

# Nebraska Municipal Clerks Newsletter

September  
- October 2011

## MESSAGE FROM THE PRESIDENT

*Vanee Holtmeier, CMC, NMCA President*

**The September and October editions** of the *Nebraska Municipal Clerks Newsletter* have been combined into one issue in order to accommodate news from the League of Nebraska Municipalities Annual Conference, which was held in late September.

**First, I want to wish all of you** a Happy Halloween. I hope you enjoy the nice weather and beautiful colors and all that this season offers those of us who live in the Midwest.

**Second, I want to thank you** for your support as I continue to represent you as president of the Nebraska Municipal Clerks Association. As you know, I am serving another term as president as a result of a resignation last year. The First Vice President is Mary Kemp, Clerk, West Point. The Second Vice President is Susan Klopping, Clerk/Treasurer, Cozad, and the Secretary is Kelly Crowell, Clerk/Treasurer, Ravenna. Barbara Whitley, Clerk/Treasurer, Geneva, is Past President. Tammy Cooley, Clerk/Treasurer, Morrill, represents District 1; Lea Ann Doak, Clerk, McCook, represents District 2; RaNae Edwards, Clerk, Grand Island, represents District 3; Jennifer Carr, Clerk/Treasurer, Oakdale, represents District 4; Erin Baker, Clerk/Treasurer, Osceola, represents District 5.

**Third, it is time to submit dues** for membership in the Nebraska Municipal Clerks Association and for clerks who are interested in applying for schol-



*Photos.com*

arships to the Nebraska Municipal Clerk Institute and Academy in March 2012 to begin filling out those forms. Applications are due Dec. 15. Relevant information is included in this newsletter.

**Fourth, the Nebraska** Certified Public Manager Program through the University of Nebraska-Omaha is taking applications through Nov. 30. According to Beth Deck of Norfolk, applicants will be admitted as completed applications and reference letters are received. Application and course schedule information is included in this newsletter.

**Again, Happy Halloween.**

*Vanee K. Holtmeier, CMC  
NMCA President  
P.O. Box 145  
McCool Junction, NE 68401  
402-724-2525  
mccoolclerk@galaxycable.net*

## SCHENDT EARNS CMC DESIGNATION

**Sandra Schendt**, CMC, City of Nelson, has earned the designation of Certified Municipal Clerk from the International Institute of Municipal Clerks (IIMC).

The IIMC congratulates Ms. Schendt on her achievement.

## CHECK LEGISLATIVE WEBSITE FOR INFORMATION

Check the Legislature's web site for more information about your state Senators and the legislative process. Interim hearings will likely begin in late summer and early fall.

The web site address is <http://nebraskalegislature.gov/web/public/home>.

## OCTOBER BIRTHDAYS

Linda Koch.....	Beatrice.....	10/2
Crystal Petzoldt.....	Juniata.....	10/2
Roxie Schlegel.....	Shickley.....	10/2
Lucinda Morrow.....	Wahoo.....	10/4
Connie Dalrymple.....	Gothenburg.....	10/9
Kristi Frederick.....	Chambers.....	10/10
Sharon Miller.....	Mitchell.....	10/16
Amy Hughes.....	Burwell.....	10/19
Linda Welsher.....	Fort Calhoun.....	10/19
Ona Malleck.....	Indianola.....	10/20
Denise Peterson.....	Ponca.....	10/20
Bonnie Doremus.....	Shelton.....	10/20
Mary Kempf.....	West Point.....	10/22
Barbara Janda.....	Lawrence.....	10/23
Lorrinda Cheatham.....	Stratton.....	10/28
Linda Walters.....	Columbus.....	10/30
Brandi Livingston.....	Broadwater.....	10/31

\* List reflects names of those who have paid dues thus far.

## MESSAGE FROM THE PRESIDENT

**Dorene Sattler**, Deputy City Clerk, City of Geneva, would like to remind you to submit your ideas and materials for the Municipal Clerks' Newsletter to Lynn Marienau at the League of Nebraska Municipalities.

