



# County College Review

New Mexico State University's Cooperative Extension Service

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## Two CPM classes full for County College Day

CPM 111 and 113 classes are full on County College Day on Tuesday, Jan. 27 in Santa Fe. The courses – *Knowing Your Government* and *Knowing the Law I* – are popular core courses for Certified Public Official requirements. CPM 114 and 213 classes still have space during those time periods. CPM 114, *Public Policy Making Process*, is a required course for the Certified Public Supervisor certification and is a pre-requisite for CPM 213, *Policy Development*, which includes instruction on lobbying. Both courses can also apply as electives for CPO certification. Both courses are being taught by Diane Prindeville, director of the NMSU MPA program.

## NMSU professor to teach CPM 111 and 113

Kim Seckler, a college associate professor who teaches law courses in the NMSU Government Department, will be teaching CPM 111 and 113 – *Knowing Your Government* and *Knowing the Law* -- taking over for Maria Nape, who has a scheduling conflict. Seckler is a law school graduate from UNM who has state government experience in drafting legislation.

## On-line registration ends Friday, Jan. 16

To assure space in your favorite class, sign up on line by the end of this week. By signing up on-line, you assure that your certificate of class completion will be ready for you on the day of the class. Some 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 now, so you can be directed to materials for your class. To sign up, go to:

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

## Walk-up registration available for County College Day

Where space is available, students can sign up for County College Day classes at the registration desk in the Promenade of the Santa Fe Hilton on Tuesday, Jan. 27. The registration desk will be open by 7:30 a.m. that day. Walk-up registration will require a check, procurement card or credit card. Classes still open at this time are CPM 114, 151, 158, and 213. Also, HS 113 is available on a walk-up basis and is free. Those taking HS 113 also get their one-time County College administrative enrollment fee covered. HS 113 – *Ag Emergency Preparedness Simulation* – is a homeland security course.

## Affiliate-session courses available through affiliate contacts

Contact your affiliate registrar (below) to sign up for courses during your affiliate session. By signing up by Jan. 16 assures that your certificate of class completion will be available to you on the day of the class. Those who have individual scholarships may apply that scholarship to these

classes.

*Assessors' Affiliate* – Aaron Trujillo – [atrujillo@co.socorro.nm.us](mailto:atrujillo@co.socorro.nm.us)

*Finance and Purchasing Affiliate* – Carol Bowman-Muskett – [cbm@co.mckinley.nm.us](mailto:cbm@co.mckinley.nm.us)

*Human Resources Affiliate* – Charlene Scott -- [cscott@sjcounty.net](mailto:cscott@sjcounty.net)

*Managers Affiliate* – Andy Madrid – [admadrid@plateautel.net](mailto:admadrid@plateautel.net) or his assistant Rose Fernandez [rfernandez@quadco-nm.us](mailto:rfernandez@quadco-nm.us)

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:

*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](mailto:tcanup@nmsu.edu)

## **22 CPM classes to be offered in Las Cruces, March 16-20**

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, 163, 164, 165, 167, 168,

and 261. For a CPM class catalog, go to:

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

More details will be available at the NMAC Mid-winter Meeting in Santa Fe. Look for the County College exhibit. On-line registration for the March session is expected to open on Groundhogs Day, Feb. 2.

## **January County College Day class schedule**

### **Jan. 27, 9 a.m. to Noon**

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

**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)  
CLASS FULL

**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.

