

# LEADERSHIP COMMERCE CITY

## Course Book



2019-2020

## 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 September and continues through June with a graduation in Mid-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 and Denver 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](mailto:foundation@adams14.org)



**LEADERS  
HIP  
PROGRAM  
CLASS TOPICS  
AND  
SCHEDULE**

OCTOBER 4, 2019	Orientation/Meet the City	8 am to 4 pm
NOVEMBER 1, 2019	Past, Present and Future of Commerce City	8 am to 4 pm
DECEMBER 6, 2019	Water, Sanitation and the Environment	8 am to 4 pm
JANUARY 3, 2020	Commerce City Non-Profit Organizations	8 am to 4 pm
FEBRUARY 7, 2020	Civic Day at the Colorado Capitol	8 am to 4 pm
MARCH 6, 2020	Meet Adams County School District 14 and meet School District 27J	8 am to 4 pm
APRIL 3, 2020	Public Safety – Fire & Police Departments	8 am to 4 pm
MAY 1, 2020	Military Leadership	8 am to 4 pm
JUNE 5, 2020	Economic Development	8 am to 4 pm
JUNE 19, 2020	Graduation Day	8 am to 10 am

## **LEADERSHIP COMMERCE CITY**

### **General Information**

Building Leadership for a Quality Community

September 6th, 2019-June 19th, 2020

First Friday of every month (except when noted differently)

8am – 4:00pm (unless 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

Breakfast and Lunch to be served for each session

Evaluation sheet completed at the end of each session

*Building Leadership for a Quality Community*

## **Class Locations**

### **Rocky Mountain Arsenal National Wildlife Refuge**

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

### **Commerce City- Civic Center**

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

### **Commerce City Heritage and Cultural Center**

6505 East 60<sup>th</sup> 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 Center**

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

### **South Adams County Fire Department Headquarters**

6050 Syracuse Street, Commerce City, CO 80022 (303-288-0835)

### **South Adams County Water and Sanitation District (Stevenson Administration Building)**

6595 East 70<sup>th</sup> Avenue, Commerce City, CO 303-288-2646)

### **Adams 14 ESS Building**

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

### **Eagle Pointe Recreation Center**

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

### **Brighton 27J School District**

Various Locations

### **Stout Street Foundation**

7251 E. 49<sup>th</sup> 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 62<sup>nd</sup> Avenue, Commerce City, CO 80022

### **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)

### **Flatrock Training Center**

23600 E. 128<sup>th</sup> Avenue, Commerce City, CO 80022 (720-523-7500)

### **Bison Ridge Recreation Center**

13905 E. 112<sup>th</sup> Avenue, Commerce City, CO 80022 (303-289-1500)

### **Reunion Coffee House**

10601 Reunion Parkway, Commerce City, CO 80022 (720-477-0847x715)

## **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 6, 2019) 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 9th, 2019.
6. Notification will be sent out regarding acceptance by email.
7. Application deadline is July 31, 2019. 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 9th will be given a full refund of any tuition paid.
3. Cancellations after August 16th 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 6th, 2019.
- 2) Sessions are held on the first Friday from September 6th, 2019 to June 5th, 2020 (unless otherwise noted). The session time is 8am to 4 pm.
- 3) Graduation Program–2-hour session and ceremony on June 19, 2019.
- 4) A Capstone Project is required independent of class sessions. (Must be completed prior to graduation).

A maximum **excused** absence time of **sixteen (16) 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 sixteen 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. and will be handled on a case by case basis.

Absences over the allowable sixteen 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 sixteen 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.

