Agriculture Extension

Hamilton County, Tennessee

Supported Agencies - Budget Year 2025

1015030 - AGRICULTURE DEPARTMENT		Prior Year Actuals					FY 2024 Budget			FY 2025 Budget			
	DESCRIPTION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Adopted	Amended	YTD Thru 3/31/2024	Requested	Cuts	Proposed	Change from PY Adopted
54009	TELECOMMUNICATION SUPPLIES	-	-	6	-	-	-	-	-	-		**-**	-
56003	APPROPRIATION	260,921	256,522	268,080	266,038	267,940	277,611	277,611	117,411	345,408		**345,408**	67,797
	Operating Expenditures Subtotal:	*260,921*	*256,522*	*268,086*	*266,038*	*267,940*	*277,611*	*277,611*	*117,411*	*345,408*		***345,408***	*67,797*
	1015030-AGRICULTURE DEPARTMENT Totals:	***260,921***	***256,522***	***268,086***	***266,038***	***267,940***	***277,611***	***277,611***	***117,411***	***345,408***		***345,408***	***67,797***

BUDGET REQUEST APPLICATION
FY 2024-2025

A. Cover Form

Organization Name: UT / TSU Extension - Hamilton County

Organization Legal Name: University of Tennessee / Tennessee State University Extension - Hamilton County

Project Name(s): _____

Federal Tax ID#: 62-6001636

Mailing Address: Crawley Agriculture Service Center, 6183 Adamson Circle, Chattanooga, TN 37416

Hamilton County Address: 6183 Adamson Circle, Chattanooga, TN 37416

Year Established: 1911

Years organization has operated in Hamilton County or served Hamilton County residents: 113

Organization's authorizing official contact: Nancy Rucker, Director

Organization's application contact person: Nancy Rucker, Director

Fiscal year operating budget: 755,437.00

Current fiscal year start/end date: 7/1/2023-6/31/2024

First time applicant: NO

Requested county funds: $ 345,408

The above and following schedules embodying a request for an allocation from Hamilton County, Tennessee for the fiscal year ending June 30, 2025 (fiscal year 2025) were considered and approved by our Board of Directors on 01/29/2024. In the judgment of our Board, it represents the minimum needs of our organization for this fiscal year.

Dr. Steve Highlander

Signature of President or Board Chair

Nancy Rucker

Signature of Executive Director

THIS ALLOCATION REQUEST IS DUE BY JANUARY 31,2024

B. Grant Application

STATEMENT OF NEED

1. What needs does your program address, and why is it important to the Hamilton County population?

Meeting the needs of Hamilton County citizens to improve their quality of life and solve problems through the application of research and evidence based knowledge about agriculture and natural resources, family and consumer sciences, 4-H youth development, and community development.

2. Provide data and statistics that support your organization's needs.

Extension is funded in part by Hamilton County Government and University of Tennessee Extension and Tennessee State University Extension. There is shared funding for salary and benefits for six full-time employees. The employees provide programming in the areas of Agriculture, Community and Resource Development, Family and Consumer Sciences and 4-H Youth Development. Outcomes from programming show increases in knowledge, skills, behavioral changes, implementation changes, cost share, financial savings leading to impacts to farms, families, youth, and communities.

OUTCOMES / OUTPUTS / INITIATIVES

3. How do you plan to utilize grant money awarded by Hamilton County?

Funds support a portion of six full time staff members' salary and benefits which supports programming in Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development and administrative support. Funds are also used for a portion of office operating expenses related to: communication (phone, Internet), professional development and dues, rentals, travel, supplies and equipment.

