12, 14, 19, 21, 26, 28
Instructor: Kay Byrd, CEFM

BG-1101-SP18-3 Branchburg

Raritan Valley Community College
Somerset Hall, Room S244
118 Lamington Road
Sat, 8:00am-12:30pm
Jan. 20, 27; Feb. 3, 10, 17, 24
Instructor: Raul Nieves, CEFM

**Environmental Stewardship, Code Compliance and
Sustainability****24 Hours (6 or 8 Sessions) – \$778****BG-1105-SP18-1 West Orange**

Liberty Middle School, Room 110
1 Kelly Drive
Tue/Thu, 5:00pm-8:00pm
Feb. 13, 15, 20, 22, 27; Mar. 1, 6, 8
Instructor: Robert Csigi, CEFM

BG-1105-SP18-2 Paterson

International High School, Room TBA
200 Grand Street
Mon/Wed, 5:00pm-8:00pm
Feb. 12, 14, 21, 26, 28; Mar. 5, 7, 12
Instructor: Steven Morlino, CEFM

BG-1105-SP18-3 Mays Landing

Atlantic Cape Community College
 Rutgers Lifelong Learning Center (Q Bldg), Room 112
 5100 Black Horse Pike
 Sat, 8:00am-12:15pm
 Feb. 3, 10, 17, 24; Mar. 3, 17
 Instructor: Henry Rodrique, CEFM

BG-1105-SP18-4 Neptune

Neptune High School, Room TBA
 55 Neptune Boulevard
 Tue/Thu, 5:00pm-8:00pm
 Feb. 1, 6, 8, 13, 15, 20, 22, 27
 Instructor: Donald Frangipane, CEFM

BG-1105-SP18-5 Rockaway

Morris Knolls High School, Room B59
 50 Knoll Drive
 Mon/Tue/Thu, 5:00pm-8:00pm
 Feb. 1, 5, 7, 13, 15, 20, 22, 27
 Instructor: Steven Ternosky, CEFM

BG-1105-SP18-6 Branchburg

Raritan Valley Community College
 Somerset Hall, Room S243
 118 Lamington Road
 Sat, 8:00am-12:15pm
 Feb. 3, 10, 17, 24; Mar. 3, 10
 Instructor: Stephen Sluka, CEFM

**Preventive Maintenance
 15 Hours (3 or 5 Sessions) – \$550**

BG-1106-SP18-1 West Orange

Liberty Middle School, Room 110
 1 Kelly Drive
 Tue/Thu, 5:00pm-8:00pm
 Mar. 22, 27, 29; Apr. 3, 5
 Instructor: Robert Csigi, CEFM

BG-1106-SP18-2 Paterson

International High School, Room TBA
 200 Grand Street
 Mon/Wed, 5:00pm-8:00pm
 Mar. 12, 21, 26, 28; Apr. 3
 Instructor: Steven Morlino, CEFM

BG-1106-SP18-3 Mays Landing

Atlantic Cape Community College
 Rutgers Lifelong Learning Center (Q Bldg), Room 112
 Sat, 8:00am-1:15pm
 Mar. 24; Apr. 7, 14
 Instructor: Henry Rodrique, CEFM

BG-1106-SP18-4 Neptune

Neptune High School, Room TBA
 55 Neptune Boulevard
 Tue/Thu, 5:00pm-8:00pm
 Mar. 6, 8, 20, 22, 27
 Instructor: Donald Frangipane, CEFM

BG-1106-SP18-5 Sewell

Rowan College at Gloucester County
 Instructional Center, Room IC443
 1400 Tanyard Road
 Tue/Thu, 5:00pm-8:00pm
 Mar. 20, 22, 27, 29; Apr. 3
 Instructor: Richard Winter, CEFM

BG-1106-SP18-6 Sparta

Sparta High School, Room 315
 70 W Mountain Road
 Mon/Wed, 5:00pm-8:00pm
 Mar. 19, 21, 26, 28; Apr. 9
 Instructor: Keith Gourlay, CEFM

