

**CITY OF MADISON  
INTER-DEPARTMENTAL  
CORRESPONDENCE  
Common Council Office  
210 Martin Luther King, Jr. Boulevard, Room 417  
Madison WI 53703  
266-4071**

DATE: May 28, 2010

TO: Common Council Organizational Committee Members

FROM: Lisa Veldran, Administrative Assistant to the Common Council

**SUBJECT: March 2010 – May 2010 Staff Report – CCOC Meeting 6/1/10**

The following is an update on staff activities and initiatives in the Common Council Office since the March 2, 2010 CCOC meeting.

**Office Training Schedule**

**Training Completed:**

Debbie Fields	Leadership Development	April 27, 2010
Debbie Fields	Leadership Development	May 11, 2010
Debbie Fields	Leadership Development	May 26, 2010

**Upcoming Training:**

Debbie Fields	Leadership Development	June 8, 2010
Debbie Fields	Leadership Development	June 22, 2010
Lisa Veldran	Leadership & Management for Women	June 24, 2010
Lisa Veldran	Outlook Tips, Tricks & Techniques	June 29, 2010
Lisa Veldran	Front Desk Safety	July 13, 2010
Lisa Veldran	Communication Skills	July 14, 2010
Lisa Veldran	Use of Social Media	July 15, 2010

**Staff Meetings**

- Staff meetings were held on:
  - March 10, 2010 (Ald. Mark Clear/Brad Wirtz in attendance)
  - April 14, 2010 (Ald. Mark Clear in attendance)

**Office Security**

Bids on the project were to due Friday, May 28, 2010. A verbal report on status of the project will be provided at the CCOC meeting on 6/1/10.