

# **COBA-U CORE CURRICULUM**

## **CLASS ONE:**

- 9:00 – 9:30**                    **Introduction, Welcome and Overview of COBA-U**  
*Michael L, Spurgeon, City Manager &*  
*Jannette McCormick, Acting Director of Human Resources*
- 9:30 – 10:30**                    **Department Highlight – General Services Department**  
*Lee Zirk, Director of General Services*
- 10:30 – 10:45**                    **Break**
- 10:45 – 11:45**                    **Competitive Bidding & Purchasing**  
*Lee Zirk, Director of General Services*  
*Pat Harrison, Purchasing Manager*
- 11:45 – 12:00**                    **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

## **CLASS TWO:**

- 9:00 – 9:30**                    **City Emergency Medical Services & LifeRide**  
*Ryan Lawson, Major – Broken Arrow Fire Department*
- 9:30 – 10:30**                    **Department Highlight – Fire Department**  
*Jeremy Moore, Fire Chief*
- 10:30 – 10:45**                    **Break**
- 10:45 – 11:45**                    **Diversity in the Workplace**  
*Beth Anne Wilkening, City Attorney*
- 11:45 – 12:00**                    **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS THREE:**

- 9:00 – 9:30**            **Conflict Resolution and Developing Relationships**  
*Scott Emerick, Fire Department Battalion Chief*
- 9:30 – 10:30**        **Department Highlight – Engineering & Construction**  
*Alex Mills, Director of Engineering and Construction*
- 10:30 – 10:45**        **Break**
- 10:45 – 11:15**        **Public Construction Projects**  
*Tim Robbins, Construction Division Manager*
- 11:15 – 11:45**        **The Importance of Stormwater Management**  
*Jeff Bigby, Stormwater Division Manager*
- 11:45 – 12:00**        **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS FOUR:**

- 9:00 – 9:30**            **Heads in Beds & the CVB**  
*Lori Hill, Tourism Director*
- 9:30 – 10:30**        **Department Highlight – Parks Department**  
*Scott Esmond, Director of Parks & Recreation*
- 10:30 – 10:45**        **Break**
- 10:45 – 11:15**        **Environmental Stewardship**  
*Jeff Bigby, Stormwater Division Manager*
- 11:15 – 11:45**        **Parks, Trails & Quality of Life**  
*Thor Rooks, Recreation Manager*
- 11:45 – 12:00**        **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS FIVE:**

**9:00 – 9:30**                    **Economic Development & its Importance**  
*Norman Stephens, Economic Development Coordinator*

**9:30 – 10:30**                    **Department Highlight – Finance Department**  
*Tom Caldwell, Finance Director & City Treasurer*

**10:30 – 10:45**                    **Break**

**10:45 – 11:45**                    **Municipal Budget 101**  
*Tom Cook, City Controller*

**11:45 – 12:00**                    **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS SIX:**

**9:00 – 9:30**                    **Dealing with Threats from the Public**  
*Brad Klingenburg, Sergeant, Broken Arrow Police Department*

**9:30 – 10:30**                    **Department Highlight – Police Department**  
*David Boggs, Chief of Police*

**10:30 – 10:45**                    **Break**

**10:45 – 11:45**                    **Recent Trends in Law Enforcement that will likely impact  
Municipal Operations**  
*Beth Anne Wilkening, City Attorney*  
*David Boggs, Chief of Police*

**11:45 – 12:00**                    **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS SEVEN:**

- 9:00 – 9:30**            **Employee Recruitment**  
*Tami Johnston, Human Resources Employment Coordinator*
- 9:30 – 10:00**        **Department Highlight – Human Resources**  
*Jannette McCormick, Acting Director of Human Resources*
- 10:00 – 10:15**        **Break**
- 10:15 – 11:00**        **Employee Discipline & Documentation**  
*Jannette McCormick, Acting Director of Human Resources*
- 11:00 – 11:45**        **Sexual Harassment Update**  
*Kim Slinkard, Assistant City Attorney*
- 11:45 – 12:00**        **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS EIGHT:**

- 9:00 – 9:30**            **Cultural Sensitivity**  
*Trevor Dennis, Deputy City Attorney*
- 9:30 – 10:30**        **Department Highlight – Streets & Stormwater**  
*Steve Arant, Director of Streets & Stormwater*
- 10:30 – 10:45**        **Break**
- 10:45 – 11:45**        **Employment Law Update**  
*Beth Anne Wilkening, City Attorney*
- 11:45 – 12:00**        **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS NINE:**

- 9:00 – 9:45**                    **Customer Service**  
*Strategic Government Resources Representative*
- 9:45 – 10:30**                **Department Highlight – Development Services**  
*Michael Skates, Director of Development Services*
- 10:30 – 10:45**                **Break**
- 10:45 – 11:45**                **Planning, Zoning & Permitting**  
*Farhad Daroga, Planning Development Manager*
- 11:45 – 12:00**                **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS TEN:**

- 9:00 – 9:30**                    **Employee Handbook Highlights**  
*Jannette McCormick, Acting Director of Human Resources*
- 9:30 – 10:30**                **Employee Safety**  
*Joey Griffith, Safety Training Coordinator*
- 10:30 – 10:45**                **Break**
- 10:45 – 11:45**                **Accident Reporting, Coordination & Investigation**  
*Amanda Martin, Risk Manager*
- 11:45 – 12:00**                **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS ELEVEN:**

- 9:00 – 9:30**            **Water Conservation Plan & Emergencies**  
*Beth Anne Wilkening, City Attorney*
- 9:30 – 10:30**        **Department Highlight – Utilities**  
*Anthony Daniel, Director of Utilities*
- 10:30 – 10:45**        **Break**
- 10:45 – 11:15**        **Municipal Court**  
*Steven Edgar, Presiding Judge, Municipal Court*
- 11:15 – 11:45**        **Dealing with the Media**  
*Krista Flasch, Director of Communications*
- 11:45 – 12:00**        **COBA-U Trivia**  
*Beth Anne Wilkening, City Attorney*

**CLASS TWELVE:**

- 9:00 – 9:45**            **Testifying in Court and in Depositions**  
*Trevor Dennis, Deputy City Attorney*
- 9:45 – 10:30**        **Open Meeting Act & Open Records Act**  
*Danny Littlefield, Assistant City Attorney*
- 10:30 – 10:45**        **Break**
- 10:45 – 11:45**        **COBA-U at the Movies**  
*Beth Anne Wilkening, City Attorney*
- 11:45 – 12:00**        **COBA-U Wrap-Up**  
*Michael L. Spurgeon, City Manager*