

SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM

AGRICULTURAL RESEARCH & EXTENSION CENTER



DRAFT POLICY AND PROCEDURE MANUAL

INTRODUCTION

Southern University Agricultural Research and Extension Center (SUAREC) is the fifth campus of the Southern University and Agricultural and Mechanical College system. The mission of SUAREC is to conduct research, and to disseminate the results to citizens of the state of Louisiana, with particular emphasis on the disadvantaged and underserved groups. This draft Procedure and Policy Manual is a living document containing operating instructions for the purpose of providing guidance to all employees of SUAREC in the performance of their duties. This manual is subject to review based on feedback from SUAREC personnel.

The procedures and policies outlined in this document are presented in five parts. **Part I** presents the historical background of Southern University followed by the vision, mission and strategic goals of the Southern University Agricultural Research and Extension Center. **Part II** deals with publications; it is divided into two sections. Section A describes publications policies and procedures and section B describes guidelines for submission and review of proposals for funding through the Cooperative State Research, Education and Extension Service (CSREES). **Part III** describes guidelines on how to report education contacts through the use of the Center's Web system. Stakeholder input councils are the subject of **Part IV** of this manual. These councils present excellent opportunities for SUAREC clients and citizens of Louisiana to make meaningful contributions to the design of research and extension programs aimed at addressing their needs. Finally, **Part V** deals with the policy statements governing livestock and plant inventories, and commodity sales. It is apt to note that this is a draft manual which may be revised as deemed necessary and dictated by the test of time and experience. The final document is intended to enhance and improve the conduct of business by employees of the Center.

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Part I : Background

SOUTHERN UNIVERSITY

AGRICULTURAL RESEARCH AND EXTENSION CENTER

1.1.A Brief Historical Background of Southern University

The history of Southern University is one full of a series of achievements earned in more than a century. Through this period, the University has grown and survived in the most difficult conditions of political and economic hardships, under the leadership of illustrious presidents, chancellors, and members of the administrative cadre. The institution was chartered in January 1880 by the General Assembly of the State of Louisiana, in accordance with a bill sponsored in 1879 by Pickney B. S. Pinchback, T. T. Allain, and Henry Demas.

Southern University was inaugurated on March 7, 1881, in New Orleans, Louisiana, with twelve premier students. Due to operational difficulties in 1912, the University was temporarily closed under Act 118 of the Louisiana Legislature. Upon a satisfactory reorganization of the University as authorized under Act 118, it was reopened two years later in Scotlandville Louisiana, on March 9, 1914, under the presidency of Dr. J. S. Clark. The Scotlandville location has since been operational and remains the site of the present Baton Rouge Campus of the University.

In the years that followed, and indeed presently, the University has grown significantly, both in the quality of its faculty and academic programs, and in student enrollment. Through these years, experienced administrators and highly committed faculty members of the University have remained relentless in providing quality services and education to the growing student population. Undeniably, the recognition of the University as a Land Grant College* in 1892 marked a new phase in the historical development of the institution. The following schools were established as a part of that development: the Law School in 1948, the Graduate School in 1958, the New Orleans Campus in 1956, and the Shreveport-Bossier City Campus in 1964. Other related functionaries and disciplines include the Board of Supervisors of the Southern University System constituted by the Legislature in 1975, and the Southern University Agricultural Research and Extension Center established in 2001.

Over the passage of time, presidential successions have come to mark a significant growth process in the history of the University through demonstrated commitment of past and present presidents to service. In writing the history of the University, therefore, it is inevitable to acknowledge the meritorious services of our illustrious presidents. In 1938, Dr. Felton Clark succeeded his father Dr. J. S. Clark as president, and served in that capacity until his retirement in 1968. Dr. G. Leon Netterville succeeded Dr. F. G. Clark who, upon his retirement, was succeeded by Dr. Jesse N. Stone Jr. Dr. Joffre T. Whisenton served after Dr. Stone Jr. in 1985. By deployment, Dr. Dolores R. Spikes came to replace Dr. Whisenton in 1988, and in 1997, Dr. Leon TraverÉÉ was named the president.

***In 1888, an Agricultural and Mechanical Department was established; and in 1892, Southern University was recognized by the Federal Government as a Land Grant College, under the Federal Act of 1890, known as the Second Morrill Act.**

The **Southern University Agricultural Research and Extension Center (SUAREC)** was **established on July 1, 2001** out of the need to enhance the impact of our land-grant programs on the citizenry of the state of Louisiana. SUAREC is the fifth and youngest campus of Southern University System. **Southern University Agricultural Research and Extension Center (SUAREC)** was established under the Presidency of Dr. Leon Tarver, II and Dr. Leodrey Williams was named the first Chancellor of SUAREC on July 1, 2001. Three Vice Chancellors were named on April 1, 2003, they include: Dr. Adell Brown, Vice Chancellor for Finance and Administration; Dr. Kirkland Mellad, Vice Chancellor for Research; and Dr. Gina E. Eubanks, Vice Chancellor for Extension.

SOUTHERN UNIVERSITY

AGRICULTURAL RESEARCH AND EXTENSION CENTER

Vision Statement:

To be recognized and valued as a premier provider for practical new discoveries, outreach education and technical assistance in food, agricultural and human sciences that enhance the quality of life of the diverse urban and rural citizenry of Louisiana. The Southern University Agricultural and Extension Programs are effective through the use of current and emerging technologies, accessible information systems, sustained linkages, collaborations and partnerships, and continuous planning, evaluation, and accountability.

Mission Statement:

The mission of the Southern University Agricultural Research and Extension Center is to conduct basic and applied research and disseminate information to the citizens of Louisiana in a manner that is useful in addressing their scientific, technological, social, economic and cultural needs. The Center generates knowledge through its research program and disseminates through its extension program relevant information that addresses the scientific, technological, social, economic and cultural needs of all citizens, with particular emphasis on those who are socially, economically, and educationally disadvantaged. Cooperation with federal agencies and other state and local agencies ensure that the overall needs of citizens of Louisiana are met through the effective and efficient use of the resources provided to the Center.

Philosophy Statement:

The programs conducted by the Southern University Agricultural Research and Extension Center are grounded in the basic tenets of the Legislative Acts which created, and refined the 1890 Land-Grant System. The Center is positioned to anticipate change and to embrace the challenges and opportunities of the future. Resources are focused on high priority issues facing the citizens of Louisiana as the needs of this diverse society grow in complexity. The Center offers credible, relevant, and effective research and educational responses that have positive and enduring impact on individuals, families, and communities.

Statutory Authority

PROGRAM AUTHORIZATION: Authorization for the Southern University Extension Program is Public Law 95-113-September 29, 1977, Subtitle G-1890 Land-Grant Funding (Extension at 1890 Land-Grant Colleges, including Tuskegee Institute. Sec. 1444 (a) There are hereby authorized to be appropriated annually such sums as Congress may determine necessary to support continuing agricultural and forestry extension at colleges eligible to receive funds under the Act of August 30, 1890 (26 Stat. 417-419), as amended; 7 U.S.C. 321-326 and 328), including Tuskegee Institute (hereinafter in this section referred to as the “eligible institutions”). Funds appropriated under this section shall be used for expenses of conducting extension programs and activities, and for contributing to the retirement of

employees subject to the provisions of the Act of March 4, 1940 (54 Stat. 39-40, as amended; 7 U.S.C. 331).

Authorization for the Southern University Research Program is Public Law 95-113-September 29, 1977, Subtitle G-1890 Land-Grant Funding (Extension at 1890 Land-Grant Colleges, including Tuskegee Institute. Sec. 1445 (a) There are hereby authorized to be appropriated annually such sums as Congress may determine necessary to support continuing agricultural research at colleges eligible to receive funds under the Act of August 30, 1890 (26 Stat. 417-419), as amended; 7 U.S.C. 321-326 and 328), including Tuskegee University (hereinafter referred to in this section as "eligible institutions"). Funds appropriated under this sections shall be used for expenses of conducting agricultural research, printing, disseminating the results of such research, contributing to the retirement of employees subject to the provisions of the Act of March 4, 1940 (54 Stat. 39-40, as amended; 7 U.S.C. 331), administrative planning and direction, purchase and rental of land and the construction, acquisition, alteration or repair of buildings necessary for conducting agricultural research.

Our Principal Clients:

The Southern University Agricultural Research and Extension Center generates knowledge through its research program and disseminates relevant information through its extension program that addresses the needs of citizens with particular emphasis on those who are socially, economically, and educationally disadvantaged. The research and extension programs at Southern University were constitutionally established through the Land-Grant authorization. Educational programs implemented by the Center are available and useful to all citizens of Louisiana and primarily to clients in the areas of food, agricultural and human sciences, and to urban and rural dwellers, youth, government officials, faith and community leaders, and families. Louisiana citizens utilize information disseminated by the Center to improve their quality of life through scientific, technological, social, economic and cultural applications. As a publicly funded institution, Southern University Agricultural Research and Extension Center is committed through its research and educational programs to linking citizens of Louisiana to opportunities for success and being accountable to the people of the state.

Strategic Plan Goals:

- I.** To strengthen the productivity, profitability and competitiveness of Louisiana's agriculture, forestry, and fisheries while enhancing the environment and wise use of the natural resources.
- II.** To build leaders and good citizens through youth development.
- III.** To implement nutrition, health, family, and community development programs to enhance the quality of life of Louisiana's citizens.

**United States Department of Agriculture:
Strategic Plan Goals For FY 2002 - 2007**

- Enhance economic opportunities for agricultural producers.
- Support increased economic opportunities and improved quality of life in rural America.
- Enhance protection and safety of the nation's agriculture and food supply.
- Improve the nation's nutrition and health.
- Protect and enhance the nation's natural resource base and environment.

**SOUTHERN UNIVERSITY
AGRICULTURAL RESEARCH & EXTENSION CENTER**

PROGRAM AREAS

- Sustainable Agricultural Systems
- Urban Forestry and Natural Resource Management
- Nutrition and Health
- Family and Human Development
- Youth Development
- Economic and Community Development

ADVISORY COUNCILS

- 1. Chancellor's Advisory Council
- 2. Sustainable Agricultural Systems Council
- 3. Urban Forestry and Natural Resource Management Council

- 4. Nutrition and Health Council
- 5. Family and Human Development Council
- 6. Youth Development Council
- 7. Economic and Community Development Council

1. Chancellor's Advisory Council

Role: The Chancellor's Advisory Council provides programmatic inputs, reviews and guidance to the Chancellor to ensure that programs in research and extension are relevant and meaningful to addressing clientele needs.

