

# ALASKA



Certified Public Manager  
Annual Program Report  
January 1, 1999 – December 31, 1999

**A and B: Program Administration, Names and Titles of Program Directors**

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Current Administrator:  
Shirley Grubb, Assistant to the Dean of Faculty, External Programs

*In a unique collaboration of the University of Alaska, the Alaska Municipal League, and the State of Alaska Division of Personnel, the CPM program is delivered to a growing number of sites in Alaska in spite of competing programs, distant training locations, and the lack of an extensive road system.*

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CPM Program  
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Local Government Specialist

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Current Administrator:  
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Trainer

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Marty West,  
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Current Administrator:  
Kathleen Brown  
Coordinator for Training

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Current Coordinator:  
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Current Coordinator:  
Gerri Sumpter

**C. Program Dates:**

- 1. Date Program Began: January, 1995
- 2. Date of Accreditation: December 1, 1997

**D. Program Authorization:**

On September 7, 1995, Commissioner Mark Boyer, Department of Administration, issued a memorandum that endorsed the Certified Public Manager Program (CPM). He stated: “The primary goal of this administration is to provide public services in an efficient, effective, and professional manner.” The CPM Program provides a partnership “between the Executive Branch and the University of Alaska” to enhance the quality of “public service.” Governor Tony Knowles confirmed his support of the CPM program on December 13, 1995, when he wrote to the National CPM Consortium seek full accreditation.

**E. Funding Source:**

The University of Alaska Southeast instituted this program to be a combination of self-support and community service. Each University of Alaska site delivering coursework attempts to recover the cost of instruction through the fees charged participants. Courses delivered through the state’s Division of Personnel also attempt to recover instructional costs through course fees. University of Alaska Southeast Juneau campus budgets \$39,000 for the fiscal year to cover administrative and instructional expenses including the cost of the contract with the Alaska Municipal League to market CPM statewide and coordinate delivery of the courses in Juneau. This year UAS contracted with the Division of Personnel to delivery Level One courses in Juneau.

**F. Program Staff Positions:**

University of Alaska Southeast:	1 administrative, 1 clerical
University of Alaska Anchorage:	1 administrative, 1 clerical
University of Alaska Southeast, Ketchikan Campus:	1 administrative
Bristol Bay Campus, University of Alaska Fairbanks	1 coordinator
Kuskokwim Campus, University of Alaska Fairbanks	1 coordinator

The University of Alaska considers CPM to fall within its stated mission. However, CPM is just a part of many programs coordinated by its administrators and clerical staff. Full-time equivalency is difficult to ascertain.

Alaska Municipal League:	1 administrative, 1 clerical
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AML provides the current marketing strategy for the Juneau area as well as initiating new markets in rural Alaska. The administrator, with additional AML duties, spends 50% of the time on CPM.

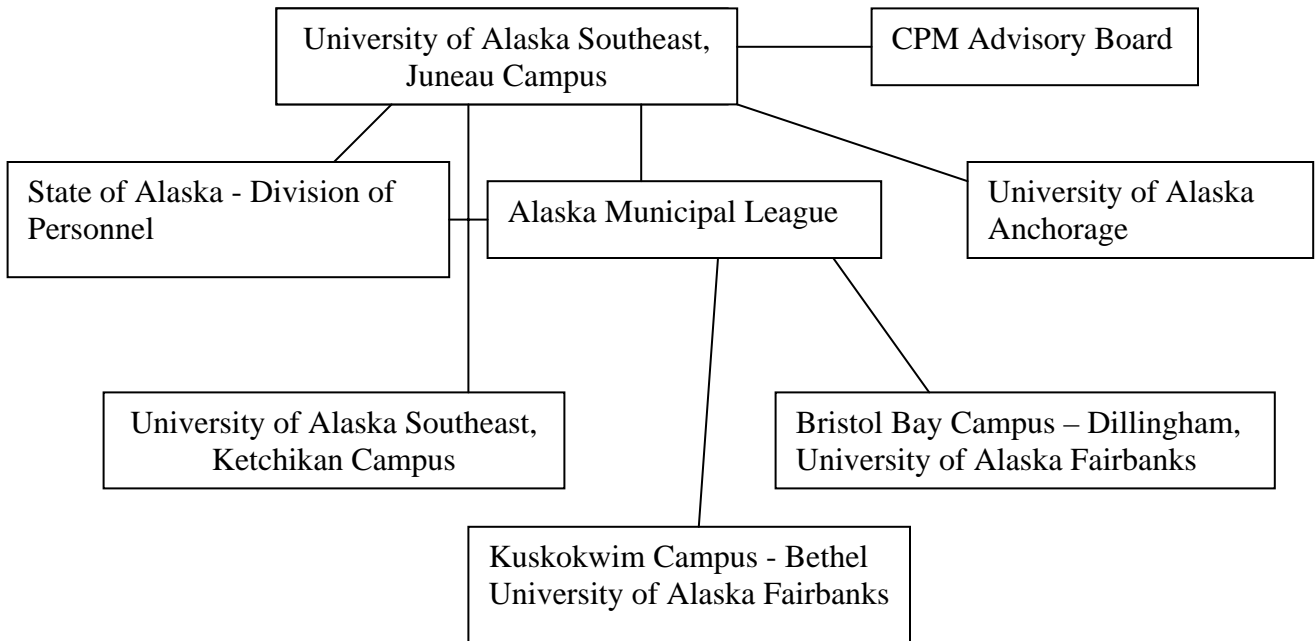
State of Alaska Division of Personnel	1 administrative
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The DOP trainer coordinates all training programs for the state. The supervisory level, most of which has been articulated to the CPM program, is about 60% of the training.

