

# Wednesday, 10-8-03 EFCOG Committee Meeting Minutes

## “Extension Field & County Operations Guide”

Date: 10-8-02, Time: 9:30 am to 2:00 pm

Location: ISU Downtown

### Present:

Kaela Black	<kblack@iastate.edu>	Campus Administration	
Becky Bray	<bbray@iastate.edu>	Scott Co.	
Dianne Dirks	<dianned@iastate.edu>	Pocahontas Co.	Term Ends 2003 Ex Officio Chair
Tim Eggers	<tegger@iastate.edu>	Page Co.	Term Ends 2006
Sherry Glenn	<sglenn@iastate.edu>	Central Area Dir. Administration	
Julie Hackbarth	<jlhackba@iastate.edu>	Delaware Co.	Term Ends 2004
Myrt Hanson	<myrt@iastate.edu>	Campus Administration	
Jim Hill	<jhhill@iastate.edu>	Hancock Co.	Term Ends 2005
Marsha Fleming	<mfleming@iastate.edu>	Montgomery Co.	Term Ends 2005 Vice Chair
Terry Janssen	<tjans@iastate.edu>	O’Brian Co.	Term Ends 2004
Anita Jeltema	<ajelt@iastate.edu>	Sioux Co.	Term Ends 2005
Paula Lichtenstein	<plichte@iastate.edu>	Johnson Co.	Term Ends 2003 Chair
Gina Lloyd	<glloyd@iastate.edu>	Guthrie Co.	Term Ends 2003
Darwin Miller	<darwinm@iastate.edu>	Hardin Co.	Term Ends 2004
Allison Morgan	<ajmorgan@iastate.edu>	Jasper Co.	Term Ends 2004
Don Nitchie	<nitchie@iastate.edu>	NW Area Dir. Administration	
Janet Smith	<jansmith@iastate.edu>	Henry Co.	Term Ends 2005
Terry Torneten	<ttorn@iastate.edu>	Shelby Co.	Term Ends 2005
Mike White	<mlwhite@iastate.edu>	Warren Co.	Term Ends 2003 Secretary
Nancy McConnell	<nmcccon@iastate.edu>	NW Administration	

### Not Present:

Donna Andrusyk	<andrusyk@iastate.edu>	Bremer Co.	Term Ends 2006
Nancy Johnson		Jackson Co.	Term Ends 2004
Michael Quart	<michaelo@iastate.edu>	Campus Administration	
Wendy Peterson	<wpeterso@iastate.edu>	Clinton Co.	Term Ends 2004

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9:50 am Paula Lichtenstein opened the meeting by having everyone introduce themselves.

She then reviewed the information we had in our meeting folders:

- Current EFCOG committee members
- List of subcommittees
- Minutes from past meetings.

Sherry Glenn reviewed the history of the EFCOG committee. She then asked for several people to share positive experiences they have had with the EFCOG.

-It was suggested at last years meeting to have an e-mail sent out quarterly or semi-annually reminding people that the EFCOG handbook is online. It was also suggested that a reminder about the EFCOG committee could be printed in the timely tips put out in the ISUE e-mail newsletter.

-Minutes of the EFCOG committee will now be posted on the web.

Kaela Black reviewed expectations of what the sub committee's were to do:

- determine keywords for each section of guide
- check WWW links in each section of guide
- delete items that are no longer pertinent
- suggest items that should be added
- put all this information down on the hardcopy each chair person holds
- each chair person will report to the entire group after reviewing their section(s)

10:30 am The following Subcommittees broke up into working groups.

Section 1 & 10 – Extension Org./Educational

Janet Smith – Chair    Julie Hackbarth            Gina Lloyd

Section 3 Marketing and Image

Darwin Miller - Chair            Paula Lichtenstein    Becky Bray

Section 4 Office Operations

Terry Torneten – Chair            Allison Morgan

Section 6 Insurance

Terry Janssen – Chair            Anita Jeltema    Dianne Dirks

Section 11 Technology

Jim Hill – Chair            Marsha Fleming            Tim Eggers    Mike White

Floaters:

Myrt Hansen    Don Nitchie    Kaela Black    Nancy McConnell

11:45 Subcommittees came together to give their reports.