Functions:

- Provide programmatic inputs, review, and guidance to the Chancellor for the overall programs of SUAREC Research and Extension Programs.
- provide the means to identify and activate resources for the Center
- Advise the Center on innovative ways to communicate with clientele to ensure greater response and adoption of new technologies.

2. Sustainable Agricultural Systems Council

Functions :

- Provide insights to the Vice Chancellors for Research and Extension in terms of needs and relevance.
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote the sustainable agricultural programs, and the SU Ag Center in general.

3. Urban Forestry and Natural Resource Management Council

Functions :

- Provide insights in terms of needs and relevance to the Vice Chancellors for research and extension.
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote all programs in Urban Forestry and Natural Resources and the SU Ag Center.

4. Nutrition and Health Council

Functions

- Provide insights regarding needs and relevance of research and extension programs to the Vice Chancellors for Research and Extension.
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote programs in nutrition and health and the SU Ag Center.

5. Family and Human Development Council

Functions

- Provide insights in terms of needs and relevance of research and extension programs to the Vice Chancellors for Research and Extension.
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote the programs associated with family and human development and the SU Ag Center.

6. Youth Development Council

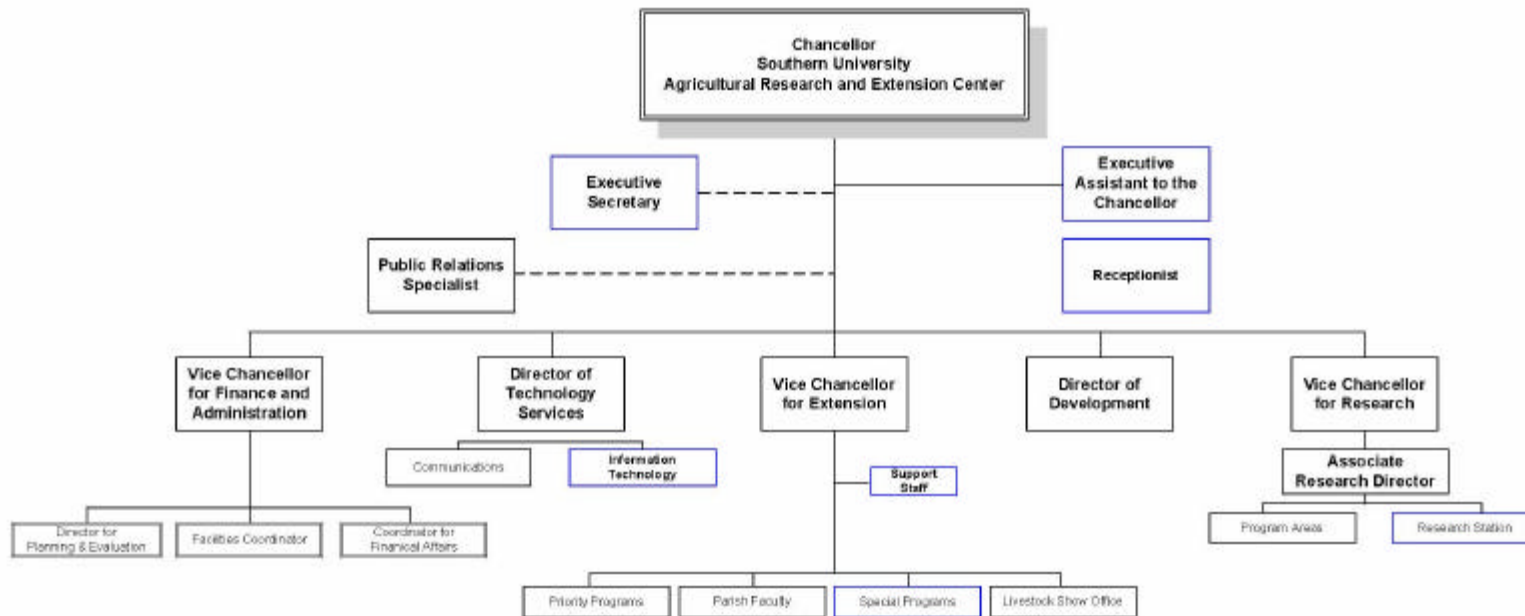
Functions

- Provide insights in terms of need and relevance of research and extension programs to the Vice Chancellors of Research and Extension.
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote youth development in particular and SU Ag Center programs in general.

7. Economic and Community Development Council

Functions

- Provide insights in terms of needs and relevance to economic development .
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote the Economic and Community Development Program in particular and SU Ag Center programs in general.



Southern University
Agricultural Research and Extension Center
Office of the Chancellor
Organizational Structure

Part II :

Publications

Part II A:

Publication Policies and Procedures

BRIEF INTRODUCTION

Periodically, scholarly information is published in scientific journals within the author's respective discipline. Some information may not be appropriate for publication in these journals because it is too localized or it simply reports the progress of on-going project activities. In addition, a scientist may want to reach a larger, less technical audience than could be reached through scientific journals. Therefore, the Agricultural Research and Extension Center facilitates the dissemination of scientific information through the publication of Technical Bulletins, Research Reports, Research Newsletter and Special Publications. The Center presents a set of guidelines for a smooth publication process. Four types of publications are identified. Procedures useful in publishing the various types of publications in the Agricultural Research and Extension Center are described.

TYPES OF PUBLICATIONS

1. Technical Bulletins

Description: Technical Bulletins are the most detailed and technical of the research publications. A Technical Bulletin contains information comparable in quality to that found in scientific journals. Manuscripts suitable for publication as Technical Bulletins are those that are too long and comprehensive for a journal, or that may be too localized to appeal to a national or regional audience. This publication generally includes: a) an introduction and problem statement, b) objectives, hypotheses or research question, c) literature review, d) description of research methods, e) presentation and discussion of results, f) conclusions and implications, and g) references. Manuscripts are reviewed internally and externally when appropriate.

Preparing the Manuscript: Manuscripts submitted for publication as Technical Bulletins are prepared in much the same way as those submitted to a journal: typed on one side of the page, double spaced, and with large margins for review comments. The manuscript should not exceed twenty (20) pages, except in rare occasions. Tables, figures and charts should be included in the body of the manuscript.

Author and Funding: An author of a manuscript is defined as one who takes intellectual responsibility for the research reported. The list of authors should include those who actively contributed to the overall design and execution of the research. A short notation at the bottom of the first page should identify the author(s) and acknowledge all funding sources.

Anticipated Audience: Research scientists, extension specialists and general publics

2. Research Reports

Description: Research Reports allow for the timely publication of information that is less technical and less research-oriented than the technical publications. Research Reports include progress reports on current research, preliminary results that can be put to immediate use, and compilations or reviews of other research. Though less technical than Technical Bulletins, Research Reports are critically reviewed to determine the need for the information and its scientific value. Routine progress reports are not published as Research Reports.

Preparing the Manuscript: See Technical Bulletins. Manuscript should not exceed five (5) pages, except in rare occasions.

Author and Funding: See Technical Bulletins

Anticipated Audience: Extension county agents, community leaders and decision-makers, research scientists, extension specialists, and general publics.

3. Research Newsletter

Description: The Research Newsletter is a popularly written publication about the accomplishments of the research and/or extension program area(s). It is published bi-monthly. Articles prepared for the Research Newsletter will be two to three pages long and may be abbreviated versions of manuscripts that have appeared in journals, as Technical Bulletins, or Research Reports.

Preparing the Article: Use the following guidelines for preparing articles: Articles should not exceed two (2) pages doubled spaced, except in rare occasions.

- a. Use a topic that is catchy and easily understood
- b. Present a strong rationale for any subject pursued
- c. Describe methodologies in very simple terms
- d. Accomplishments
 - Results should be presented in a manner that is understood by a non-scientific audience
 - Generate colored photographs to support findings and methodologies
 - Impacts should be strongly emphasized i.e. social, economic, etc.
 - Use simple charts and tables where appropriate
 - Use only simple descriptive statistics
- e. Conclusions and implications
- f. References

Author and Funding: See Technical Bulletins

Anticipated Audience: See Research Reports

4. Special Publications

Description: Occasionally, the research scientist and/or extension specialist will publish information that is not suitable for a Technical Bulletin, Research Report or Research Newsletters. Such special publications may include symposium proceedings, a list of publications, reviews of research, a review of information on a given subject, or fact sheets. Though not subject to a vigorous scientific review, special publications should reflect the nature and purpose of a research and/or extension program in the Center.

Preparing the Manuscript: While some creativity is suggested in preparing special publications, it is recommended that the following guidelines for preparing articles be used: Articles should not exceed five (5) pages, except in rare occasions.

- a. Title of Article
- b. Author's name and contact information (telephone, email, fax, etc.)
- c. Overview and/or description
- d. Purpose of information
- e. How to use information
- g. Social or economic impact
- h. Conclusions and implications
- i. References

Author and Funding: See Technical Bulletins

Anticipated Audience: See Research Reports

MANUSCRIPT REVIEW AND SUBMISSION

Manuscripts prepared for publication should be reviewed by peers in the scientist's respective research program areas and, where appropriate, extension persons should be included in the review process. In the case of Technical Bulletins, external reviews will be sought. This review will be directed through the Center's Communication Specialist in the Office of Technology Services. Upon review, the manuscript is then submitted to the Publication and Editorial Committees for further considerations and editorial decisions. Initial submission should include 1) contact information, 2) use of Microsoft Word, 3) use two column text, 4) use 12 point font size, and 5) use Times Roman font. Guidelines regarding submission schedules for the various types of publications are described.

- a. **Technical Bulletins** are published bi-annually in October and April. Submissions are to be received by the Publication Committee one month in advance of the publication period.
- b. **Research Reports** are published bi-annually in March and September. Manuscripts are to be submitted to the Publication Committee one month in advance of the publication period.
- c. **Research Newsletters and Special Publications** are published bi-monthly beginning May 2002. The Publication Committee is to receive manuscripts one month prior to publication

Style of Manuscript: All Technical Bulletins published by the Center will conform to the style and format outlined in the guidelines. The preferred sources on specific questions of style will be A Manual of Style (University of Chicago Press, 13th Edition) and the Council of Biological Editors Style Manual (CBE, Inc., 5th Edition). Webster's New Collegiate Dictionary will be the primary source of spelling and word usage.