Instructors:	Approximately 24*
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\*The University of Alaska instructors include adjunct and full-time faculty. No faculty are employed full-time solely for the CPM program. The Division of Personnel for Alaska employs one trainer whose sole workload is instruction and planning.

## Alaska Certified Public Manager Organizational Chart



### CPM Advisory Board:

Composition: 14 statewide members composed of professionals from university, state, federal, municipal, and regional entities.

Duties: Advise on overall policies and goals, recommend curriculum, promote program, evaluate projects and presentations

### University of Alaska Southeast, Juneau Campus

Statewide Duties: Coordinate the statewide program, review course content, provide general program brochures, set fee schedules and refund policies, administer records to track applicants and causal attenders, advise in AML’s marketing efforts to rural Alaska.

Local Juneau Duties: Track registration and payment of fees, cover expenses of instruction, provide teaching facilities, provide copies of class materials, advise AML in local program planning and implementation.

### Alaska Municipal League as contracted to UAS

Duties: Schedule and arrange quarterly advisory board meetings, research other CPM programs, design brochures, provide news releases and general marketing leadership, coordinate program delivery with DOP, prepare Juneau CPM class schedules, arrange for instructors, regularly contact participants, arrange final exam sessions, register and meet Juneau class sessions, provide and collect evaluations, prepare and distribute certificate of completion, market program to local agencies.

**State of Alaska Division of Personnel**

Provide most Level One coursework to Juneau and rural Alaska. Promote the Certified Public Manager program to state workers who have completed the state training supervisory curriculum.

**University of Alaska Anchorage**

Schedule classes and arrange for instructors, register students, promote formal application to the CPM program, provide program information to UAS for reporting purposes.

**University of Alaska Southeast, Ketchikan Campus**

Schedule classes and arrange for instructors, register students, promote formal application to the CPM program, provide program information to UAS for reporting purposes.

**Bristol Bay Campus, Dillingham**

Schedule classes and arrange for instructors through APDI, register students, promote formal application to the CPM program, provide program information to UAS for reporting purposes.

**Kuskokwim Campus, Bethel**

Schedule classes and arrange for instructors through APDI , register students, promote formal application to the CPM program, provide program information to UAS for reporting purposes.

**H. Administrative Changes:**

Alaska Professional Development Institute, the training arm of the State was dissolved by budget cuts effective July 1, 1999. Carol Prentice, Division of Personnel, is the remaining trainer and utilizing other Human Resource Professionals as trainers in their area of expertise, works closely with the CPM program.

**I. Policy Changes During the Past Year:**

None instituted

**Part II. Session/Participant Information**

**Level One** - Supervisory Management Classes Offered in 1999 = 23  
 (Curriculum is composed of 8 classes for a total of 75 hours)

Anchorage -	48 participants -	127 registrations
Bethel -	19 participants -	58 registrations
Dillingham -	0 participants	
Juneau -	50 participants -	96 registrations
Ketchikan -	<u>12 participants -</u>	<u>29 registrations</u>
	129	310

**Level Two** - Beginning Management Classes offered in 1999 = 14  
 (Curriculum is composed of 12 classes for a total of 120 hours)

Anchorage -	30 participants -	49 registrations
Juneau -	<u>43 participants -</u>	<u>71 registrations</u>
	73	120

**Level Three** - Advanced Management Classes offered in 1999 = 9  
 (Curriculum is composed of 11 classes and the major project for a total of 105 hours)

Juneau - 50 participants - 68 registrations

**III. Demographics**

**A. Participant Numbers**

Total number of participants through 1998	338
Total number of new participants 1999	131
Total number of new CPM program applicants 1999	6

\*numbers are only University of Alaska unduplicated headcount

**B. CPM Graduates for 1999**

Level One Supervisory Certificates Issued after exam and Interview	=	7
Level Three Certified Public Manager Certificates after final project	=	2

**C. Participant Source**

75 % from municipal, state, and federal workplaces  
 25 % from native corporations, nonprofit organizations, or other agencies

## Future Goals

1. To further work with the State of Alaska Division of Personnel in expanding delivery to rural Alaska for Level One.
2. To push for delivery of Level Two via combined face to face and distance delivery.
3. To review and revise curriculum to meet the changing workplace.