Florida Department of Environmental Protection
and Florida State University

Partnering Reinvigoration

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Setting

The setting for the meeting is approximately two years from now. The reason for this timeframe is based on several factors. The primary issue is that it will be near the beginning of the next governor's term, either a continuation of the current administration or a new one. Another potentially significant factor is the statewide early retirement plan, DROP, which will have the first group completing their period of time and retiring from the system. FSU is also about midway through a period of growth, in all aspects, student population, academic programs and physical conditions. Finally, the groups, DEP and FSU will have had time under the partnering agreement to establish a history.

Purpose

The purpose of these meetings is to bring the two groups together. Having the meetings will allow both organizations to revitalize the Partnering Process. One of the cornerstones of the partnering process is development of rapport between the parties. Periodic meetings help to develop that rapport, but more structured higher-level interactions are needed periodically. The meetings will allow both groups to revisit their respective missions and identify common ground for future cooperation. Based on the initial partnering agreement, a couple of the basic principles that are fundamentals to both organizations are; working to protect public health and to improve the environment. All activities associated with both groups should be conducted with a spirit of integrity, cooperation and open communication.

Structure and Organization

To focus the process and ensure the best possible outcomes the following goals will be used throughout:

- Identify expectations for interactions between the two groups
- Build trust and confidence
- Identify the commitment to the process
- Identify the responsibilities within each group

The process will be as follows:

1. Selection of facilitator
2. Identification of team members
3. Generation and dissemination of survey
4. Review and compilation of survey information
5. Approval of any modifications to original partnering agreement
6. Kickoff meeting
7. Workshop
8. Compilation of workshop assignments and workshop minutes
9. Partnering Meeting
Selection of Facilitator

The facilitator must be selected at the very beginning of the process for many reasons. The primary reasons are for coordination and control that are brought to the process by a trained and experienced facilitator. The facilitator will bring the process together to ensure that the meetings move smoothly to their desired goals. The facilitator will work with representatives from both FSU and DEP to identify the members of each group. Also, the facilitator will help to coordinate the selection of the locations for the meetings and schedule the times.

Identification of Team Members

While working with the designated representative from each organization, the facilitator will generate the roster for each team. The upper management group is chosen based on their position within each organization to show the high level of support for the endeavor. The working group membership is based on identification of representatives with activities that interface between the two organizations. Specific individuals will be identified for inclusion in the survey and to receive any information concerning the upcoming activities.

<table>
<thead>
<tr>
<th>FSU Team</th>
<th>DEP Team</th>
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</thead>
<tbody>
<tr>
<td><strong>Upper Management</strong></td>
<td><strong>Upper Management</strong></td>
</tr>
<tr>
<td>President</td>
<td>Secretary</td>
</tr>
<tr>
<td>Vice President</td>
<td>Northwest District Director</td>
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<tr>
<td>Provost</td>
<td>Tallahassee Branch Manager</td>
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<td><strong>Working Group</strong></td>
<td><strong>Working Group</strong></td>
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<tr>
<td>Academic Representative</td>
<td>Solid Waste Representative</td>
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<td>Campus Planning Representative</td>
<td>Cleanup Section Representative</td>
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<tr>
<td>Sponsored Research Representative</td>
<td>Hazardous Waste Representative</td>
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<tr>
<td>Environmental Health &amp; Safety</td>
<td>Submerged Lands &amp; Environmental</td>
</tr>
<tr>
<td>Representative</td>
<td>Resources Representative</td>
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<tr>
<td>Maintenance Representative</td>
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Survey

The facilitator will create the survey. The survey will announce the upcoming events. Additionally the survey will be used to solicit any comments concerning existing Partnering Agreement and any issues and concerns that exist in either group. The survey will be distributed via email to all members of each group.