Citation: When referencing materials in the text, the author should use the "name and year." or Harvard system described in A Manual of Style and the CBE Style Manual. In this system, authors are referred to in the text by their last names and the year of publication. Thus, Williams (1983) or (Williams 1983); Mellad and Eubanks (1983) or (Mellad and Eubanks 1983); Brown et al. (1983) or (Brown et al. 1983). Et al. is used when a group of four or more authors is cited.

All references should be listed alphabetically at the end of the text. All Center publications will conform to A Manual of Style for Bibliographic Forms. References to journal articles shall include author, year of publication, title of article (capitalized in sentence style), title of journal (underlined), volume and page numbers. An example is below.

Rawls, Willie J. 1995. Cluster analysis of student's interest in work-traits related to careers in the agricultural sciences. NACTA Journal, 35 (February): 54-57.

Book entries shall include author, year of publication, title (sentence capitalization and underlined), city of publication and publisher. An example is provided.

McGee, Bernestine. 1999. Nutrition Intervention New York City: Paul Publishing Co.

Authors should refer to A Manual of Style for other bibliographic reference forms.

PUBLICATION MANAGEMENT

Editorial Committee: This committee has oversight responsibilities for all Center publications and is responsible for final editorial and printing decisions. The committee is comprised of the Chancellor or his designee, the Center's research and extension administrators or their designees, the Center's Director of Technology Services and the Center's Communication Specialist. An Editor will be named as a member of the committee in the future. In the meantime, external editorships will be sought.

Publication Committee: The membership of this committee is comprised of research and extension faculty and staff. The research and extension administrators of the Center appoint members with endorsements by the Chancellor. The role of this committee is to review peer reviewed manuscripts consistent with publication guidelines. Appointees coordinate peer reviews of research and/or extension manuscripts and submit conclusions to the Publication Committee for further action. Final work of this committee is transmitted to the Editorial Committee for editorial and printing decisions.

Initial manuscripts prepared by research and extension faculty and staff are to be submitted to the Center's Communication Specialist of the Editorial Committee. The communication specialist disseminates manuscripts received to appointees of respective research and extension areas for peer review. Results of peer reviews are to be submitted to the Publication Committee for further action.

MANUSCRIPT PRINTING AND DISSEMINATION

The Agricultural Research and Extension Center assumes responsibility for printing Technical Bulletins, Research Reports, Research Newsletters and Special Publications. The author reviews the manuscript before publication. Upon reviewing and editing, the manuscript is ready for printing. The author reviews the page proofs, a draft of the tables, figures and text, as they will appear in the final document. The author checks for misspelled words, typos, and other errors. The Editorial Committee makes the final decision with regards to printing.

Printed materials are disseminated through appropriate outlets including individuals, groups and change agents in the state of Louisiana, and other places. Further, printed materials are catalogued and stored in the Center for use upon request.

Agricultural Research and Extension Center
PUBLICATION COMMITTEE

- Co-chairs:**
- Willie J. Rawls, Associate Research Director**
 - Bernestine McGee, Program Leader, Human Nutrition and Foods**
- Members:**
- Bridget Udoh, Communications Specialist**
 - Ceola Beauchamp, Project Promotion Specialist**
 - Cheryl Atkinson, Associate Professor, Human Nutrition and Foods**
 - Chiquita Briley, Assistant Specialist, Nutrition Education**
 - Daniel Collins, Program Leader, Urban Forestry**
 - Dawn Mellion-Patin, Director, LA Small Farm Technical Assistance Project**
 - Ernie Hughes, Assistant Specialist, Cooperative Extension Program**
 - Fulbert Namwamba, Assistant Professor, Urban Forestry**
 - Gina Eubanks, Assistant Administrator, Cooperative Extension Program**
 - James McNitt, Professor of Animal Science**
 - John Hubbell, Associate Professor, Plant and Soil Sciences**
 - Kamran Abdollahi, Associate Professor, Urban Forestry**
 - Patricia Meynsse, Professor, Agricultural Economics**
 - Veera Bachireddy, Program Leader, Plant and Soil Sciences**
 - Zhu Ning, Associate Professor, Urban Forestry**

Part II B:

Guidelines for Submission and Review of Proposals

Preface

The Proposal Review and Evaluation Committee (PREC) is mandated to enhance the quality of proposals emanating from the Southern University Agricultural Research and Extension Center (SUAREC) and increase the likelihood of funding from traditional and non-traditional sources. The PREC peer reviews proposals (research and extension) for their relevance to the mission of SUAREC, scientific merits, and compliance with funding agencies' guidelines; and make recommendations as to modifications, extensions or terminations of projects. The committee works closely with the Publication Committee as it relates to publishing materials that impact research and outreach activities emanating from SUAREC.

Purpose

The purpose of the Proposal Review and Evaluation Committee (PREC) is to strengthen, enhance and improve the quality of proposals prepared by scientists in SUAREC through peer review and evaluation. Specifically, the functions of PREC are to assure that every proposal:

1. satisfies the mission of SUAREC,
2. falls into one or more of the priority areas set by USDA and recognized by SUAREC,
3. enhances and strengthens the research and outreach capabilities of SUAREC, and
4. meets the objectives, evaluation requirements and other criteria of respective funding agencies.

Preparation Phase

In order to facilitate administrative and technical matters pertaining to each proposal, every scientist contemplating the development of a proposal should discuss the concept of the proposal with his/her Program Leader and other appropriate administrators in SUAREC.

Which Proposals are Reviewed?

All solicited and unsolicited proposals, where scientists within SUAREC serve as project directors or co-directors, with or without collaboration from scientists external to SUAREC, should be reviewed by PREC. Proposals that have exceptionally short deadlines (usually less than five working days) are excluded from this requirement and are approved/disapproved by Program Leaders, Associate Research Director and the Vice Chancellor for Research or the Vice Chancellor for Extension.

Submission Deadlines

The deadline for submission of proposals varies with the requirements of respective funding agencies. The VC for Research, through the Associate Research Director will keep scientists apprised of submission deadlines. In general, proposals should be submitted for review four weeks before they are due to the funding agency to allow enough time for review and administrative decisions.

Submission and Criteria for Acceptance

1. Proposals are submitted to the Office of Associate Research Director and forwarded to PREC.
2. Every proposal should be reviewed at the program level before it is submitted for review by PREC. A fly sheet is prepared for this purpose. See last page of this document.
3. The guidelines of the intended funding agency should be enclosed with the proposal. This does not apply if the funding agency is CSREES, CBGP or USAID where the guidelines are generally known to PREC members.
4. The proposal must be typed on 8 1/2" x 11" white paper, preferably double spaced. Margins should be set at least 1" from the top, bottom, right and left of the page or in accordance with the guidelines of the funding agency.
5. The proposal must be complete. All sections required by the funding agency, including the cover page, budget and budget explanation, must be enclosed. PREC reserves the right to return any proposal for incompleteness.
6. Five copies must be submitted, and each copy must be fastened (stapled) securely.
7. All pages must be legible and readable. Pages must also be numbered.

Checklist for Submission

Every proposal that comes to PREC for review must include the following:

1. a letter addressed to the Associate Research Director with copy of the letter to PREC chair and VC for Research and/or VC for Extension,
2. a completed SUAREC proposal routing form (see appendix) signed by the Program Leader within the program area of origin as an evidence that the proposal is consistent with the mission of the program area and that the proposal has been reviewed and approved at the program level,
3. cover page, table of contents and project summary, and
4. all sections as required by the funding agency, except for required forms

Peer Review

1. The chairman of PREC will determine if a proposal meets the evaluation criteria as set forth in this document.
2. Upon acceptance, the proposal will be sent to at least five reviewers. These reviewers could be internal or external to SUAREC.
3. The project director will be informed, through a copy of a letter, the status of the proposal and the date and time the committee is meeting for collective evaluation. The project director (or his designee) is expected to make himself/herself available at the designated time in case the review panel wants his/her input.
4. Reviewers will be given two to four working days to independently read, evaluate and critique the proposal before they hold a general meeting to collectively evaluate the proposal and suggest constructive changes and recommendations, as needed.

Evaluation

The general criteria for evaluation are as follows:

1. **Relevance of the proposal to the mission of SUAREC and appropriateness in relation to the program priority areas,**
2. **Clarity of documentation,**
3. **Attainability of objectives,**
4. **Appropriateness of methodology and scientific merit,**
5. **Qualification and contribution of directors,**
6. **Appropriateness of the budget in relation to the objectives, timetable and methodology,**
7. **Potential impact,**
8. **Evidence of stakeholder input, and**
9. **Evaluation and continuation plans**

Reporting and Revision

1. **Recommendations, if any, will be forwarded to the project director within 2-3 working days of PREC's meeting. The Associate Research Director, the VC for Research, VC for Extension and PREC members that participated in the review process will also be informed through copies of the letter.**
2. **After making appropriate changes, the project director should re-submit required copies of the (revised) proposal to the chairman of PREC within reasonable time to allow administrative approvals.**
2. **Project directors are encouraged to consider PREC's comments carefully. A letter that explains where and how the recommendations were used should accompany the revised version. Since it is not anticipated that the PD's will completely agree with PREC recommendations, an explanation on where the PD may have disagreed with the reviewers should also be included in the letter.**

Submission to the Appropriate Administrators

When PREC is completely satisfied with the quality and the content of the proposal, it will make recommendation for the final approval by the VC for Research or VC for Extension, if applicable.

Appendix

Proposal Review and Evaluation Committee Members:

Dr. Sebhatu Gebrelul, Chair

Dr. Kamran Abdollahi

Dr. Kit Chin

Ms. Janet Gager

Dr. Yemane Ghebreiyessus

Dr. James Henson

Ms. Anna Jackson

Dr. Bernestine McGee

Dr. James McNitt

Dr. Patricia Meyinsse

Dr. Grace Namwamba

Ms. Kizzy Payton

Dr. Yadong Qi

Dr. Chris Robichaux

Mrs. Karen Stevens

Revised Guidelines for the Development of CSREES Projects

Title:

A brief, clear, and specific designation of the subject of the research. The title, used by itself, should give a good indication of what the project is about.

