

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

“Institute helped me, as a new clerk, prepare for the challenge and awesome responsibility of serving as a public servant. Learning from others who have faced similar issues and developing a support network outside the office are invaluable.”

Ethan Reimer, City Clerk, City of Halstead

“Institute training helps me 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

“The Year 1 Institute week changed my entire outlook on a new career in public service and gave me the confidence to work with my head held high, trust my instincts and put the training on policies, procedures, and implementation to use. I also met some of the most fun, creative and amazing friends!”

Ashley Woods, City Clerk, City of Leoti

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.

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 Clerk (MMC) professional designation.

ACCREDITATION



For more information on certification, see the Education page at 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.

SCHOLARSHIPS

CCMFOA awards a limited number of Institute and Academy scholarships to CCMFOA members. Contact CCMFOA Treasurer Christy Pyatt, CMC, City Clerk, City Greensburg at (620) 723-2751 or clerk@greensburgks.org.

CANCELLATIONS

All cancellations must be in writing (mail, fax or e-mail). All cancellations prior to November 7, 2017, will receive a 75% refund, and a 25% administrative fee will be retained by the sponsoring organizations. No refunds will be issued for cancellations received on or after November 7, 2017. Any exception is subject to review by the event policy committee. Substitutions are welcome.

SURCHARGE FOR NON-MEMBERS

CCMFOA 2017 dues must be paid in full prior to October 15, 2017, to avoid the non-member surcharge of \$75. Contact CCMFOA Treasurer Christy Pyatt, CMC, City Clerk, City Greensburg at (620) 723-2751 or clerk@greensburgks.org for dues status.

CCMFOA MEMBERSHIP

Membership dues are **\$75** for cities of the 1st class, **\$50** for cities of the 2nd class, and **\$25** for cities of the 3rd class. Membership details, including an application, are at www.ccmfoa.org.

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) 945-5272 (identify City Clerk Institute & Academy when booking). Room rates are **\$108** plus taxes. To book online, find the link on ccmfoa.org. Room availability cannot be guaranteed for reservations after October 30, 2017, or once the group block is sold out. Check-in time is on or after 3 p.m. For nearby alternative hotel locations, e-mail morgan.barnes@wichita.edu.

SPECIAL ACCOMMODATIONS

Persons needing special accommodations should contact Morgan Barnes at (316) 978-6535 prior to November 1, 2017.

ADDITIONAL INFORMATION

Contact Morgan Barnes, CCMFOA Education Director, Wichita State University Hugo Wall School of Public Affairs, (316) 978-6535, morgan.barnes@wichita.edu
www.ccmfoa.org;
wichita.edu/hugowall

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 filing 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/ International Institute of Municipal Clerks (IIMC)

Municipal Clerks Certification Institute

Years 1, 2 and 3

November 13-17, 2017

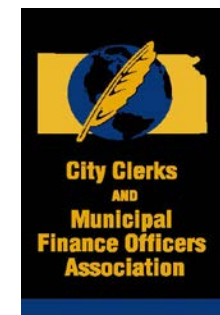
Year 4

November 15-17, 2017

Master Municipal Clerks Academy

November 16-17, 2017

presented by



WICHITA STATE
UNIVERSITY
HUGO WALL SCHOOL
OF PUBLIC AFFAIRS

**Kansas/IIMC Certification Institute
November 13-17, 2017**

DoubleTree by Hilton Hotel Wichita Airport
2098 Airport Road, Wichita, KS

Tentative Schedule

INSTITUTE YEARS 1, 2 and 3 (Nov. 13-17)

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
- Agenda and Minutes
- Practical Tips for City Clerks & Finance Officers
- Security at City Hall
- Budgeting Basics
- Revenues & Fiscal Management
- Positive PR: Social Media
- Records Management
- Written Communication
- Reaching out to Community Leaders

YEAR 2

- Written Communication
- The Performance Management Cycle
- Working Effectively in Teams
- Municipal Bond Basics
- Ethics & Values in Local Government
- Emergency Management
- Small Group Communication
- Public Employees and the Law
- Establishing Internal Controls

- Time Management
- Community & Government Partnerships
- Basic Principles of Government Procurement
- Security at City Hall
- Communication: Crossing Gender, Culture & Generation Boundaries
- Effective Presentation Skills
- Leadership Skills for Public Service Professionals

YEAR 3

- Group Decision Making
- Assessing Your Work Style & Values: Myers Briggs Type Indicator
- Conflict Resolution & Group Dynamics
- Specialized Writing Skills
- Effective Public Speaking
- Planning and Zoning
- Projecting Revenues
- Working with the Media
- Setting & Achieving Goals
- The Clerk as Whisperer: Calming Down Abrasive Leaders
- Applying Your Knowledge at City Hall – Capstone Course
- Administrative Law in Everyday Practice
- Government Technology Update – E-Gov Issues
- Working with the Legislature
- What’s Your Career Path?

YEAR 4 (Nov. 16 + Academy)

- City Clerk’s Role in Identifying & Prioritizing Utility Projects
- Advanced Records Management
- Managing Personnel Policies
- Dealing with Difficult People
- All Municipal Clerk Master Academy classes (Nov. 16 & 17)

Institute & Academy registration fees include tuition, course materials, continental breakfasts, refreshment breaks, lunches and mandatory graduation banquet.

Master Municipal Clerks Academy

November 16-17, 2016

Tentative Schedule

Thursday, November 16

7:00 a.m. REGISTRATION & continental breakfast

7:30 a.m. CMC, MMC – Certification How To*

8:00 a.m. – Influence without Power- Bridging the Gap to Get down to Business; Mayor Shelly Hansel

9:45 a.m. – Be Smart-Be Ready-Be Safe? Frontline Defense, Sargent David Ohlde

11 a.m. – ABC Question and Answer session

Noon – LUNCH & CCMFOA BUSINESS MEETING*

1:15 p.m. Justin Edwards, Chief Attorney, Sedgwick County District Attorney’s Office

3:15 p.m. Like a boss; after you have let them go. Recovery and Handling Office Environments; Jennifer Cunningham, Garden City

5:15 p.m. ADJOURN

6:00 p.m. RECEPTION & GRADUATION BANQUET
Speakers: Marci Penner and WenDee LaPlant, *Kansas Sampler Foundation*

Friday, November 17

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

9:45 a.m. – What would Harry Potter Do?; Stephen Powell, MMC, City Clerk, City of Shawnee

11:00 a.m. –Engaging a Multigenerational Workforce, Danielle Johnson, WSU, Office of Diversity and Inclusion

12:30 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: _____

Check all that apply.

Institute Year 1 Year 2 Year 3

- Early registration: **\$485**
- Registration: **\$600** on or after 10/31/2017.

Institute Year 4 (includes Academy registration)

- Early registration: **\$355**
- Registration: **\$440** on or after 10/31/2017.

Academy

- Early registration: **\$305**
- Registration: **\$375** on or after 11/3/2016.

Non-member Surcharge: \$75 See *CCMFOA Membership section*.

Nov. 17 Business Meeting Luncheon: \$25
(If not enrolled in Institute/Academy, deadline 11/3)

Nov. 17 Graduation Banquet Guest: \$36
(If not enrolled in Institute/Academy, deadline 11/3)

Color 8" x 10" Institute Class Photograph: \$17

\$_____ TOTAL PAYMENT. Enclosed. 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.**