As you know, the newsletter's usefulness to clerks depends on the material provided. Please use the newsletter to tell of relevant events taking place in your community, reports on workshops, seminars or meetings of interest to clerks and as an information exchange, or forum for solving problems facing you and your municipality.

## HALLOWEEN HUMOR

**What happened to the guy who couldn't keep up payments to his exorcist?**

*He was repossessed.*

**Why did the skeleton refuse to cross the road?**

*He didn't have the guts*

## NOVEMBER BIRTHDAYS

Jennifer Kriha.....	Bayard.....	11/1
Victoria Polak.....	Hallam.....	11/3
Nancy Morfeld.....	Stanton.....	11/4
Kim Robb.....	Lyman.....	11/6
Julie Buescher.....	Deshler.....	11/9
Leatha Christ.....	Diller.....	11/9
Jean Rahn.....	Allen.....	11/11
Denise Nichelson.....	Callaway.....	11/11
Cheryl Kraft.....	Waco.....	11/11
Nancy Bryan.....	Stromsburg.....	11/11
Beverly Bornschlegl.....	Bradshaw.....	11/13
Kimberly Neiman.....	Pilger.....	11/14
Joan Suhr.....	Valley.....	11/16
Barbara Whitley.....	Geneva.....	11/17
Barbara Rabe.....	Wisner.....	11/17
Joan Eastman.....	Giltner.....	11/23
Jerry Wilcox.....	Crete.....	11/25
LeAnn Brown.....	Oshkosh.....	11/28
Lori Gamet.....	Paxton.....	11/29
Sharon Swails.....	Ewing.....	11/30

LEAGUE OF NEBRASKA MUNICIPALITIES  
1335 L STREET  
LINCOLN, NE 68508  
402-476-2829

[www.lonm.com](http://www.lonm.com)



# NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

## League of Nebraska Municipalities



## 2012 NMCA SCHOLARSHIP APPLICATION

The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska municipal clerks and/or deputy clerks attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association." The 2012 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Please remember to complete the application in its entirety, including the following information:

- Email address.
- Name of Area Clerks' Association.
- Number of times your municipality has received a NMCA scholarship in the past five years.
- Scholarships your community has received from NMCA in the past five years.
- A short narrative (WHICH IS MANDATORY) and must be included with the application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.
- All lines must be filled in on the scholarship application.
- Incomplete applications will not be considered for scholarships.
- Must be a current member of the NMCA. All membership dues are payable in October of each year and the dues are for the clerk, not the city, and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk's Newsletter and is online at the website listed above.
- All applications must include a completed copy of the United States Citizenship Attestation form. THIS FORM IS MANDATORY in order to be considered for a scholarship and is included with the scholarship form.

The application deadline is December 15, 2011 and awards will be made prior to January 29, 2012.

Mary Kempf  
NMCA First Vice-President  
City of West Point



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**  
**League of Nebraska Municipalities**



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**  
**2012 CLERKS INSTITUTE & ACADEMY**  
**SCHOLARSHIP APPLICATION**

(Also available online at: <http://clerkinstitute.unomaha.edu/>)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ OFFICE TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Name of Area Clerks' Association: \_\_\_\_\_

Population (last census) \_\_\_\_\_ How long have you been a clerk: \_\_\_\_\_

This is my \_\_\_\_\_ first \_\_\_\_\_ second \_\_\_\_\_ third year of attendance at the NE Municipal Clerks' Institute.

I \_\_\_\_\_ did \_\_\_\_\_ did not receive a scholarship to attend the first year.

I \_\_\_\_\_ did \_\_\_\_\_ did not receive a scholarship to attend the second year.

