

Agriculture Program Meeting
Tuesday, January 13, 2009

Attending: Bob Auge, Wayne Clatterbuck (for Keith Belli), Mike Davidson, Eric Drumm, Tim Fawver, Delton Gerloff, Rob Holland, Carl Jones, Debbie Joines, Alan Mathew, David Perrin, Richard Powell, George Smith, Jim Stewart, and David Yates.

1. **Travel Processing Improvements**

Tim Fawver and David Yates discussed improvements in travel processing. Presently six counties are serving as pilot counties for reimbursement of in-state trip meter mileage only. The next phase will involve overnight travel. Yates shared a handout on the Travel Improvement Project. Resource materials are located at <http://www.uteasternregion.org/tip.htm>.

2. **Soil, Plant and Pest Center Update**

Debbie Joines shared the fee structure for the Soil, Plant and Pest Center effective January 1, 2009. Plant tissue analysis will be added in the spring. Links to Soil, Forage and Plant Pest data by county are available by going to the Center's website at <http://soilplantandpest.utk.edu/default.htm>. Web services for an online searchable and reportable database for county agents, specialists and clientele should be available this spring.

3. **Budget Update**

Smith shared information on the current budget and discussed procedures in place for travel and equipment purchases. Submit ideas for possible savings to Dr. Cross.

4. **PAT Points for Inservice via Centra**

Smith led a discussion of procedures to follow in getting Pesticide Applicator Training points for inservice conducted by Centra. Specialists conducting the training should get a copy of the program agenda to Dr. Burgess for him to assign points. Jim Stewart will develop a database for program leaders to use in submitting the required information to Nashville. Instructions will be provided during the Centra training for those agents participating to receive their points.

5. **External Professional Activities for Pay General Guidelines**

The form to request authorization for outside work for pay is available on the UTIA website. All full-time UTIA employees must request approval in advance for any external work for pay. UT Extension employees are generally prohibited from work for pay such as consulting and serving as an expert witness (except under a subpoena or court summons) within the State of Tennessee.

6. **Streamlining Planning and Reporting**

Smith shared a document containing recommendations for streamlining Extension's planning and reporting. Seven State Action Agendas are being recommended beginning with 2010 annual planning. Smith will work with the Livestock and Forage Systems and the Plant Systems State Action Agendas and will be contacting department heads for recommendations on specialist involvement in establishing the SAA team in these areas.

7. **Proposal for New Groups in Lotus Notes**
Three new groups of specialists have been proposed for Lotus Notes: Ag and Natural Resources specialists, FCS specialists, and 4-H specialists. Department heads were requested to review the lists included in Dr. Smith's email dated January 12, 2009, to make sure specialists are included in the appropriate group(s). We also need to know if specialists should be removed from these lists. In the future, notify Billy Williams with information on adding new hires to appropriate group(s). As individuals leave Extension, you should also let him know to remove them from groups.
8. **New Worker Training**
The next New Worker Training is scheduled to begin at 2:00 p.m. on Monday, March 2 and end at noon on Thursday, March 5. Four hours of training is planned by speciality area. Pesticide Certification Training is planned for Ag agents. BQA training was suggested as another topic for ag training.
9. **Grants and Contracts - FY07 & FY08**
Smith reported an increase of 20% in grant and contract activity over last year for regions and departments.
10. **Introduction**
Dr. Bob Auge was introduced as Department Head of Plant Sciences. Smith welcomed him in his new role.
11. **Upcoming Events**
February 5 - Grain Conference
February 12 - Cotton Focus
12. **Next Meeting – March 10, 2009, 301 Morgan Hall**
The February meeting is cancelled. Smith will coordinate future meetings with 4-H. Centra is the preferred method if meetings are not face-to-face.