

CORNELL MUNICIPAL CLERKS INSTITUTE
July 20 - 24, 2008

MASTERS
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** ***Running a Meeting***
Meetings can be effective ways to get things done, or they can be a waste of everyone's time. This workshop will examine the procedures and skills involved in ensuring that the meetings are productive and engaging. Topics covered will include pre-meeting essentials that ensures time will be well spent, the facilitating and decision-making techniques that help a group move beyond Robert's Rules and the wrap-up and post-meeting work that allows the next meeting to build on the one that came before.
Instructor: Judy Saul
- 10:15 – 10:30** Break
- 10:30 – 12:00 PM** ***Broadband Access***
We are in an exciting era of having technology work for us. This workshop will explore web-based tools and resources that are aids to local governments and their community and business partners. How can broadband access be an asset to municipalities? How can websites be a catalyst for civic engagement? The presenters look forward to hearing about your experiences.
Instructor: Paul Treadwell and Christina Selvek
- 12:00 – 1:00** Lunch at ILR
- 1:00 – 3:00** ***Contract Negotiations***
This session will cover issues related to the Collective Bargaining process in NYS. The Taylor Law and its requirements will be covered. The scope of negotiations, mandatory, nonmandatory and prohibited subjects of bargaining will be presented. The roles of the parties in the process, preparing for negotiations, ground rules, housekeeping, advocacy for bargaining positions, mediation, fact-finding, and interest arbitration will be discussed. Assessing the economic impact of proposals and the costing out of contract settlements will be covered.
Instructor: Nick Mazza
- 3:00 – 3:15** Break
- 3:15 – 5:30** ***Green Initiative***
As New York's local governments continue to face mounting pressure to reduce the growth in property taxes and operating costs, many municipalities are investigating opportunities to reduce energy costs by improving energy efficiency. Simultaneously, many municipalities are undertaking efforts to minimize their impact on global climate change by purchasing or providing clean and reliable energy through alternative sources of renewable energy. This session will focus on how municipalities in NYS have addressed these issues and the potential effects of current related State initiatives and funding opportunities. The discussion will include an overview of recent "green" audits conducted by the Office of the State Comptroller, including the Usage of Solar Panels in Municipalities and the Procurement and Use of Green Cleaning Products in School Districts.
Instructors: Coraline Falco and David Sears
- 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** ***Grant Writing***
Whether you are expected to help write, review, or provide administrative oversight for grants proposals developed by your municipality, this class will help you understand the importance of proposal development. We will start out by reviewing the various ways clerks may be involved in the grant writing process and how you can best prepare for your role. Through a hands on approach, we will look at the elements of successful and unsuccessful proposals to identify key components sought after by reviewers. We will spend some time exploring how to engage partners in the proposal development process, sources of data that you may need to include in a proposal, and the importance of thinking about project evaluation from the very beginning of project development. We will familiarize you with funding opportunities that municipalities can take advantage of and additional sources of grant writing support. Come prepared to share your grant writing experience or your interest in learning more!
Instructors: Heidi Mouillesseaux-Kunzman and Neal Schwartzbach
- 10:00 – 10:15** Break
- 10:15 – 12:00 PM** ***Grant Writing (continued)***
- 12:30 – 1:30** Lunch at ILR
- 1:30 – 3:15** ***Application of Theory***
These two presentations will give national trends on local government use of economic development incentives and local government finance. Lingwen Zheng will present economic development data from national surveys conducted by the International City County Management Association from 1994-2002. We see a broadening of economic development strategy (from industrial recruitment to wider concerns with local business climate and quality of life). Lisa Cimbaluk will present data from the Census of Government Finance to show trends in local government revenue and state and federal aid for the 1987-2002 period. With devolution, local governments face increasing responsibilities. This presentation will focus on the role of state aid and state centralization of fiscal responsibility.
Instructors: Rob Schwarting, Lingwen Zheng, and Lisa Cimbaluk
- 3:15 – 3:30** Break
- 3:30 – 5:30** ***American Politics and Intergovernmental Relations***
In a presidential election year, many people start to focus on national level issues and policies and turn their attention away from local matters. But most, if not all, issues we face today affect and are affected by multiple levels of government and they require coordinated intergovernmental responses. In this course, we will examine the legal, political and practical aspects of relations between local, state and national governments on a range of issues of importance to NYS communities. We will evaluate the presidential candidates and their policy positions not on the usual basis of political ideology, but rather in terms of their implications for intergovernmental relations.
Instructor: Nadia Rubaii-Barrett
- 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** ***Environmental Policy and Management***
This covers policy, management and administrative questions associated with public sector involvement in environmental control. Key questions include the responsibilities of the public and private sectors; the appropriate degree of federal, state and municipal responsibility; regulator efficiency, equity and appropriate policy mechanisms to improve environmental quality.
Instructors: Deb Grantham, Susan Riha, and Allison Morrill Chatrchyan
- 10:00 – 10:15** Break
- 10:15 – 11:45** ***Environmental Policy and Management (continued)***
- 11:45 – 12:30 PM** Lunch at ILR
- 12:30 – 3:00** ***Computer Skill Development: Access and Advanced Topics***
This session covers the basics of using MS Access, a database software application. In the hands-on class participants will create tables which incorporate efficient data entry techniques and then create queries, run reports (including labels) and produce forms for easier on-screen arrangement of data.
Instructor: Christina Homrighouse
- 3:00 – 3:15** Break
- 3:15 – 4:45** ***Computer Skill Development: Access and Advanced Topics (continued)***
- 6:30** **Clerks' Reception at Cornell's Lab of Ornithology**
- 7:30** **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** ***Emergency Preparedness***
All disasters start and end at the local level which means that local officials are ultimately responsible for their community's preparedness, mitigation, response and recovery efforts. Municipal clerks do have roles in disasters and being prepared in the office and personally will help you work more effectively in an emergency. This workshop will explore the intersection of municipal and personal preparedness. Resources for preparedness and recovery will also be shared.
Instructor: Ellen Abend
- 10:30 – 10:45** Break
- 10:30 – 12:15 PM** ***Regionalism and Inter-government Cooperation***
The challenges facing NYS Communities include the realities of state and municipal budgets as well as complex community and economic development issues. These challenges call for leadership that will explore innovative solutions and strategies for enhanced collaboration and cooperation. This includes discussions about shared municipal services as well as more regional approaches to community and economic development. Skillful leaders know how to work with Federal and State government agencies, sister municipalities, and non-governmental entities in an era of enhanced regional collaboration. This workshop will look at opportunities for regional cooperation through the lens of research, training and best practices.
Instructor: Rod Howe, Nina Glasgow, David Kay
- 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**