



Committee Officers and Key Contacts September 1, 2008 – August 31, 2009

(See submission instructions at end of document)

Committee Name	Middle Management	Submission Contact Name:	Barbara Board
Chair	Barbara Board	Submission Contact E-mail	board@vt.edu
Vice-Chair	Joe Schaefer	Submission Contact Phone	804-527-4246
Secretary	Connie Heiskell	Date of Submission	August 28, 2008
PLC Representative 1862	Ray Rice	PLC Representative 1890	Ellen Smoak

Annual Plan of Work September 1, 2008 – August 31, 2009

Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
Submit Updates to 2007-08 Plan of Work	Barbara Board	Barbara Board	August 31, 2008	August 28, 2008
Submit 2008-09 Plan of Work	Barbara Board	Barbara Board	August 28, 2008	August 2008
Submit Value of PLN Report	Barbara Board	Barbara Board	September 15, 2008	Sept. 2008
Update MM list-serve and include reps from all Southern Region institutions	Barbara Board	Barbara Board	September 15, 2008	August 27, 2008
Serve on Committee (MM) to further develop components of a succession plan	Joe Schaefer, Charlie Vavrina, Karen Ramage, Lannie Lanier, Lonnette Marsh	Karen Ramage	All year	In process

Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
Complete Agenda and conduct MM session at Galaxy III	Joe Schaefer	Joe Schaefer	September 17, 2008	Sept 15, 2008
Conduct Quarterly/Bi-monthly Conference Calls	Barbara Board	Barbara Board		Completed
Conduct 2009 MM Committee Meeting	Barbara Board	Barbara Board	August, 2009	August 25-27, 2009
Forward Minutes to SRDC Office	Joe Schaefer	Joe Schaefer	September 15, 2008	Sept 15, 2008
Appoint planning committee for bi-annual MM Conference	Tony Roberts	Tony Roberts	August 27, 2008	August 27, 2008
Conduct bi-annual MM Conference	Tony Roberts, Quinton Hornsby, Ray Rice, Connie Heiskell, Lannie Lanier, Judith Jones, Claude Bess	Tony Roberts	April 9, 2009	April 6-9, 2009
Plan and implement Urban In-service 2009 for pre-PLN Conference	Charlie Vavrina and Steve Mullen	Charlie Vavrina and Steve Mullen	August, 2009	August 24, 2009
Prepare a generic/composite position description for MM	Tony Roberts	Tony Roberts	April, 2009	Not complete Pending