The Oklahoma Municipal Clerks and Treasurers Academy is an advanced educational program designed to develop technical skills and administrative, financial and leadership abilities.
Oklahoma Municipal Clerks & Treasurers

ACADEMY 2018

MONDAY
FEBRUARY 19

8:00-8:15 a.m.  Welcome and Introduction
8:15-10:15 a.m.  Employee Discipline
                Suzanne Paulson, General Counsel, OMAG
10:15-10:30 a.m.  Break
10:30 a.m.-12:30 p.m.  Project Management
                Marc Tower, Lecturer-Business Communications, Department of Management,
                Spears School of Business, Oklahoma State University, Tulsa, OK
12:30-1:30 p.m.  Lunch (on your own)
1:30-3:30 p.m.  Advanced Community Development
                Kathy Gain, Programs Manager, Oklahoma Department of Commerce
3:30-3:45 p.m.  Break
3:45-5:45 p.m.  Fiscal Management
                Rachel Domnick, Instructor of Professional Practice, School of Accounting, Oklahoma State University

TUESDAY
FEBRUARY 20

8:00-10:00 a.m.  Advanced-HR Management/ Employment Laws
                Christy Luper, Human Resources Director, City of Stillwater
10:00-10:15 a.m.  Break
10:15-11:15 a.m.  Emergency Management
                Rob Hill, Emergency Management Director, City of Stillwater
                Steve Palladino, Preparedness and Response Division Manager, Oklahoma Department of Emergency Management
11:15-11:30 a.m.  Break
11:30 a.m.-12:30 p.m.  Emergency Management (continued)
                Rob Hill, Emergency Management Director, City of Stillwater
                Steve Palladino, Preparedness and Response Division Manager, Oklahoma Department of Emergency Management
12:30-1:30 p.m.  Lunch (on your own)
1:30-3:30 p.m.  Improving Presentation Skills
                Kim McCrackin, Lecturer-Business Communications, Department of Management,
                Spears School of Business, Oklahoma State University, Tulsa, OK
3:30-3:45 p.m.  Break
3:45-5:45 p.m.  Advanced-Environmental Policy and Management
                Raymond Melton, Environmental Protection Manager, City of Oklahoma City
                Andrea Shelton, Community Relations Coordinator, City of Oklahoma City
WEDNESDAY
FEBRUARY 21

8:00-10:00 a.m. GASB Update
Brenda Wright, Shareholder, Crawford & Associates, P.C.
10:00-10:15 a.m. Break
10:15 a.m.-12:15 p.m. GASB Update (continued)
Brenda Wright, Shareholder, Crawford & Associates, P.C.
12:15-1:15 p.m. Lunch (on your own)
1:15-3:15 p.m. Accounting/Budgeting
TBD
3:15-3:30 p.m. Break
3:30-5:30 p.m. Accounting/Budgeting (continued)
TBD

THURSDAY
FEBRUARY 22

8:00-10:00 a.m. Effective Attitudes in the Workplace
Lee Manzer, Ph.D., Professor, Department of Marketing, Spears School of Business, Oklahoma State University, Stillwater, OK
10:00-10:15 a.m. Break
10:15-11:15 a.m. Public Administration
Ross Vanderhamm, Retired Finance Director and City Clerk, City of Edmond
11:15-11:30 a.m. Break
11:30 a.m.-12:30 p.m. Public Administration (continued)
Ross Vanderhamm, Retired Finance Director and City Clerk, City of Edmond
12:30-1:30 p.m. Graduation Luncheon
1:30-3:30 p.m. Advanced-State Laws & Regulations
Matt Cyran, Shareholder/Director, Rosenstein, Fist & Ringold
3:30-3:45 p.m. Break
3:45-5:45 p.m. Advanced-Investing Public Funds
Bob Ponkilla, City Treasurer, City of Oklahoma City

FRIDAY
FEBRUARY 23

8:00-10:00 a.m. Advanced-Cyber Security for City Accounts
Janice Jolly, Agent, OSBI
10:00-10:15 a.m. Break
10:15 a.m.-12:15 p.m. Advanced-Legislative Process
Missy Dean, Deputy Director of External Operations/Government Affairs, Oklahoma Municipal League
12:15 p.m. Adjourn
Because of guarantee requirements for catering, cancellations must be received by February 9, 2018 at 4 p.m. for a refund of fees.

