

**MICHIGAN LOCAL GOVERNMENT MANAGEMENT ASSOCIATION**  
**Education Dimension Committee and**  
**Professional Development Committee**  
**JOINT MEETING MINUTES**  
**December 11, 2009**  
**Michigan Municipal League – Lansing Office**

1. Introductions: The meeting was called to order at 10:15 am by Tim Klunder, Chair of the Professional Development Committee in the Round Table Room of the Michigan Municipal League's Lansing Office. Introductions were given with those in attendance including members Jay Cravens, Randy DeBruine, Jason Eppler, Tim Klunder, Chris Olsen and Bob Moffit (City Administrator of Gladwin and current participant in the Saginaw Valley State University Certified Public Manager Program).
  
2. Approval of Minutes: The minutes from the July 30, 2009 Education Dimension Committee were distributed by Jason Eppler, Chair of the Education Dimension Committee. After review, it was moved and seconded to approve the minutes of the July 30, 2009 Education Dimension Committee. MOTION CARRIED.

The minutes from the September 18, 2009 Professional Development Committee were distributed by Tim Klunder, Chair of the Professional Development Committee. After review, it was moved and seconded to approve the minutes of the September 18, 2009 Professional Development Committee. MOTION CARRIED.

3. Review of Saginaw Valley State University – Certified Public Manager Program: Chair Klunder reported that the primary purpose of the joint meeting between the Education Dimension Committee and Professional Development Committee is to develop a recommendation for the MLGMA Board of Directors to consider regarding the possible endorsement of the SVSU Certified Public Manager Program. He further reported that the MLGMA Board of Directors had previously endorsed a similar program sponsored by the University of Michigan – Dearborn. U of M – Dearborn has recently reconsidered its on-line programs and plans to discontinue its Certified Public Manager Program.

Chair Klunder reported that he and Chair Eppler had recently participated in a conference call with Monica Reyes who is with the Office of Continuing Education at SVSU in order to learn more about the SVSU Certified Public Manager Program. He shared with the committees the following program information:

- the program is nationally accredited and has been since 2006;
- the fourth cohort of the program (fourth class) will begin in April 2010;
- the program is designed to accommodate the busy schedules of a public sector professional with the majority of the classes on-line;

- most students complete the course in about a year but there are opportunities for extensions due to work or personal life related issues;
- the “capstone” project (like a thesis) is intended to tie in with a real work issue;
- the class topics tie in with current issues in the public management field;
- the curriculum consists of 300 hours of professional training classes in the following areas:
  - General Administration and Organizational Skills
  - Analytical and Conceptual Skills
  - Technical, Quantitative and Qualitative Skills
  - Human Relation Skills
  - Personal and Organizational Skills
  - Managing the Workplace
  - Public Service Forms
  - Change Leadership
- Every class has a evaluation feedback component with the program overseen by an Advisory Board that includes individuals involved in state and local government and a student representative.
- Each class involves several short on-line lectures (ranging from 7 to 20 minutes), reading of a couple of chapters of the relevant textbook, a discussion board with fellow students on the topic and an on-line open book quiz. Often there are writing assignments as well.
- Traditionally, participants in past classes have been a mix of elected and appointed officials.
- Course registration fee is \$4,995.

Bob Moffitt, City Administrator in Gladwin and current SVSU Certified Public Manager Program student shared with the committees his observations regarding the program. He advised that the program has been very challenging and very rewarding. He stated that although he has advanced degrees in management, he felt that the majority of the program was new material rather than refresher material from past graduate level courses. He shared with the committees his study habits (3-4 hours per week) and how his participation in the program has been balanced with his personal and professional life/work assignments. He urged the committees to recommend to the MLGMA Board of Directors that the program be endorsed and that scholarship dollars be made available to participants.

The committees discussed the following issues/topics in relation to the SVSU program:

- Interplay between ICMA Credentialing and the SVSU program.
- Interplay between MML educational opportunities and the SVSU program.
- Opportunity for MLGMA to continue to grow educationally/professionally in a personally convenient manner opposed to other national programs.
- Cost of the SVSU program and scholarship options provided by MLGMA.

After further discussion it was moved and seconded to recommend to the MLGMA Board of Directors that the MLGMA endorse the Saginaw Valley State University Certified Public Manager program and to recognize the SVSU program as an “approved institute” for purposes of providing MLGMA members with scholarships to offset the cost of enrolling. MOTION CARRIED.

4. Other Items: Several members discussed the financial challenges facing their respective communities. The committees also discussed the upcoming MLGMA Winter Institute in Grand Rapids.
5. Adjourn: The meeting was adjourned at 11:30 am.

Prepared By: Jason Eppler