

Minutes
Southern Region Middle Managers
July 11, 2019
Via Zoom

Participants:

- Sharon Reynolds- Chair
- Mike Martin- Secretary
- Gerald Jones 1890 PLC Representative
- Jeff Ripley
- Pete Vergot
- Danny Peek
- Jim Stewart
- Jerry Lamb
- Beth Phelps
- Brenda Rodgers
- Tom Obreza
- David Perrin
- Susan Kelly

ASRED Advisor: Carolyn Williams

1. Sharon Reynolds - Middle Managers Chair, welcomed committee and called the meeting to order.
2. Update from Administrative Advisors:

Dr. Carolyn Williams

- The June meeting of the Association of Extension Administrators was held in Orlando, FL. The 1890's will be meeting there next year. The conversation is looking at how 1890's can make the 4-H program more robust working with 1862 partners. Jennifer Sirangelo from National 4-H Council was present. A plan will be revealed at the 2020 conference.
- New impact documents were developed to present to elected officials to show the impact of the nineteen 1890 institutions.
- They will meet with ECOP in Park City, UT this summer.

3. PLC Update- Gerald Jones

- The agenda is final for PLN
- Great ignite sessions on tap for the conference
- Pre-conference attendees are low. Encourage people to attend. The registration link will be available on the conference website.

4. Sharon reviewed meeting agenda for PLN

Middle Managers Committee Business items for PLN Meeting August 19 – 22, 2019:

- The next biennial MM conference is scheduled for spring 2021. Who is willing to host the conference? Please discuss the possibilities with your administration/institution and make a proposal to the Middle Managers committee.
- We will be electing a new secretary. This office is a three commitment as the secretary moves up the chain of offices to vice chair, then chair in succeeding years. Mike Martin, UGA, will be sending an email soliciting volunteers or suggestions for secretary. It is a great way to get more involved in your MM committee.
- We will be electing a new 1862 representative to the Program Leadership Committee.
- If you have registered for PLN and have ideas for a committee night out in New Orleans, email suggestions to me so we can follow up.
- Newsletter – Do we need to change format? What do we need/want in the way of internal communications and marketing for middle managers? Next step?

Middle Managers Committee Topics for presentations or discussion:

- Dr. Scott Angle will try to work Middle Managers into his schedule on Tuesday. Sharon will share the Middle Managers agenda with Bill Hoffman, Scott's administrative assistant. Sharon will solicit questions from MM's to pose to Dr. Angle.
- Succession planning – a challenge for Extension. Jim Stewart, TN said that TN began a leadership program called Lead 95 to provide leadership skills to county agents to prepare them for advancing professionally into administrative positions. He is willing to share this program.
- National Urban Extension Leaders – Brenda Rogers will take the lead in sharing highlights from the NUEL meeting in Seattle in May. She will invite Brad Gaolach and Julie Box to join her. They will all most likely join by Zoom.
- Eric Simonne will share the evaluation from the MM conference in Sarasota in April
- Mike Martin will give a presentation on the results from the Employee Engagement Survey conducted by Georgia.
- ADA web accessibility for Extension websites – Amy Cole and Becky Bridges from U of AR System Division of AG will discuss the challenges, process, and success of efforts in Arkansas. (cross-linkage with communications and information technology committee)
- Event/Budget online tool for planning Extension educational activities – Eric Simonne will demonstrate how this online instrument works.
- Idea: Put together document with questions for discussion by MM group and share ways each state is addressing certain issues. Distribute questions prior to the meeting so states are prepared to share in discussion at the PLN meeting.
- Other possible discussion topics:
 - a. How to make decisions on employee ratio to population density – Blake Lanford lead discussion?
 - b. How to measure turnover
 - c. Best management practices for exit surveys

- d. Building relationships with local funders – what works, how to sustain Extension visibility with turnover in Extension staff and elected officials? (cross linkage with CRD committee)
- e. Business continuity Planning and Training
- f. Resources for teaching facilitation skills
- g. Best Management practices for addressing workplace safety in the office and in the field.
- h. Emergency preparedness

MM Plan of Work:

1. Middle Managers will complete the accomplishment section of the 2019 Plan of Work document.
2. Middle Managers will develop a new plan of work for 2020. Possible Plan of Work item: “What makes Extension look different in Urban vs. rural counties?” What is the possibility of MM’s setting urban priorities at the Middle Manager level?
3. Submit 2019 report of accomplishments and 2020 POW at 3:00 p.m. on Wednesday, August 21

Respectfully submitted,

Mike Martin, Secretary with notes from Sharon Reynolds