

**New Materials | February 2021**  
 MTAS Research and Information Center



Title	Format	Get it
<p><b>Essentials of business communication.</b> Mary Ellen Guffey, Dana Loewy. The 11<sup>th</sup> edition of this title covers topics such as workplace readiness, communication technology and best practices, latest trends in job searching and hottest trends in job interviewing.</p>	Book	<a href="#">Request</a>
<p><b>Finance for nonfinancial managers.</b> Gene Siciliano. In this book, the author helps the reader to understand financial information and reports and how to use the material to make sound financial decisions.</p>	Book	<a href="#">Request</a>
<p><b>Firefighter Training in Tennessee.</b> Dennis Wolf. MTAS is often asked about what training firefighters are required to have. The answer is that, from a standpoint of required training, the training requirements for firefighters vary from none-at-all to minimal.</p>	General	<a href="#">Download</a>
<p><b>Meeting and event planning playbook: meeting planning fundamentals.</b> Debi Scholar, Susan Losurdo. Meeting and event planning can be fun. In this guide, the authors provide information and examples on how to set up an event and be sure it runs smoothly and to budget.</p>	Book	<a href="#">Request</a>

<p><b>Model Procurement Code Amendment for Purchases Through Competitive Sealed Proposals.</b> Stephanie Allen O’Hara. MTAS and the Tennessee State Comptroller are required by state law (T.C.A.12-3-1207(d)) to “develop a model procurement code that may be adopted by any municipality to guide the governing body and purchasing agent in making purchases through requests for competitive sealed proposals. The model procurement code shall contain provisions allowing an aggrieved respondent to protest the intended award to another respondent if the protest is filed within seven (7) calendar days after the intended award is announced. The protest shall be filed with and decided by the municipal governing body.” This model ordinance, developed by MTAS and approved by the State Comptroller’s Office, satisfies this statutory requirement.</p>	Ordinance	<a href="#">Download</a>
<p><b>Operation of wastewater treatment plants.</b> Office of Water Programs, University Enterprises, Inc., California State University, Sacramento. “A text for learning the basics of wastewater treatment processes, how the processes protect public health and the environment, and general wastewater treatment plant safety.</p>	Book	<a href="#">Request</a>
<p><b>Organizational behavior: improving performance and commitment in the workplace.</b> Jason A. Colquitt, Jeffery A. LePine, Michael J. Wesson. The authors present a different model for organizational behavior and how this can change the culture.</p>	Book	<a href="#">Request</a>
<p><b>Records management.</b> Judith Read, Mary Lea Ginn. “The tenth edition provides a comprehensive introduction to the complex field of records management.”</p>	Book	<a href="#">Request</a>
<p><b>Style guide for business and technical communication: tools for highly effective communication.</b> Breck England. This guide aims to assist the user in producing documents that gain the best results.</p>	Book	<a href="#">Request</a>
<p><b>Water &amp; Sewer Tap Fees in Selected Tennessee Cities.</b> Frances Adams-O’Brien. Fifteen Tennessee cities responded to a request for information having to do with residential water and sewer tap fees.</p>	Survey	<a href="#">Download</a>