



County College Review

New Mexico State University's Cooperative Extension Service

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Thank you for a great week in Socorro

Many thanks go out to those who made the September County College Week in Socorro possible. Thank you to the leadership of the affiliates who co-located their meetings with County College Week, including Assessors, Treasurers, Clerks and E-911. Special thanks go to Val Anaya, Socorro County Assessor, who lined up sponsorships, including the County of Socorro. Thanks to the leadership of the affiliates who made the commitment to the week in Socorro. Never have so many County College students taken so many classes, as 191 students selected from 27 classes, resulting in about 1,000 class-session enrollments. Some students took classes during each of the 11 class sessions offered and many took eight or more.

New records/registration system unveiled next month

County College students will soon be able to enter the County College records system with their ID and password to view their own class histories as a new records and registration system goes live next month. The system will be live for registration for January classes in Santa Fe. Students who register for classes will enter necessary information to receive an ID.

Another feature of the system will be the ability of counties, departments, affiliates or other entities to purchase "class units" on a volume discount basis and assign "class units" to students. Students will be asked to identify entities they are affiliated with for this purpose. The system will keep a record of "class unit" balances for each student.

Other features will be added over time to the system, including a feature that will automatically fill in certification checklists for students as they complete classes and report the results on the class history. That feature is expected in the spring.

If you have questions about the system, contact Terry Canup at tcanup@nmsu.edu or phone him at 575-646-5424.

January CPM classes released

The following classes have been selected for delivery in conjunction with the 2010 Mid-winter Legislative Conference in Santa Fe. The NMAC Board of Directors finalized the conference schedule this month specifying committee and board meetings on Monday, Jan. 18 (MLK Day), an opening general session at 2 p.m. on Tuesday, Jan. 19 after the opening of the legislative session, and closing luncheon on Jan. 20 from noon to 1:30 p.m. County College is polling affiliate officers to determine the best options for delivery times in conjunction with the conference.

CPM 111: Knowing your government

CPM 221: Leading others (pre-requisite CPM 122)

CPM 151: Foundations of communication

CPM 113: Knowing the law

CPM 121: Ethics and professionalism
CPM 161: Making the most of the Web
CPM 112: Answering the call to public service
CPM 261: Current Issues in IT
CPM 131: General human resource law

Post-conference classes in Albuquerque explored

County College would be willing to offer classes in Albuquerque following the adjournment of the Mid-winter Legislative Conference in Santa Fe, if there is sufficient interest. Affiliate officers are being asked their opinion on the viability of offering classes during the remainder of the week.

Commissioners adopt certification

On Sept. 11, the County Commissioners Curriculum Committee adopted a 24-class curriculum leading to designation as a New Mexico Certified County Commissioner. The curriculum includes 11 required CPM classes, eight required affiliate classes and five electives selected from an eligible list of classes. The checklist is posted on the County College Web site under "Certification Programs and Requirements" on the left-hand navigation bar of the home page.

The curriculum committee includes Mary Ann Sedillo, Grant County Commissioner and President-elect of NMAC, and Vanessa Chavez-Gutierrez, Torrance County Commissioner, along with other NMAC and NMSU representatives.

Those interested in earning the designation may contact Terry Canup at 575-646-5424 or tcanup@nmsu.edu to learn more about opportunities to take classes.

Clerks working toward curriculum

The Clerks' Affiliate Curriculum Committee is working toward developing a specific curriculum for a Certified County Clerk's certification. At the last meeting of the committee on Aug. 28, proposals included requiring 18 three-hour classes composed of three CPM classes and 15 affiliate classes. Clerks' emphases within the County College core certifications were also proposed. The committee will meet again this fall to complete its work.

The Curriculum Committee includes Sheryl Nichols, Doug Shaw, Rayetta Trujillo, Daniel Ivey-Soto, and representatives of NMSU.

Handbooks available on County College site

The 2008 county handbooks for commissioners, clerks and treasurers are available as PDF documents on the County College Web site at: <http://aces.nmsu.edu/ces/countycollege/>. Go to the left navigation bar on the County College home page and click "County Government Handbooks."

