

LEADERSHIP COMMERCE CITY

Course Book



Building Leadership for a Quality Community

PROGRAM HIGHLIGHTS

-  You will learn more about the Commerce City community, to build leadership for a quality community.
-  Leadership Commerce City equips participants to grow professionally and ascend to the next level in their business and community endeavors via training in several areas from effective communication skills to interacting with elected officials. This can help build a strong community foundation for future growth.
-  The program brings diverse people together to broaden their experiences and perspectives. This Leadership program commences each August and continues through May with a graduation in June.
-  Leadership skills are emphasized in all classes which challenge participants to enhance their management and leadership skills through class assignments and field trips.
-  The community becomes the classroom as classes are held in a variety of forums throughout Commerce City. This will give you the opportunity to expand your business horizons.
-  Participants learn through various channels including presentations given by prominent speakers within the Commerce City area.
-  Participate in a capstone project that will positively impact the City of Commerce City.

Building Leadership for a Quality Community

Application available: foundation@adams14.org



LEADERSHIP PROGRAM CLASS TOPICS AND SCHEDULE

Tentative Dates and Topics

SEPTEMBER 2, 2016	Leadership Day – Orientation	8 am to noon
OCTOBER 7, 2016	Meet the City	8 am to noon
NOVEMBER 4, 2016	Past, Present and Future of Commerce City and Meet School District 27J	8am to 2 pm
DECEMBER 2, 2016	Meet Adams County School District 14	8 am to noon
JANUARY 6, 2017	Fire and Water Day with Adams County Communications Center	7:45 am to noon
FEBRUARY 3, 2017	Volunteer Day and Commerce City Non-Profit Organizations	8 am to noon
MARCH 3, 2017	Health Care Service in Commerce City	8 am to noon
APRIL 7, 2017	Civic Day in Commerce City	8 am to noon
MAY 5, 2017	Military Day in Commerce City	8 am to noon
JUNE 2, 2017	Business Day in Commerce City	8 am to noon
JUNE 16, 2017	Graduation Day	8am to 10am



LEADERSHIP COMMERCE CITY

General Information

Building Leadership for a Quality Community

September 2, 2016-June 2nd, 2017

First Friday of every month (except when noted differently)

8am – 12:00pm (Except when noted differently)

Light Breakfast served each session

Speakers to include a diverse group of people within the city to include Local, State and National officials, Economic Development leaders, Business leaders, Non-Profit leaders, and Minority Organization leaders

Lunch to be served on Session 3 CCHS –Box Lunch & Session 4 Adams 14

Evaluation sheet completed at the end of each session

Class Locations

Rocky Mountain Arsenal National Wildlife refuge

6550 Gateway Road, Commerce City, CO 80022 (303-289-0930)

Commerce City- Civic Center

7887 East 60th Avenue, Commerce City, CO 80022 (303-289-3612)

Commerce City Heritage and Cultural Center

6505 East 60th Avenue, Commerce City, CO 80022 (303-288-2590)

Adams City High School

7200 Quebec parkway, Commerce City, CO 80022 (303-289-3111)

Adams County Communications

7321 Birch St, Commerce City, CO 80022 (303-288-1535)

South Adams County Fire House Headquarters

6550 East 72nd Ave, Commerce City, CO 80022 (303-288-0835)

Adams 14 ESS Building

5291 East 60th Avenue, Commerce City, CO 80022 (303-853-3333)

Commerce City Recreation Center

6060 Parkway Drive, Commerce City, CO 80022 (303-289-3760)

Anschutz Medical Campus

Colfax and Peoria

Stout Street Foundation

7251 E. 49th Avenue, Commerce City, CO 80022 (303-321-2533)

Access Housing

6978 Colorado Blvd, Commerce City, CO 80022 (303-289-7078)

Boys and Girls Club

6201 East 62nd Avenue, Commerce City, CO 80022

FISH Food Bank

Our Saviour Lutheran Church - 6770 Monaco Street, Commerce City, CO (303-288-9577)