BG-1106-SP18-7 Branchburg

Raritan Valley Community College
 Somerset Hall, Room S245
 118 Lamington Road
 Sat, 8:00am-1:15pm
 Mar. 17, 24; Apr. 7
 Instructor: Stephen Sluka, CEFM

**Financial Management and Purchasing
 15 Hours (3 or 5 Sessions) – \$483**

BG-1107-SP18-1 West Orange

Liberty Middle School, Room 110
 1 Kelly Drive
 Tue/Thu, 5:00pm-8:00pm
 Apr. 10, 12, 17, 19, 24
 Instructor: Robert Csigi, 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-1107-SP18-2 Paterson

International High School, Room TBA
 200 Grand Street
 Mon/Wed, 5:00pm-8:00pm
 Apr. 9, 11, 16, 18, 23
 Instructor: Steven Morlino, CEFM

BG-1107-SP18-3 Mays Landing

Atlantic Cape Community College
 Rutgers Lifelong Learning Center (Q Bldg), Room 112
 Sat, 8:00am-1:15pm
 Apr. 21, 28; May 12
 Instructor: Henry Rodrique, CEFM

BG-1107-SP18-4 Sparta

Sparta High School, Room TBA
 70 W Mountain Road
 Mon/Wed, 5:00pm-8:00pm
 Apr. 16, 18, 23, 25, 30
 Instructor: Keith Gourlay, CEFM

BG-1107-SP18-5 Howell

Southard School Community Center, Room 3
 115 Kent Road
 Sat, 8:00am-1:15pm
 Apr. 14, 21, 28
 Instructor: Ronald Sanasac, CEFM

BG-1107-SP18-6 Bordentown

Rutgers Eco-Complex, Room 202 (Apr. 14);
 Room 105/106 (Apr. 21, 28)
 1200 Florence-Columbia Road
 Sat, 8:00am-1:15pm
 Apr. 14, 21, 28
 Instructor: James Carrano

Energy Management

6 Hours (1 Session) – \$245

Food service included in registration fee

BG-1104-SP18-1 Mays Landing

Atlantic Cape Community College
 Rutgers Lifelong Learning Center (Q Bldg), Room 101A
 5100 Black Horse Pike
 Fri, 8:30am-3:30pm
 May 11
 Instructors: Kimberly Keener, CEFM & Henry Rodrique, CEFM

BG-1104-SP18-2 Howell

Southard School Community Center, Room 3
 115 Kent Road
 Sat, 8:30am-3:30pm
 May 12
 Instructors: Raul Nieves, CEFM & Ronald Sanasac, CEFM

**SCHEDULE OF CONTINUING
 EDUCATION COURSES**

**Basic Microsoft Office for CEFMs – 6 Hours
 (1 Session) – \$264**

BG-1114-SP18-1 Mays Landing

Atlantic Cape Community College
 Rutgers Lifelong Learning Center (Q Bldg), Room 101B
 Sat, 8:30am-3:30pm
 June 2
 Instructors: Henry Rodrique, CEFM & Stephen Sluka, CEFM

**Communicating Information in Microsoft Visio – 6 Hours
 (1 Session) - \$299**

BG-1111-SP18-1 Mays Landing

Atlantic Cape Community College
 Rutgers Lifelong Learning Center (Q Bldg), Room 101B
 Sat, 8:30am-3:30pm
 June 9
 Instructors: Henry Rodrique, CEFM & Stephen Sluka, 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](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.

Continuing Education Loans are available from The Rutgers Federal Credit Union. Contact them at: www.rutgers.fcu.org for more information.

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: Selected courses in the CGS program qualify for continuing education credit toward renewal of certain professional licenses and academic credit. The CGS website lists the specific courses where continuing education credit is available.

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

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Rutgers, The State University of New Jersey

303 George Street, Suite 604

New Brunswick, NJ 08901-2020