

## NEXT MEETING

**Thursday, December 13, 2001**  
**5:30 - 8:30 pm, Sheraton Madison**

### Listening and Communication

*Presented by Jim Pedersen, Rocky Rococo Restaurants*

Mark your calendars - Our December speaker will be talking about how each of us can improve communications in our work setting. The intent is for us to get more value for ourselves and our companies by understanding and using simple techniques available to us.

Jim Pedersen spoke at APICS about three years ago. People who attended have told me (and I agree, since I was there) that his presentation is one of the best they can remember. It is a real privilege to have him back.

About our speaker: Jim Pedersen has been doing motivational speaking and sales training for over 20 years. Jim is the Vice-President of Marketing and Human Resources for Rocky Rococo Restaurants, one of the most successful restaurant chains in the Midwest. He also plays the character of "Rocky Rococo" on television, radio, in parades, telethons, and numerous civic and charitable events. Jim holds a Bachelors Degree in Theater Arts and Psychology and a Masters Degree in Public Administration from the University of Wisconsin. From 1970 to 1972, Jim was a professional actor at Chicago's famous Second City Theater where he worked with John Belushi and Bill Murray. Jim has also spent over 10 years working in the mental health field as a therapist and administrator, specializing in working with high-risk mentally ill patients.

Jim is able to combine his background in acting, psychology, management, and marketing to bring to the stage a high energy, whirlwind presentation that is not only motivational but actually raises the level of insight in each participant. People leave feeling refreshed, renewed, and ready to apply their new ideas and attitudes.

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The menu on 12/13 is breast of chicken stuffed with mushroom duxelle, wrapped in a delicate puff pastry with maderia wine sauce and served with rice pilaf. Cost is \$30. Please **RSVP by December 10** to John Weisenberger at [johnw@hi-techmachine.com](mailto:johnw@hi-techmachine.com) or 608-845-3888.

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# President's Message Harley Ringhand

Greetings!

I trust that your year is going as fast as mine is and that you likewise have entered the holiday season. If not, give me a call, I could use some extra time. Our world is one of continuous change, with productivity increases we also are seeing the number of hours we log at work increase. The more time that we spend at work means that we are spending less time at home with our families and less time in activities that are essential to recharging ourselves. With that being said, I would like to challenge you to do the following:

As Anthony Robbins has written in Awaken the Giant Within, our lives are made up of moments. These are small excerpts from our lives that carry tremendous meaning. They help to define who we are, what is important, and what we value. For example, I will never forget the day my daughter was born. Most people wait for these moments to happen. My challenge for you this holiday season is to create these kinds of moments. Make the season special for yourself and for those that you come in contact with.

How can this possibly tie in with APICS? As you may have noticed by now, our Madison APICS chapter is focusing on networking and building professional relationships while having a little fun. We have approximately 350

members in the Madison area, all of which have skills, knowledge, and expertise in their specific areas. All of us can benefit from the experiences of others, or sharing of our experiences with a student. Who knows, we may even create one of those special moments that we or others we touch will remember forever.

I invite you to attend our next PDM to be held on December 13, 2001. The meeting will begin at 5:30 with a cash bar... an opportunity to share our experiences and friendship with others. Our speaker, Jim Pedersen, is sure to be interesting.

Happy Holidays!

*Harley Ringhand*

## Last Call For E-mail Addresses!

To provide you with timely newsletters and to do our part in reducing paper waste, **we will begin e-mailing all newsletters in January.**

If you haven't already, please take a moment now to send a note to **Jim Spellman at matrix@itis.com** with your current e-mail address.

**MATC and APICS present**  
**Execution & Control of Operations**

**Saturdays, Jan. 12 – Feb. 2, 2002, 8:00 am – 2:00 pm**

*Execution & Control of Operations* focuses on on the areas of prioritizing and sequencing work, executing work plans and implementing controls, reporting activity results, and providing evaluation feedback on performance. The course explains techniques for scheduling and controlling production processes, the execution of quality initiatives and continuous improvement plans, and the control and handling of inventories.