Number of times your municipality received a NMCA scholarship in the past five years? \_\_\_\_\_

Please note how much scholarship aid your community has received for the Clerks' Institutes in the past five (5) years from the NMCA: \$ \_\_\_\_\_

**NARRATIVE**

A short narrative **IS MANDATORY** and must be included with your application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance from the NMCA Scholarship Fund. (PLEASE BE SPECIFIC)

**NMCA YEARLY DUES MUST BE PAID AND CURRENT TO QUALIFY FOR A SCHOLARSHIP**

**ALL LINES MUST BE FILLED IN.**

**INCOMPLETE FORMS WILL NOT BE CONSIDERED FOR SCHOLARSHIPS**

**ALL SCHOLARSHIPS MUST INCLUDED THE CITIZENSHIP ATTESTATION FORM**

**PLEASE RETURN THIS COMPLETED FOR BY DECEMBER 15, 2011 TO:**

**CITY OF WEST POINT**  
**ATTN: MARY KEMPF**  
**NMCA SCHOLARSHIP APPLICATION**  
**P.O. BOX 327**  
**WEST POINT, NE 68788-0327**  
**[westpoint@cablone.net](mailto:westpoint@cablone.net)**

# United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: \_\_\_\_\_, and I agree to provide a copy of my USCIS documentation upon request.

**I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.**

**PRINT NAME**

\_\_\_\_\_  
(first, middle, last)

**SIGNATURE**

**DATE**

\_\_\_\_\_



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**  
**League of Nebraska Municipalities**



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**  
**MEMBERSHIP DUES STATEMENT**  
**2011-2012**

NAME: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 MUNICIPALITY: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

Population of Municipality:  
 Under 300      \$10.00      \_\_\_\_\_  
 301-800        \$15.00      \_\_\_\_\_  
 801-5,000      \$25.00      \_\_\_\_\_  
 Over 5,000     \$35.00      \_\_\_\_\_

Years of Service as Municipal Clerk: \_\_\_\_\_  
 Are you a Certified Municipal Clerk (CMC)?      Yes      \_\_\_\_\_      No      \_\_\_\_\_  
 Are you a Master Municipal Clerk (MMC)?      Yes      \_\_\_\_\_      No      \_\_\_\_\_  
 Are you an IIMC (International Institute of Municipal Clerks) Member? Yes      \_\_\_\_\_      No      \_\_\_\_\_

**PLEASE** include the MONTH and DAY of your birthday:

\_\_\_\_\_  
 (to be listed in the Clerks Newsletter)

**Please make copies if needed.**

PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:  
 NEBRASKA MUNICIPAL CLERKS' ASSOCIATION  
 LEAGUE OF NEBRASKA MUNICIPALITIES  
 1335 L STREET  
 LINCOLN, NE 68508

**MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**



Application for Admission to the Nebraska Certified Public Manager® Program

Applications for the Nebraska CPM Program Omaha Cohort are due by November 30.

Full Name \_\_\_\_\_ Job Title \_\_\_\_\_

Organization \_\_\_\_\_ Division \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Applicant Background Questions—Attach additional pages if necessary

- 1) Education: Please provide a summary of your educational and training experience. Include any licenses, degrees, and certifications and reference when and where they were earned.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) Work Experience: Please include years at your current organization and any previous job experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Supervisory Experience: Please explain your past or present supervisory/managerial experience, if applicable. Include current job responsibilities, number of people you supervise, and any programs you have managed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) Community Service/ Volunteer Experience: Please describe any volunteer work, including non-career work in nonprofit organizations, political or special interest groups.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Information to attach to this application:**

- 1) **Why should you be selected to participate in the Nebraska Certified Public Manager Program?**

*Please reflect on your motivation for participation-describing what you hope to gain for yourself and your organization- in no more than two double-spaced typewritten pages. Reference your career plans and identify how this professional development will impact your job performance and help your organization be more effective. Additionally, please explain how you will manage your time to fit the Nebraska CPM Program into your life.*

