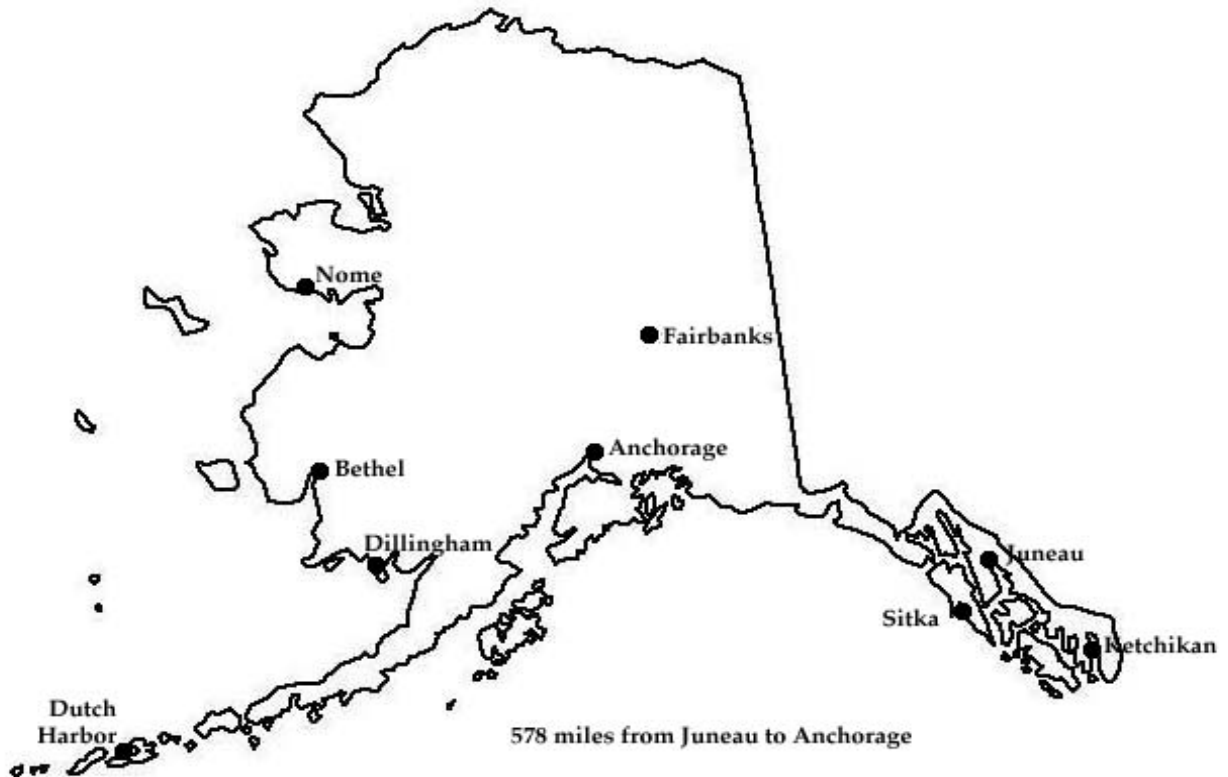


# ALASKA



Certified Public Manager  
Annual Program Report  
January 1, 2001 – December 31, 2001

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

University of Alaska Southeast – CPM, 11120 Glacier Highway, Juneau, AK 99801

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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.*

Alaska Municipal League, 217 Second Street, Suite 200, Juneau, AK 99801

Telephone: (907) 586-1325 Fax: (907) 463-5480

Current Administrator: Kevin Ritchie, Executive Director

E-mail: [Kevin@akml.org](mailto:Kevin@akml.org)

State of Alaska, Division of Personnel, PO Box 110207, Juneau, AK 99811-0207

Missouri Smyth, Training Specialist

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Cathy LeCompte, Faculty Coordinator

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Elisa Mattison, Workforce Development Specialist

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Fairbanks: Tanana Valley Campus, University of Alaska Fairbanks, DTC, Box 758000, Fairbanks, AK 99775

Telephone: (907) 474-1133 Fax: (907) 474-1140

Michelle M. Renfrew, Professional Development Coordinator

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Johanna Bouker, Program Delivery Specialist

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**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. In August 2001, Governor Tony Knowles issued an additional letter in support of the CPM program.

**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 \$41,000 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. UAS contracts with the Division of Personnel to delivery Level One courses in Juneau and to maintain and furnish Level One curriculum.

