

NOV 14 2016

**REQUEST FOR AGENDA PLACEMENT FORM**

**Submission Deadline - Tuesday, 12:00 PM before Court Dates**

**SUBMITTED BY:** Larry Woolley  
**TODAY'S DATE:** November 7, 2016

**DEPARTMENT:** Pct. 4 Road & Bridge

**SIGNATURE OF DEPARTMENT HEAD:** 

**REQUESTED AGENDA DATE:** November 14, 2016

**SPECIFIC AGENDA WORDING:** Consideration of approval for Commissioner Larry Woolley to participate in the V.G. Young Institute of County Government Commissioners Court Leadership Academy.

(requires out-of-state travel during the two-year program)

**PERSON(S) TO PRESENT ITEM:** Larry Woolley

**SUPPORT MATERIAL:** (Must enclose supporting documentation)

**TIME:** 5 min. **ACTION ITEM:**   x    
**WORKSHOP:** \_\_\_\_\_  
(Anticipated number of minutes needed to discuss item) **CONSENT:** \_\_\_\_\_  
**EXECUTIVE:** \_\_\_\_\_

**STAFF NOTICE:**

**COUNTY ATTORNEY:** x **IT DEPARTMENT:** \_\_\_\_\_  
**AUDITOR:** \_\_\_\_\_ **PURCHASING DEPARTMENT:** \_\_\_\_\_  
**PERSONNEL:** \_\_\_\_\_ **PUBLIC WORKS:** \_\_\_\_\_  
**BUDGET COORDINATOR:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\*

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

**COURT MEMBER APPROVAL** \_\_\_\_\_ **Date** \_\_\_\_\_

# TEXAS A&M AGRI LIFE EXTENSION

November 1, 2016

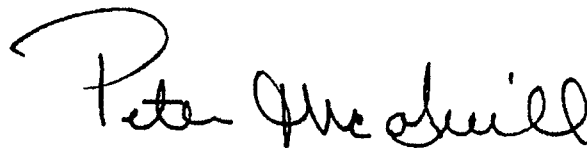
Dear Commissioners Court Member,

The V.G. Young Institute of County Government is now accepting applications for a new class of the Commissioners Court Leadership Academy. This program is designed to enhance the leadership skills of Texas county judges and commissioners, so they may better serve the public. The Academy holds four sessions, across Texas and in Washington, D.C., over a two-year period. The first session of the new class will be held in April of 2017. Please take time to explore our website to learn more about the Academy.

The Institute invites you to apply for admission to the next Academy class. You may download an application or request one via e-mail or telephone. Applications are due January 13, 2017. Successful applicants will be notified of their acceptance into the program by February 1, 2017.

The Academy is a great opportunity for you to improve your communication skills, enhance your decision making abilities, and learn how to become a more effective advocate for your county's issues. We encourage you to apply.

Sincerely,



Peter J. McGill, Ph.D.  
Director, V.G. Young Institute of County Government  
Texas A&M AgriLife Extension Service



# CCLA

Every county, every individual in a leadership role needs to improve their leadership skills if they truly want to serve the public well. If people really have a desire to serve their counties then they should have a desire to participate in the Academy."

- Don Allred  
Oldham County Judge

"CCLA is by far the most beneficial training program I've participated in. It's a hands-on program that will challenge you and help you grow."

- Lonnie Hunt  
Houston County Judge

"The bond you build with fellow class members is something that cannot be explained...the experience is invaluable."

- Susan Redford  
Ector County Judge

Commissioners Court Leadership Academy  
Class VII

2137 TAMU  
College Station, TX 77843-2137  
P: 979-845-4572  
F: 979-862-1516  
<http://vgyi.tamu.edu>  
[pjmguill@ag.tamu.edu](mailto:pjmguill@ag.tamu.edu)

# Program Overview

The Commissioners Court Leadership Academy (CCLA) is a two-year program that builds advanced skills and knowledge. Certain expectations are required of all Academy participants. These include an open and inquiring mind, a willingness to learn, a commitment to actively participate in academy activities and experiences, and a commitment to greater service for the betterment of Texas county government.

Academy participation requires a time commitment of 16 days during the two-year program period. Three sessions have a duration of three days and a fourth session takes seven days. The length of these sessions includes travel time to and from the meeting locations.

