

Colorado Institute for Municipal Clerks
University of Colorado at Boulder
July 11 – 16, 2010

Dear Friends:

I am pleased to announce the thirty-fourth annual Institute for Municipal Clerks which will be held July 11 – 16, 2010, at the University of Colorado, Boulder.

We will begin the program at 2:00 pm on Sunday, July 11, with a “New Clerk Orientation” for 1st year students, and a “Mentoring – Buddy Training Session” for 2nd and 3rd year students. This will be followed by a reception, dinner, and evening orientation program. The Institute will end around 1:30 pm on Friday, July 16, with our Graduation Luncheon. Please discuss this with your supervisor and make your travel plans accordingly.

IIMC has asked all Institute programs to engage in a learning assessment for those who attend Institute. ***The Institute will require each participant to complete a Knowledge Transfer Action Plan.***

Graduates of the Institute who are interested in a specific Institute session and would like to attend that day may register for a daily fee. Attendance can be applied toward points for CMC re-certification.

An excellent program awaits you in Boulder. Mark your calendar now and register on-line or by fax or mail to reserve your space at Institute.

I look forward to greeting you in Boulder.

Sincerely,



Kathleen Novak
Institute Director

SPECIAL ANNOUNCEMENT FOR INSTITUTE GRADUATES:

The Advanced Academy will be held Sept. 22 -24, 2010. Further information will be posted on the CMCA website in late July.

About the Institute

The thirty-fifth annual Colorado Institute for Municipal Clerks has been developed in conjunction with the International Institute of Municipal Clerks (IIMC), the Colorado Municipal Clerks Association (CMCA), and the University of Colorado, School of Public Affairs.

The Institute offers 120 hours of course work in public administration, managerial skills, interpersonal skills, and technically related subjects over the course of three annual one-week sessions. Faculty has been chosen from academic, public, and private organizations on the basis of their experience and ability to contribute to the dynamic, in-depth learning experience. Participant involvement is continually encouraged to enhance the learning process. Completion of the Institute program can be applied toward the IIMC Certified Municipal Clerks designation. Additional on-line coursework will be required to complete IIMC CMC certification.

Vision and Mission of the Institute

Municipal clerks' duties will vary. While most clerks are responsible for records, minutes and elections, municipal clerks in smaller municipalities may also be responsible for finance and human resources. Even with this variety, municipal clerks hold one thing in common: they are officers of their community. To best serve the needs of municipal clerks now and in the future, the CMCA Institute Task Force drafted the following vision and mission for the Institute:

“The vision of the Colorado Institute is to be the primary educational opportunity for municipal clerks by providing a balanced, broad-based curriculum to develop confidence and competence in technical, interpersonal, political, and personal leadership skills.” The Institute should expose municipal clerks to a wide range of issues, topics and resources to facilitate the development of critical thinking skills and the ability to adapt and anticipate the ever-changing environment and future realities surrounding the municipal clerk profession.

With this vision in mind, the mission of the Colorado Institute for Municipal Clerks is to “enable municipal clerks to anticipate and meet the changing needs of their organizations and communities through service excellence.”

IIMC Certification

Successful completion of the three-year program provides partial credit toward the IIMC's Certified Municipal Clerk Program. Attendance at a previous session is not a prerequisite for this year's Institute. Further information about the IIMC certification program will be available at the Institute.

Topics

Topics will be covered using lecture, small group, and workshop techniques designed to increase involvement and encourage interaction between participants and faculty.

General Information

Fees: The Institute fee of \$875.00 includes tuition; double occupancy housing; most meals (5 breakfasts, 5 lunches and 2 dinners), beverage breaks, notebook, and instructional materials. Pre-registration is required.

To register, complete the registration form on-line or fax or mail the form by June 25. Please make checks payable to the University of Colorado. Additional information will be sent with your registration confirmation. The registration link will be shut off on June 25. If you want to register after June 25, please fax the form and *bring your check with you*. The University of Colorado does not accept purchase orders. Final payment must be made before or at on-site registration. If we have no record of payment at registration, we will require payment at that time. We cannot bill for registration fees.