**F. Program Staff Positions:**

- University of Alaska Southeast: 1 administrative, 1 clerical
- University of Alaska Anchorage: 1 administrative, 1 clerical
- University of Alaska Fairbanks 1 administrative, 1 clerical
- University of Alaska Southeast, Ketchikan Campus: 1 administrative
- Bristol Bay 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  
 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.

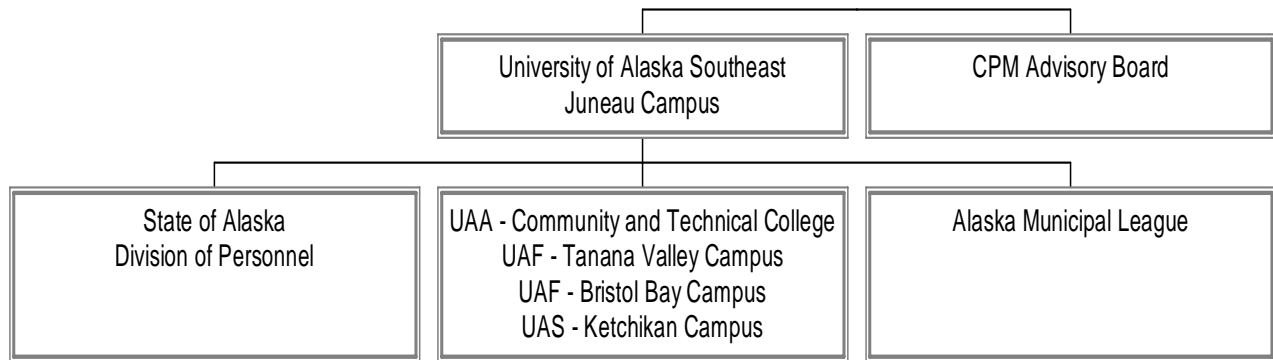
State of Alaska Division of Personnel 1 administrative  
 The DOP trainer coordinates all training programs for the state. The supervisory level, most of which has been articulated to the CPM program, is about 60% of the training.

**Instructors:**

Approximately 46\*

\*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.

**Tanana Valley Campus, University of Alaska Fairbanks**

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.

**H. Administrative Changes:**

University of Alaska Anchorage and the Ketchikan Campus of UAS have new CPM Managers. The Tanana Valley Campus of University of Alaska Fairbanks located in Fairbanks began offering the CPM curriculum beginning with the Fall semester of 2001.

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

A substitution/waiver policy was instituted based on the policy of the CPM Program of the State of Ohio.

Roles and Responsibilities of the manager at each CPM site was redesigned for more local control following a approved processes.

**Part II. Session/Participant Information**

**Total Participants in All Levels**

Anchorage	79 participants	110 registrations
Dillingham	22 participants	48 registrations
Fairbanks	26 participants	139 registrations
Juneau (UAS)	69 participants	172 registrations
Ketchikan (UAS)	<u>57 participants</u>	<u>291 registrations</u>
	253 participants	760 registrations

**Level One** - Supervisory Management Classes Offered in 2001 = 58  
(Curriculum is composed of 12 classes for a total of 75 hours)

Anchorage	96 registrations
Dillingham	48 registrations
Fairbanks	139 registrations
Juneau	134 registrations
Ketchikan	<u>231 registrations</u>
	648 registrations

**Level Two** - Beginning Management Classes offered in 2001 = 14  
(Curriculum is composed of 12 classes for a total of 120 hours)

Anchorage	14 registrations
Dillingham	0 registrations
Fairbanks	0 registrations
Juneau	25 registrations
Ketchikan	<u>60 registrations</u>
	99 registrations

**Level Three** - Advanced Management Classes offered in 2001 = 3  
(Curriculum is composed of 11 classes and the major project for a total of 105 hours)

Juneau	13 registrations
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### III. Demographics

#### A. Participant Numbers

Total number of participants through 2000 (have taken at least 1 CPM class)	508
Total number of new participants 2001 (taking at least 1 CPM class)	173
Anchorage	41
Dillingham	10
Fairbanks	26
Juneau	39
Ketchikan	57

**Total number of new CPM program applicants 2001      5**

\*numbers are only University of Alaska unduplicated headcount

#### B. CPM Graduates for 2001

Level One Supervisory Certificates Issued	=	4
Level Three Certified Public Manager Certificates after final project	=	0

#### 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 to gain acceptance as the training program for the state.
2. To work towards renewing delivery to the Bethel area.
3. To push for delivery of Level Two via combined face to face and distance delivery.
4. To implement a uniform look in all CPM Course Workbooks.