### **Objectives**

- Explain how to schedule production and process plans in the manufacturing process, impacts of variation on business systems, and methods for managing production resources.
- Demonstrate the effect of the facility's layout on scheduling and workflow, input and output control techniques, push systems techniques, and scheduling techniques.
- Explain bottleneck management, lead-time control operations and techniques, reporting activities and data collection techniques, cost systems, impact on decision-making, and the effect of specifications and standards on product quality.
- Identify report and data collection techniques, manufacturing environments for pull systems, interfaces and data exchanges required to execute a plan, and pull system strengths and weaknesses.

- Demonstrate knowledge of how to implement a continuous improvement plan and identify techniques for monitoring and evaluating quality management initiatives and continuous improvement efforts.

### **Credit**

One associate degree credit will be awarded through credit-based continuing education.

### **Cost**

The cost for the course is \$300 for APICS members and \$350 for non-members, which includes course fee, materials, and parking. Additional readings and texts may be suggested to further prepare for the certification exams, but are not included or required in this course.

Confirmation of receipt of payment will be sent by mail and may be used for reimbursement purposes, if needed.

A minimum of 12 students is required to run this course – registrants will be notified in the event of cancellation.

### **Instructor**

Robert A. Reynolds, CPIM, is a Project Manager – Materials Management for the Briggs & Stratton Corporation. His manufacturing experience includes extensive involvement in the creation, development, and improvement in cellular manufacturing, kanban, and other Just-In-Time efforts. He has an MBA from the Keller Graduate School of Management and is a management graduate of Northern Illinois University.

## MATC and APICS present **Upcoming Classes**

**March 2002**

The *Basics of Supply Chain Management* course covers basic concepts in managing the flow of materials in a supply chain. In *Basics*, you get a complete overview of material flow, from internal and external suppliers, to and from your organization.

*Basics* is also a recommended prerequisite to the other modules of the CPIM program because it introduces the key concepts that are covered in greater detail in those modules.

### **Objectives**

- Understand the role, objectives, and responsibilities of materials management.
  - Describe basic forecasting principles and techniques.
  - Understand the function of production planning and master scheduling.
  - Explain the role of material requirements planning in the planning process.
  - Describe the objectives of capacity management and how it relates to priority planning.
  - Describe the purpose of inventory and the objectives of inventory management.
  - Define purchasing, purchasing objectives, and the purchasing cycle.
  - Define Just-in-Time (JIT).
  - Demonstrate how total quality management (TQM) can reduce lot size, lead time, and work-in-process.
- The *Detailed Scheduling and Planning* course focuses on the various techniques for material and capacity scheduling.

### **Objectives**

- Identify types of inventory and their impact on the planning process, lot-sizing techniques, inventory-accuracy methodologies, master schedule data, MRP record grid, conditions for the planning process, and three MRP outputs.
- Describe order review methodologies, safety-stock processes, effects of inventory on investment, inventory policies and performance, independent and dependent demand, importance of data accuracy, timeliness, and detail required to produce effective load and priority plans.
- Learn what-if analysis for problem solving of current and future scenarios.
- Learn how work center and routing data are used to schedule orders and establish resource load by time period, scheduling and planning techniques in various environments, and techniques for preparing order releases.
- Define sources of load relative to planned and released orders.
- Determine the capacity planning outputs required to formulate capacity plans, tooling requirements, overload and underload conditions, and ability of the production processes to meet capacity targets.
- Describe the concepts essential for supplier partnerships, product development, and supplier rating systems benefits.



## Course Registration

- Execution & Control of Operations**, course # 182-104-040, Members: \$300; Non-Members: \$350  
MATC Commercial Avenue Campus, Room A266, Saturdays, Jan. 12 – Feb. 2, 8:00 am – 2:00 pm

Name: \_\_\_\_\_ APICS Member Number: \_\_\_\_\_

Position: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Fax registration to Kathy Smathers at 608-643-4812. Make check or money order payable to APICS. Mail payment with a copy of this registration form to be received no later than January 8, 2002.

Mail to: Kyle Whitcomb, APICS Treasurer  
P.O. Box 8100, Madison, WI 53708-8100  
Call: 608-643-2380, ext. 2108  
Fax: 608-643-4812

If you have a disability and desire accommodations, please advise us ahead of time. Requests are confidential.

For questions regarding **confirmation of receipt or payment**, call Kyle Whitcomb at 608-286-6924.

For questions regarding **the course itself**, call Kathy Smathers at 608-643-2380, ext. 2108.

