

Agriculture Program Meeting
Tuesday, June 9, 2009
via Centra

Attending: Bob Auge, Keith Belli, Gene Burgess, Herb Byrd, Eric Drumm, Debbie Joines, Dwight Loveday (for Mike Davidson), Alan Mathew, David Perrin, Richard Powell, Emmit Rawls (for Delton Gerloff), Jim Stewart, and George Smith.

1. **Retirement/Post-Retirement Appointment Process**

Dr. Byrd shared copies of forms needed for the retirement/post retirement process. Email Dr. Byrd if you would like a copy of these handouts. Letters and agreements were handled through the Dean's office; however, it is the responsibility of the department business manager/bookkeeper to handle the paper work for retirees and then in putting those individuals who will have a post-retirement appointment back on the payroll.

Forms needed for the new hire process are:

- New W-4
- New Direct Deposit form
- New Initial Hire/Rehire of Employee
- New Personal Data Form
- TCRS Temporary Employment Report
- New Application for Employment
- Consumer Report
- Knoxville Police Department Permission to Release Arrest Information
- EEO Self-Identification Form
- Disclosure Statement
- New I-9

New official transcripts are not needed for the post-retirement appointments.

2. **Status During Service Breaks**

Dr. Byrd explained that post-retirement participants are civilians during the 30-day service break. An abbreviated Exit Report should be completed for these participants. Make sure to clear any debts to UT in order to be paid for any unused annual leave. On-campus participants should get a new ID made as soon as possible and then go to Parking Services to secure a new hang tag. Participants may keep their name badge, keys, American Express Card, laptop or computer, along with other supplies and equipment that they will be using during the post-retirement appointment. No need to do a detailed inventory; however, they must turn in their Procurement Cards. Term employees cannot use procurement cards.

Individuals not on the payroll cannot give Extension related advice to anyone. After they come back to work as a retiree, they will be covered under the university's liability and Worker's Comp. These individuals will not receive annual or sick leave. Once they become a retiree, also they will not have the free life insurance provided with the basic UT health insurance. They can choose to purchase the same plan; however, private sources might be less expensive.

If producers want to take the pesticide applicator certification exam or the pesticide recertification exam, and there is no agriculture agent in the office during the 30-day break in service, they should be encouraged to go to a surrounding county unless they can wait until the agent returns on the post-retirement appointment.

Individuals should also register as a volunteer in SUPER if they will be assisting with 4-H events in a volunteer capacity.

3. **Streamlining SUPER**

The goal for Streamlining SUPER is to improve our planning and reporting and to focus on the most important things we do. We are currently looking at state action agendas in row crops, horticulture, and fruits and vegetables to see if these three state action agendas can be merged into one or two and the possibility of combining topics and outcomes. The goal is to limit the number of state action agendas, have fewer topics and reduce the number of outcomes. Smith suggested reviewing the annual reports for 2006, 2007, and 2008 on-line at <http://agweb.ag.utk.edu:8090/eesd/eesd.nsf/Reporting%20System> to get an idea of how the current system is being used. Prior to the June 26 meeting to look at streamlining in the plant sciences area, department heads were requested to take a look at these state action agendas and send ideas and feedback to Dr. Smith. We need to know what is important for us to report. Dr. Smith will meet with Joseph Donaldson to see if he can get more specific guidelines prior to this meeting.

4. **Stimulus Funds Program Enhancements**

Starting July 1, stimulus funds will be available to use in the agriculture, natural resources, and resource development program area, possibly through mini-grants to counties, regions and the seven departments and two Centers. Funds must be spent before June 30, 2011. Broad plans include funding students, enhancements for SUPER, program enhancements and enhancing IT. Other possibilities include: hiring on term appointments, specialists mentoring graduate students to develop greater interest in Extension, undergraduate internships, or purchasing equipment (cannot buy capital equipment over \$5,000). Transfer of money in and out of this account is not allowed. Extension will be held accountable for funds and may be required to make quarterly reports. Provide ideas, thoughts, suggestions for the use of the funds to Dr. Smith as soon as possible, as well as, your thoughts and suggestions for the content of the proposal request as well.

5. **Copyrights**

Any request to use copyrighted materials created by specialists has to be reviewed by UT legal counsel and then approved by the Dean.

6. **TFC Training Program**

Gary Bates is heading up a training session for new staff of Tennessee Farmers Cooperative. The group will be on campus on September 11. Early stages of planning include a one-hour UTIA-wide presentation here on campus and possible tours of the Biotech Building, and possibly the Plant Sciences farm and the organics unit. Share your ideas with Dr. Bates for the presentation.

7. **Other Items**

Dr. Burgess indicated that Beth Long has the Redbooks ready for distribution.

8. **Next Meeting via Centra**

Since we have a conflict for the July 14 meeting date, we will send out an email to check other possible dates. The date will be confirmed as soon as possible.