Adams County Government Center

4430 South Adams County Parkway, Brighton, CO 80601 (303-659-2120)

Colorado State Capital

200 E. Colfax Avenue, Denver, CO 80203 (303-866-2604)

POLICIES AND TERMS OF COURSE

General Terms

1. Must be able to actively participate and devote the time and commitment required to complete the Leadership Commerce City Program.
2. Write an essay on ***What Leadership Means To Me***. (500 words or less).
3. Must attend 8 classes to graduate. (first Friday of every month starting September 2, 2016) The first class is mandatory.
4. I agree to be interviewed by members of the Leadership Commerce City Committee as part of the application process.
5. Interviews will be completed by August 12, 2016.
6. Notification will be sent out regarding acceptance by email.
7. Application deadline is July 22, 2016. Payment is due with the application.
8. Application must be completed foundation.adams14.org

Cancellation & Refund Policy

1. Cancellations must be made in writing and received by the Leadership Commerce City Administrator by 5:00 p.m. on the dates specified below.
2. Cancellations before August 15th will be given a full refund of any tuition paid.
3. Cancellations after August 15th and prior to the start of the opening session will be given a 50% refund of the full tuition amount. If scholarship money has been provided, no tuition refund will be provided to the participant. If no tuition has been paid, 50% tuition will be due.
4. Cancellations the day of the opening session and after will be given no refund. Any candidate who misses the first session will be dropped from the class and will still be responsible for the full tuition amount.
5. Even though circumstances do arise, any participant missing more than two sessions may not graduate with the class, and no portion of tuition will be refunded.
6. In addition, any participant who does not fulfill all the attendance requirements related to class projects and capstone project may not graduate with the class, and no portion of tuition will be refunded.

Attendance Policy

In order to accomplish Leadership Commerce City's objectives, the full commitment and participation of each individual session is necessary. Participants are expected to attend all sessions including:

- 1) First Session September 2nd, 2016.
- 2) Sessions are held for 1/2 day each month on the first Friday from September 2, 2016 to June 16, 2017 (unless otherwise noted).
- 3) Graduation Program-1/2-day session and ceremony on June 16, 2017.
- 4) A Capstone Project is required independent of class sessions. (Must be completed prior to graduation).

A maximum **excused** absence time of **eight hours** will be allowed during the program year. Time absent will be counted if a class member arrives to a session late or leaves early. Please arrive on time and stay until the session ends.

If a class member is absent more than the allowed eight hours then the participant must submit a written statement to the Leadership Commerce City Committee as to the reason for the absence(s).

The Committee may decide to require the class member to make-up the day by attending a Leadership Commerce City session the following year, doing an independent study day, writing a one-page typed paper about the topic missed, or attending some alternate event, etc.

Absences over the allowable eight hours may be excused only because of severe illness, catastrophe, or extenuating circumstances based upon a written statement to, and approval by, the Leadership Commerce City Committee. Participants that are absent more than eight hours will be required to attend those sessions missed the following year and may be able to graduate with future classes.

Class members will be kept informed throughout the program year of the number of hours they have been counted absent.

If you have questions regarding the attendance policy, please contact the Administrator.