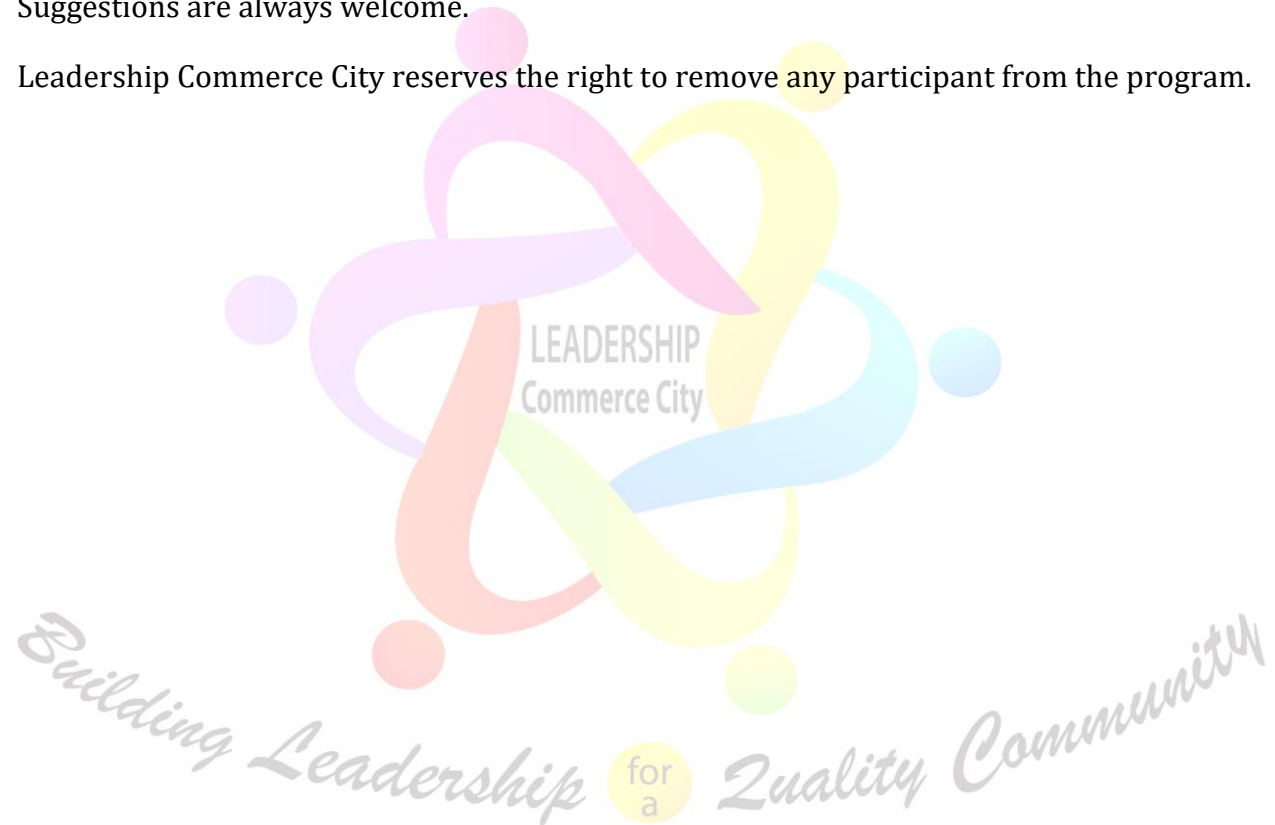
## Other

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.





## **SESSION 1 (Friday - October 4th, 2019) 8-4 pm**

### **MEET THE CITY OF COMMERCE CITY**

#### **Class held at Commerce City Civic Center**

The participants will learn how the city of Commerce City – one of Colorado’s fastest growing communities – operates and provides services and programs for its 55,000+ residents. The class will provide municipal leadership lessons, experienced in a classroom and hands-on settings. Finally, a unique training will position class participants on how to raise their hand to engage in meaningful advocacy.



#### **Class Objectives:**

1. To recognize the size and scope of the city inner workings, which directly impact quality of life and economic development.
2. Discover how Commerce City addresses serious challenges through civic engagement and cooperation between public and private sectors.
3. Highlight processes used to change, improve, or significantly impact community issues and outcomes.

#### **Class Outline: Class Leaders: Glenys Trost**

1. Raise your hand training
2. About Commerce City
3. Planning your Community
4. Lunch
5. Meet City Council – Panel Discussion
6. Congratulations you’re the leader! Exercise and Report Out
7. Tour of Civic Center



## SESSION 2 (Friday - November 1st, 2019) 8-4 pm

### **THE PAST, PRESENT AND FUTURE OF COMMERCE CITY**

**Class starts at the Commerce City Heritage and Cultural Center**

**In this session you will take a bus tour of Commerce City with CCHS Board members Rene Bullock and Debra Bullock. You will learn about the Past, Present and Future of Commerce City. You will see schools, businesses, neighborhoods, historic land marks and more.**



#### **Class Objectives:**

1. This tour will educate participants about the history of Commerce City.
2. Participants will learn about the city's historic landmarks, schools, businesses and neighborhoods.
3. Learn about the development and growth leadership decisions through previous community leaders.
4. We will learn about the future of our community including plans for the Aero-tropolis from Mayor Sean Ford.