- 2) **Complete the attached letter of intent and commitment form indicating an understanding of all requirements of the Nebraska CPM program. This form must be submitted with your application. If you are being sponsored by your organization, your supervisor's signature is required on the form.**

- 3) **Submit two letters of professional recommendation.**

*Please indicate who you will be requesting recommendations from so that we may more easily match references as they are received.*

*Name and Organization of Reference 1:* \_\_\_\_\_

*Name and Organization of Reference 2:* \_\_\_\_\_

The cost of the Nebraska Certified Public Manager Program is \$2,500.00. Payment plans are available for an additional \$250. A \$250.00 deposit is due upon acceptance into the program (\$500 if using a payment plan). This can be cash, check or credit card. The participant is also responsible for purchasing required textbooks and additional learning materials. Payment Options:

Check Enclosed (Payable to Nebraska Certified Public Manager Program)

Pay via Credit Card:

Card Type (VISA, MasterCard) \_\_\_\_\_ Account # \_\_\_\_\_

Name on card \_\_\_\_\_ Expiration Date (Month/Year) \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bill my organization (A form with payment plan options will be sent to your authorizing official):

Attention of: \_\_\_\_\_ Organization \_\_\_\_\_

Department \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I would like to discuss a customized payment plan

For marketing purposes, the Nebraska Certified Public Manager Program may want to distribute your name as a scholar/alumnus and/or your photo. Please sign to indicate that you understand this. Signing below indicates that you authorize the release of this information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



Services and make their requests sufficiently in advance. For more information, contact Disability Services (EAB 117, Phone: 554-2872, TTY: 554-3799) or go to the website: [www.unomaha.edu/disability](http://www.unomaha.edu/disability)

Please submit this application by November 30 to:

**Nebraska Certified Public Manager Program  
School of Public Administration  
University of Nebraska at Omaha  
6001 Dodge Street  
Omaha NE 68182-0276**

For more information about the Nebraska Certified Public Manager Program please visit: <http://www.unomaha.edu/cpm/index.php>

**Nebraska Certified Public Manager<sup>®</sup> Program**  
**Course Schedule for 2012 Cohort**  
**6/6/2011**

**JANUARY 19-21 (on campus)**

**ORIENTATION**

January 19, 2012

**Faculty:** Rita Paskowitz, B.A., Storyteller; Joe Gerstandt, Facilitator; Ellen Freeman-Wakefield, MPA; Rhonda Sheibal-Carver, CPM

**Brief Description of Orientation:** The Orientation will provide an overview of program benefits, expectations of participants and faculty, schedule, and what to expect generally and specifically from the program. We will meet each other and start networking. The NE CPM Program will stress the importance of networking and networking skills. A major portion of the Orientation will focus on the CPM project and on the importance of writing to success in your career. The Orientation will also provide an introduction to the wide range of resources available at UNO, including online access to the library, Blackboard, writing and speech resource centers, and much more. We will also discuss the results of participant self-assessments.

**KNOWING AND MANAGING YOURSELF**

January 20-21, 2012

**Faculty:** Ellen Freeman-Wakefield, MPA; Rita Paskowitz, B.A., Storyteller; Dan Wheeler, Ph.D.

**Brief Description of Course:** Knowing and Managing Yourself offers participants an opportunity to assess leadership and management styles, skills, and areas for improvement. Participants will fill out the Myers Briggs Type Indicator before the class and discuss the results in class. Participants will also be encouraged to understand the story of their lives and to connect how their life experiences influence preferences, style, and values as a leader and manager. Course discussions and exercises will focus on leadership and management styles, qualities, skills, behaviors, the importance of effective communication for leaders and managers, and approaches to motivating the self and others. Course participants will also be introduced to the concept of Emotional IQ. Each participant will create Individual Development Goals for the year based on their understanding of their own life story, the results of their self-assessments and the class readings, exercises and discussions.

