



**New Committee Officers and Key Contacts
September 1, 2020 – August 31, 2021**

Committee Name	Middle Managers	Submission Contact Name:	Mike Martin
Chair	Mike Martin	Submission Contact E-mail	Michael.martin@uga.edu
Vice-Chair	Jenny Cocanougher	Submission Contact Phone	(276) 613-1096
Secretary	Eric Simonne	Date of Submission	08/26/20
PLC Representative 1862	Jim Stewart	PLC Representative 1890	Gerald Jones
1862 Advisor	Tom Dobbins	1890 Advisor	Carolyn Williams

**Annual Plan of Work
September 1, 2020 – August 31, 2021**

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	Mike Martin, Jenny Cocanougher	Mike Martin	Quarterly	August 25,2021
Host 2021 biennial conference April 5 – 8, 2021 Nashville, TN	Jim Stewart, David Perrin	David Perrin	April 8, 2021	April 8, 2021- Virtual Mini-Conference
Share measurement tools that each state is using to document virtual work productivity using Qualtrics	Sheldon Hammond, Lonnie Johnson, Art Bradley	Sheldon Hammond	August 2021	April 8, 2021

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)
Create a catalog for MM and agents that includes Tech resources and teaching and learning techniques for virtual learning and engagement	Curt Lacy, Eric Simonne, Boyd Owens	Eric Simonne	August, 2021	August 24, 2021
Develop a model job description and plan for virtual Extension office and agent	Jim Stewart, Pete Vergot, Blake Lanford, Jenny Cocanougher, Cornelius	Blake Lanford	April, 2021	April 8, 2021
Conduct a round table discussion about what states are doing for 2020 -21 performance evaluations	Conchita Newman, Andrea Scarrow, Janet Hollingsworth, Natasha Lucas	Andrea Scarrow	April, 2021	April 8, 2021
Provide Middle Managers with NUEL updates; Survey needs of urban agents and managers	Tawnya Holliman, Morris White	Tawnya Holliman	August, 2021	Quarterly updates done.
Create classes/resources for employees to manage work/life balance during telecommuting	Willie Howard, Deborah Hardison, Cindy Conner, Nikki Kurdys	Nikki Kurdys	August 2021	Initial draft completed. Continued to 2022

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

October 8, 2020
February 11, 2021
April 8, 2021 TBD
June 10, 2021
July 8, 2021 (if needed)