#### **Class Outline: Class Leaders: Rene' and Debra Bullock**

1. Breakfast sponsored by the CCHS from 8:00 am
2. Tour of the museum by CCHS Board Members 8:30 am
3. Tour bus to leave at 9:00 am
4. Tour of the Core City - 9:00-11:15 am
5. **Box Lunch** at Bison Ridge Recreation Center-11:30
6. Tour of the Northern Range 12:00-2:00
7. Tour of the Aerotropolis (airport development)-2:00-3:00 pm
8. Back to the Commerce City Heritage and Cultural Center - 3:00 pm
9. Capstone work session



## **SESSION 3 (Friday – December 6th, 2019) 8-4 pm**

### **WATER, SANITATION AND THE ENVIRONMENT**

**Class to be held at South Adams County Water & Sanitation District**

Commerce City has a wealth of natural resources within its municipal borders. From regional and local trails, parks and open space to the nation's largest wildlife refuge, managing these assets not only helps the city but allows for a better quality of life living in the city.

#### **Class Objectives:**



1. Learn about the history and services provided by the South Adams County Water and Sanitation District.
2. Understand the leadership skills needed to manage environmental resources and balance community growth.
3. Understand the unique position of the city relative to watersheds and regional assets.
4. explore the natural amenities of the Rocky Mountain Arsenal National Wildlife Refuge and the Sand Creek Regional Greenway and understanding the history and connectivity to the region.



#### **Class Outline: Class Leaders: Debra Bullock & Rene Bullock**

1. Water District Administration, Water Plant & Treatment Plant Tour
2. Lunch
3. Tour Rocky Mountain Arsenal National Wildlife Refuge
4. Tour of Sand Creek Regional Greenway
5. Leadership Training



## **SESSION 4 (Friday – January 3rd, 2020) 8-4 pm**

### **COMMERCE CITY NON-PROFIT ORGANIZATIONS**

**Classes will begin at selected Non-Profit location**

Class members will have the opportunity to learn about the diverse nature of our community. Participants will be introduced to an array of support services and organizations in our neighborhoods dedicated to meeting the wide-ranging needs of our area residents.

A true leadership challenge is building and strengthening the community in which we work and live. How we collectively foster our individual potential and work to address the needs of our residents will significantly impact their lives as well as our own.

#### **Class Objectives:**

1. To learn about Commerce City non-profit organizations.
2. Planning with the class capstone project.
3. To learn about volunteer opportunities within Commerce City.

#### **Class Outline: Class Leaders: Lori Young, Yolanda Gotier & Taylor Sumter**

**8:15 Everyone meet at Eagle Pointe Recreation Center** - 6060 Parkway Dr,  
Commerce City, CO 80022

8:30 Bus leaves Eagle Pointe

9:00-10:30 Stout Street and breakfast

10:30 bus leaves

11:00-12:00 Boys and Girls club

12:00 bus leaves

12:15 - arrive Eagle Pointe

12:30-1:00 lunch/debrief

1:00-2:00 Russ Jenson

2:00-2:40 Brian McBroom, City of Commerce City

5 minute break

2:45-3:15 Rebecca Zamora, Adams County  
3:15-4:00 Class project time

## THE CAPSTONE PROJECT



LEADERSHIP  
Commerce City



Build Leadership Community



## **SESSION 5 (Friday - February 7th, 2020) 8-4 pm**

### **CIVIC DAY AT THE COLORADO STATE CAPITOL**

Class to be held at the State Capital

Civic Day will introduce participants to the important links between state and federal government to municipal operations and the development of a vibrant community.

#### **Class Objectives:**

1. Understand how the federal and state legislative process works.
2. Recognize the interconnectedness among the various levels of government.
3. Meet state legislators, executive branch, and federal representatives.