**FEBRUARY (two courses on campus)**

**STRATEGIC PLANNING and CONTINUOUS IMPROVEMENT** February 17, 2012

**Faculty:** Susan Ogborn, President and CEO, Food Bank for the Heartland

**Brief Description of Course:** This is the first of three courses that will prepare participants to develop and implement their CPM project. The course will provide an understanding of what strategic planning is and how to make it valuable to participants' organizations. Using examples and case studies, the components of a plan will be discussed and their interrelationships

explored, and the class will work through the process of developing a strategic plan. The course will also demonstrate the relationship of continuous process improvement to the output of strategic planning and will provide tools and techniques to enable the implementation of a strategic plan as well as implementation of the CPM project. This course will provide: an understanding of processes in work settings; approaches to identifying performance gaps due to processes; and approaches to fixing processes in order to improve performance. Participants will be expected to discuss how their CPM project relates to their organization's strategic plan and to the key processes in their organization.

## **MANAGING FOR RESULTS**

February 18, 2012

**Faculty:** Sara Woods, MPA and Mary R. Hamilton, Ph.D.

**Brief Description of Course:** This is the second course in a series of three courses aimed at providing participants with tools and knowledge that will help them develop and implement their CPM projects. Managing for Results (MFR) is an approach to public management that uses a careful setting of goals, the development of performance measures to track progress toward goals, and the use of performance measures to guide agency actions. Participants will explore MFR's connection with strategic planning, program management, and evaluation. Participants will engage in exercises to develop basic skills in several elements of an MFR system as applied to their agency or jurisdiction. One of these exercises will be development of effective logic models specific to each participant's project. Participants will be asked to develop a logic model and potential performance measures for their project.

## **[MARCH \(one course online\)](#)**

### **Individual Check-in Sessions with Participants to follow up on logic models and writing**

TBA

The CPM Director and staff will schedule telephone or in-person meetings with each participant on March 25 and 26 to provide feedback on logic models and written assignments and to discuss the CPM projects.

## **PROJECT MANAGEMENT**

March 17-31, 2012

**Faculty:** Ellen Freeman-Wakefield, MPA

**Brief Description of Course:** This is one of the four courses in support of participants' developing and implementing their CPM project. This course will provide an understanding of: what project management is; the factors that are critical to a successful project; processes for implementing a project; the mix of skills required for successful projects; developing a project plan and schedule; and—very important—developing and managing a successful project team.

## APRIL (one course on campus)

### **LEADERSHIP**

April 13-14, 2012

Faculty: Dan Wheeler, Ph.D.; Rita Paskowitz, B.A., Storyteller

**Brief Description of Course:** Leadership is often considered to be exercised only by elected officials and agency heads. However, managers in organizations must also exercise leadership. Understanding and practicing leadership in a managerial role is essential to achieving the mission, vision, and goals at each level in the organization. This course provides participants with a perspective on the leadership and management skills and knowledge needed to achieve effective change in organizations. The course also explores, through exercises and cases, power and influence strategies, approaches to motivating ourselves and others, and leadership styles in the public and nonprofit sectors. Participants will be expected to identify ways that leadership—their own and others—will affect the implementation and results of their CPM projects.

## MAY (two courses online)

### **MANAGING IN THE PUBLIC AND NONPROFIT SECTORS**

May 1-15, 2012

Faculty: Robert Blair, Ph.D.; Phil Green, MPA

**Brief Description of Course:** This course provides the participant with an introduction to the basics of managing public and nonprofit organizations within a democratic society. Topics will include:

- Public and nonprofit management vs. private sector management: differences, similarities, complementarities
- Political culture and its impact on the public and nonprofit sectors
- Foundations of American public administration with special focus on relationships between career professionals in the public and nonprofit sectors and elected officials/governing boards

### **UNDERSTANDING AND USING PUBLIC POLICY**

May 16-31, 2012

Faculty: Paul Landow, Ph.D.; Anthony Campbell, MPA, doctoral student in public administration

**Brief Description of Course:** Public policy establishes the agencies and jurisdictions within which public employees work as well as creates the activities and programs administered by public managers. Knowledge of the processes which influence the formulation, adoption, and implementation of public policy assists public officials understanding of how the institutional and societal context of government shapes the design of policy and its implementation. Public managers make important contributions to the policy process, and understanding these important roles is vital to one's success in public administration. Particular emphasis will be placed on the policy process as it unfolds in the State of Nebraska.

