



New Committee Officers and Key Contacts September 1, 2019 – August 31, 2020

Committee Name	Middle Managers	Submission Contact Name:	Blake Lanford
Chair	Blake Lanford	Submission Contact E-mail	blakel@clemson.edu
Vice-Chair	Mike Martin	Submission Contact Phone	(843)902-5182
Secretary	Jenny Cocanougher	Date of Submission	08/22/19
PLC Representative 1862	Jim Stewart	PLC Representative 1890	Gerald Jones
1862 Advisor	Dr. Rick Cartwright	1890 Advisor	Dr. Carolyn Williams

Annual Plan of Work September 1, 2019 – August 31, 2020

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)
Get an update from southern region states on current opioid related programs/projects including, but not limited to, funding, partners, resources, etc.	Jeff Young, Lonnie Johnson, Danny Peek, Beth Phelps	Jeff Young	Summer 2020	February, 2020
Share strategies for onboarding of new County Extension Agents/Educators.	Brenda Rogers, Sheldon Hammond, Linda Mitchell, Deon Legette, Anna Porter	Brenda Rogers	January 2020	March, 2020

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)
Continue quarterly Middle Manager video conferences and webinar series for professional development; explore collaboration with LEAD21	Blake Lanford, Mike Martin	Blake Lanford	Quarterly	June, 2020
Continue enhancing productivity of Middle Managers through distribution of quarterly newsletter.	Blake Lanford, Sharon Reynolds, Mike Martin	Blake Lanford	Quarterly	Discontinued
Create a repository of “key informants” willing to cross train Extension staff at partner institutions; share professional expertise on leadership and administrative development topics	Blake Lanford, Jeff Ripley, Brenda Rogers, Curt Lacy	Jeff Ripley	Summer 2020	Ongoing
Explore collaboration tools to share files and training resources on existing web-platform i.e. Sharepoint, Teams, One Drive, Google Drive	Jim Stewart, Blake Lanford, Kelley Hiemstra, Tom Obreza	Jim Stewart	January 2020	Ongoing
Select location and convene planning committee for 2021 biennial conference	Jim Stewart, Jerry Lamb, David Perrin	David Perrin	January 2020	January, 2020

Quarterly Conference Call Schedule: (Dates/Times – Please indicate time zone)

9:00 AM CT / 10:00 AM ET

October 10, 2019

February 13, 2020

April 9, 2020

June 11, 2020

July 9, 2020 (if needed)