Location: Sessions will be held at the Leeds School of Business, University of Colorado at Boulder and at the Best Western Boulder Inn. A shuttle bus will be provided from the BW Boulder Inn to the Leeds School of Business. Further information will be available at orientation.

Commuters: We recommend that you stay at the Boulder Inn so that you may share in the valuable after-hours discussions that take place. For those who must commute, however, the fee is \$700.00. The commuter fee includes tuition, instructional materials, and lunches for the week, the Friday graduation luncheon, the Sunday get-acquainted dinner and beverage breaks.

For planning purposes, please be advised of the following afternoon and evening activities:

Sunday --	First Year Orientation	2:30 – 4:00 p.m.
	Mentoring – Buddy Training	2:30 – 4:00 p.m.
	Registration	4:00 – 5:30 p.m.
	Dinner and Orientation	5:30 – 8:00 p.m.
Thursday --	Boulders' Dinner Theatre	6:15 p.m.
Friday --	CMCA Business Meeting	10:00 a.m.
	Graduation Luncheon	11:15a.m. – 1:00 p.m.
Daily Classes --		8:00 a.m. – 5:30 p.m.

Scholarship Information: Several scholarships will be available to Colorado clerks through CMCA. A scholarship application is available on the CMCA website.

Prerequisites: There are no prerequisites for attending the Institute except that the participant should be a municipal clerk, deputy or an employee of the municipal/county clerks' office.

Attendance: Participants who wish to receive education credits toward IIMC Certification are required to attend all sessions of the Institute. The Institute will conclude with a graduation luncheon for all participants. The luncheon will end at approximately 1:30 p.m. Attendance at the luncheon is required.

Certificates: Certificates of attendance will be awarded to all participants at the Friday graduation luncheon. Third year graduates are welcome to invite guests.

Refund Policy: Full refunds will be made if a written request for cancellation is received by June 25. Partial refunds may be made after that date. Requests may be emailed to confreg@colorado.edu or faxed to (303) 492-5959.

Registration and Welcome Dinner: Registration for the Institute will be held Sunday, July 11, 4:00 – 5:30 p.m. at the Best Western Boulder Inn. Immediately following registration, a dinner will be held at the Boulder Outlook, located next to the Boulder Inn. The price of the dinner is included in your registration fee. Casual attire is appropriate.

One-day registrations will start at 7:30 a.m. each day. You will be notified of the location of the classes.

Sunday Orientation: The first session will begin on Sunday at 6:30 p.m. at the Boulder Inn. *All participants will be required to attend this session.*

Lodging and Meals: Participants will be housed at the Best Western Boulder Inn. Breakfasts will be provided at the Boulder Inn, lunches will be at on-campus dining hall, and the graduation luncheon will be at the University Memorial Center. The registration fee includes double room accommodations from Sunday through Thursday evening and meals including: Sunday dinner, Monday – Friday continental breakfast, lunch Monday – Thursday, dinner Monday and the Friday Graduation Luncheon. Dinner Tuesday, Wednesday and Thursday are on your own.

Housing is on a *double* occupancy basis, and a roommate from your group will be assigned if you do not indicate a preference on your housing reservation form. If you prefer a single room, you will be charged the difference between a single and a double, which is an additional \$220.00.

The Best Western Boulder Inn, 770 28th Street, Boulder, 303-449-3800 offers continental breakfast, free in-room high speed internet access and 24-hour business center. Other guest facilities include a large outdoor pool, sauna, and hot tub.

Participants who want to reserve lodging at the Boulder Inn must complete the housing reservation section of the Institute registration form.

Graduation Luncheon. Your registration fee includes the price of the Friday graduation luncheon which will be located at the University Memorial Center. Third year graduates are welcome to invite a guest to the Friday graduation luncheon. The fee is \$24.00 Please purchase your tickets by noon on Tuesday.