**Attendance Policy Endorsed by Education Committee**

Full attendance is required to receive credit for Academy sessions. In order to eliminate disruptions to both speakers and participants, each session will only be open for the first ten minutes. Participants wishing to receive credit will be required to sign in at the beginning of each session. Participants arriving after the session is closed can still attend but will not receive credit for the session. Appropriate breaks will be provided to address personal needs or issues that arise while you are in the sessions. If you need to leave a session for an extended period of time, please wait until the next session to return. Speakers will be encouraged to adhere to the published agenda. However, if a session breaks early, the next session will not begin until the published time.

**Location, Fees, and Accommodations**

The Academy will be held at the Wes Watkins Center. Full registration fee is $499 which includes instruction, materials, refreshments, continental breakfasts and the Thursday Graduation Luncheon. Part-time participation fees are $70 per half-day and does not include the luncheon. There is no parking charge at the Wes Watkins Center. Participants are asked to make their own hotel reservations. Please bring your tax exempt letter if you wish to claim tax exempt status.

**Hotels**

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<th>HOTEL</th>
<th>PRICE</th>
<th>CONTACT INFORMATION</th>
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<tr>
<td>Cimarron</td>
<td>$93/night</td>
<td>405-372-2878</td>
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<tr>
<td>Fair Field Inn</td>
<td>$81/night</td>
<td>405-372-6301</td>
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<tr>
<td>Home 2 Suites by Hilton Stillwater</td>
<td>$93/night</td>
<td>405-372-2550</td>
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**Cancellation Policy for the Academy**

Because of guarantee requirements for catering, cancellations must be received by February 9, 2018 at 4 p.m. for a refund of fees.

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**SESSIONS**

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<th>ACPFA AREA</th>
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**CONCEPT for EXECUTIVE AND PROFESSIONAL DEVELOPMENT**

AT SPEARS BUSINESS
REGISTRATION FORM

Oklahoma Municipal Clerks & Treasurers ACADEMY

February 19-23, 2018 (Monday-Friday)

WAYS to register
Visit us online at: cepd.okstate.edu
Mail this form to: OSU Center for Executive and Professional Development | 215 Business Building | Stillwater, OK 74078
FAX this form to: 405-744-6143

QUESTIONS
Call the OSU Center for Executive and Professional Development at 405-744-5208 or our toll free number at 1-866-678-3933.

Name

Name for Badge

I have been awarded the designation(s) of:

☐ CMC  ☐ MMC  ☐ CPFA  ☐ CPFO  ☐ ACPFA (for name badge purposes)

Title

Municipality

[ ] City of   [ ] Town of

Address

City/State/ZIP

Telephone     FAX

E-mail

☐ PLEASE REGISTER ME (Registration fee is $499.)
Registration fee includes instruction, materials, refreshments, continental breakfasts and Thursday’s luncheon.

☐ PART-TIME PARTICIPANT (Registration fee is $70 each half-day.)
Thursday luncheon is not included in part-time participant rates.
Please check the sessions you plan to attend.
Monday: [ ] a.m. [ ] p.m.  Tuesday: [ ] a.m. [ ] p.m.  Wednesday: [ ] a.m. [ ] p.m.  Thursday: [ ] a.m. [ ] p.m.  Friday: [ ] a.m.

☐ LUNCHEON (Luncheon is included in the full-time registration fee.)
Please check if you plan to attend the luncheon. Please list any dietary restrictions: ____________________________

☐ Thursday Graduation Luncheon (part-time participants add $20)
I plan to bring _____ guest(s) to the graduation luncheon on February 22. ($20 per guest)

TOTAL REGISTRATION FEE

☐ Enclosed is a check for $____________________ made payable to OKLAHOMA STATE UNIVERSITY.
☐ Bill my municipality $____________________ FEI # __________________________
Purchase Order # __________________________

☐ Charge $____________________ to my ☐ MasterCard ☐ Visa ☐ American Express
Card Number: __________________________ Expiration Date: __________________________
Billing Zip: __________________________ Security Code: __________________________

Cancellation policy
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