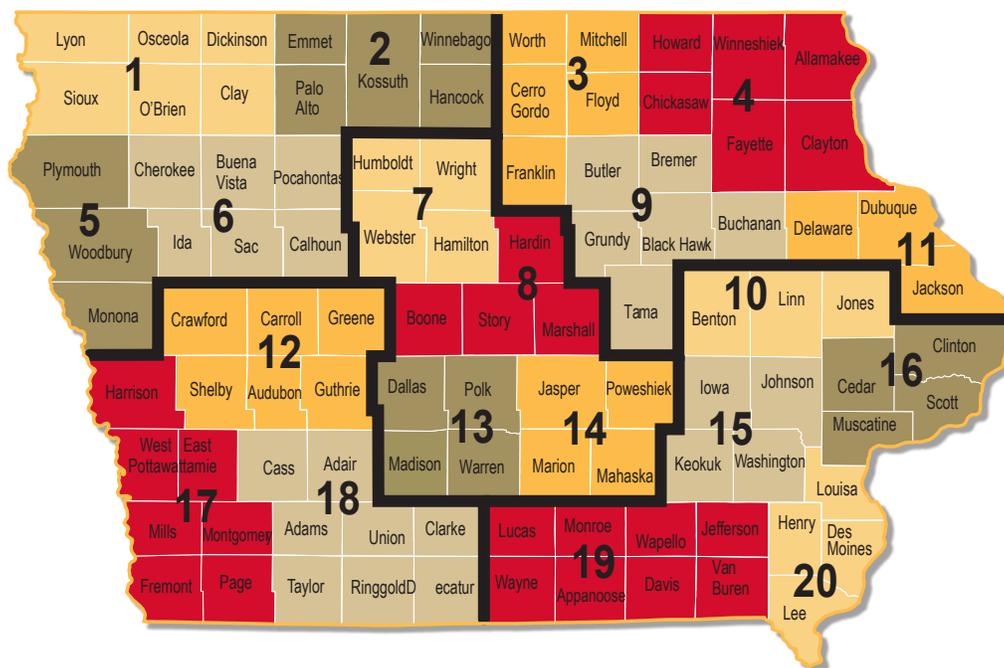


PLANS FOR AREA-WIDE, ALL-STAFF QUARTERLY MEETINGS

Prepared by ISU Vice President for Extension and Outreach John Lawrence

In Iowa State University Extension and Outreach we are dividing the state into five areas for quarterly meeting purposes only. This is not a reorganization, and it is not another administrative layer. The boundaries may shift over time and after the Structured for Success committee's work is complete.



Goals

- Improve internal communication throughout ISU Extension and Outreach.
- Enhance interdisciplinary and multi-county programming.
- Strengthen relationships with colleagues.
- More closely align vision and mission throughout our organization.

Method

- Five areas have been proposed for meeting purposes. The proposed areas and the regions they include are:
 - » northwest area with regions 1, 2, 5, 6
 - » northeast area with regions 3, 4, 9, 11
 - » southeast area with regions 10, 15, 16, 19, 20
 - » southwest area with regions 12, 17, 18
 - » central area with regions 7, 8, 13, 14
- Each area will hold three, quarterly, all-staff, face-to-face meetings every state fiscal year.
- Annual Conference will serve as the fourth quarterly meeting for everyone in ISU Extension and Outreach.

Objectives

- Facilitate communication across counties and across programs, build relationships among staff, and mentor new staff.
- Provide a ready platform for campus leadership and specialists to connect with and listen to staff in the field.
- Build trust through ongoing relationships, collaboration, and accountability.
- Enhance program planning, staff development, and sense of belonging.

Action

- Quarterly meetings will follow the state fiscal year: July-September, October-December, January-March, and April-June. Each area will hold its first area-wide meeting in the July-September 2019 quarter.
- Depending on scheduling, our statewide Annual Conference will be held either in the January-March quarter or early in the April-June quarter each year. For 2020, Annual Conference will be held in the April-June quarter, on April 1 in Ames.
- The recommended time frame for each area meeting is 9:00 a.m. to 3:00 p.m., with time during lunch for networking.
- The Vice President for Extension and Outreach will provide an agenda for each quarterly meeting, with an overarching theme for the day and time scheduled to address:
 - » team building;
 - » professional development affecting all staff;
 - » campus connection – discussion with leadership team members; and
 - » program planning – with issue-based and program-based discussions.

Expectations

- Regional directors in each area will collaborate to set dates, select locations, and handle necessary logistics for the quarterly meetings.
- Counties are strongly encouraged to support all of their staff attending these meetings.
- Counties are asked to pay for the first 50 miles of the round trip to the meeting location for their staff. The Vice President for Extension and Outreach will cover the remaining mileage for counties.
- Mileage for ISU staff members will be covered from their travel budget.
- Facilities and food costs will be covered by County Services and the Vice President for Extension and Outreach.
- Leadership team members' goal is to attend at least one meeting in each area each year.
- Field specialists who serve counties in more than one area should plan to attend at least one area meeting per quarter, and coordinate with teammates so there is program representation at all area meetings.
- Campus-based staff and faculty are encouraged to attend at least one area meeting per year.