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Alexandria Water/Wastewater Board Ordinance. Warren Nevad authored this ordinance establishing a regional water/wastewater advisory board for the Town of Alexandria and surrounding counties. (More)

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The Administrative Professional. Authors Diane Rankin and Kellie Shumack emphasize helping the reader understand employers’ expectations; build confidence; and develop the knowledge and skills necessary to become strong, competent employees and leaders. (More)

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Discovering Computers 2016: Tools, Apps, Devices, and the Impact of Technology. To better reflect the importance of certain topics in today’s digital world, coverage of enterprise computing, ethics, Internet research skills, mobile computing, operating systems (other than Windows), browsers, security, and Web 2.0 has been expanded and integrated. (More)

Drive: The Surprising Truth about What Motivates US. Author Daniel Pink gives the secret to performance and satisfaction – at work, at school, at home. It is the deeply human need to direct our own lives, to learn and create new things, and to do better by ourselves and our world. (More)
Emerald Cities [by Joan Fitzgerald] examines how American cities excel in sustainability, economic development: reviewed by Warren Nevad. Cities are major sources of pollution but because of their population density, reliance on public transportation, and other factors, Fitzgerald argues that they are uniquely suited to promote and benefit from green economic development. For cities facing worsening budget constraints, investing in high-paying green jobs in renewable energy technology, construction, manufacturing, recycling, and other fields will solve two problems at once, sparking economic growth while at the same time dramatically improving quality of life. (More)

Fundamentals of Organizational Communication: Knowledge, Sensitivity, Skills, Values. Blending theory, analysis, and practice, this book provides a practical and engaging introduction to the field. This text’s competency-based approach emphasizes knowledge, sensitivity, skills, and values as necessary components of effective organizational communication. (More)

Green Infrastructure, Edible Garden and Composting Showcase. Farragut, Tennessee’s outdoor classroom, located along the town’s greenway, closes the organics recycling to “food for people” loop. (More)

Leaders Eat Last: Why Some Teams Pull Together and Others Don’t. Today’s workplaces tend to be full of cynicism, paranoia, and self-interest. But the best organizations foster trust and cooperation because their leaders build what Sinek calls a Circle of Safety that separates the security inside the team from the challenges outside. (More)

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Leadership is an Art [by Max De Pree] Gives Tips on How to be the Most Effective: reviewed by Honna Rogers. De Pree, who is the chairman emeritus of Herman Miller, believes strongly in communication, an inclusive organization, and servant leadership. De Pree also suggests that leaders are obligated to provide joy to employees and to take care of those who choose to follow him or her. (More)

Leading Ideas Series. This DVD from ICMA captures the insights of prominent authors and innovative thinkers on leadership and management topics. (More)

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Managing the Unexpected: Resilient Performance in an Age of Uncertainty. Why are some organizations better able than others to maintain function and structure in the face of unanticipated change? Authors Karl Weick and Kathleen Sutcliffe answer this question by pointing to high reliability organizations (HROs), such as emergency rooms in hospitals, flight operations of aircraft carriers, and firefighting units, as models to
follow. These organizations have developed ways of acting and styles of learning that enable them to manage the unexpected better than other organizations. (More)

New Rules for Landfills. On August 29, 2016, EPA announced final updates to its New Source Performance Standards (NSPS) to reduce emissions of methane-rich landfill gas from new, modified and reconstructed municipal solid waste (MSW) landfills. In a separate action, EPA also issued guidelines for reducing emissions from existing MSW landfills. Both actions are part of the President’s Climate Action Plan – Strategy to Reduce Methane Emissions. The new rules will ultimately replace the NSPS rule (40 CFR Part 60, Subpart WWW) and EG rules (40 CFR Part 60, Subpart Cc and state-equivalent rules). (More)

Procedures & Theory for Administrative Professionals. The title offers coverage of key topics ranging from various technologies, the changing workplace, leadership, and personal finance. (More)

Start with Why: How Great Leaders Inspire Everyone Else to Take Action. In studying the leaders who’ve had the greatest influence in the world, Simon Sinek discovered that they all think, act, and communicate in the exact same way – and it’s the complete opposite of what everyone else does. Sinek calls this powerful idea The Golden Circle, and it provides a framework upon which organizations can be built, movements can be led, and people can be inspired. And it all starts with WHY. Any organizations can explain what it does; some can explain how they do it; but very few can clearly articulate why. (More)