Boulders' Dinner Theater. On Thursday evening participants may attend a dinner and musical at Boulders' Dinner Theater at an additional cost of \$46.00 per person. Please make your reservations on the registration form. Ticket prices include standard dinner, show, tax and gratuity. Cocktails, menu upgrades, and dessert will be offered at the show for an extra charge.

The performance is *Peter Pan*. One of the world's most celebrated musicals! Rediscover the charm of J.M. Barries' Peter Pan, Tinker Bell, the children Wendy, Michael and John, pirates and Indians, and unforgettable songs *Never Never Land, I Won't Grow Up* and *I'm Flying*.

Parking. There is ample parking at the Boulder Inn. Parking is available near Leeds School of Business in Lot 436 for commuters. A parking permit is required. The fee is \$22.00 for the week. You may order a parking permit on the Institute registration form. Shuttle bus service is provided to Leeds School of Business from the Boulder Inn.

Travel to Boulder. Boulder is 27 miles northwest of Denver via U.S. 36. Cars can be rented (reservations should be made in advance) at Denver International Airport. Transportation to Boulder is available via the SuperShuttle Limousine Service. The fare is \$25 one-way and \$46 round trip. The limousine will drop you off at the Boulder Inn. Information can be accessed on the SuperShuttle website at www.yellowtrans.com

Attire. Dress for the Institute is generally casual. We recommend that you bring a warm sweater. The classroom can get chilly at times.

Things to Bring. You might want to bring your city pins to trade with other clerks if you have them and a tote bag to carry your materials.

Additional Information. For additional information about the program, call CU Conference Services at (303) 492-5151.

COLORADO INSTITUTE FOR MUNICIPAL CLERKS
July 11 – 16, 2010
University of Colorado at Boulder
Agenda

Sunday July 11

2:30 – 4:00	New Clerk Orientation	Flatirons Room	Alisa Lewis/Terry Andrews
2:30 – 4:00	Mentoring – Buddy Training Session	Aspen Leaf	Kathryn Young
4:00 – 6:00	Registration	Lobby	
5:00 – 5:30	Reception	Boulder Outlook	
5:30 – 6:30	Dinner	Boulder Outlook	
6:30 – 8:00	Orientation	Flatirons Room	Kathie Novak

Monday July 12

Business School

8:00 – 10:00	Introduction to Public Administration	Room BUS 210	Katy Anthes
10:00 – 10:15	Break		
10:15 – 12:00	Government 101	Room BUS 210	Bill Ray
12:00 – 1:00	Lunch	Libby Dining	
1:00 – 1:30	KTAP Orientation	Room BUS 210	Kathie Novak
1:30 – 3:30	Risk Management	Room BUS 210	Tami Tanuoe
3:30 – 3:45	Break		
3:45 – 5:15	Diversity in Our Communities	Room BUS 210	Effley Brooks
5:30 – 6:30	Dinner (for hotel residents)	Libby Dining	

Tuesday July 13

Business School

8:00 – 10:00	Liquor Licensing (1 st year)	Room BUS 210	Cheryl Aragon/Dan Gunter
8:00 – 10:00	Election (2 nd year)	Room BUS 220	Cindy Morse
8:00 – 10:00	Record Management (3 rd year)	Room BUS 300	Mary Lee/Juanita Peterson
10:00 – 10:15	Break		
10:15 – 12:00	Liquor Licensing (1 st year)	Room BUS 210	Cheryl Aragon/Dan Gunter
10:15 – 12:00	Election (2 nd year)	Room BUS 220	Cindy Morse
10:15 – 12:00	Record Management (3 rd year)	Room BUS 300	Mary Lee/Juanita Peterson
12:00 – 1:00	Lunch	Libby Dining	
1:00 – 3:00	HR 101	Room BUS 210	Sarah Hayes
3:00 – 3:15	Break		
3:15 – 5:15	Building Effective Teams	Room BUS 210	Jessica Hartung

