

CORNELL MUNICIPAL CLERKS INSTITUTE
July 20 - 24, 2008

FIRST YEAR
TENTATIVE AGENDA AND CURRICULUM

Sunday, July 20, 2008

2:30 – 4:30 PM Registration at Robert Purcell Community Center

5:00 – 6:00 Optional Campus Tour

6:30 Clerks Orientation and Dinner at Mews Hall

Monday, July 21

7:00 AM Breakfast Market Place Eatery

7:45 – 8:15 Welcoming remarks, Learning Action Plans

8:15 – 10:15 ***Computer Skill Development***
A suite of software tools is growing in use for a variety of tasks. The hands-on computer skill development sequence is designed to familiarize clerks with key features of spreadsheets, word-processing and database software tools for the information management roles they carryout. Course one focuses on spreadsheet tools using Microsoft's Excel.
Instructor: Christina Homrighouse

10:15 – 10:30 Break

10:30 – 12:00 PM ***Computer Skill Development (continued)***

12:00 – 1:00 Lunch at ILR

1:00 – 3:00 ***Demographics and Your Community***
Population size and characteristics are used by government and private agencies to distribute electoral representation, funds and investments. Municipalities are able to work with the New York State Data Center Program and the US Census Bureau to improve the quality of these data. This workshop will present details of the Census Bureau's annual estimates and decennial census of population and housing, and how local governments can become a key partner in getting a complete count.
Instructor: Robin Blakely

3:00 – 3:15 Break

3:15 – 5:30 ***Communications I: Oral Presentation Skills***
The clerks role in the local government environment requires a full range of communication skills. In this first-in-a-series of three courses the focus will be on oral communication & presentation skills.
Instructors: Kathy Berggren & Toni Russo

5:30 Adjourn

5:30 – 7:00 Dinner at Market Place Eatery

7:00 – 9:00 ***Evening Class: Personal Well-being***
Stress, Distress and Living Well: Even on a good day life is stressful. This presentation will talk about the causes of stress and a variety of ways to survive and thrive during harried and difficult times.
Instructor: Cindy Glanville

Tuesday, July 22

7:00 AM	Breakfast at Market Place Eatery
8:00 – 8:15	Special Topics
8:15 – 10:00	<p><i>Practical Statistics</i> The volume of information and reports flowing through local government offices is ever increasing. This course is designed provide exposure to key statistical concepts and skills to help interpret this growing volume of information and data. <i>Instructor: Joe Francis</i></p>
10:00 – 10:15	Break
10:15 – 12:00 PM	<p><i>Behavior Preferences and Implications for the Workplace</i> Professional development and growth are often neglected with the pressing commitments and circumstances we face. We will help in developing a plan for growth and a team context for pursuing your goals overtime. <i>Instructor: Pam Strausser</i></p>
12:30 – 1:30	Lunch at ILR
1:30 – 3:15	<i>Behavior Preferences and Implications for the Workplace (continued)</i>
3:15 – 3:30	Break
3:30 – 5:30	<i>Communications I: Oral Presentation Skills (continued)</i>
5:30	Adjourn
5:30 – 7:30	Dinner at Market Place Eatery
7:30 – 9:00	Optional Outdoor Activity (TBD)

Wednesday, July 23

- 7:00 AM** Breakfast at Market Place Eatery
- 8:00 – 8:15 AM** Special Topics
- 8:15 – 10:00** ***Information Access I***
A variety of community relevant information sources are accessible across the internet from university libraries and other public and private sources. This hands-on computer workshop will provide an introduction to these sources and to the skills for finding information for local needs.
Instructor: Deb Schmidle
- 10:00 – 10:15** Break
- 10:15 – 11:45** ***Transformational Leadership***
Recognizing that clerks are leaders and work with municipal leadership, this workshop will focus on the applied practice of transformational leadership. Transformational leadership is a leadership style where one or more persons engage with others in such a way that leaders and followers raise one another to higher levels of motivation and morality. The difference between transformational and transactional leadership is what leaders and followers offer one another. "Transforming leadership... occurs when one or more persons engage with others in such a way that leaders and followers raise one another to higher levels of motivation and morality."
Instructor: Clint Sidle
- 11:45 – 12:30 PM** Lunch at ILR
- 12:30 – 3:00** ***Public Administration***
Local governments are organizations both similar and different from private businesses and not-for-profits. Briefly, some critical differences will be explored. After working with a few of the environmental and structural dimensions of local government, we will explore a variety of important ideas about the executive responsibilities in local governments. At the heart of the discussion discussion/lecture, we will explore effective local government leadership...that which is either shared with the chief elected official or tacitly in the hands of the clerk.
Instructor: Rob Schwarting
- 3:00 – 3:15** Break
- 3:15 – 4:45** ***Public Administration (continued)***
- 6:30 PM** **Clerks' Reception at Cornell's Lab of Ornithology**
- 7:30 PM** **Dinner and Awards**
Speaker: Mohammad H. Eftekhari, Ph.D., Director of Education and Research, International Institute of Municipal Clerks

Thursday, July 24

- 7:00 AM** Breakfast at Market Place Eatery
- 8:00 – 9:00** *Q&A on IIMC and Certification*
- 9:00 – 10:30** *Managing Electronic Records*
Electronic records are so common now that we sometimes forget that they are subject to retention requirements, FOIL requests, and legal discovery just as paper records are. While managing electronic records can be challenging, ignoring them is a huge and potentially costly mistake. This presentation will introduce electronic records management concepts and provide attendees with information they can use to manage electronic records.
Instructor: Suzanne Etherington
- 10:30 – 10:45** Break
- 10:30 – 12:15 PM** *Managing Electronic Records (continued)*
- 12:15 – 1:00** *Lunch at ILR, Follow-up to Learning Action Plans (Required)*
- 1:00 – 3:00** *Optional Class: Integrating Newcomers into Community Life*
A reality of community life is that new people move in and others move away. Many New York communities are attracting a variety of new residents from different walks of life. For example, people may move in after retirement or immigrants may arrive to work for a local employer. Newcomers can bring a lot to a community, but to fully capture all that the newcomers have to offer, communities need to make sure that the newcomers develop linkages with community members that help them to become integrated into the local social and economic life. This class focuses on the benefits that result when newcomers are effectively integrated into community life, and ways that communities can encourage such integration. Participants will engage in collective problem solving exercises that produce ideas to try in their home communities.
Instructor: Max J. Pfeffer
- 3:00** **Adjourn**