Janet Smith, Sections 1 & 10 comments:

- Extension publication policy portions need to be changed by consulting with Jim Trow
- follow-up also needs made with Deb Coates
- newsletter section can be condensed by putting in ISU Extension Newsletter link.
- added and deleted some key words
- Janet will get back to Kaela Black with revisions by Oct. 17, 2003

Darwin Miller, Section 3

- eliminate penalty mail parts
- update Cooperative Extension Wordmark part
- check prices on signage and photo prices
- update ISU Extension stationary changes
- eliminate Netscape part
- Darwin will followup with changes to Kaela by Nov. 1<sup>st</sup>, 2003

Noon -            LUNCH

12:45 pm        Terry Torneten, Section 4

- eliminate penalty mail references

- tweaked some of the office procedures
- photo services link did not work
- not all counties are using 911 addresses yet
- the mail section needs to be simplified
- assume that bulk mail section needs to be changed
- eliminated parts of the Pitney-Bowes references
- ISU Press Greenbook on Family finances is no longer available
- ISU no longer owns ISU press, now called Iowa State Press
- Audio Visual Central Stores link does not work
- added a long list of keywords for index
- satellite section – just indicate that people should contact Dan Ossian for information
- Terry will contact Bill Bogue for guidance on revisions and get back to Kaela with changes prior to Nov. 15<sup>th</sup>, 2003.

#### Terry Janssen, Section 6

- corrected some phone numbers
- some changes made to Wellmark and Iowa Select references
- added some keywords, did not delete any keywords
- added some items on retirement under IPERS
- Need more information on “Certificate of Insurance” under ISU

#### Jim Hill, Section 11 A & B

- need a more obvious link to EFCOG on “For Staff Page”
- suggest using more WWW links instead of verbage
- refer people to “Extension Information Technology” and “Information Technology Center” WWW pages
- eliminated FAX machines portion
- link to Central Stores did not work
- consider putting link to Prison Industries under the Central Stores link
- get rid of satellite section and refer people to Dan Ossian for information
- get ride of how to tape video sections
- talked to Floyd Davenport about he computer sections. Floyd indicated that the computer section will change drastically when the offices all get on T1 internet lines. All the county offices should be on-line by May or June of 2004.
- should have a section on ICN, how to book times, etc... contact Dave Andrews
- need a link to all the ICN sites in the state
- Jim Hill will get back to Kaela prior to Nov. 15<sup>th</sup>, 2003 with 11A revisions and will get back to Kaela prior to Jan. 15<sup>th</sup>, 2004 on revisions to section 11B

#### Open Discussion:

Sherry Glenn would like to seed Section 7 renamed to “Civil Rights and Accessibility”

- need to include information on mobbing in the workplace

General consensus that a new Section 12 should be added called “Program Planning & Reporting”. this would include information on:

- success stories
- program evaluation
- POW’s
- stake holders report

Kaela Black volunteered to put together the new "Program Planning & Reporting" section

Don Nitchie volunteered to be the leader of the section subcommittee chairs and see that relevant changes are being made through the year.

These additional subcommittee chairs were selected for 2003/2004:

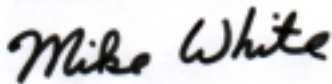
Section	2	Marsha Fleming
Section	5	Allison Morgan
Section	7	Tim Eggers
Section	8	Anita Jeltema
Section	12	Donna Andusyk (not present)

These sub committees will be responsible for periodically checking over their sections and making changes as needed.

#### 2003/2004 Future Committee Leaders

Allison Morgan	Chairman
Paula Lichtenstein	Ex-Officio Chair
Marsha Fleming	Vice Chair
Darwin Miller	Secretary

2:30 pm Meeting Adjourned



10-10-03

Michael L. White, Secretary

ph: 515-961-6237

e-mail: <mlwhite@iastate.edu>