Justification:

Should present (1) the importance of the problem to the agriculture and rural life of the State or region; (2) reasons for doing the work such as the needs the project will fill and the importance of doing the work now; and (3) ways in which public welfare or scientific knowledge will be advanced.

NOTE: As part of the justification, it is imperative to provide an outline of the process adhered to in soliciting stakeholder's input. Clearly outline the project's potential impact on the targeted audience.

Previous Work and Present Outlook:

A brief summary covering pertinent previous research on the problem (citing the more important and recent publications from other stations, as well as your own station); the status of current research; and the additional information needed, to which the project is expected to contribute. (Literature citations may be listed at the end of the project outline.)

Objectives:

A clear, complete, and logically arranged statement of the specific objectives of the project. Objectives should be concise and measurable.

Procedure:

A statement of the essential working plans and methods to be used in attaining each of the stated objectives. The procedures should correspond to the objectives and follow the same order. Phases of the work to be undertaken currently should be designated. The location of the work and the facilities and equipment needed and available should be indicated. Wherever appropriate, the procedure should provide data suitable for statistical analysis. The statement on procedure should indicate that the research has been carefully planned and should provide for changes when they are necessary to improve the work.

Probable Duration:

An estimate of the maximum time likely to be required to complete the research originally planned and publish the results. Whenever any material change in the objectives of a project is advisable, a new or revised project outline should be prepared. A major change in procedure might also necessitate a revision of the project outline.

Financial Support:

Estimated annual allotments (by funds) to (1) salaries, (2) maintenance, based on analysis of requirements for labor, equipment, supplies, travel, and other operating expenses. A budget should be prepared on a separate page and should be accompanied by a budget narrative which discusses how the budget specifically supports the proposed project.

Personnel:

The leader or leaders and other technical workers assigned. Clearly outline the qualifications and responsibilities of each project participant.

Institutional Units Involved:

Each subject matter unit in the agricultural experiment station and any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated. If there is advisory, coordinating, or directing committee for the project, this should be shown.

Cooperation:

A statement as to cooperation with the U.S. Department of Agriculture or any other stations, institutions, or other agencies cooperating formally or informally on the projects. List Regional project if project is contributing.

Evaluation Plan:

Provide a plan for evaluating the accomplishment of stated objectives, products and outcomes.

*Proposal Development and Evaluation Processes for
USDA Capacity Building Grants
(Step by Step)*

- STEP I** Discussion regarding proposal concept among Project Director (PD) and appropriate administrative personnel (April - May)
- STEP II** Project Identification and Identification of USDA Cooperator (May – June)
- STEP III** Preparation of Proposal (July - September)
- STEP IV** Review of Proposal within unit of origination (End of September)
- STEP V** Program leader submits proposal through appropriate channels to the associate research director for review (2nd week in October)
- STEP VI** The associate research director briefly reviews each proposal for adherence to the mission and goals of SUAREC and then submits it to the chair of the Proposal Review and Evaluation Committee (PREC) for a detailed peer review (2nd week in October)
- STEP VII** Following review by the PREC, the proposal is returned by the Chair of the PREC to the (PD) for any modifications deemed necessary (2nd week in November)
- STEP VIII** The PD makes recommended changes and resubmits the proposal to the chair of the PREC (Last week in November)
- STEP IX** If changes to the proposal are acceptable, the chair of PREC will submit the proposal to the associate research director (First week in December)
- STEP X** The associate research director initiates steps to secure on-campus letters of support and other support that could enhance the chance of getting the proposal funded (2nd week in December)
- STEP XI** The associate research director submits the proposal to SUAREC's budget office for budgetary review and approval. (1st week in January)
- STEP XII** The associate research director then submits the proposal to the vice chancellor for research or vice chancellor for extension, based on the

nature of the proposal, for approval and to the Chancellor for SUAREC for final approval. (2nd week in January)

STEP XIII The associate research director retrieves all proposals from the Chancellor's office and coordinates the final submission process to CSREES in Washington, DC to meet the receipt date of January 31st

Part III :

Guidelines to Reporting Education Contacts

SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER

Guidelines To Reporting Education Contacts

Why is there a need to collect and account for educational contacts?

- **To provide a measure of the organization's productivity for accountability.**

Educational contacts for clientele participation are important indicators of productivity for Southern University Agricultural Research and Extension Center (Southern University Ag Center). Clientele participation data are of significant value in helping administrators and educators to spot and correct programs and administrative weakness in the organization. Furthermore, the data are easy for stakeholders to understand and communicate to others.

Who is Responsible for Reporting?

In accordance with Title VI of the 1964 Civil Rights Act, USDA regulations unequivocally require that each extension employee involved in the delivery of educational programs is responsible for reporting educational contacts. Furthermore, researchers with appointments in the Southern University Agricultural Research and Extension Center (SUAREC) are required to report educational contacts quarterly. These reports are compiled and submitted to the Division of Administration, Office of Planning and Budget through the Louisiana Performance Accountability System (LaPAS) quarterly. Both professionals and paraprofessionals who are working in the Southern University Ag Center are required to keep a record of educational contacts. For example, if a state specialist, a researcher, a parish faculty, and a parish paraprofessional staff jointly presented an educational program to a group of 30 small farmers, each employee would report 30 clientele contacts. Additionally, if two or more staff published an article in a research journal or conference proceedings, only the lead author or presenter would count the educational contact. For example, M. Smith and F. Jones presented research findings at a national conference and Jones is the presenter, Jones would report the educational contacts.

What is a Contact?

The Southern University Agricultural Research and Extension Center (SUAREC) defines a contact (educational or clientele) as a contact with clientele to convey educational information. SUAREC classifies the following as legitimate reportable contacts:

1. Face-to-Face interaction in meetings, workshops, field days, home and office visits;
2. Interactive Video-Conference(s);
3. Individual correspondence by letter or telephone;
4. Newsletters or other published/related materials mailed to individuals, presentations and materials placed at designated location for target clientele;
5. Educational information delivered through mass media, such as television, radio, and newspaper is considered to be a legitimate contact; and
6. Newsletter or handout materials left on a stand in a targeted location such as commodity sites.

How to count mass media, poster presentation, research proceedings?

Information shared via print or media will require that you know the readership and (or) listenership of the various media sources that air, carry, and/or publish the information. The figure should be secured from the media source, use the figure to calculate the percentage of population reached within the coverage area. You will calculate the educational contacts reached using the calculation of 10% of the total reached in the coverage area. (*see example below*)

Media Used	Total Reached	Population Reached (at 10%)
Newspaper	6,000	600
Cable TV	20,000	2,000
Poster Presentation	700	70
Journal Article	2,000	200
Example: $20,000 \times .10 = 2,000$		

The use of diverse media can enhance the population reached but you will need to know the number of times that it was run; number of newspapers; and number of television stations.

You would calculate 10% for each media used, thus you can enhance your total reached and maximize the exposure of the information provided.

Are Extension and Research Personnel Counted as Clientele Contacts?

NO, research and extension professionals and paraprofessionals who are receiving training or information from other extension and research employees are not considered clientele contacts to be reported. **Parish extension faculty receiving training from a state extension specialists or researchers is not to be reported as clientele contact by state specialist or researcher.** Training and guidance by professionals and paraprofessionals to volunteers should be included as educational contacts.

Reporting contacts when subject matter comes from different educational programs but presented in the same workshop or meeting. This is primarily a concern for parish faculty, and state specialists and researchers. Parish Faculty must make a judgment call on this situation. However, it is suggested that contacts be split among the different educational programs.

Example: A workshop is held in a parish and the topics on the agenda are Food Safety and Faith Based Health. Assume that 50 producers participated in the workshop. It is suggested that parish faculty assign 25 contacts to Food Safety and 25 contacts to Faith Based Health. **NOTE: (If Faith Based health specialist presents information at the workshop, he/she should be assigned 25 contacts to the Faith Based Health. If Food Safety Specialist presents information, he/she should be assigned 25 contacts).**

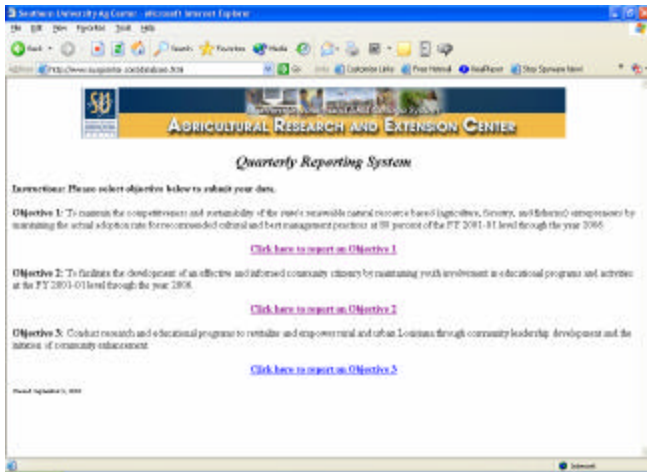
Common Questions about Counting Educational Contacts

1. If I hold a workshop series and the same 30 people come to each meeting, do I count them every time?
 - **YES.** *Each time you deliver educational information to an individual or group, you count those persons.*
2. If I hold a radio talk show and answer questions from callers, do I count these as clientele contacts?
 - **YES.** *Telephone conversations with individuals are counted.*
3. If I organize a meeting, set up the chairs, make the coffee, but do not help in delivering educational information to the participants, do I count them as clientele contacts?
 - **NO.** *You count individuals only when you provide educational information.*
4. If a workshop/educational exhibit is held, can the number of participants be counted as well as the handouts provided during the educational activity?
 - **NO.** *You should have an official sign-in sheet with all of the participants' signatures and contact information. For educational exhibits, you may count educational contacts based on handouts only if the information is in targeted location such as a commodity site, a health fair, a resource day, etc.*
5. If an educational program relates to more than one objective on the quarterly report, where should I report the data?
 - *As the reporter of the data you will need to review the focus and goals of the educational program and select the most appropriate objective to report on.*