The Academy is designed for county judges and county commissioners seeking to enhance their leadership capacity. The following are the selection criteria:

- \* Applicants must currently hold the position of county judge or county commissioner in one of Texas' 254 counties.
- \* Candidates must document to the satisfaction of the selection committee that he/she can be absent from their home county as required for full participation in the program.
- \* Successful candidates must support and abide by all policies, rules, and regulations established for the Commissioners Court Leadership Academy.
- \* Applications will be reviewed based on applicant's responses regarding the following:

Education and Training	Participation/Leadership in Professional Associations
Leadership Roles	Achievements and Skills
Personal and Professional Goals	Personal Statement

The selection committee will choose participants from a pool of qualified applicants. Candidates who meet the eligibility requirements will be evaluated on the information obtained from the application form and personal references.

## Selection Timeline

November 1, 2016	Applications made available
January 13, 2017	Application deadline
February 1, 2017	Class announced

## Calendar for CCLA

Session	Location	Date
1	Austin	April 11 - 13, 2017
2	Corpus Christi	October 2017
3	Washington D.C.*	May 2018
4	College Station	August 2018

*\*Participants may take one guest to the Washington D.C. session at their own expense.*

## Conduct

Selection for the CCLA program is an indication of proven leadership potential. Each participant is expected to conduct himself/herself as a responsible leader. Along with the honor of being a member of the Academy comes the responsibility to self, classmates, and county government to exemplify the utmost personal and professional standards.

## Expectations

It is expected that Academy class members will actively participate in all meetings and activities with:

- \* an open and inquiring mind
- \* a willingness to learn
- \* a respect for opinions of those not in agreement with their own
- \* a commitment to communicate class activities and experiences to others, and a commitment to greater service for the betterment of Texas county government.

A time commitment of 16 days is required during the 18 month program period.

## Participation

It is realized that Academy class members have responsibilities to their families, counties, and professional associations and sometimes unavoidable conflicts occur. Academy class members will be responsible for notifying the program director as soon as possible before a session if they will not be present. Excused absences include:

- \* Family Emergency
- \* Legitimate Business Emergency
- \* Illness
- \* Natural Disaster

It is expected that each participant will attend every session in its entirety.

*\*Details of the attendance policy will be explained and distributed at the first session.*

## Expenses

**Tuition** - If selected for the class, a tuition fee of \$2,800 will be required. If preferred, tuition may be paid in two installments of \$1,400 each with the first payment due March 1, 2017, and the remaining \$1,400 due on April 2, 2018. Late payment could forfeit participation in the class. Costs for in-state transportation to meeting sites and in-state hotel accommodations will be borne by the participant.

**Incidentals** - All incidental expenses (telephone, room service, in-room movies, etc.) incurred by participants at hotels must be paid by participants at the time of the service or departure.

**Meals** - Some meals during the sessions will be paid for by the Academy. All other meals will be the responsibility of the participant.

**Transportation** - In-state transportation to session sites, transportation to the hub airport for the out-of-state session, and some miscellaneous transportation expenses, (i.e., taxi) will be borne by participants.

# Application for the 2017-2018 Commissioners Court Leadership Academy

The V.G. Young Institute of County Government invites you to apply to join a select group of outstanding leaders. Please answer all questions in the space allotted unless otherwise stated.

## Personal Information

Last Name	First Name	M.I.
<hr/>		
Preferred Name		
<hr/>		
Current Position	County	
<hr/>		
Office Address		
<hr/>		
City	State	Zip
<hr/>		
Office Phone	Office Fax	
<hr/>		
Email Address		
<hr/>		

## Occupation Information

Years in Current Position	Total Years in County Government
<hr/>	
Other Positions Held in County Government	
<hr/>	

## Education and Training

Please provide information regarding education (high school, college, and leadership development programs). Please list all schools and number of years attended.

---

---

---

---

List any leadership roles you have assumed in your county (include offices held, committees chaired, etc.).

---

---

---

---

List any leadership roles you have assumed in your county officials' professional associations (including offices held and committee work).

---

---

---

---

**Goals and Achievement**

List and briefly describe any accomplishments, skills, and awards that you consider significant.

---

---

---

---

List three personal/professional short term and three personal/professional long term goals.