If the **class is cancelled** for any reason, you will be notified by January 8, 2002.

*Regulations require that MATC request this demographic information. Your voluntary response is appreciated. All responses will be kept confidential.*

<b>Gender:</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<b>Birthdate:</b>	Month_____	Day_____	Year_____
<b>Ethnic Origin:</b>	<input type="checkbox"/> Amer Ind/Alaskan Native 1	<input type="checkbox"/> Asian Amer/Pacific Islander 2	<input type="checkbox"/> African American 3	<input type="checkbox"/> Hispanic 4	<input type="checkbox"/> White 5	<input type="checkbox"/> Other 6
<b>Work Status:</b>	<input type="checkbox"/> Employed full time 1	<input type="checkbox"/> Employed part time 2	<input type="checkbox"/> Underemployed 3	<input type="checkbox"/> Unemployed, seeking 4	<input type="checkbox"/> Not in Labor Market 5	<input type="checkbox"/> Dislocated Worker 6
<b>Highest Grade Completed:</b> _____						
<b>High School Attended:</b> City:_____ State:_____ Graduated:_____						
<b>Marital Status:</b> (Check One):	<input type="checkbox"/> Single 1	<input type="checkbox"/> Married 2	<input type="checkbox"/> Separated 3	<input type="checkbox"/> Legally Separated 4	<input type="checkbox"/> Divorced 5	<input type="checkbox"/> Widowed 6

# Fundamentals of Materials and Operations Management

*Kathy Smathers, CPIM*

The Fundamentals of Materials and Operations Management program offers an instructor-led educational opportunity for people new to materials and management operations – or people working in positions that interact with this field.

Participants gain practical, essential skills that help them become more effective and productive in their jobs. The four-module format of the course teaches basic concepts, techniques, and terminology.

For professionals aspiring to APICS certification, Fundamentals establishes a solid entry-level base of knowledge upon which to build. The four modules are:

- **Fundamentals of Inventory Control** introduces participants to essential vocabulary and skills identifying and applying the basic principles of inventory management.
- **Fundamentals of Planning** teaches participants the principles of effective planning.
- **Fundamentals of Manufacturing Control** details priority and capacity management through the use of materials requirements planning.
- **Fundamentals of Operations Management** maps out the relationship between goods and services and the operation of the system.

**The Madison chapter would like to offer these Fundamental classes to our members. We first need to understand the interest and needs of our members. If you as an individual, or as a corporation see value and interest in these courses, and would like additional information, please call me at 608-643-2380, ext. 2108 or e-mail me at [kmathers@fiskars.com](mailto:kmathers@fiskars.com).**

## Certification Review Courses

**Execution & Control of Operations** will be held on Saturdays, starting January 12, 2002. Scheduled for four Saturdays, 8:00 AM to 2:00 PM. Registration now in process.

**Classes scheduled for March 2002:**

**Basics of Supply Chain Management** explores the basic concepts in managing the complete flow of materials in a supply chain. In the Basics you get a complete overview of material flow, from internal and external suppliers, to and from your organization.

**Detail Scheduling and Planning** reviews the various techniques for material and capacity scheduling. The course includes detailed descriptions of material requirements planning (MRP), capacity requirements planning (CRP) inventory management practices, and procurement and supplier planning.

# Calendar

## December

- 13 APICS Dinner Meeting  
5:30 pm at Sheraton Madison  
*Listening and Communication Skills*
- 23 January Newsletter Articles Due

## January

- 17 APICS Lunch Meeting  
11:30 am at Sheraton Madison  
*Career Change Successes*
- 29 February Newsletter Articles Due

## February

- 21 APICS Dinner Meeting  
5:30 pm at Sheraton Madison  
*Advanced Planning*
- 26 March Newsletter Articles Due

## March

- 21 APICS Lunch Meeting  
11:30 am at Sheraton Madison  
*Supply Chain*
- 26 April Newsletter Articles Due

## April

- 18 APICS Tour at Sub Zero in Madison
- 22 May Newsletter Articles Due

## APICS Certification Review Courses

- Execution & Control Of Operations  
January 2002
- Detailed Scheduling & Planning  
March 2002
- Basics of Supply  
March 2002 and September 2002
- Strategic Management of Resources  
September 2002

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