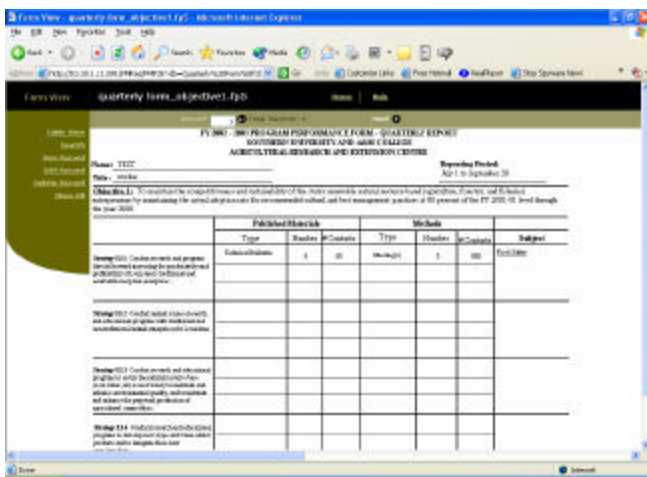
How to Report Clientele Contacts

Using the Southern University Ag Center Reporting System

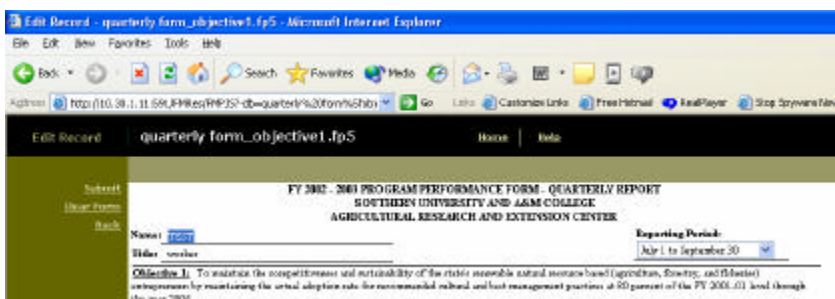
1. From your web browser (Internet Explorer 5.5 or higher), type:
<http://www.suagcenter.com/database.html>
to access the reporting system web site.



2. Please select the Objective that you need to report.
3. Once you have selected your “Objective,” you will see the following screen below.



4. Type the following information about you on the form (Your Name and Title)
5. Select from the drop down menu the appropriate “Reporting Period” (see Figure below)



6. Now it's time to begin your reporting for the designed period. (see Figure below)

the year 2006.

	Published Materials			Methods			Subject
	Type	Number	# Contacts	Type	Number	# Contacts	
Strategy 11.1 Conduct research and programs directed toward increasing the productivity and profitability of Louisiana's traditional and nontraditional plant enterprises.	Technical Bulletins	2	43	Meeting(s)	1	200	Food Safety

- a. Select one or more "Strategies," based on your educational/professional activity (activities),
- b. Once you have selected your strategy, select either "Published Materials" or "Methods,"
 - i. If you select *Published Materials* or *methods* do the following:
 1. Select drop down menu to indicate the "Type,"
 2. Input the "Number" of selected "Type,"
 3. Tab to the Subject column and input topics covered for information reported under "Published Materials" or "Methods"
 - ii. If you have more "Strategies" to select, *REPEAT (Bi)*, and do this for each "Strategy" selected
 - iii. Once you complete your report, select and click on "Submit" and your report has been submitted. (see Figure below for "Submission.")

Submit Clear Form Back	FY 2002 - 2003 PROGRAM PERFORMANCE FORM - QUARTERLY REPORT SOUTHERN UNIVERSITY AND A&M COLLEGE AGRICULTURAL RESEARCH AND EXTENSION CENTER
Name: <u>TEST</u> Title: <u>worker</u>	Reporting Period: <input type="text" value="July 1 to September 30"/>

7. Prior to submission of the data, go to the menu and select "FILE," then "PRINT."
8. Turn in hard copies of all data (source documentation) and keep copies for your file.

When to Report Clientele Contacts

Clientele contacts should be reported on the annual report of accomplishments and at any other time as deemed appropriate by Staff.

FY 2004 –2005

Program Performance Quarterly Reports

QUARTER	PERIOD OF COVERAGE	DUE DATE*
FIRST	July 1 – September 30	October 10 th
SECOND	Oct. 1 st – Dec 31 st	January 10 st
THIRD	Jan. 1 st – March 31 st	April 10 st
FOURTH	April 1 st – June 30 th	July 10 st

* All reports and supporting documents MUST be received on the due date.

References

1. Plans and Procedure for Program Participation, Data and Information Collection in the Cooperative Extension Service, ESUSDA, October,1983.
2. UNIVERSITY of FLORIDA / FLORIDA COOPERATIVE EXTENSION SERVICE / FACT SHEET PE-50, JANUARY 1994.

Part IV :

Guidelines for Membership in Stakeholder Input Councils

**SOUTHERN UNIVERSITY
AGRICULTURAL RESEARCH & EXTENSION CENTER**

GUIDELINES FOR MEMBERSHIP IN STAKEHOLDER INPUT COUNCILS

PROGRAM AREAS

- **Sustainable Agricultural Systems**
- **Urban Forestry and Natural Resource Management**
- **Nutrition and Health**
- **Family and Human Development**
- **Youth Development**
- **Economic and Community Development**

1. Chancellor's Advisory Council

Role: The Chancellor's Advisory Council provides programmatic inputs, reviews and guidance to the Chancellor to ensure that programs in research and extension are relevant and meaningful to addressing clientele needs.

Functions:

- Provide programmatic inputs, review, and guidance to the Chancellor for the overall programs of SUAREC Research and Extension Programs.
 - provide the means to identify and activate resources for the Center
 - Advise the Center on innovative ways to communicate with clientele to ensure greater response and adoption of new technologies.
- **Meeting:** Once a year or as deemed necessary by the Chancellor.
- **Membership:** (See details about qualifications under bylaws)
- Chancellor of the SU Ag Center;
 - Vice Chancellor for Research;
 - Vice Chancellor for Extension;
 - Vice Chancellor for Admin/Finance;
 - Director of Technology;
 - Dean of College of AFCS;
 - Public Relations Officer – **Council Secretary**;
 - Chancellor, LSU Ag Center or designee;
 - A representative from the Food and Agricultural Council (FAC);
 - Commissioner of Agriculture or designee;
 - One representative each from the Louisiana Departments of Agriculture & Forestry;
 - Environmental Quality; Social Services; Health & Hospitals; Education

One representative from Commodity groups;
One Agribusiness representative;
Four Clients representing broad areas of SUAREC;
One Representative from the Louisiana Farm Bureau Federation;
One Representative from a financial institution,
USDA Liaison Officer
Other USDA officers in SUAREC and CAFCS

By-Laws

There shall be a maximum of 27 members serving on the Chancellor's Advisory Council. Each member, excluding officials from the SU Ag Center and the College of Agricultural, Family and Consumer Sciences, would serve for a term of five years only. Officers shall include: the chair, the vice chair, and the Secretary. **See the bylaws of Southern University Agricultural Research and Extension Center Advisory Councils for details.**

2. Program Area Councils

- I. Sustainable Agricultural Systems Council
- II. Urban Forestry and Natural Resource Management Council
- III. Nutrition and Health Council
- IV. Family and Human Development Council
- V. Youth Development Council
- VI. Economic and Community Development Council

I. Sustainable Agricultural Systems Council

Function(s) :

- Provide insights to the Vice Chancellors for Research and Extension in terms of needs and relevance.
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote the sustainable agricultural programs, and the SU Ag Center in general.
- **Meetings** – Bi-annually (First Quarter : July, August, September; and Third Quarter: January, February, March)
- **Membership** : (See details about qualification on page 10)
 - Program Heads (Animal Science, Plant Science, Research rep; Associate Specialist- Agriculture; Director of Livestock Shows);
 - Assistant Specialist – Agriculture/Program Analyst for LAMP
 - One Research faculty;
 - One Extension faculty;
 - Two Producers;

One Agribusiness representative;
 One Community leader;
 One representative from the Louisiana Dept. of Agriculture & Forestry.
 One representative from the Office of technology;
 Vice Chancellor for Research (ex officio);
 Vice Chancellor for Extension (ex officio);
 Associate Dean for Agriculture; (ex officio);

By-Laws

There shall be a maximum of 18 members serving on the Sustainable Agricultural Systems Council. Each member, excluding officials from the SU Ag Center and the College of Agricultural, Family and Consumer Sciences, would serve for a term of five years only. Officers shall include: the chair, the vice chair, and the Secretary. **See the bylaws of Southern University Agricultural Research and Extension Center Advisory Councils for details.**

II. Urban Forestry and Natural Resource Management Council

Function(s) :

- Provide insights in terms of needs and relevance to the Vice Chancellors for research and extension.
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote all programs in Urban Forestry and Natural Resources.

- **Meetings** – Bi-annually (First Quarter : July, August, September; and Third Quarter: January, February, March)

- **Membership** : (See details about qualification on page 10)
 Program Heads (Urban Forestry, Associate Specialist- Agriculture);
 One Research faculty;
 One Extension faculty;
 Two Clients; (Representative from the green industry)
 One representative from the Baton Rouge Green;
 One rep. from the Baton Rouge Recreation & Park Commission (BREC);
 One Community leader;
 One representative each from the Louisiana Departments of :Agriculture & Forestry;
 Environmental Quality; and Natural Resources,
 One representative from the Office of technology;
 Vice Chancellor for Research (ex officio);
 Vice Chancellor for Extension (ex officio);
 Associate Dean for Agriculture; (ex officio);

By-Laws

There shall be a maximum of 18 members serving on the Urban Forestry and Natural Resource Management Council. Each member, excluding officials from the SU Ag Center and the College of Agricultural, Family and Consumer Sciences, would serve for a term of five years only. Officers shall include: the chair, the vice chair, and the Secretary. **See the bylaws of Southern University Agricultural Research and Extension Center Advisory Councils for details.**

III. Nutrition and Health Council

Function(s)

- Provide insights regarding needs and relevance of research and extension programs to the Vice Chancellors for Research and Extension.
 - Help set program priorities for the benefit of clientele.
 - Advise on program evaluation/assessment of program impacts
 - Help to promote programs in nutrition and health.
-
- **Meetings** – Bi-annually (First Quarter : July, August, September; and Third Quarter: January, February, March)
 - **Membership** : (See details about qualification on page 10)
 - Program Heads (Nutrition; Research rep; Assistant Specialist- Health Education; Assistant Specialist-Nutrition);
 - One Research faculty;
 - One extension faculty each from Diet, Nutrition, and Health;
 - Two Clients;
 - One Dietician;
 - One Health provider;
 - One representative from the Louisiana Dept of Social Services;
 - One representative from the Louisiana Dept of Health and Hospitals
 - One Community leader;
 - One representative from the Office of technology;
 - Vice Chancellor for Research (ex officio);
 - Vice Chancellor for Extension (ex officio);
 - Associate Dean for Family and Consumer Sciences (ex officio);

