



County College Review

New Mexico State University's Cooperative Extension Service

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Instructors for January County College announced

Eight instructors will offer 11 County College courses in 13 sessions Jan. 27, 28 and 29 in Santa Fe to NMAC members. They are:

Diane Prindeville (CPM 114 and 213) – The Director of the NMSU Masters of Public Administration Program and Academic Director of County College, Prindeville earned a Ph.D. in political science from UNM and an MPA from Arizona State University. She has held positions at all levels of government.

Elke Wunderlich (CPM 125) – She heads Top View Leadership, an executive coaching and consulting firm. Building on 30 years of experience in international business in financial services and management consulting, she has advised business leaders in the U.S. and Europe. She holds an Organizational Development and Change Management degree from Georgetown University.

Jeff Witte (HS 113) – He has been director of Agricultural Biosecurity for the New Mexico Department of Agriculture and NMSU since 2003. He is an adjunct professor with Louisiana State University and the National Center for Biomedical Research and Training. He holds B.S. and M.S. degrees in agricultural economics from NMSU.

Maria Nape (CPM 111 and 113) -- She is a graduate of Purdue University and Indiana University School of Law. She taught law courses in the School of Public Administration at graduate and undergraduate levels at Florida Atlantic University.

D'Lyn Ford (CPM 158) – She has worked for 18 years in media relations, broadcasting, and publications at NMSU and ENMU. She worked as a journalist in newspapers and broadcasting including a stint with the Associated Press. She has taught numerous workshops in communications. She holds a bachelor's degree in journalism from ENMU and a master's in communications from NMSU.

Bill Bornhauser (CPM 142 Finance and Purchasing section) – He is chief administrative officer for Tresco, Inc. and former financial officer for numerous public bodies in a 35-year career. He holds an MPA from Ohio State University, with a specialization in finance and budgeting.

Rennette Apodaca (CPM 142 Assessors section and 143) – She holds a Bachelor of Accountancy and MPA from NMSU. She worked in the New Mexico Department of Labor as an auditor and in Dona Ana County as an accountant, purchasing manager and finance manager.

Anne Lightsey (CPM 138 and 151) – She has worked as a professional mediator since 1991, handling more than 300 cases. She has been a trainer and facilitator specializing in intercultural skills, communications skills, customer service, time management, team building and supervision. She holds a communications degree from the University of Texas at Austin.

Prep materials for classes will be on line

Several instructors will be offering readings and other preparatory materials on an NMSU Web site for students signed up for County College classes. So, sign up early to, so you can be

directed to materials for your class.

Sign up for County College Mid-winter classes today

County College on-line registration ends January 16. To sign up for January classes in Santa Fe, go to:

<http://cahe.nmsu.edu/registration/countycollege/nmac2009/>

22 CPM classes to be offered in Las Cruces, March 15-20

NMAC members interested in pursuing certifications will have the opportunity to continue their progress in March during County College Week in Las Cruces, March 15-20. There will be 22 CPM classes, many of which have never been offered before. Classes are selected to fill in gaps in class requirements for Certified Public Official, Certified Public Supervisor and, ultimately, Certified Public Manager (CPM) designations for those who have been taking County College CPM classes. The week will feature computer lab classes, as well as leadership classes, including: CPM 112, 122, 124, 221, 224, 131, 133, 144, 156, 161, 162, 164, 165, 166, 167, 168, and 261. For a CPM class catalog, go to:

<http://cahe.nmsu.edu/ces/countycollege/documents/catalog-entire-121908.pdf>

January County College Day and Affiliate-session class schedule

Jan. 27, 9 a.m. to Noon

CPM 113 - KNOWING THE LAW I (Hilton Mesa B)

This course reviews state and federal legislative processes, the nature of mandates (funded and unfunded), how to use legal resources and specific laws relating to open meetings, public records and the Freedom of Information Act. (This course applies to the CPO, CPS, and CPM programs)

CPM 114 - THE PUBLIC POLICY MAKING PROCESS (Hilton Mesa A)

The course identifies the players and steps in the policy-making process including problem identification, development of constituent support, agenda setting, formulation of policy alternatives, selection of policy, appropriation of resources, implementation and policy evaluation.

