Please read all of the information here and then be sure to attend the welcome dinner offered by the second year class, where you’ll be able to ask questions and learn more valuable information. Also note important changes under “parking” and “notebooks”.

Understanding the difference and the relationship between Cornell Municipal Clerks Institute and the International Institute of Municipal Clerks

The Cornell Municipal Clerks Institute (CMCI) is a premium educational opportunity provided by a partnership between the City and Village Clerks and the Town Clerks Associations of the State of New York and Cornell University's Community and Regional Development Institute (CaRDI). You will gain new knowledge, and skills, enhance the administration of your office, and contribute to the professionalism of your municipal government.

The International Institute of Municipal Clerks (IIMC) provides members with two certifications, earned through participation in educational programs such as CMCI and involvement in a variety of professional development activities. These certifications are the Certified Municipal Clerk (CMC) designation and the Master Municipal Clerk (MMC) designation.

Before beginning your week at Cornell, it is crucial that you familiarize yourself with the IIMC and their requirements for obtaining your certification.

For information about education, certification and membership within the International Institute of Municipal Clerks, please visit the IIMC Official Website. Or follow any of the following links directly:

- Membership
- IIMCMembership Application
- CMC / MMC Certification Programs

If you have specific questions about your IIMC membership or your own journey towards certification, please contact: Ashley DiBlasi, Certification Manager ashley@iimc.com, 8331 Utica Ave. Suite 200, Rancho Cucamonga, CA 91730; Ph: (909) 944-4162; Fax: (909) 944-8545.

Use the CMCI Facebook page to ask questions and offer experience-based suggestions to newcomers!

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Sunday Registration: Registration is Sunday, July 12th from 1:00 – 3:00 PM at the Robert Purcell Community Center (RPCC) off of Jessup Road on North Campus. Susan Smith will register you at the Service Center on the lower level of RPCC. You will receive room keys, meal vouchers and bus passes for travel around campus. Please see the next paragraph for new information about parking. Click here to view the registration site on a map.

Parking: Parking is available on North Campus, next to the Robert Purcell Community Center (CC lot – labeled on the campus map. You will no longer be able to buy parking permits at registration. Please visit Cornell’s Parkmobile information page for new information about parking. We recommend you download the Parkmobile app before you arrive. If you would like some help, the folks at RPCC will have iPads on hand during registration to assist you in signing up and paying for Parkmobile. Please know this process takes 5 or more minutes per person to sign up for a Parkmobile account to be able to park in the CC lot.

Parking permits for those with special needs such as physical disabilities must be requested in advance of your arrival on campus. If you require a handicap permit, please call Susan Smith at 607-255-9510 no later than July 7 with your information.

Lodging: Rooms have been reserved in Mews Hall on North Campus. It is climate controlled* and you will have a private bedroom, but bathrooms are shared. You will be provided with sheets and blankets, towels and washcloths. Any other items are up to you to bring. We have included a list of suggested items, but The Campus Store has just about anything you would want, should you forget anything. * “Climate controlled” is not the same as typical air conditioning in a hotel, and guests will not have individual control over the temperature of their room. If you prefer a considerably cooler room, options to consider are: (1) bring a portable fan; or (2) register at the commuter rate and stay in a nearby hotel. (See next paragraph.)

Meals: Dinner on Sunday evening is provided by the second year class and will be held in the Lund Lounge at Mews Hall. We encourage returning clerks to use this time to welcome first-year clerks and to help acclimate them. Monday and Tuesday dinner will be at the Marketplace Eatery in RPCC. A special section will be designated for CMCI participants. The banquet on Wednesday evening will be held at the Moakley House, at the Robert Trent Jones Golf Course at Cornell University. On Monday, Tuesday and Wednesday, breakfasts and lunches will be held at the ILR Conference Center. On Thursday, your day will begin with a light breakfast at the Nevins Center, Cornell Plantations.

Classes: Most classes will be held at the ILR Conference Center on Central Campus. Classes requiring computers will be held in the ILR Computing Lab (Room 118 Ives) and will be noted on your schedule. Dress for class is “college casual”. Keep in mind that all these rooms are air-conditioned, so you may want to bring a light jacket or sweater. The Clerks and Masters program will officially end at 1:00 on Thursday.

Class Attendance: The expectation is that you will attend and fully participate in all the classes during the Institute. Please note that none of the classes – including the evening classes - are optional. There will be a sign-in sheet at each class that you will be expected to sign at the end of the class. If you become ill, or for some other reason have to miss a class (or classes), you will
not receive the credits for that until you make-up the credit by following through on an
assignment agreed upon by the instructor and Cornell Institute Director (for example, it could be
a reading and writing a two page report on how the issue/topic might be applied in your work
situation).

The Banquet: Wednesday’s banquet will be held at the Moakley House at the Robert Trent
Jones Golf Course at Cornell University. See directions from your dorm. The reception will begin
at 6:30, with dinner at 7:30. There will be a cash bar. Dress for the banquet is more formal;
evening attire such as a suit or dress is appropriate.

Notebooks: Another change this year is that we’re not going to give you a huge binder to carry
around with you. As we get slide presentations and/or notes from instructors, we’ll put them up
on the CMCI webpage and you can choose whether you want to download them for yourself or
not. At registration, you’ll be given a much smaller folder with the schedule, curriculum, a list of
instructors and staff, and whatever other information we feel you will need.

Suggested packing list
Business casual clothes for the day
Evening attire for banquet (See notes on banquet above)
Hair Dryer
Bathrobe
Alarm Clock
Comfortable Walking Shoes (We try to keep the classes as close together as
possible but this is a college campus and there will be plenty of opportunity for
walking. Please let Sue know if this is a problem.

Pillow
Umbrella
Sun Screen
Sweater or Light Jacket
Shampoo, Soap, etc
Radio / CD player (TV’s are in a central lounge on each floor)
Fan (*See the note under “lodging”)
Money for incidentals
Tissues
Water bottle - (The Conference Center provides fresh cold water and cups in the
classrooms. If you want to carry it with you, you’ll need a water bottle.)
Note pad
Pens/pencils
Camera

Still have questions?
Call or email Sue Smith at 607-255-9510; st237@cornell.edu.