By-Laws

There shall be a maximum of 18 members serving on the Nutrition and Health Council. Each member, excluding officials from the SU Ag Center and the College of Agricultural, Family and Consumer Sciences, would serve for a term of five years only. Officers shall include: the chair, the vice chair, and the Secretary. **See the bylaws of Southern University Agricultural Research and Extension Center Advisory Councils for details.**

IV. Family and Human Development Council

Function(s)

- Provide insights in terms of needs and relevance of research and extension programs to the Vice Chancellors for Research and Extension.
 - Help set program priorities for the benefit of clientele.
 - Advise on program evaluation/assessment of program impacts
 - Help to promote the programs associated with family and human development.
-
- **Meetings** – Bi-annually (First Quarter : July, August, September; and Third Quarter: January, February, March)
 - **Membership** : (See details about qualifications on page 10)
 - Program Heads (Family Life, Research rep; Associate Specialist- Family and Human Development);

One Research faculty;
 One extension faculty;
 Two Clients;
 One Childcare provider;
 One representative from the Dept. of Social Services;
 One Community leader;
 One representative from the Office of technology;
 Vice Chancellor for Research (ex officio);
 Vice Chancellor for Extension (ex officio);
 Associate Dean for Family and Consumer Sciences (ex officio);

By-Laws

There shall be a maximum of 18 members serving on the Family and Community Development Council. Each member, excluding officials from the SU Ag Center and the College of Agricultural, Family and Consumer Sciences, would serve for a term of five years only. Officers shall include: the chair, the vice chair, and the Secretary. **See the bylaws of Southern University Agricultural Research and Extension Center Advisory Councils for details.**

V. Youth Development Council

Functions

- Provide insights in terms of need and relevance of research and extension programs to the Vice Chancellors of Research and Extension.
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote youth development in particular and SU Ag Center programs in general.

- **Meetings** – Bi-annually (First Quarter : July, August, September; and Third Quarter: January, February, March)

- **Membership** : (See details about qualifications on page 10)
 Program Heads (CAFCS rep, Associate Specialist- Youth Development; Director of Livestock Shows);
 One Research faculty;
 One extension faculty;
 Two Youth representatives;
 One Parent representative;
 One Volunteer leader;
 One Community leader;
 One representative from the Louisiana Dept of Education or Social Services;
 One representative from the Office of technology;
 Vice Chancellor for Research (ex officio);
 Vice Chancellor for Extension (ex officio);
 Associate Dean for Agriculture (ex officio);
 Associate Dean for Family and Consumer Sciences (ex officio);

By-Laws

There shall be a maximum of 18 members serving on the Youth Development Council. Each member, excluding officials from the SU Ag Center and the College of Agricultural, Family and Consumer Sciences, would serve for a term of five years only. Officers shall include: the chair,

the vice chair, and the Secretary. **See the bylaws of Southern University Agricultural Research and Extension Center Advisory Councils for details. 10.**

VI. Economic and Community Development Council

Functions

- Provide insights in terms of needs and relevance to economic development .
- Help set program priorities for the benefit of clientele.
- Advise on program evaluation/assessment of program impacts
- Help to promote the Economic and Community Development Program in particular and SU Ag Center programs in general.

- **Meetings** – Bi-annually (First Quarter : July, August, September; and Third Quarter: January, February, March)

- **Membership** : (See details about qualifications on page 10)
 - Program Heads (Agricultural Economics, Associate Specialist- Community Development);
 - One Research faculty;
 - One extension faculty;
 - Two Clients;
 - One representative from a Financial Institution;
 - One Representative from the Louisiana Dept. of Economic Development;
 - One Community leader;
 - One representative from the Office of technology;
 - Vice Chancellor for Research (ex officio);
 - Vice Chancellor for Extension (ex officio);
 - Associate Dean for Agriculture (ex officio);
 - Associate Dean for Family and Consumer Sciences (ex officio);

By-Laws

There shall be a maximum of 18 members serving on the Economic and Community Development Council. Each member, excluding officials from the SU Ag Center and the College of Agricultural, Family and Consumer Sciences, would serve for a term of five years only. Officers shall include: the chair, the vice chair, and the Secretary. **See the bylaws of Southern University Agricultural Research and Extension Center Advisory Councils for details.**

Bylaws of the Southern University Agricultural Research And Extension Center Advisory Councils

Definitions

Chair :The Chair of the Council is responsible for providing leadership for the Council and will serve as the presiding officer at meetings of the Council. The Chair is responsible for preparing the agenda for each meeting.

Vice Chair :The Vice Chair shall assume the duties and responsibilities of the Chair whenever the Chair is unable to serve and/or resigns. The Vice Chair shall advise the Council on points of order as defined in Protocol.

Secretary :The Secretary shall record, edit, summarize, and oversee preparation of the minutes for distribution and shall be responsible for publication of the minutes. The Secretary shall ensure that notices of meetings, agenda, and minutes of previous meetings are properly posted or circulated. The Secretary shall also assume primary responsibility of handling Council correspondence.

Protocol :Points of order shall be conducted in accordance with ***Robert's Rules of Order***, except where these Rules have been superseded by the ***Bylaws*** of the Council. The Vice Chair shall serve as the advisor on these matters.

Meetings

1. Meetings of the Chancellor's Advisory Council are open to all members of the Council, stakeholders, and invited guests. The Council may go into executive session, which will be limited to members of the Council or persons whom they deem necessary to fulfill their function.
2. The meeting schedule and room reservations for the year's meetings will be arranged by the Chair and Secretary at the first meeting of the calendar year. Notice of the scheduled regular meetings will be sent to all member of the Council no later than three weeks prior to the meeting. Council meetings can be called at the discretion of the Chair or the Chancellor, however, regular meetings will be held no less than two times per year.
3. Notification of Council meetings shall be made by announcement on the SU Ag Center web-site, but written notification must also be sent to all Council members and invited guests.

Agenda

The announcement of meetings of the Council shall include notice of the day, date, time and place of the meeting and summaries of business to be acted upon. Announcements shall be circulated to all members at least one week in advance of regular meetings.

Order of Business

1. Call to Order. Minutes will be taken by the Secretary.
2. Roll call of members present.
3. Reading of minutes of last meeting.

4. Chair's reports.
5. Committee reports.
6. Agenda items.
7. Unfinished business.
8. New business.
9. General matters/Announcements.
10. Adjournment.

Minutes and Reports of Committees

1. The minutes of each meeting shall be prepared by the Secretary and distributed to the Council members for tentative approval or correction.
2. The minutes will be approved or corrected at the meeting that follows their distribution. Corrections will appear in the minutes of the meeting at which corrections were made.
3. Each standing committee shall present brief summaries and submit written reports at regular Council meetings.
4. Special committees shall submit written reports when the committee's assignment is completed.

Election of Officers

The Chair, Vice Chair, and Secretary will be elected to serve for two years by majority vote.

Election shall be held by secret ballot. The returning officer shall be nominated by the Chancellor or his/her designee. In the event of a tie in the election of any officer, another balloting shall be held between the tied candidates.

Membership

1. There shall be a maximum of 27 members serving on the Chancellor's Advisory Council and a maximum of 18 members serving on each of the program area council (Agriculture and Natural Resources Council; Diet, Nutrition and Health Education Council; Family and Human Development Council; Youth Development Council; Community and Economic Development Council).
2. Each member, excluding officials from the SU Ag Center and the College of Agricultural, Family and Consumer Sciences, would have term limit of six years for the chancellor's advisory council and five years for the program area councils only. Meetings will be held bi-annually.
3. All faculty and staff members of the SU Ag Center are eligible to be nominated as members of not more than one council.
4. The Chancellor shall announce the opening of nominations for a period of time deemed necessary. Official notification shall be communicated to nominees by the Chancellor. Each nominee shall have three weeks to accept his/her nomination.
5. Nominations outside the SU Ag Center shall seek:
 - Persons with interest in SU Ag Center initiative(s).
 - Good decision makers.
 - Persons with strong connection to target clientele group(s).
 - Early adopters of ideas.
 - Movers and shakers in the area.
 - Diverse group of persons.
 - Community and civic leaders

6. In the event that a member cannot complete his/her term, the Chancellor will appoint a replacement to fill the vacancy so created.

Changes, Additions, Modifications and Repeal of Bylaws

These **Bylaws** may be changed, added to, modified or repealed by two-thirds of the total membership of the Council, provided that the proposal for such change is introduced at least one month in advance of the vote.

PART V:

Policy Statements Governing Livestock/Plant Inventories and Commodity Sales

**Part V A:
Livestock and Plants**

Policy Statements

It should be noted that the policies outlined in this document do **not** supersede any policy that is developed by the SU Office of Property Management.