## JUNE 7, 8 and 9 (two courses on campus)

### **ORGANIZATIONAL CULTURE, INCLUSIVE ORGANIZATIONS, AND MANAGING PEOPLE**

Faculty: Ethel Williams, Ph.D.

**Brief Description of Course:** Understanding and being able to navigate the existing cultures in and around an organization is an important part of being a manager, especially in the public arena. This course is designed to help participants identify existing organizational and ethnic cultures, ensure that these cultures are appropriately understood and honored, and that the necessary diversity is maintained in the organization to ensure success.

This course provides a comprehensive perspective on the management responsibilities, skills, and knowledge needed to effectively manage people in the public and nonprofit sectors. Such factors will be considered based on the historical approaches to management in the public and nonprofit sectors, as well as considering the emerging dynamics in public and nonprofit organizations that require new or varied approaches to management. Class participants will apply such skills and knowledge to case studies and to implementation of their CPM projects. Also, each participant will profile a human resource management problem encountered in their work and apply their new skills and knowledge in critically thinking through an approach to better managing work within that profile.

### **LEADING TEAMS**

Faculty: Ellen Freeman-Wakefield, MPA

**Brief Description of Course:** This course offers a practical guide to using teams in the public and nonprofit sectors. It also discusses the role of teams in developing collaborative leadership within and between organizations and across sectors. The course will describe common task and interpersonal roles leaders play in a collective setting, and will also describe stages of team evolution and the pitfalls of each. Conflict is one of the most pervasive impediments to team development. This course will discuss the different types of conflict that frequently disrupt teams and the skills leaders need to manage conflict to enable team members to produce high quality results. Participants will be expected to identify the relationship between teams and the successful implementation of their projects.

## JULY (one course online)

### **MANAGING PUBLIC AND NONPROFIT FINANCES**

July 9-31, 2012

Faculty: Carol Ebdon, Ph.D. and Wes Blecke, MPA

**Brief Description of Course:** This course will explain the basics of budgeting and accounting in the public and nonprofit sectors. Participants will become familiar with the budget process, including budget formulation, legislative consideration, budget execution and program evaluation. Participants will develop an understanding of relevant issues related to debt, revenue administration and financial reporting as well as general financial management and procurement, cash management, investments and risk management. Participants will also be asked to estimate the potential cost savings and/or budget impact of their CPM projects.

## AUGUST (one course online)

### **LAW FOR PUBLIC AND NONPROFIT MANAGERS**

August 1-31, 2012

Faculty: Christine Reed, Ph.D. and Tom Houston, J.D.

**Brief Description of Course:** This course includes two modules. One addresses nonprofit legal issues. This module provides an overview of Federal and State legal foundations for nonprofit organizations and ways to minimize legal risks for nonprofits. The second module focuses on two major aspects of public law: openness in government and due process of law. While public managers should always consult their attorneys in situations that might lead to law suits by citizens, they should be aware of constitutional and legal constraints on administrative actions. Participants will learn how to locate, read and distill major elements of statutes and court decisions. They will also be expected to identify statutes, regulations, etc., that relate to the issue they are addressing in their CPM project.

