WHY ATTEND

“Clerks are constantly dealing with issues involving community groups and individuals. I can apply the knowledge from Institute in making those interactions more productive and successful.”

Chris Brake, Deputy Clerk, City of Bonner Springs

My experience at Institute has helped me grow, in my position. Each education year hits the most important aspects of a City Clerk: record management, disaster preparedness, utility collections and good practices and more.

I always come back to my Commission energized and full of suggestions to help streamline and better manage my City!

Leah Sommerhoff, Deputy City Clerk/Billing Clerk, City of Caldwell

“Institute training helps become a stronger, well-equipped city clerk based on information shared by instructors and experienced veteran clerks.”

Laura Hartman, City Clerk, City of Baldwin City

Institute and Academy sessions, both accredited by IIMC, respond to the professional development needs of all municipal clerks in Kansas. The courses offer theoretical and practical guidance in public administration, social and interpersonal concerns and special topics.

ADDITIONAL INFORMATION

Contact Morgan Barnes, CCMFOA Education Director, Wichita State, Public Policy and Management Center (316) 978-9785, morgan.barnes@wichita.edu

www.ccmfoa.org

Kansas International Institute of Municipal Clerks (IIMC)

Municipal Clerks Certification Institute

Years 1, 2 and 3

November 12-16, 2018

Year 4

November 14-16, 2018

Master Municipal Clerks Academy

November 15-16, 2018

Clerks who enter the Certification Institute must complete a minimum of 120 contact hours (60 points) of education over four years. The points can be applied toward the Certified Municipal Clerk (CMC) professional designation as stipulated by the International Institute of Municipal Clerks (IIMC). The Master Municipal Clerks Academy provides 12 contact hours of instruction toward the IIMC Master Municipal (MMC) professional designation.

For more information on certification, www.iimc.com
PAYMENT
Payment can be made by credit card, check or money order. Purchase orders also are accepted. Registrations without accompanying payment will be invoiced. Payments not received within 30 days after the event are subject to a 25% late fee. Payments not received within 60 days or more are subject to an additional 25% late fee.
Institute & Academy registration fees include tuition, course materials, continental breakfasts, refreshment breaks, lunches and mandatory graduation banquet.

SCHOLARSHIPS
CCMFOA awards a limited number of Institute and Academy scholarships to CCMFOA members. Contact CCMFOA Treasurer Karen Sublett, CMC, City Clerk, Wichita at (316) 268-4529 or ksublett@wichita.gov.

SURCHARGE FOR NON-MEMBERS
CCMFOA 2018 dues must be paid in full prior to October 15, 2018, to avoid the non-member surcharge of $75. Contact CCMFOA Treasurer Karen Sublett, CMC, City Clerk, Wichita (316) 268-4529 or ksublett@wichita.gov for dues status.

HOTEL ACCOMMODATIONS
A block of sleeping rooms is reserved at the DoubleTree by Hilton Hotel Wichita Airport, 2098 Airport Rd., in Wichita, KS. Phone: (316) 945-1960 (identify City Clerk Institute & Academy when booking). Room rates are $108 plus taxes. Room availability cannot be guaranteed for reservations after October 28, 2018, or once the group block is sold out.

SPECIAL ACCOMMODATIONS
Persons needing special accommodations should contact Morgan Barnes at (316) 978-6535 prior to November 2, 2018.

CANCELLATIONS
All cancellations must be in writing (mail, fax or e-mail). All cancellations prior to November 7, 2018, will receive a 75% refund, and a 25% administrative fee will be retained by the sponsoring organization. No refunds will be issued for cancellations received on or after November 7, 2018. Any exception is subject to review by the event policy committee. Substitutions are welcome.

NOTICE OF NONDISCRIMINATION
Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual originating or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138. Telephone (316) 978-3187.

