



## ENVIRONMENTAL PROFESSIONAL DEVELOPMENT ACADEMY

- ACADEMY DIRECTOR:** Brian J. Valentino, MPA, CEAS, ICMA-CM  
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- ACADEMY STEERING COMMITTEE:** Apryl Roach, Chairperson, Brian Brach, Dave Harpell, Peggy Gallos, Dollie Hamlin, Bill Gettings, Pam Carolan, Karen Burris
- COHORT MEETS:** (Generally) Wednesdays from 9 AM until 4 PM  
*Lunch is provided and incorporated into the cohort day.*
- REQUIRED TEXT:** All course materials are provided.
- ACADEMY DESCRIPTION:** Cohort members will participate in a standard course of instruction in the basic technical, leadership and management skills needed to perform front-line supervisory functions in New Jersey public environmental authorities and agencies. The Academy is divided into four subject area “tracks” covering:
- Field Operations
  - Administration
  - Finance
  - Human Resources
- At the conclusion of each track, members participate in a Capstone project designed to indicate understanding and practical application of key learning objectives.
- CORE COMPETENCIES:**
- Communication:** The participant will communicate information and ideas clearly and effectively in the written and spoken form, and will demonstrate effective listening and reading skills.

**Critical Thinking:** The participant will think clearly, critically and creatively to analyze information, identify solutions, make logical decisions and solve problems.

**Industry Analysis:** The participant will identify and analyze issues as they impact current and future trends in the environmental authority/agency industry.

**Information Literacy:** The participant will identify information and collect, analyze, organize and evaluate information from a variety of sources. The student will synthesize, document and present information.

**Technological Literacy:** The participant will use computer systems and other appropriate forms of technology to achieve professional, educational, and personal objectives.

**Community & Workplace:** The participant will demonstrate cultural sensitivity within the context of the contemporary, diverse, global community. The participant will demonstrate ethical conduct and effective teamwork.

**TEACHING METHOD:** Academy activities include the use of faculty instructor and guest lectures, written projects, small group discussion, breakout projects, student presentations, video offerings, site visits, roundtable discussions and practical experiences.

**ASSESSMENT:** Upon successful completion of each of the four tracks capstones, they will be eligible to sit for the Academy Capstone. Upon successful completion of the Academy Capstone, participants will be awarded a Certificate in Environmental Authority Supervision (CEAS).

**ACADEMY PARTICIPATION:** Participants will be expected to come to the Academy prepared to answer questions, participate in discussion and debate topics related to the content. In order to do that, participants will have had to do any assignments or readings that may be distributed or otherwise indicated.

Participants are absolutely expected to take an active role in debate and discussion, assuming a leadership role in same and/or in projects or other aspects of the course and generally proving to the instructor and to the class that they are applying the course content to their employment.

### **Academy Policies in General**

**UNIFORM POLICY:** Participants must wear the provided Academy Uniform Shirt and Khaki or Black pants every day the cohort meets. Participants are encouraged to wear boots or other sturdy shoes during classes. Safety boots, head protection and

ear protection are to be brought with the attendees to all site visits. If eye protection is required it will be provided.

**ATTENDANCE POLICY:** Attendance is mandatory for successful completion of the Academy. A participant who misses one academy session may still be eligible to sit for the Capstone—with the Academy Director’s permission.

**LATENESS POLICY:** Participants are expected to be on time for each session and will remain for the duration of the class period.

**ACADEMY DECORUM:** Participants are admitted to the Academy based upon the assumption that they either are or are about to become supervisors in an environmental authority or agency. As such, participants are required to appear and, at all times, act in a professional manner. Any unprofessional behavior or actions will result in the immediate termination of their Academy commission.

**USE OF ELECTRONICS AND MOBILE DEVICES:** Participants are encouraged to make use of such technology that will enhance their learning experience. WiFi is available at the main academy site. While participants are permitted to take phone calls during our meetings, such calls should be kept to an absolute minimum.

**CLASS CANCELLATION POLICY:** The Academy will not meet during emergencies or in weather that makes travel hazardous. The decision to cancel an Academy session will be posted on the AEA Website ([aeanj.org](http://aeanj.org)) and will be available by calling 732-446-9300, Ext. 239.

**INCOMPLETE TRACKS:** Participants may complete the Academy by successfully completing all four tracks and the Academy Capstone. While it is highly recommended that participants complete the Academy in the order it is presented, tracks may be completed at any time and in any order. The Academy Capstone may only be attempted upon completion of all four tracks.

**DISABILITY STATEMENT:** Participants with a documented disability who would like to request accommodations and/or academic adjustments should contact the Executive Director of the Association of Environmental Authorities or the Academy Director.

**MENTORS:** Participants are required to participate in the AEA’s Mentoring Program. Additional information will be provided throughout the Academy.

## **Academy Tracks & Course Schedule**

*(Subject to change without notice)*

### AEA Environmental Professional Development Academy Track Topics

#### Operations – Track 1 – January 22, 2020

01. Intro to Operations and the Engineering Behind it  
Information Technology
02. Operations of Water facility  
Capital Improvement Planning and Implementation  
Facility Tour
03. Water Treatment  
Collection  
NJPDES program  
Facility Tour
04. Solid Waste
05. Operations Wrap Up  
Capstone  
Facility Tour

#### Administration – Track 2 – April 8, 2020

- A1. Orientation  
Operational Overview  
Leadership 101
- A2. Introduction to Government, Politics and Regulatory Agencies  
Incident Command & National Incident Management System
- A3. Introduction to Supervision  
Supervisory Strategic Planning
- A4. Risk Management & Insurance  
Mentoring
- A5. Administration Capstone

#### Finance – Track 3 – June 3, 2020

- F1. Long Term Financing  
AEA Panel Discussion  
Public Purchasing 101
- F2. Budgeting
- F3. Contract Compliance / Wage & Hour Rules  
Preparing for Contract Negotiations
- F4. Financial Laws & Audits  
Rate Setting
- F5. Finance Capstone

#### Human Resource – Track 4 – September 9, 2020

- H1. Human Resources 101  
Training & Development

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- H2. Labor Relations  
Labor Negotiations
- H3. Public Employment Law  
Discipline
- H4. Ethics
- H5. HR Capstone

Academy Capstone – October 14, 2020