Livestock:

1. Inventory management pertaining to goats, cattle, rabbits, poultry, and swine is the responsibility of the faculty advisor assigned to the respective unit(s). Each animal within a unit must be appropriately identified. State identification numbers are assigned only to goats, cattle and swine. Each animal that is qualified for state identification numbers **must** be given a physical identifier within 72 hours after birth or acquisition. Dairy calves **must** be tattooed in the ears and fitted with ear tags carrying matching numbers. Beef calves **must** be given ear tattoos and ear tags. Additionally, beef cattle **must** be hot branded when they are 1 year old. Goats **must** be ear tattooed and ear tagged. Swine **must** be ear notched and tattooed. Rabbits **must** be ear tagged at weaning and poultry **must** be fitted with wing bands at puberty. However, rabbits and poultry are not assigned state identification numbers. Livestock acquired for breeding, dairy production and research/experimental purposes are classified as “inventory” requiring identification regardless of the value per animal. Animals in this category include **beef cattle, dairy cattle, goats and swine**. However, animals that will not survive at least six months in a herd need not receive state tag numbers. The identification numbers assigned at the program level will serve as the basis for the assignment of state identification to appropriate animals by the SU Office of Property Management.
2. Small animals such as poultry and rabbits are **not** considered inventory and will not receive state tags. However, for internal management, each should be given a physical identifier.
3. Livestock acquired by purchase for the purpose of breeding, dairy production or research **must** be given physical identifiers and added to the inventory with purchase price cost as the value. In addition, the Property Management Department **must** be notified of all animals acquired by birth that meet inventory inclusion guidelines.
4. At each annual inventory, the value of livestock should be reappraised by each unit and the SU Office of Property Management advised accordingly in writing when the inventory is submitted.
5. At the end of each month during a year, a livestock inventory update report **must** be prepared by each unit and forwarded via the inventory coordinator to the SU Office of Property Management. Inventory update reports for rabbits and poultry **must** be prepared using **forms #13 and #14** and submitted to the inventory coordinator for internal record keeping. Update should include:
 - birth with fair market appraisal
 - purchase acquisitions with cost
 - deaths with supporting documents
 - sales and sales receipts
 - all intra- or inter- agency transfers
6. The SU Office of Property Management will assign inventory tag numbers to all livestock acquisitions meeting inventory guidelines in accordance with the monthly data furnished by the personnel responsible for the livestock. The inventory database will be updated by the Office of Property Management and the information shared with the respective livestock units for their records. SUAREC will maintain a database for all animals under its control.
7. Inventoried livestock animals may **not** be slaughtered for any purpose, including research, teaching or outreach activities, without written approval of the state Division of Administration through the University’s Property Management Department. A written request detailing the circumstances of a proposed slaughter must be submitted to the Property Management Department through the appropriate channels and be approved by the state before any action of this nature can be taken.

8. Births of inventoried animals **must** be recorded on the Birth Verification **Form #7**. Deaths must be verifiable and should be recorded on **Form #8**. All monthly inventory changes must be documented on specially designed forms **nos. (9, 10, 11, 12, 13 and 14)** and submitted monthly in the form of a report by the faculty advisor through the program leader to the SUAREC inventory coordinator.

NOTE: Under no condition should animals be removed from the inventory for any purpose (teaching, research, outreach, sales, etc.) without appropriate approvals. All acquisitions must be added to inventory. To accomplish an inventory transfer, approvals **must** be given by the faculty advisor of the transferring unit, the program leader, the farm superintendent and the vice chancellor for research or his designee. This process is facilitated by **Form #1**. There will be no exception.

9. Any irregularities pertaining to the inventory (i.e., deaths, thefts, etc.) **must** be reported by unit attendants to the appropriate individuals in a timely manner.

Plants:

1. At the end of each month, a plant inventory update report **must** be prepared using **Form #15** and submitted to the inventory coordinator for internal recordkeeping.

Southern University Agricultural Research and Extension Center

INVENTORY TRANSFER

To: _____ From: _____

Date: _____ Commodity: _____

Purpose: _____

DESCRIPTION

<u>State ID #</u>	<u>Ear Tag/Tattoo</u>	<u>Sex</u>	<u>Breed</u>	<u>Live WT</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TRANSFER REQUESTED:

Faculty Advisor, Transferring Unit *Date*

Faculty Advisor, Receiving Unit *Date*

APPROVED:

Farm Superintendent *Date*

Program Leader *Date*

Vice Chancellor for Research *Date*

TRANSFER NOTED:

Manager, Transferring Unit *Date*

Manager, Receiving Unit *Date*

BEEF CATTLE MONTHLY INVENTORY

Southern University Agricultural Research and Extension Center

_____ Date

CLASSES	OPEN	ACQUISITION			TRANSFER		DISPOSITION			CLOSE
		Births	Purchases	Donations	In	Out	Sales	Deaths	Others	
Bulls										
Steers										
Cows										
Heifers										
Male Calves										
Female Calves										
TOTAL										

Reported by: _____

Date _____

Verified by: _____

Date _____

DAIRY CATTLE MONTHLY INVENTORY

Southern University Agricultural Research and Extension Center

_____ Date

CLASSES	OPEN	ACQUISITION			TRANSFER		DISPOSITION			CLOSE
		Births	Purchases	Donations	In	Out	Sales	Deaths	Others	
Bulls										
Calves										
Cows										
Heifers										
Steers										
TOTAL										

Reported by: _____

Date _____

Verified by: _____

Date _____

GOAT HERD MONTHLY INVENTORY

Southern University Agricultural Research and Extension Center

_____ Date

Class	Opening Inventory	Acquisitions			Transfer		Disposition			Closing Inventor
		Births	Purchase	Donation	IN	OUT	Sales	Death	Others	
Does										
Kids (F)										
Kids (M)										
Bucks										
Totals										

Reported by: _____

Date _____

Verified by: _____

Date _____

SWINE HERD MONTHLY INVENTORY

Southern University Agricultural Research and Extension Center

_____ Date

CLASS	OPEN	BIRTHS	TRANSFER	TRANSFER	TEACHING	MEAT LAB	DONATIONS	DEATHS	SOLD	CLOSE
			IN	OUT						
Baby Pigs										
Growers										
Finisher										
Gilts										
Boars										
Sows										
TOTAL										

Reported by: _____

Date _____

Verified by: _____

Date _____

RABBITRY INVENTORY

Southern University Agricultural Research and Extension Center

_____ Date

CATEGORY	OPEN	BIRTHS	PURCHASES & GIFTS	TRANSFERS		SALES	DEATHS	CLOSE
				In	Out			
Breeding Bucks								
Breeding Does								
Bucklings								
Doelings								
Altex Sale Stock								
Fryers								
Unweaned Kits								
TOTAL								

Prepared by: _____

Date _____

Reviewed by: _____

Date _____

POULTRY INVENTORY

Southern University Agricultural Research and Extension Center

Date _____

CATEGORY	OPEN	HATCHED	PURCHASES and/or GIFTS	TRANSFERS		SALES	DEATHS	CLOSE
				IN	OUT			
Roosters (Deep Litter)								
Roosters (Caged Layer)								
Roosters (Pastured Poultry)								
HENS (Deep Litter)								
OLD HENS (Caged Layer)								
NEW HENS (Caged Layer)								
HENS (Pastured Poultry)								
PULLETS								
COCKERELS								
JUNGLE FOWL								
CHICKS								
TOTAL								

Reported by: _____

Date _____

Verified by: _____

Date _____

Personnel

The following personnel are responsible for the day-to-day operation of each unit specified:

<u>Unit</u>	<u>Faculty Advisor</u>	<u>Unit Manager</u>	<u>Program Leader</u>
Dairy	Dr. Gary Simon	Mr. Eugene Runles	Dr. Calvin Walker
Meat Processing Laboratory	Dr. Alonzo Chappell	Mr. Albert Howard	Dr. Calvin Walker
Swine	Dr. Calvin Walker	Mr. Felix Mathieu	Dr. Calvin Walker
Poultry/Rabbitry	Dr. James McNitt	Mr. Lonnie Parker	Dr. Calvin Walker
Goats	Dr. Sebhatu Gebrelul	Ms. Theresa Walsh	Dr. Calvin Walker
Beef Cattle	Dr. Alonzo Chappell	Mr. Linus Harleaux	Dr. Calvin Walker
Horticultural Unit	Dr. Kit Chin	Mr. Roosevelt Payne*	Dr. Veera Bachireddy

NOTE: Mr. Herman Langley is the farm superintendent for the Agricultural Research Station at Alsen. In addition to his management function at the research station, he has oversight responsibilities in the re-assignment of farm labor crew across units.

* Also serves as Inventory Coordinator

Part V B: Commodity Sales

Policy Overview

In accordance with the advice of the SU Director of Risk Management, the policy governing commodity sales and deposits is predicated on the fact that all commodity units are bonded for handling cash and securities. Each agricultural production unit in the College of Agricultural, Family and Consumer Sciences (CAFCS) and the SU Agricultural Research and Extension Center (SUAREC) has a faculty advisor who provides guidance to the production and disposition of commodities. These faculty advisors or their designees (unit managers) are authorized to collect the monies from products sold within their respective unit (s). Commodities cannot be sold outside normal working hours.

Cash transactions are limited to the Horticultural Unit, Meat Processing Laboratory and the Poultry Unit. The selling of beef cattle, swine and goats **must** be by public auction and the proceeds **must be** collected in the form of checks. **Any exception to this policy requires prior administrative approval.** Individuals collecting cash at the meat Processing Laboratory, Poultry Unit and Horticultural Unit are each furnished with a security safe that can only be accessed by them. The monies will accumulate daily and deposited weekly.

Monies derived from sales **must be** submitted by the unit managers, each Friday or the last working day each month, to the Farm Superintendent who is **solely** responsible for making deposits with the University Cashier on the same day. Should there be cash sales after the weekly deposit is made, weekend carryover cash should **not** exceed \$100. In most cases, 90 percent of all proceeds from federally funded projects/commodities are deposited into a program income account according to federal guidelines and used for programmatic activities. The remaining 10 percent of the proceeds is credited to the University's general fund account.

Monthly sales report including sales tax are compiled by the program leader of animal science or his designee and forwarded to SUAREC's budget office to be checked for accuracy. The Budget Manager of SUAREC forwards it to the Vice Chancellor for Research who reviews it and submits it via a formal letter to the Comptroller's Office. The following is a discussion of specific operating procedures pertaining to the disposition of different commodities.

Operating Procedures

1. Livestock Sales

Large farm animals (hogs, goats and cattle) which are not slaughtered internally for teaching, research and outreach activities are always sold by public auction and payment is made by check. The Farm Superintendent submits the original cashier receipts to SUAREC's Budget Manager and distributes copies to each contributing unit for recordkeeping and to the poultry manager who has been designated to compile the monthly sales report.

2. Meat Sales at the Meat Processing Laboratory

Animals (hogs, cattle, goats and rabbits) are routinely slaughtered at the Meat Processing Laboratory for teaching, research and outreach activities. An Inventory Transfer Form (**Form I**) is completed prior to transporting the animals to the Meat Processing Laboratory. Following slaughter, the portions of the carcasses that are salvageable for use are sold to the public at fair market value.

