

Agriculture Program Meeting  
Tuesday, March 11, 2008

Attending: Gary Bates, Keith Belli, Tim Cross, Mike Davidson, Delton Gerloff, George Grandle, David Perrin, Richard Powell, and Jim Stewart.

Agenda Items:

1.     **Service Recognition**
  - Cross presented Dr. Gerloff with a federal length of service certificate and pin to recognize him for thirty years of service as of December 31, 2007.
  
2.     **Disaster Animal Response Team (DART) Brochure**
  - The DART brochure which provides a summary of Tennessee Emergency Response Plans was distributed. Each county and regional office will receive copies in this month's Inner Office packet.
  - Cross is meeting with Dr. Linnabary, along with representatives from Homeland Security and TDA on March 12, 2008, and will follow up with program leaders on credentialing requirements.
  
3.     **Marketing Piece**
  - Cross shared the marketing piece that Dr. Byrd uses in recruiting. It contains examples of UT Extension programs. Additional copies are being sent to each regional office for distribution.
  
4.     **Tennessee Biofuels Initiative Update**
  - Ken Goddard, Extension Specialist, and Jon Walton, Area Specialist, have been employed to work in the Biofuels area.
  - Seventeen producers from seven counties (within a 50-mile radius of Vonore) received contracts for production of switchgrass. GPS mapping of the farms is presently being completed.
  
5.     **USDA CAPS Exotic Pest Survey Program**
  - Beth Long discussed the ongoing USDA Cooperative Agricultural Pest Survey (CAPS) project. The \$500 award is still available for the first confirmed find in Tennessee for any of the "Most Wanted" exotic pests.
  
6.     **Insect and Plant Disease Control Manual**
  - Beth Long reported that the Insect and Plant Disease Control Manual on CD should be available next week. Following a discussion about whether the manual should also be printed, the program leaders agreed that a printed manual is also needed. The printed copy should be available within the next month.
  
7.     **SUPER Tip**
  - Cross showed how specialists should go back into the Training/Registration module to complete the training attendance after the training is completed. Once the specialists

complete this step, the training transfers to the individual's performance appraisal under Professionalism. Program leaders should notify specialists when they see "failing" grades as a reminder to complete this step.

- The HR form still needs to be completed.

8. **CPA Update**

- Funding is still available to help with agent travel for the Tennessee Farmers Market Forum scheduled for March 31, 2008, and the Rural Development Conference to be held on April 1-2, 2008.

- The National Value-Added Conference is scheduled on June 2-3, 2008, in Oklahoma City. Travel scholarships for agents are available.

- CPA is working on a 10-year anniversary feature publication.

9. **Multistate Activities Reporting in SUPER vs. Payroll**

- The AREERA Act requires Extension to establish target percentages for Smith-Lever funds for both multistate and integrated activities. Specialists have been assigned a percentage of time to expend on multistate activities and this percentage doesn't always correspond with certification of time expended. We will continue to work through this to remain financially auditable with our reporting.

10. **Moving Expense Policy Change**

- Cross discussed the change in the University policy for moving expenses. Payment of moving expenses will be by supplemental payment using funds specified in the letter of offer. These funds are considered taxable income.

11. **TAEP Information and Outreach, Reimbursement**

- Debbie Ball is coordinating the Tennessee Ag Enhancement Program outreach efforts and can be reached by email at [Debbie.Ball@state.tn.us](mailto:Debbie.Ball@state.tn.us) or by phone, 615 837-5384. Agents should contact Ms. Ball with any questions regarding the Ag Enhancement program. Agents should also encourage producers to submit their requests for reimbursement for Ag Enhancement funds.

- Clyde Lane and Emily Tipton will continue to post TAEP information on Extension's website.

12. **Pesticide Points for Agent Training**

- Specialists were reminded to submit training agendas to Dr. Burgess so agents can receive pesticide recertification points.

- Pesticide recertification can be completed on-line. Dr. Burgess and Richard Karel are working to get the certification on-line as well.

- Program leaders requested an email with step-by-step instructions for the pesticide certification program.

13. **Milan No-Till Field Day**

- The Milan No-Till Field Day is scheduled for July 24, 2008. The deadline to submit entry forms for exhibits is March 14 and should be sent to Dr. Blake Brown.

14. **Next Meeting**

April 15, 2008, 301 Morgan Hall