The facilitator will collect the completed surveys. The facilitator will identify any Partnering Agreement comments and incorporate them if necessary. If there are any changes to the Partnering Agreement they will be circulated by email for approval. Another function of the survey is to stimulate thoughts amongst the recipients, which will lead to the ideas and issues of the meetings. The facilitator will prepare a handout for the
Kickoff Meeting that will highlight the Partnering Agreement and identify issues and concerns.

**Kickoff Meeting**

The Kickoff Meeting will be the first gathering of individuals from both organizations. The attendance will be all members of both the management group and the work group. This meeting will be scheduled to ensure all members are in attendance. The meeting will be organized as a more formal gathering. The time for the meeting will be kept as short as possible based on the attendees and helping to ensure their attendance. Overall this meeting should last no more than an hour and a half.

The goal of this meeting is to present the Partnering Agreement from the upper levels of management to the working groups of both organizations, to solicit their support and foster a spirit of cooperation among the attendees.

**Kickoff Meeting Schedule**

- Initial call to order by facilitator (10 minutes)
- Identification of management group members by facilitator (10 minutes)
- Overview of process by facilitator (15 minutes)
- Highlights of past successes, guest (15 minutes)
- Statement of overall charter by FSU President and DEP Secretary (10 minutes each)
- Identification of working groups, lead member (15 minutes)
- Closing by facilitator (5 minutes)
- Closing comments by DEP Secretary and FSU President (5 minutes)

**Workshop**

The Workshop will be scheduled for some time following the Kickoff Meeting. Members of the working groups will attend this gathering. This session will be scheduled to last for approximately four and a half hours. Also, this meeting will be casual, to aid in ease of discussions.

**Workshop Goals**

As an aide to the process, the following goals will be posted during the workshop:

- Establish rapport among participants
- Identify communication lines
- Work to establish priorities for future growth
- Establish schedule for future sessions

The goals will be used to frame discussions and activities during the workshop. These goals will be supplemented with issues that were identified on the email survey and ones that are brought up in the workshop.
Workshop Schedule

8:00  Facilitator introduction  
8:15  Review of ground rules  
8:30  Participant introductions and warm-up exercise  
9:15  Open discussion of Kickoff Meeting  
9:45  Identification of issues and concerns  
     (initiate discussion with email survey HO)  
10:30  Break  
10:45  Issue ranking exercise  
11:30  Assign tasks to group members based on issues  
11:45  Establish schedule for completion of assigned tasks and tentative 
     Partnering Meeting date  
12:00  Review of activities  
12:15  Closing statements by workshop members  
12:30  Adjourn

Workshop Follow-up

The facilitator will draft the meeting minutes and email them to the group members for comment. This email will also be used to finalize the date for the Partnering Meeting. Incorporate comments and distribute final report (including schedule for assignment completion), again by email.

Partnering Meeting

The Partnering Meeting will be scheduled to be within no more than two months following the Workshop. The working groups of both organizations and the facilitator will attend this meeting. The facilitator will still orchestrate this meeting, but with the sole intent preparing the participants to schedule and run the next meetings themselves.

The goals of this meeting are to continue developing the lines of communication, review the activities of the previous meetings and to identify the issues and goals for the next meetings.

This meeting will be no more than four hours and should be located a point midway between Pensacola and Tallahassee, with lunch following (self paid).

Partnering Meeting Schedule

8:00  Morning introductions and review of ground rules  
8:15  Status of assignments  
8:30  Presentations of assignments  
9:30  Discussions of assignment issues  
10:00  Identification of issues and concerns for next meetings  
10:30  Break
10:45 Issue ranking exercise
11:30 Assign tasks to group members based on issues
11:45 Establish schedule for completion of assigned tasks
12:00 Review of activities
12:15 Closing statements by workshop members
12:30 Adjourn

As one of the assignments at this meeting, one person will compile the meeting minutes and send them to the team members. Another team member will be tasked with scheduling the next meeting. A lead member from each organization will be identified as the primary contacts for future planning issues. The facilitator will receive the email minutes and other information, but will not be the coordinator at this point.