Pre-numbered receipts are issued for each transaction. These receipts are in triplicates. The original copy is given to the customer, the duplicate copy is included in the monthly sales report, while the third copy is maintained in the unit manager's files. The Farm Superintendent is given a Xerox copy of each receipt at the time he collects the monies for deposit. The Farm Superintendent signs the Multiple Commodity Receipt Reporting Form (**Form 2**) to acknowledge receipt of funds. For accountability purposes, the unit manager for the Meat Processing Laboratory maintains a record of all transactions. Specifically, information pertaining to receipt of animals, live weight, and by-

products is recorded in a timely manner, verified by the faculty advisor and filed. This information is recorded on **Forms 1, 3, and 4.**

3. Poultry and Rabbit Sales

Surplus live birds are sold at the University's poultry unit to the public at fair market value. Likewise, eggs are routinely sold, and money received in each transaction is recorded on a sales receipt. Each receipt is in triplicate. The original copy is given to the customer, the duplicate copy is forwarded with the monthly sales report and a copy is retained by the unit manager for record keeping. As with other sales, all monies are collected weekly and deposited by the Farm Superintendent who is furnished with Xerox copies of each receipt. All weekly sales are tabulated on the "**Poultry Report Form 5**" and presented to the Farm Superintendent when the monies are collected for deposit. All data pertaining to daily egg production, and the transfer of inventory (in and out of the flock) are recorded daily on **Forms 6 and 14** by the unit manager and verified by the faculty advisor. Rabbits earmarked for disposition are transferred to the Meat Processing Laboratory via Form I and slaughtered. The meat is sold and the proceeds are handled in the manner described for section 2 above.

4. Plant and Crop Sales

The selling of plants, crops or plant products is coordinated by the manager of the horticultural unit. Proceeds from all sales are handled in a manner as described for sections 1, 2 and 3 above. Form 6 is used to document sale distribution within the horticultural unit. When student organizations are utilized to organize and conduct the sales, a portion of the proceeds equivalent to the service provided is given to the student organization and the remainder is deposited in the Program Income Account to benefit the respective contributing programs/projects. The amount of compensation to the student organization is determined by the faculty advisor for the horticultural unit.

Form 1

INVENTORY TRANSFER

To: _____ From: _____

Date: _____ Commodity: _____

Purpose: _____

DESCRIPTION

<u>State ID #</u>	<u>Ear Tag/Tattoo</u>	<u>Sex</u>	<u>Breed</u>	<u>Live WT</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TRANSFER REQUESTED:

Faculty Advisor, Transferring Unit *Date*

Faculty Advisor, Receiving Unit *Date*

APPROVED: _____
Farm Superintendent *Date*

Program Leader *Date*

Vice Chancellor for Research *Date*

TRANSFER NOTED:

Manager, Transferring Unit *Date*

Manager, Receiving Unit *Date*

POULTRY SUMMARY SALES REPORT

Sustainable Agricultural Systems

SU Ag Center

						<u>Date</u>	
Receipt No.	Product	Quantity*	Unit*	Cost/Unit	Amount of Purchase (\$)**	Sales Tax	Total (\$)***
TOTAL							

Egg Sales (tax = 5% state, 0% local)

Grand Total

*Quantity = Number sold (dozen, per animal, etc.)

**Total Amount of Purchase (\$) x (Cost/Quantity) x (Quantity)

***Total = (Amount of Purchase) x (Sales Tax)

Unit Manager, Poultry _____

Date _____

Farm Superintendent _____

Date _____

Form 6

Egg Production Report
Southern University Poultry Unit

Building/Flock _____

Breed _____ # of Layers _____

Date Housed _____ Month/Year (mm/yyyy) _____

Day	Total Eggs Collected	Total Eggs Rejected	Total Layer Mortalities	Total Layers Remaining	Total Processed Eggs	Total Processed Eggs Rejected	Total Processed Eggs Stored	Total Eggs Sold	Total Eggs Used (Instruction, incubation, etc.)	Initials
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
TOTAL										

Reviewed by Unit Manager or designee: _____
Signature Date

Verified by: _____
Signature Date

Monthly Plant Sales Report Summary

Sustainable Agricultural Systems

SU Ag Center

DATE OF REPORT: _____

Distribution of Sales	Vegetables			Tree Seedlings			Ornamentals			Other			Other		
	QTY	CASH	TAX	QTY	CASH	TAX	QTY	CASH	TAX	QTY	CASH	TAX	QTY	CASH	TAX
Local Consumers															
Subtotal															

Commodity	Cash	Tax	Commodity Subtotal
Vegetables			
Tree Seedlings			
Ornamentals			
Other			
Other			
Other			
TOTAL			
Commodity Total			

Prepared by: _____
Signature Date

Verified/Signed: _____

Department Head

Date

POULTRY INVENTORY

Southern University Agricultural Research and Extension Center

Date _____

CATEGORY	OPEN	HATCHED	PURCHASES and/or GIFTS	TRANSFERS		SALES	DEATHS	CLOSE
				IN	OUT			
Roosters (Deep Litter)								
Roosters (Caged Layer)								
Roosters (Pastured Poultry)								
HENS (Deep Litter)								
OLD HENS (Caged Layer)								
NEW HENS (Caged Layer)								
HENS (Pastured Poultry)								
PULLETS								
COCKERELS								
JUNGLE FOWL								
CHICKS								
TOTAL								

Reported by: _____

Date _____

Verified by: _____

Date _____

Personnel

The following personnel are responsible for the day-to-day operation of each unit specified:

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Goats	Dr. Sebhatu Gebrelul	Ms. Theresa Walsh	Dr. Calvin Walker
Beef Cattle	Dr. Alonzo Chappell	Mr. Linus Harleaux	Dr. Calvin Walker
Horticultural Unit	Dr. Kit Chin	Mr. Roosevelt Payne*	Dr. Veera Bachireddy

NOTE: Mr. Herman Langley is the farm superintendent for the Agricultural Research Station at Alsen. In addition to his management function at the research station, he has oversight responsibilities in the re-assignment of farm labor crew across units.

* Also serves as Inventory Coordinator

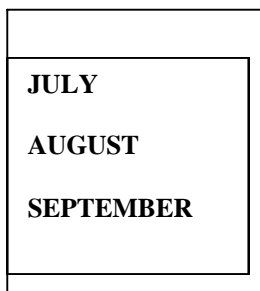
Appendix One :

Planning Schedule for Faculty and Staff

**SOUTHERN UNIVERSITY
AGRICULTURAL RESEARCH AND EXTENSION CENTER**

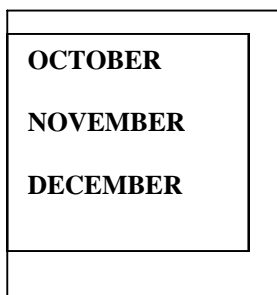
PLANNING SCHEDULE FOR FACULTY AND STAFF

FIRST QUARTER



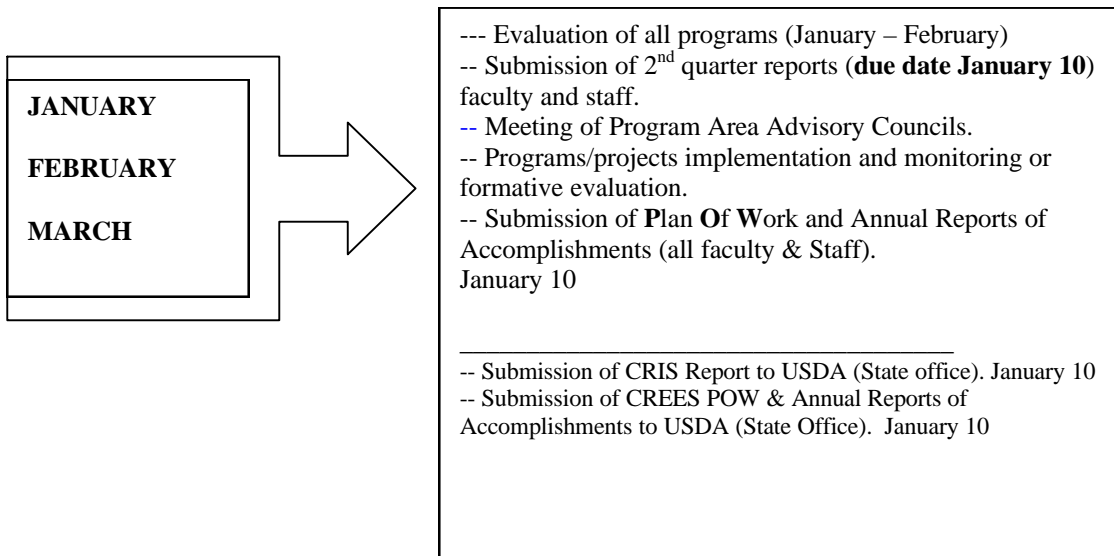
- Needs Assessment of **ALL** programs, projects, and entities in SU Ag Center completed.
- Tabulation/analyses of assessment/evaluation for the advisory councils.
- Submission of 4th quarter reports (**due date July 10**) faculty and staff.
- Meeting of Program Area Advisory Councils.
- Programs/projects implementation and monitoring or formative evaluation.

SECOND QUARTER

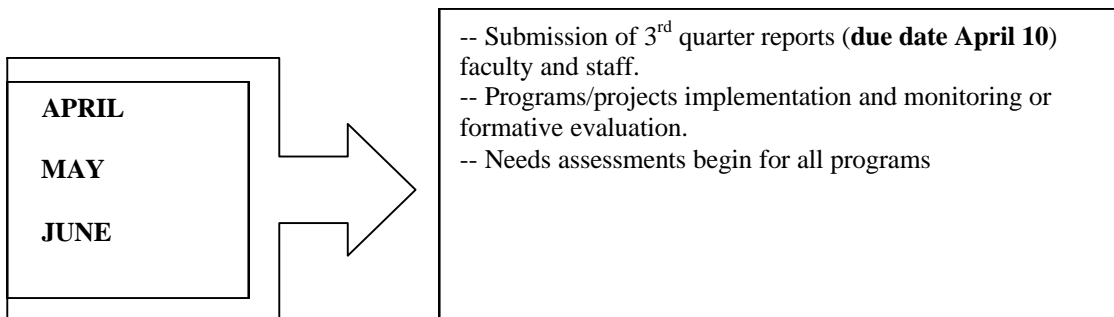


- Submission of 1st quarter reports (**due date October 10**) faculty and staff.
- Re-evaluation of goals and objectives.
- Submission of CRIS reports (research faculty and staff only). January 5
- Programs/projects implementation and monitoring or formative evaluation.

THIRD QUARTER



FOURTH QUARTER



**Southern University
Agricultural Research and Extension Center**

Schedule for Program Planning, Implementation, and Evaluation

