

**University of California
Riverside Extension
1200 University Avenue
Riverside, CA, 92507**

As co-sponsor and host of the TTC program, UCR Extension is part of the 10-campus University of California system and the world's largest and most renowned centers of higher education. UCR provides classroom and double occupancy housing in one building. Each room provides a private bathroom, TV, and free local phone services.

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**Maureen Kane & Associates, Inc.
P.O. Box 52355
Riverside, CA, 92517**



SERIES 200
March 13-16, 2012

University of California
Riverside Extension
1200 University Ave.
Riverside, CA 92507

TTC
TECHNICAL TRACK FOR CLERKS

Welcome from Maureen Kane, TTC Institute Director



Technical Track for Clerks is an educational program that addresses basic clerk duties, current trends, issues and challenges. The goal of the program is to increase technical skills while promoting personal and professional growth.

Maureen Kane & Associates, Inc.
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Maureen Kane is the Institutes Director for the California Municipal Clerks Institutes, the official California programs of the International Institute of Municipal Clerks and affiliated with the University of California Riverside. She also serves as the Executive Director of Continuing Education for Public Officials, Inc. which offers leadership and professional training programs for municipal management. Since 2005 Maureen has served as a board consultant to the State of California Air Resources Board. She is a board member of the California Ethics and Democracy Project. She was elected to the Riverside City Council from 1993 to 2002. Her affiliations include: Past member of the National League of Cities Finance, Administration and Intergovernmental Relations Committee, Chair of the League of California Cities Revenue and Taxation Committee, Past President of numerous non-profit organizations including the California Association of Leadership Program. She has over 30 years of experience in the field of leadership training. Maureen is a licensed California registered nurse.

CCAC Scholarship and Mentor Information:

CCAC Professional Development Director
Joan Tilton, MMC
City Clerk of the City of Manteca
jtilton@ci.manteca.ca.us

Overview

TTC is recognized by the City Clerks Association of California (CCAC) and the California Clerk of the Board of Supervisors Association (CCBSA) as an official training program leading to the professional accreditation of Certified Municipal Clerk (CMC) and Certified Clerk of the Board (CCB).

The TTC program is comprised of four sessions offering a variety of courses designed to focus on technical skills and to enhance professional/interpersonal abilities. Each series has a distinct curriculum and adheres to the International Institute of Municipal Clerks core curriculum. **The four TTC Series may be taken in any order.**

The program is held at the University of California Riverside Extension Center and is an affiliate of the League of California Cities. Our trainers are professional clerks, university instructors and municipal government professionals.



See what others have to say about the program!

"Council members are concerned about the cost to train staff who may leave. I respond, "what if we don't train them and they stay?" TTC training is not just a budget expenditure, it is an investment."

Randy Anstine,
City Manager,
Greenfield, CA

"The small group allows for more effective interaction and a chance to get to know each other."

Margaret Ayars,
Assistant City Clerk,
Moreno Valley, CA

"My experience at TTC was beyond what I had hoped for."

Chris Moore,
Deputy City Clerk,
Manteca, CA

"TTC offered a professional environment, excellent curriculum, and valuable networking. It was great!"

Cindy Garcia,
Assistant City Clerk,
Anaheim, CA

"TTC is fast-paced, fun, and flexible path to your CMC!"

Colleen Nicol, City Clerk,
Riverside, CA

TTC Program Information

The program begins Tuesday, Tuesday, March 13, 2012 at 10AM and ends on Friday, March 16 at 1:30 PM. Participants earn 27 hours of IIMC "A" and "B" course credit (13.5 points) toward the CMC and COB credential. **Attendance at all sessions is required for course completion credit.**

Program Fee of \$1320 includes: tuition, supplies, parking, Tuesday evening reception, Thursday evening banquet and daily breakfast and lunch. **Members of the City Clerks of California Association and the County Clerks of the Board of Supervisors Association are eligible for a special rate of \$1280.**

TTC Series 200 Schedule

- 201 Origins and Formation of Social and Political Systems
- 202 Election Law and Procedures
- 203 Local Government Finance
- 204 Codification
- 205 Technology in the Clerk's Office
- 206 Team/Group Decision Making
- 207 Communication Skills
- 208 Organizational Values and Ethics
- 209 The Clerk as a Professional

Classes fill up early—Sign up today!

Participants are responsible for their own housing accommodations. There are a number of hotel facilities within a short distance from the education building. UCR also offers housing (double occupancy) in the classroom building. Interest in reservations should be indicated on the TTC Registration Form.

Optional: 2 units of University Extension credit are available for a fee of \$100. Checks must be made payable to: Regents University of California. This fee is payable when you arrive at UCR. Do not mail it with your registration.

Cancellation Policy: No refunds if cancellation is received 2 weeks or less prior to the session. Administrative fee of \$100 for all cancellations received more than 2 weeks prior to conference date.