Certification logos are on the County College Web site

As you work toward your core or affiliate certification, you may want to see what your certification pin will look like. All pins including the Certified Public Manager® pin can be found on the County College Web site, under "Certification Programs and Requirements." The Web site is at: <http://aces.nmsu.edu/ces/countycollege/>

Early County College classes given prefixes, numbers

Classes offered before introduction of the CPM program in late 2008 have not had a prefix like those in CPM or Affiliate curricula. Now, those classes have been given their own prefix – **CPOE**, for Certified Public Official Elective – and a number. Each class is recognized as being eligible to be used toward CPO elective credits and several are acceptable substitutes for CPM or affiliate classes (marked below with “eq”). If students would like classes not designated as equivalents to CPM or affiliate classes to be considered as such, they may appeal to Academic Director Dr. Diane Prindeville at: dprindeville@nmsu.edu Transcripts will reflect the new numbers and will reflect substitution equivalencies as follows:

- CPOE 100: Verbal judo** 6/4/07, 9/7/07
- CPOE 101: Time management** 6/7/05, 3/07
- CPOE 102: Team building** 10/7/07
- CPOE 103: Stress management** 9/6/07
- CPOE 104: Public speaking** 6/7/05
- CPOE 105: Problem solving** 1/08
- CPOE 106: Managing monkeys** 2/9/07, 5/23/07
- CPOE 107: HIPAA** 4/13/06, 6/20/06
- CPOE 108: Emerging Internet technologies** 10/15/07
- CPOE 109: Effective lobbying** 1/06, 1/07
- CPOE 110: Diversity** 6/5/07, 10/18/07
- CPOE 111: Decision-making** 1/08
- CPOE 112: Understanding personalities** 3/30/06
- CPOE 113: State laws** 9/11/07
- CPOE 121: Business ethics (eq CPM 121)** 6/20/06
- CPOE 121a: Professional ethics (eq CPM 121)** 10/6/06
- CPOE 121 b: Ethics (eq CPM 121)** 10/11/06
- CPOE 122: Monday morning leadership (eq CPM 122)** 6/20/06, 6/1/07
- CPOE 122a: Leadership (eq CPM 122)** 9/22/05
- CPOE 123: Leadership development (eq CPM 225)**
- CPOE 124: Grant writing (eq CPM 124)** 9/15/05, 2/8/06, 6/17/08
- CPOE 125: Grant-writing Part II (eq CPM 224)** 6/17/08
- CPOE 130: Harassment in the workplace** 6/5/07
- CPOE 131: Employment law (eq CPM 131)** 10/18/07
- CPOE 131a: FMLA, ADA,WC** 9/21/06
- CPOE 132: MLPHR solutions**
- CPOE 132a: HR solutions** 1/18/06
- CPOE 133: OSHA** 10/4/05, 11/3/05
- CPOE 134: Civil rights/legal updates**
- CPOE 135: Effective hiring strategies (eq CPM 135)** 6/19/08
- CPOE 136: Civil liabilities** 1/1/05
- CPOE 137: Progressive discipline (eq CPM 137)** 6/17/08
- CPOE 138: Conflict management (eq CPM 138)** 7/26/06, 9/27/06
- CPOE 139: Dealing with difficult people (eq CPM 138)** 6/20/06
- CPOE 140: Fraud awareness** 9/22/05
- CPOE 141: Beginning budgeting** 3/22/07
- CPOE 142: Effective budgeting** 10/17/07

CPOE 144: Risk management (eq CPM 144) 4/05, 4/25/05, 1/06, 3/20/07
CPOE 145: Investments 9/10/07
CPOE 151: Communicating with public officials 6/5/07
CPOE 158: Media relations (eq CPM 158) 7/26/06, 6/1/07
CPOE 157: Customer relations/service (eq CPM 157) 3/07
CPOE 163: Intermediate Word (eq CPM 163) 5/31/07
CPOE 164: Beginning Excel (eq CPM 164) 4/05, 4/25/05
CPOE 165: Intermediate Excel (eq CPM 165) 3/22/07, 8/21/07
CPOE 165a: Advanced Excel (eq CPM 165) 5/1/07, 8/21/07
CPOE 166: ACCESS (eq CPM 166) 4/05, 9/8/06, 4/25/05
CPOE 168: Beginning PowerPoint (eq CPM 168) 4/25/05, 5/31/07, 4/14/05
CPOE 200: Clerk duties 3/22/07
CPOE 201: Probate 3/22/07
CPOE 202: UCC filing 3/07
CPOE 203: Records management
CPOE 204: ES&S election worker module 1/14/08
CPOE 205: ES&S absentee module 1/14/08
CPOE 206: eRecording 6/1/07
CPOE 300: Personal property reporting and valuation (eq PTD 107)
CPOE 301: Conveyance (eq AO 103) 10/25/07
CPOE 400: Bankruptcy (eq TO 103)
CPOE 500: Classification of inmates 6/22/06
CPOE 600: BIPO 2004 (3 CPOE classes) 12/04
CPOE 601: BIPO 2006 (3CPOE classes) 12/06
CPOE 700: Local Gov't Leadership (4 CPOE classes)