Kansas/IIMC Certification Institute
November 12-16, 2018
DoubleTree by Hilton Hotel Wichita Airport
2098 Airport Road, Wichita, KS

Tentative Schedule
INSTITUTE YEARS 1, 2 and 3 (Nov. 12-16) | Continental breakfast at 7 a.m. Classes begin at 7:30 a.m. or 8:00 a.m. and conclude no later than 5:30 p.m.

Thursday evening graduation banquet attendance required.

YEAR 1
Introduction to Local Government | Drafting Resolutions & Ordinances | Excellence in Customer Service | A Primer on Municipal Law | Municipal Accounting | What Every Municipal Clerk Needs to Know About Elections
How to Conduct a Job Interview | Conducting the City’s Business | Working with Your Governing Body | Parliamentary Procedure | Practical Tips for City Clerks & Finance Officers | Security at City Hall | Revenues & Fiscal Management | Positive PR: Social Media | Records Management | Reaching out to Community Leaders

YEAR 2

YEAR 3
Group Decision Making | Assessing Your Work Style & Values | Conflict Resolution & Group Dynamics | Specialized Writing Skills | Planning and Zoning | Projecting Revenues | Setting & Achieving Goals | The Clerk as Whisperer: Calming Down Abrasive Leaders | Applying Your Knowledge at City Hall – Capstone Course | Administrative Law in Everyday Practice |

YEAR 4 (Nov. 14 + Academy)
City Clerk’s Role in Identifying & Prioritizing Utility Projects | Advanced Records Management | Managing Personnel Policies | All Municipal Clerk Master Academy classes (Nov. 16 & 17)

Master Municipal Clerks Academy
November 15-16, 2018 | Tentative Schedule
Thursday, November 15
7:00 a.m. REGISTRATION & continental breakfast
7:30 a.m. CMC, MMC – Certification How To*
8:00 a.m. – All the Queens Horses movie and discussion regarding Ethics
10:30 a.m. – Sexual Harassment
Noon – LUNCH & CCMFOA BUSINESS MEETING*
1:15 p.m. Bases of Power | Exercising the Power in your Profession
3:00 p.m. Social Media and the Law
4:00 p.m. Active Shooter
5:30 p.m. ADJOURN
6:00 p.m. RECEPTION & GRADUATION BANQUET
Speakers: Ron Holt | Retired City of Wichita Fire Chief, Leading in Chaos
Friday, November 16
7:00 a.m. Continental breakfast
7:30 a.m. CCMFOA committee meetings*
8:00 a.m. Statehouse Legislative Update
League of Kansas Municipalities staff
10:00 a.m. – Who Moved My Cheese
12:00 p.m. – ADJOURN

‘No contact hours

REGISTRATION
Open to CCMFOA members & those currently eligible to join.

Name________________________
Title________________________
IIMC credentials completed_______ CMC _______MMC
Office Address________________________
City_________________ Zip_________
Office phone____________ Fax_____
Office e-mail_____________________

Emergency phone___________________
Date of Birth:_____________________

Circle all that apply.
Institute Year 1 Year 2 Year 3
Early registration: $485 Registration: $600 on or after 10/31/2018.

Institute Year 4 (includes Academy registration)
Early registration: $355 Registration: $440 on or after 10/31/2018.

Academy
Early registration: $305 Registration: $375 on or after 11/2/2018.
Non-member Surcharge: $75, See CCMFOA Membership section.
Nov. 15 Business Meeting Luncheon: $25 (If not enrolled in Institute/Academy, deadline 11/2)
Nov. 15 Graduation Banquet Guest: $36 (If not enrolled in Institute/Academy, deadline 11/2)
Color 8" x 10" Institute Class Photograph: $17

$____ TOTAL PAYMENT Enclosed or Bill My City
Online: Go to www.ccmfoa.org, Institute/Academy link.

By mail: Complete above form & mail with payment or purchase order to Institute/Academy, Conference Center, Box 136, Wichita State University, 1845 Fairmount, Wichita, KS 67260. Fax (316) 978-3064. Checks payable to Wichita State University Conference Center. Phone (316) 978-6472.