

“Extension Field & County Operations Guide” Handbook Committee Meeting

Date: 10-9-02, Time: 9:30 am to 1:30 pm

Location: ISU Downtown

Present: Dianne Dirks (chair), Jerry Weiss (Ex-officio chair), Mike White (secretary), Roger Jensen, Joy Rouse, Julie Hackbarth, Myrt Hansen, Kaela Postma, Sherry Glenn, Paula Lichtenstein, Allison Morgan, Gina Lloyd, Darwin Miller, Del Marks

Not Present: Mike Fowler, Terry Jansen, Teresa Wiemerslage, Wendy Peterson, Nancy Trager, Nancy Johnson, Becky Bray, Tammy Buck, Karen Grabel, Lesley Baragary, Sue Hopper,

9:30 am Dianne Dirks – opened the meeting

Introductions

Goals of this meeting:

- determine keywords for each section of guide
- check WWW links in each section of guide
- determine methods to promote use of guide among staff.
- select future chair, vice-chair, and ex-officio chair.
- select future meeting dates.

Jerry Weiss – Overhead presentation on what the EFCOG Committee does and what the EFCOG Guide homepage is all about. The EFCOG Guide is on the WWW only.

Hardcopies can be printed of the WWW.

- this presentation is on the WWW, Jerry would like this presentation to be given at each area staff meeting.
- EFCOG is reviewed and updated annually
- Committee make-up represents each administrative area
- Highlights of the guide
- Reviewed list of committee members. Need to introduce EFCOG committee members at each area staff meeting.

Kaela Postma – ofcguide@iastate.edu is the EFCOG committee alias list set up on campus.

Sherry Glenn – developing a keyword system will make the EFCOG Handbook easier to use.

10:00 am Break into subcommittee groups.

11:30 am Subcommittee groups came together and handed in keyword lists and WWW link corrections.

Julie Hackbarth - suggested EFCOG timely tips be put in ISUE e-mail newsletter.

Kaela Postma - suggested using Internet Explorer to print selected portions of the EFCOG guide by going to: *File/Print/Selection* in the print dialogue box.

Sherry Glenn – suggested that subcommittee chairs have timely teleconferences to discuss updates. This would help prepare for annual EFCOG Guide meeting and update it during the year. Teleconference's may be cancelled if deemed not necessary.

January 15, 10 am	Teleconference
May 7 th , 10 am	Teleconference
Oct. 8 th , 9:30 am to 1:30pm	ISU Downtown EFCOG Committee meeting.

Selected future committee chair's

Darwin Miller – Section 2, Extension Council
Allison Morgan – Section 5, Filing & Forms
Mike White – Section 7, Extension Policies
Kaela Postma – Section 8, Personnel
Gina Lloyd – Section 9, Finance

Del Marks: Was introduced and a Certificate of Appreciation was given to him for his service toward establishing the guide on the WWW. . Del is now off the committee and Kaela Postma has replaced Del's position.

Joy Rouse, Roger Jensen, and Jerry Weiss were recognized for their service to the committee and have completed their terms of service.

Future Leaders:

Paula Lichtenstein – chair – Gina Lloyd term ends 2003
Julie Hackbarth – vice chair term ends 2005
Dianne Dirks – ex-officio chair term ends 2003
Mike White – secretary term ends 2003

1:30 pm Meeting Adjourned.

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