Wednesday July 14

Business School

8:00 – 10:00	Written Communication & Presentations	Room BUS 210	Paula Noonan
10:00 – 10:15	Break		
10:15 – 12:00	Written Communication & Presentations	Room BUS 210	Paula Noonan
12:00 – 1:00	Lunch	Libby Dining	
1:00 – 3:00	Performance Standards & Expectations	Room BUS 210	Shari Harley
1:00 – 3:00	Municipal Clerk Responsibilities (1 st yr)	Room BUS 220	Cindy Morse

3:00 – 3:15	Break		
3:15 – 5:15	Supervising Employees	Room BUS 220	Tara Powers
3:15 – 5:15	Performance Standards & Expectations	Room BUS 210	Shari Harley

Thursday July 15

Business School

8:00 – 10:00	Leadership in the 21 st Century	Room BUS 210	Fred Rainguet
10:00 – 10:15	Break		
10:15 – 12:00	Leadership in the 21 st Century	Room BUS 210	Fred Rainguet
12:00 – 1:00	Lunch (Group Photo)	Libby Dining	Photo - Outside Business
1:00 – 1:30	CML Legislative Update	Room BUS 210	TBD
1:30 – 3:00	Communicating with Media	Room BUS 210	Amy Naccarato
3:00 – 3:15	Break		
3:15 – 5:00	KTAP	Room BUS 210	Kathie Novak
	Boulder Dinner Theater (Optional)		

Friday July 16

Best Western Boulder Inn/UMC

8:30 – 10:00	Rap Session	Flatirons Room	Brenda Madison
10:00 – 10:15	Break		
10:15 – 11:00	CMCA Business Meeting	Flatirons Room	
11:00 – 11:30	Wrap-up	Flatirons Room	Kathie Novak
11:30 – 12:30	Graduation Lunch	UMC Aspen Rooms	

COLORADO INSTITUTE FOR MUNICIPAL CLERKS - Three Year Curriculum

Institute Registration and Housing Form

Colorado Institute for Municipal Clerks

July 11 – 16, 2010

Access form on-line @ <http://www.cmca.gen.co.us>

OR

Print and mail or fax form

Part A: Institute Registration

Name _____

Title _____

City/Town _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Fax _____ Email _____

The following information is required:

Are your fees being paid by a Tax Exempt Organization? Yes No

If yes, please provide your Tax ID #. If you do not know your number, please provide the telephone number or email address of a contact that can provide the Tax ID #.

Tax ID # or contact information: _____

List year(s) you have attended Institute _____

Population of your city/town _____

- \$875.00 Registration fee.**
- \$700.00 Commuter fee**
- Boulders' Dinner Theater _____ people at \$46.00.**
- \$75.00 one-day registration fee. Day attending:**
 - Mon.**
 - Tues.**

- Wed.
- Thur.
- Friday Graduation Luncheon, _____ guests at \$24.00 each. (Not Institute Students)
- \$22.00 parking permit
- Check box if you are applying for a CMCA Scholarship

Part B: Lodging Reservation

Please reserve the following accommodations at the Best Western Boulder Inn:

- ½ Double Room (included in registration fee).

Name of roommate _____

- \$220.00 Single room (single room difference)

You are:

- Male
- Female

You prefer:

- Non-smoking
- Smoking

Arrival date and time _____

Departure date and time _____

Part C: Payment

MAKE CHECK PAYABLE TO THE UNIVERSITY OF COLORADO

Mail this form and your check for the total fees (payable to the University of Colorado) to arrive by June 25, 2010, to:

University of Colorado, Housing/Finance Office, 89 Hallett Hall, Boulder, CO 80309-0154
 (303) 492-5151 fax: (303) 492-5959

 Please charge credit card (circle)

Amount \$ _____ Visa MasterCard AMX Discover

Credit Card Number _____ Exp. Date _____

Name on Card _____

Authorized Signature _____

Office Use Only:

Conference: Municipal Clerks Institute 2010 Name: