



County College Review

New Mexico State University's Cooperative Extension Service



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Registration open for January County College in Santa Fe

County College is offering NMAC members maximum opportunities to complete class work toward certification completion. Students can take up to three classes on January 27 – County College Day – due to morning, afternoon and evening offerings in the Santa Fe Hilton. In addition, four classes are being offered as part of affiliate sessions. Students are encouraged to review outlines of certification requirements on the County College Web site, <http://cahe.nmsu.edu/ces/countycollege/> when planning registration.

The following registration site is for County College Day classes. Affiliate sessions' classes will be registered through affiliates. Non-affiliate members, who want more information about affiliate-meeting classes can contact County College at 575-646-7936. Registrants may experience delays in receiving invoices during NMSU holiday breaks. To register for County College Day to: <http://cahe.nmsu.edu/registration/countycollege/nmac2009/>

Scholarship funds disbursed

Sixteen individual NMAC members and County College enrollees received \$600 worth of scholarship support for County College from the New Mexico Mutual Casualty Company. In addition, NMMCC scholarship support was granted to the NMAC Treasurers' Affiliate and NMAC Assessors' Affiliate in recognition of the extensive work of their curriculum committees. County College will discuss further scholarship opportunities with the NMAC Advisory Council on Dec. 2.

County College January final schedule

County College Day -- Tuesday, Jan. 27

9 a.m. to Noon

CPM 113 - KNOWING THE LAW I

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

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)

This interactive session is a training scenario that will inform county officials of your response in case of a 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.

1:30 to 4:30 p.m.

CPM 111 - KNOWING YOUR GOVERNMENT

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)

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)

This interactive session is a training scenario that will inform county officials of your response in case of a 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

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

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.

Affiliate-meeting courses

The following CPM courses will be offered during certain affiliate meetings on Jan. 28 and 29. Those taking courses during affiliate meetings must be registered for the NMAC Mid-winter Conference. Affiliate members should register through their affiliate officers. Non-affiliate members interested in these courses should contact tcanup@nmsu.edu

For Treasurers', Assessors', and Finance & Purchasing Affiliates (Wednesday afternoon)

CPM 142 - ETHICS & MANAGING PUBLIC FUNDS

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 afternoon)

CPM 138 – Conflict Resolution among Employees

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 morning)

CPM 143 - PURCHASING & PROCUREMENT

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 morning)

CPM 125 – DEVELOPING A PROFESSIONAL WORKPLACE

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.