WELCOME

The Kansas County Clerks’ and Election Officials’ Association (KCCEOA) and Wichita State University are pleased to announce the 2015 Sanborn Institute Year 3 and the Master County Clerks Sanborn Academy. The Sanborn Institute and Academy offer continuing education credit hours that can be counted towards either certification by the Sanborn Institute or by the Master County Clerks Academy. These sessions offer theoretical and practical guidance in three areas: public administration, technical skills, and communication-interpersonal skills.

REGISTRATION AND FEES

Fees are established by the KCCEOA Executive and Education committees and include tuition, course materials, continental breakfast, lunch and refreshments.

To register online, go www.enrole.com/wichita and click on Hugo Wall School on the left menu. Individuals may also register by mail now by completing the attached registration form and mailing to:

Sanborn Institute/Academy
Wichita State University Conference Center
1845 Fairmount St.
Wichita, KS 67260-0136
Phone: (316) 978-6493
E-mail: conference.office@wichita.edu

Invoices will be e-mailed to online registrants.

See Registration Form for more details.

Year Three Sanborn Institute
June 1-5, 2015

All sessions at Holiday Inn Wichita East I-35
549 S. Rock Rd., Wichita

Complimentary continental breakfast served daily
Lunch served Monday-Thursday
Registration at 7:30 a.m. Monday; adjourn noon, Friday,
(34 hours Continuing Education Credit)

SESSION TOPICS

PUBLIC ADMINISTRATION AND ORGANIZATION
Government Technology Update
Group Decision Making
Building Partnerships: Positive Political Skills at the Courthouse
Working with the Legislature
Legal Aspects of the Administration Process
Projecting Revenues
Capstone Course

SOCIAL AND INTERPERSONAL ISSUES
How to be an Effective Public Speaker
Getting Energized: Beating Job Burnout
Different Gifts: Myers-Briggs Type Indicator
Conflict Resolution and Group Dynamics
Communication Style
Specialized Writing Skills

ELECTIVES
Media and Local Government

A detailed schedule of all sessions and times will be e-mailed to all Sanborn registrants prior to the event. For information, contact Gayle Martin, 316.978.6541, gayle.martin@wichita.edu

Master County Clerks Academy
June 4-5, 2015

All sessions at Holiday Inn Wichita East I-35
549 S. Rock Rd., Wichita, Kansas
Complimentary continental breakfast served daily
Lunch served Thursday
(12 hours Continuing Education Credit)

TENTATIVE SCHEDULE

Thursday, June 4, 2015
7:30 a.m. Registration

Thursday morning sessions (8 a.m. start)
Outsourcing – Is it Time?
Workplace Active Shooter Situations, Crisis Planning and Response
The Thin Legal Line between Confidentiality and Caring in Dealing with County Employees

Thursday afternoon sessions (1 p.m. start)
Overview of State of KS 2016 Finances
Update on State Election Issues across America
Financial Best Practices in the County Clerk’s Office (panel)
Issues Facing Public Pension Systems in the Midwest
Adjourn – 5:15 p.m.

Friday morning sessions (8 a.m. start)
Documenting Employee Behavior & Performance
Issues Facing Public Pension Systems in Midwest
You Bring Your Own Weather to the Picnic: Strategies to Incorporate Humor in the Workplace

Academy adjourns – 12:30 p.m.
WHY ATTEND?

Sanborn Institute certification requires completion of 100 clock hours of instruction divided between Public Administration (50 hours), Social/Interpersonal Issues (30 hours), and Technical Skills (20 hours). The Sanborn Institute is designed to allow participants to accumulate hours in all three categories over a three-year cycle.

The 2015 Master Clerks Academy provides 12 clock hours of instruction and is accredited by KCCEOA. Certification as a master county clerk requires 48 hours of instruction.