---

---

---

---

---

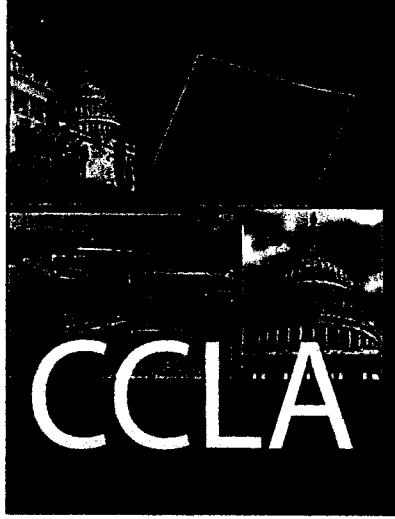
---

---

---

**Personal Statement**

Please complete the following statement in the space provided. "I believe I would benefit from the Commissioners Court Leadership Academy because. . ."



# Applicant Agreement

I certify that all the statements made in this application are true, complete, and correct to the best of my knowledge and are made in good faith. I know and understand that all items may be verified. I agree and understand that any misrepresentations or omission of material facts herein may cause disqualification of my application. I agree to release any information contained in my application and all attachments.

I understand that the number of applicants may be greater than the number of class positions and that submission of this application does not guarantee admittance to the program. I give permission for this application, including all attachments, to be shared and/or copied for the purpose of the selection committee review. I understand that the final selection of applicants is the sole responsibility of the CCLA VII selection committee.

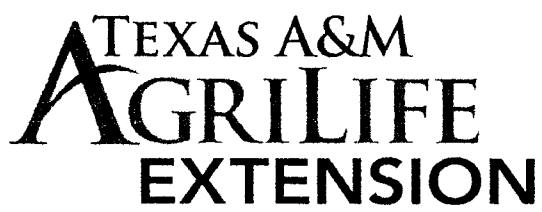
If selected, I have my county's support for my participation and I will make every effort to attend all sessions in their entirety. I do hereby agree to the rules and regulations of the CCLA VII program outlined in this packet. Furthermore, I agree that once tuition fees have been paid, there is no refund, full or partial.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

Commissioners Court Leadership Academy  
Class VII  
  
2137 TAMU  
College Station, TX 77843-2137  
P: 979-845-4572  
F: 979-862-1516  
<http://vgyi.tamu.edu>  
[pjmccguill@ag.tamu.edu](mailto:pjmccguill@ag.tamu.edu)



# Miscellaneous

1. **Evaluations** - An evaluation will be required after each session, due the last day of the session. The evaluation instrument will be provided by CCLA.
2. **CCLA brief cases, name badges, and notebooks** - CCLA brief cases, name badges, and notebooks are provided to you courtesy of the CCLA program. You are required to wear your name badges at each session and if you lose your badge you will incur the cost of a new one.
3. **Punctuality** - Being on time is of utmost importance. Each participant is expected to be on time, if not early, for each planned activity.
4. **Presiding Participants** - For each session, two CCLA participants will be assigned to be in charge of that part of the program. Responsibilities will include: 1) introduction of speakers, 2) take photos during each session, 3) present each speaker with tokens/gifts, and 4) set up the classroom for seating, lighting, audio-video equipment, refreshments, and meals.
5. **Mobile Phones** - All mobile phones will be required to be turned off during Academy sessions. Phones may be used during breaks or after sessions.
6. **Alcohol** - No CCLA program funds will be expended for alcoholic beverages. Alcoholic beverages should not be consumed during formal session activities. Intoxication is grounds for dismissal from the Academy. Tardiness due to the consumption of alcohol will not be tolerated. Cash bars or sponsored hospitalities may be available for social events at informal sessions.
7. **Dress Code** - As with any business or distinguished program, participants should always present themselves in a professional manner. The dress code for all formal and informal events will be noted on session agendas. Following are dress codes and their definition:

**Business Attire:** Men - Coat and tie, either suit or sport coat & slacks  
Women - Dress or business suit

**Business Casual:** Men - casual slacks or dress jeans and collared shirt  
Women - casual slacks, skirts

*\*No blue jeans, tee shirts or shorts permitted unless specifically stated as the dress code on the agenda.*