HS 113 – AG EMERGENCY PREPAREDNESS SIMULATION (No fee) (Hilton Mesa C)

This interactive session is a training scenario that will inform county officials of your response in case of an agriculture emergency. This is designed to let you participate as a county official in an agriculture emergency regardless of whether it is natural, accidental or criminal in nature and will be realistic enough to inform you of your role and responsibility.

Jan. 27, 1:30 to 4:30 p.m.

CPM 111 - KNOWING YOUR GOVERNMENT (Hilton Mesa B)

This course reviews democratic values, the U.S. Constitution and the New Mexico Constitution. Covered are the statutory creation of government bodies and offices, the structure of government, and limitations of elected offices.

CPM 213 - POLICY DEVELOPMENT (Prerequisite CPM 114) (Hilton Mesa A)

In this course, participants assess the quality of public policy, the roles of strategy, improvisation and

compromise in the public policy process, including lobbying techniques, and learn how a bill becomes law.

HS 113 – AG EMERGENCY PREPAREDNESS SIMULATION (3-hr. class repeated, no fee) (Hilton Mesa C)

This interactive session is a training scenario that will inform county officials of your response in case of an agriculture emergency. This is designed to let you participate as a county official in an agriculture emergency regardless of whether it is natural, accidental or criminal in nature and will be realistic enough to inform you of your role and responsibility.

5:30 to 8:30 p.m.

CPM 151 – FOUNDATIONS FOR COMMUNICATIONS (Hilton Mesa B)

Psychological principles of communications that help you understand how and why people respond to communications the way they do are explored. Non-verbal communications, principles of persuasion and soliciting feedback are some of the issues addressed.

CPM 158 - MANAGING YOUR PUBLIC IMAGE (Hilton Mesa A)

This course explores how you can communicate in ways that result in the desired public image for you and your organization. Utilizing direct communication, public media (including print and electronic press), the Web, and email (with proper netiquette) you will learn how to interact and communicate for success.

To register for County College Day go to: <http://cahe.nmsu.edu/registration/countycollege/nmac2009/>

Affiliate-meeting courses schedule set for Jan. 28 and 29

The following County College CPM courses will be offered during affiliate meetings on Jan. 28 and 29. Those taking courses during affiliate meetings must be registered for the NMAC Mid-winter Conference. Affiliates may contact members about the courses or members can email through their affiliate contacts to register:

Assessors' Affiliate – Leora Costales – lcostales@bernco.gov

Finance and Purchasing Affiliate – Carol Bowman-Muskett – cbm@co.mckinley.nm.us

Human Resources Affiliate – Charlene Scott -- cscott@sjcounty.net

Managers Affiliate – Andy Madrid – admadrid@plateautel.net or his assistant Rose Fernandez rfernandez@guadco-nm.us

For Assessors', and Finance & Purchasing Affiliates (Wednesday, Jan. 28, 1:30 – 4:30 p.m.)

CPM 142 - ETHICS & MANAGING PUBLIC FUNDS (Assessors – Eldorado Anasazi S. Ballroom; F&P – Hilton-Chapel Room)

This course explores specific legal issues such as the anti-donation clause and reviews general issues like conflict of interest, transparency, creative financing, appearance of impropriety, and definitions of fraud.

For Human Resources Affiliate (Wednesday, Jan. 28, 1:30 – 4:30 p.m.)

CPM 138 – Conflict Resolution among Employees (Hilton Ortiz 1)

Learn the difference between formal and informal mediation and when each is appropriate to use. Learn mediation techniques appropriate for the workplace and benefit from some in-class hands-on practice to develop skills.

For Finance & Purchasing Affiliate (Thursday, Jan. 29, 9 a.m. – 12:15 p.m.)

CPM 143 - PURCHASING & PROCUREMENT (Hilton Chapel Room)

This course reviews the State of New Mexico's procurement code, including statutory requirements for competitive bidding, professional services contracts, and the differences between RFPs and RFBs.

For Managers' Affiliate (Thursday, Jan. 29, 9 a.m. – 12:15 p.m.)

CPM 125 – DEVELOPING A PROFESSIONAL WORKPLACE (Eldorado Old House Dining Room)

Apply the concept of customer service for internal customers. Explore the issues of professional behavior, dress, language and grammar and how they affect the workplace.

Non-affiliate members interested in these courses should contact tcanup@nmsu.edu