County clerks must continue to grow through advanced education and active participation in the county clerk profession. The Kansas County Clerks’ and Election Officials’ Association encourages county clerks to continue their professional growth and development. It honors and salutes continued high-level achievement beyond the attainment of the prestigious Certified County Clerk designation. Members who have achieved certification may advance to the senior status of Master County Clerk upon achieving 48 hours of continuing education offered through the annual Master County Clerks Academy. Participants in the Academy are not required to be Certified County Clerks, but only clerks with certification may achieve the Master County Clerk designation.

HOTEL RESERVATIONS AND LODGING

Accommodations should be made directly with the hotel. You may contact the hotel at the number(s) below and ask for “Reservations.” Then identify yourself as being with the “County Clerks” when making your reservation.

**Holiday Inn Wichita East I-35**
549 S. Rock Rd.
Wichita, Kansas 67207
Phone: (316) 686-7131
Fax: (316) 681-5099
Toll-free: (888) 558-5113

Group rate is $85.00

Please contact the hotel for direct billing arrangements.

Room availability cannot be guaranteed for reservations after May 17, 2015.

ADDITIONAL INFORMATION

Please contact Gayle Martin, KCCEOA Institute and Academy Education Director, Hugo Wall School of Public Affairs, Center for Urban Studies, Wichita State University at (316) 978-6541 or gayle.martin@wichita.edu

Notice of nondiscrimination: Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0138; telephone (316) 978-3186.

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THE SANBORN INSTITUTE/ ACADEMY

Year Three Institute
June 1-5, 2015
Master County Clerks Academy
June 4-5, 2015

Sponsored by

Kansas County Clerks’ and Election Officials’ Association

Center for Urban Studies
Hugo Wall School of Public Affairs
REGISTRATION FORM
Online registration at www.enrole.com/wichita, click on Hugo Wall School on left menu.

Name _____________________________________
Title______________________________________
Credentials ________________________________
Address (Office) ____________________________
City______________________________________
State _______________ Zip __________________
Date of birth_________/_______/_____________
Office phone ______________________________
Fax ______________________________________
E-mail ____________________________________

Year Three Sanborn Institute
Sanborn Institute, June 1-5, 2015
Early Registration $490 □
(On or before May 18, 2015)
Registration $610 □
(On or after May 19, 2015)
Master County Clerks Academy
Sanborn Academy, June 4-5, 2015
Early Registration $295 □
(On or before May 21, 2015)
Registration $370 □
(On or after May 22, 2015)
Amount paid__________ Please invoice my office □

Make check payable to:
Wichita State University Conference Office
Mail to: WSU Conference Office
ATTN: Sanborn Institute/Academy
1845 Fairmount St.
Wichita, KS 67260-0136

SPECIAL ACCOMMODATIONS
For special accommodations, please provide details no later than May 11, 2015.

PAYMENT
Payment can be made by check, money order or credit card. Purchase orders also are accepted. Registrations without accompanying payment will be invoiced.

Payments received after July 5, 2015 are subject to a 25% late fee. Payments received after August 5, 2015 are subject to an additional 25% late fee.

CANCELLATIONS
All cancellations must be in writing (mailed, faxed or e-mail) to the WSU Conference Office. Institute cancellations on or before May 25, 2015 will receive a full refund. Institute cancellations on or after May 26, 2015 will be subject to a 25% administrative fee. No Institute refunds after May 29, 2015. Substitutions are welcome.

Academy cancellations on or before May 28, 2015 will receive a full refund. Academy cancellations on or after May 29, 2015 will be subject to a 25% administrative fee. No Academy refunds after June 1, 2015. Substitutions are welcome.

HOTEL RESERVATIONS AND LODGING
Accommodations should be made directly with the hotel. Identify yourself as being with the “County Clerks” when making your reservations.

Holiday Inn Wichita East I-35
549 S. Rock Rd
Wichita, Kansas 67207
Phone: 316.686.7131
Fax: 316.681.5099
Toll-free: 888.558.5113

Hotel reservations cannot be guaranteed after May 17, 2015. Single Rate: $85.00 group rate