#### **Class Outline: Class Leaders: Glenys Trost & Dafna Michaelson-Jenet**

1. Federal Legislative Process & City Priorities
2. State Legislative Process & City Priorities
3. State of the Nation: Learn more about the challenges facing federal government and Colorado
4. State of the State: Visit the Capitol, experiencing the chambers and executive branch
5. Leadership Panel: Adams County Legislators



## **SESSION 6 (Friday – March 6th, 2020) 8-4 pm**

### **MEET ADAMS COUNTY SCHOOL DISTRICT 14 & SCHOOL DISTRICT 27J**

#### **Classes to begin at the Adams 14 ESS Building**

Strong public education is one of the best drivers of future economic growth. As leaders in the Commerce City community, it is important for you to understand the vital role our schools play in preparing all students to successfully compete in the 21<sup>st</sup> century local and global workforce, and to prepare these students to be responsible and productive citizens.

Commerce City offers a full range of educational opportunities to reach the needs and abilities of our diverse learners, including those with special needs and abilities. Innovative programs and services are available to students from preschool through high school, including vocational and technical training for high school students and adults.

Our schools reflect the communities they serve and shape. As a participant, you will visit various schools, interact with students and staff, and gain a first-hand knowledge of the important opportunities and challenges in the 21<sup>st</sup> century education today.

#### **Class Objectives:**

1. Develop a better understanding of 21<sup>st</sup> century learning.
2. Experience K-12 educational programs in two public schools in Commerce City.
3. Experience post-secondary educational programs in Commerce City.



**Class Outline: Class Leaders: Tonia Lopez & Tracy Rudnick**

1. Meet at the ESS Building for breakfast – 8:00 am
2. Visit schools in Adams 14 School District 9 am – 12:00 pm
3. Lunch – 12:00 pm
4. Visit schools in Brighton 27 J School District – 12:30 pm -3:30 pm





## **SESSION 7 (Friday - April 3rd, 2020) 8-4 pm**

### **PUBLIC SAFETY WITH FIRE AND POLICE DEPARTMENTS**

#### **Class begins at ADCOM**

A variety of law enforcement agencies play a role in keeping the Commerce City community safe. Participants will have the opportunity to learn more about operations and opportunities facing the city's police department, Sherriff's department and the South Adams County Fire District. Participants will learn about the unique leadership challenges facing these professionals, through facility tours, hands-on experiences and a classroom setting.

#### **Class Objectives:**

1. Understand how public safety services are provided within Commerce City among various agencies and regional partners.
2. Learn about the history of the South Adams County Fire District, the district's role in the community and understand the changes to the modern-day fire department.
3. Learn about the history and services provided by the Commerce City Police Department and the 21<sup>st</sup> century policing challenges.



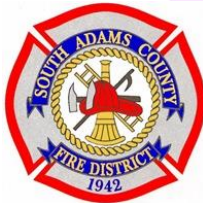
#### **Class Outline: Class Leaders: Randall Weigum & Debra Bullock**

1. Meet at ADCOM at 8:00 am. Overview and tour of the Adams County Communications Center - Presentation 8:30 am-10:00



2. Fire Administration Building and Fire Station Tour – 10:15 am-12:00 pm
3. Lunch
  
4. Flatrock Regional Training Center Overview and Tour -12:30-4:00 pm
7. Law Enforcement Leadership Panel at Flatrock Regional Training Center

## ADCOM 911 Inc.



*Building Leadership for a Quality Community*



## **SESSION 8 (Friday – May 1st, 2020) 8-4 pm**

### **MILITARY LEADERSHIP**

Class to be held at Adams City High School ROTC Center

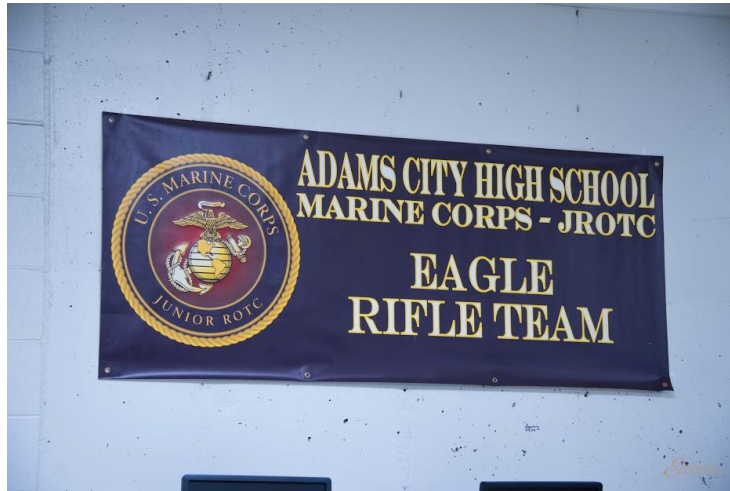
Commerce City supports the many aspects of our military, including Active and Reserve Duty Soldiers, Veterans, JRROTC, Military Families and those that we have lost serving our country. This day will present a diversity of programs in and around our community that will illustrate the proud history of the Military in Commerce as well as what the future holds for continued service to the dedicated men and women who have served and are serving our country.

#### **Class Objectives:**

1. To explain the impact of military in the Commerce City and how it is interwoven into our community.
2. To provide understanding and knowledge of the military presence in Commerce City.
3. To advocate a strong military/community relationship.
4. To experience Buckley Air Force Base Awards Luncheon.

#### **Class Outline: Class Leader: Dale Mingilton, Lt. Col. Heery & Sgt. Maj. Reid**

1. Adams City High School ROTC Center 8:00 am - 9:30 am
2. VFW and American Legion presentations 9:30 am -11:00 am
3. Luncheon – Armed Forces Recognition Luncheon 11:15 am -1:30 pm
4. Discipline in Leadership – 1:30 pm -2:45 pm
5. Cap Stone project work – 3:00 pm - 4:00 pm



LEADERSHIP  
Commerce City



Developing Leadership a Legacy Community

## **SESSION 9 (Friday - June 5th, 2020) 8-4 pm**

### **BUSINESS DAY- ECONOMIC DEVELOPMENT**

**Class held at the Adams County Government Center**

This day will start with a presentation on Business Etiquette to include topics such as business manners, proper dress, table manners, introductions, personal appearance and more. Media tips for public relations will be presented

Panel discussions will be held with local businesses, Minority organizations and Economic Development entities to include: Adams County Development Council, Commerce City Economic Development Department, Metro North Chamber, Aurora Chamber, Commerce City Chamber, Commerce City Business and Professional Association and the Minority Business Association.

#### **Class Objectives:**

1. Learn etiquette and feel more confident as a professional business person.
2. Learn how to talk to the media and learn some public relations tips.
3. Learn about the Economic Development process in Commerce City and Adams County.
4. Learn about small, medium and large business needs in Commerce City.

#### **Class Outline: Class Leaders: Tom Green, Debra Bullock and Laura Moody**

1. Business Etiquette presentation 8:00 am -10:00 am
2. Media 101 - 10:00 am -12:00 pm

3. Lunch

4. Economic Panel Discussions – 12:30 pm -1:30 pm

**Economic Development Panel** – Adams County Economic Development Team, Commerce City Economic Development Team, Metro North Chamber of Commerce, Commerce City Business and Professional Association, Commerce City Minority Association

5. Business panel Discussion – 1:30 pm -2:30 pm

**Business Panel** – Small Business, Medium Business and Large Business. (note; Businesses to be selected and approved at a later date)

6. Tour of Adams County Government Center (2:30 pm -3:30 pm)



## **SESSION 10 (Friday - June 19th , 2020) 8-10 am**

### **GRADUATION DAY**

held at the Bison Ridge Recreation Center

Graduation Day will take place at the Bison Ridge Recreation Center with a breakfast and Graduation program

#### **Class Objectives:**

1. End of program.
2. Certificate Presentation.



#### **Class Outline: Class Leaders: Dale Mingilton, Lori Young**

1. Graduation Breakfast
2. Graduation key note address
3. Graduation certificate presentation
4. Class photo and awards



5. End of course - Congratulations



**Leadership Commerce City Sponsors:**

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

**Leadership Commerce City Committee Members:**

*Lori Young, Dale Mingilton Reba Drotar, Rene' and Debra Bullock, Glenys Trost, Yolanda  
Gotier, Troy Smith, Tom Green, Lt. Col. Sean Heery (retired), Sgt. Maj. David Reid (retired),  
Jorge Lopez, Kay Lea Carri, Tonia Lopez, Ryland Percy*

**Leadership Commerce City Executive Committee Members:**

Lori Young; President, Debra Bullock; Secretary, Dale Mingilton: Treasurer

*Building Leadership for a Quality Community*





For more information please contact:

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

[dmingilton@adams14.org](mailto:dmingilton@adams14.org)



*Building Leadership for a Quality Community*



NOTES.....



*Building Leadership for a Quality Community*



*Building Leadership for a Quality Community*

**2018-2019**