## SEPTEMBER 21-22 (one course on campus)

### **COMMUNICATING EFFECTIVELY: PROFESSIONAL COMMUNICATION AND GETTING THE MOST FROM MEDIA RELATIONS (two days on campus)**

Faculty: Jeremy Lipschultz, Ph.D., Karen Dwyer, Ph.D., David C. Ogden, Ph.D., Rita Paskowitz, Storyteller

**Brief Description of Course:** This course is a survey of the most effective communication practices. Participants will learn by applying knowledge and developing communication skills. The course will focus on: understanding communication; effective oral and written communication; communication apprehension and success; computer-mediated communication; understanding media and the First Amendment; messages, crises, and news judgment; public relations and media relations; and ethical communication. Participants will be asked to bring a 5-minute speech describing their CPM project to deliver in class. They will also be asked to think of their project presentations in story form.

## OCTOBER (one course online)

### **UNDERSTANDING AND PROMOTING ETHICAL BEHAVIOR**    October 6-21, 2012

Faculty: Sandra Sattler Weber, Ph.D.

**Brief Description of Course:** This course offers a practical guide to ethical decision making in public organizations. Rather than right-or-wrong principles, it is based on examination of expectations of public employees in the United States and in specific workplace and occupational applications. Course participants will learn a process that includes defining an ethical issue, identifying alternative courses of action, imagining probable consequences, and choosing an appropriate alternative. The course format is based on sharing knowledge and experience with other participants and involves analysis of related examples of practice. Participants will be asked to reflect on the ethical implications of their CPM projects.

NOVEMBER (one course online)

**MANAGING INFORMATION AND INFORMATION TECHNOLOGY**

November 1-19, 2012

Faculty: Jay D. White, Ph.D.

**Brief Description of Course:** This course will provide a public-sector view of information management along with some of the basics of information technology of concern to public and nonprofit managers. The course emphasizes that information is a vital organizational resource—just as important as people and money. It also highlights the unique aspects of managing information in the public and nonprofit sectors. Finally, the course will touch on the related technologies supporting the management of information, and some of the public policy and public management issues arising from the use of information technologies in public agencies at all levels of government. Participants will be expected to identify any links between technology and information systems and their CPM projects.

DECEMBER 6-7 (on campus)

Note: This last session is on **Thursday and Friday!!**

**PROJECT PRESENTATIONS**

December 6, 2012

**NEGOTIATION SKILLS**

December 7, 2012

Faculty: Patrick McNamara, MPA, Ph.D.

**Brief Description of Course:** This course will focus on negotiation as an interpersonal skill used to prevent unproductive conflict and maximize the benefits of difference. Participants will learn about types of conflict, conflict styles, and principles of collaboration. These topics will be approached from the vantage point of leaders involved in group decision making, with a particular focus on "interest based negotiation." This course is designed to teach participants the basic skills of negotiation, in order to allow them to ensure that the programs they lead reflect the best interests of all parties involved. Participants will be asked to discuss how these skills can help them with implementing their CPM projects as well as with leading and managing generally.

**Graduation!!**

**5:00 pm**

**December 7, 2012**

# Municipal Legal Calendar

## (All statute citations to Revised Statutes of Nebraska)

### OCTOBER 2011

#### CITIES OF THE FIRST CLASS

Within 10 days following meeting or before next meeting (whichever is sooner) .....Clerk to have minutes available for public inspection. (84-1413)

Within 15 days of Passage.....Clerk publishes ordinances passed. (16-405)

Within 30 days of Council meeting .....Clerk publishes official proceedings of meeting including claims. (19-1102)

First day .....Foreman and Secretary of every volunteer Fire Department must file rolls of their companies with Clerk of District Court. (35-102)

First Day.....Fiscal year begins. (16-701)

After start of fiscal year.....Treasurer makes annual report to Mayor and Council. (16-720)  
Clerk makes annual report. (16-317)

Oct. 9 .....A vote to exceed levy limits must be approved by this date (77-3444)

Oct. 13 .....Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)

End of Month .....Clerk files monthly report. (16-317)

Within 20 days after end of month.....Treasurer files monthly financial report. (16-318)

Within 60 days after close of fiscal year .....Treasurer publishes Statement of Receipts and Disbursements. / Semi-annual financial statement published. (16-722) (19-1101)