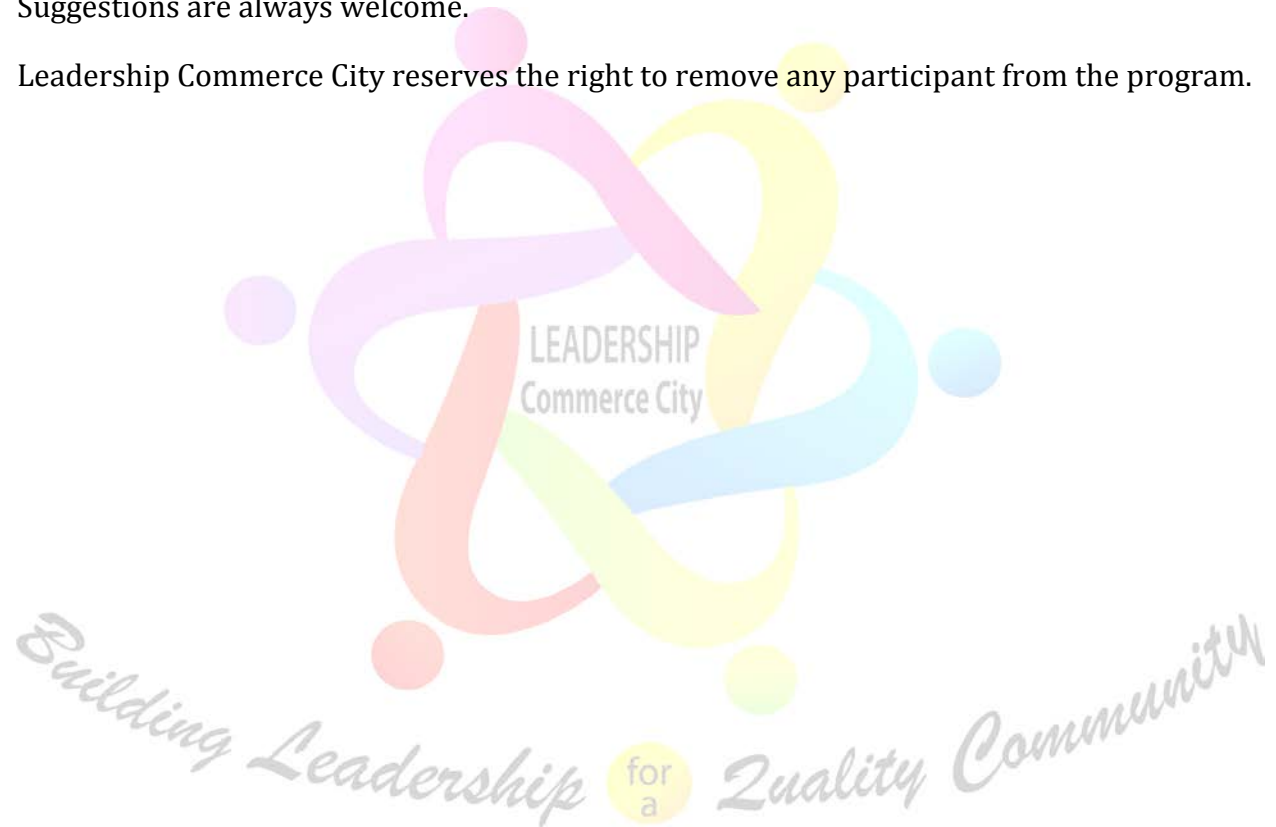
Other

To be courteous to your class members and presenters, please silence your cell phones, I-Pads, Tablet and other electronic devices during class sessions. Limit interruptions for yourself and others.

Where appropriate, keep your Leadership Commerce City experience confidential. Maintaining confidentiality helps speakers feel comfortable being open and honest. Fellow classmates also need to know that what they say is being held in confidence.

Complete your evaluation survey at the end of each session. Your comments help determine the format for future classes. Please feel free to elaborate on your comments. Suggestions are always welcome.

Leadership Commerce City reserves the right to remove any participant from the program.



Leadership Commerce City Sponsors:

*SUNCOR, Adams 14 Education Foundation, Adams County School District 14,
Commerce City Business and Professional Association, Commerce City Historical Society,
and City of Commerce City*

Leadership Commerce City Committee Members:

*Reba Drotar, Mayor Pro-Tem Rene' Bullock, Debra Bullock, Glenys Trost, Kristi Douglas,
Kevin Denke, Chris Duran, Ruben Chacon, Teri Smith, Yolanda Gotier, Michelle Halstead,
Robbyn Martinez, Lt. Col. Sean Heery (retired), Sgt. Maj. David Reid (retired), Lori Emery, Tom
Green and Dale Mingilton*

Building Leadership for a Quality Community



For more information please contact:

Dale Mingilton, Adams 14 Education Foundation -303-853-3252

dmingilton@adams14.org



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2016-2017