\* \* .....Clerk must prepare agenda prior to next Council meeting. (84-1411)

Within six months after close of fiscal year.....Audit of city's accounts completed. (19-2903)

#### CITIES OF THE SECOND CLASS

Within 10 days following meeting or before next meeting (whichever is sooner) .....Clerk to have minutes available for public inspections. (84-1413)

Within 15 days of Passage .....Clerk publishes ordinances passed. (17-613)

Within 30 days of Council meeting .....Clerk publishes official proceedings of meeting including claims. (19-1102)

First day .....Foreman and Secretary of every volunteer Fire Department must file rolls of their companies with Clerk of District Court. (35-102)

First Day.....Fiscal year begins. (17-701)

Oct. 9 .....A vote to exceed levy limits must be approved by this date (77-3444)

Oct. 13 .....Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)

Within 20 days after end of month.....Treasurer files monthly financial report. (17-606)

Within 60 days after close of Fiscal Year .....Treasurer publishes Statement of Receipts and Disbursements. (19-1101)

\* \* .....Clerk must prepare agenda prior to next Council meeting. (84-1411)

Within six months after close of fiscal year.....Audit of city's accounts completed. (19-2903)

#### VILLAGES

Within 10 days following meeting or before next meeting (whichever is sooner) .....Clerk to have minutes available for public inspections. (84-1413)

Within 15 days of Passage.....Clerk publishes ordinances passed. (17-613)

Within 30 days of Board of Trustees' meeting.....Clerk publishes official proceedings of meeting including claims. (19-1102)

First day .....Foreman and Secretary of every volunteer Fire Department must file rolls of their companies with Clerk of District Court. (35-102)

First day .....Fiscal year commences. (17-701)

Oct. 9 .....A vote to exceed levy limits by election or by townhall meeting must be approved by this date (77-3444)

Oct. 13 .....Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)

Within 20 days after end of month.....Treasurer files monthly financial report. (17-606)

Within 60 days after close of Fiscal Year .....Treasurer publishes Statement of Receipts and Disbursements. (19-1101)

\* \* .....Clerk must prepare agenda prior to next Board meeting. (84-1411)

Within six months after close of fiscal year.....Audit of Village's accounts completed unless audit requirement waived by State Auditor. (19-2903) (84-302)

# Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

## NOVEMBER 2011 CITIES OF THE FIRST CLASS

First day.....Class C liquor license year begins. (53-124)  
Within 15 days of Passage.....Clerk publishes ordinances passed. (16-405)  
Within 10 days from meeting  
or before next meeting  
(whichever is sooner) .....Clerk to have minutes available for public inspection.  
(84-1413)  
Within 30 days from  
Council meeting.....Clerk publishes official proceedings of meetings including  
claims. (19-1102)  
End of month.....Clerk files monthly report. (16-317)  
Within 20 days after end of month .....Treasurer files monthly financial report. (16-318)  
\* \* .....Clerk must prepare agenda prior to next Council meeting.  
(84-1411)  
Reminder ..... 1 and 6 year plans are due at the Nebraska Department of  
Roads no later than March 1, 2012. (39-2115 to 39-2119)

## CITIES OF THE SECOND CLASS AND VILLAGES

First day.....Class C liquor license year begins. (53-124)  
Within 15 days of Passage.....Clerk publishes ordinances passed. (17-613)  
Within 10 days from meeting  
or before next meeting  
(whichever is sooner) .....Clerk to have minutes available for public inspection.  
(84-1413)  
Within 30 days from Council  
or Board meeting.....Clerk publishes official proceedings of meetings including  
claims. (19-1102)  
Within 20 days after end of month .....Treasurer files monthly financial report. (17-606)  
\* \* .....Clerk must prepare agenda prior to next Council or Board  
meeting. (84-1411)  
Reminder ..... 1 and 6 year plans are due at the Nebraska Department of  
Roads no later than March 1, 2012. (39-2115 to 39-2119)