4. What results are you committed to achieving during the grant period? What key performance measures will you use to evaluate and track those results? (750-word suggestion)

Each Extension Agent submits an Individual Annual Plan based upon local needs assessment and research based information provided at local, state and national levels. Agents base their plan on input, assessment, evaluation results of previous programming, outcomes, impacts along with current and emerging needs. The University of Tennessee has SUPER (System for University Program Evaluation and Reporting). SUPER program components include - needs assessment, yearly plan, Civil Rights plan, collaborators / partners, outcomes and planned evaluation. Evaluation is completed by observation, pre/post-test, end of program interviews and/or surveys, follow up interviews and/or surveys.
There are 114 outcomes selected to be reported to in January to December of 2024 by Hamilton County Agents. Outcomes include - food safety, healthy diets, preventive practices, protect resources, build assets, chronic conditions, Master Gardeners, horse, commercial land management, home fruit and vegetables, communication, teamwork, healthy lifestyles, achieve goals, increase capacity to produce income, responsible citizenship, and 4-H science.

5. What entities do you collaborate with which could also benefit from monies awarded by Hamilton County?

There will be no monetary transfer of our budget dollars to these listed. This is a list of our program partners or locations where we present programs. This list is fluid and changes as additional program partners and locations are added throughout the year.

Internal & External Collaborators/Partners (81 listed, additional sheet attached):
University of Tennessee Extension
Tennessee State University Extension

6. What is your organization's long-term vision, as it relates to your philanthropy and operations?

Mission - meet the needs of Hamilton County citizens to improve their quality of life and solve problems through the application of research and evidence based knowledge about agriculture and natural resources, family and consumer sciences, 4-H youth development, and community development.

C. Evaluation and Sustainability

7. If you utilize any evidence-based programs, please indicate which state and/or federal websites list the program and the rating given.

4-H Youth Development - National 4-H Council - https://4-h.org/about/research/
4-H Youth Development - USDA NIFA - https://www.nifa.usda.gov/4-h-overview
Family and Consumer Sciences - https://www.nifa.usda.gov/division-family-consumer-sciences
Family and Consumer Sciences - https://fcs.tennessee.edu/
EFNEP - https://www.nifa.usda.gov/grants/programs/capacity-grants/efnep/expanded-food-nutrition-education-program
SNAP Education - https://www.nifa.usda.gov/grants/programs/capacity-grants/efnep/snap/supplemental-nutrition-education-program-education-snap-ed
Agriculture - https://www.nifa.usda.gov/topics

8. Describe how your organization plans to sustain services financially if Hamilton County funds do not extend past the awarded fiscal year

We will not be able to sustain programming services if the partnership with Hamilton County Government is not continued.

D. Budget, Supporting Financial Documents and Attachments

Submit each of the following and complete the schedules that follow. If a document is not attached to your submission, please select N/A in the appropriate dropdown box:

- Your most recent audit (and previous two audits for organizations with a budget of $750,000 or more)

  N/A
- The organization's current operating budget - Schedule I

  Document Attached
- A Form 990 from the previous three (3) years

  N/A
- IRS Letter of Determination

  N/A
- Current Certificate of Existence with the State of Tennessee

  N/A
- Demographic information for clients served - Schedule II

  Document Attached
- Board & Staff Information - Schedule III

  Document Attached
- Grants, Contracts, MOU Table - Schedule IV

  Document Attached
- Strategic Plan

  Document Attached
- Letters of Support

  N/A

This total contains the in county grant funded positions; 1/95 of UT Specialist and 1/33 of support from Eastern Region

PROGRAM BUDGET SUPPORT REVENUE

Schedule I

NAME OF AGENCY BUDGET BY SERVICES FOR	FY 2024 Approved Budget	FY 2025 Proposed Budget	REVENUES Support/ Revenues	EXPENSES/EXPENDITURES PROGRAM SERVICES Program 1 Agriculture	Program 2 Family & Cons Scie	Program 3 4-H Youth	Total Prog. Servs. Development	SUPPORT SERVICES Mgmt & General	Fund Raising	Total Supp. Serv.
SUPPORT/REVENUE FOR CURRENT OPERATIONS:										
Contributions	1,579,847	410,029	410,029							
Net Proceeds Special Events		0								
Designations		0								
United Way		0								
Fees/Grants from Governmental Agencies		0								
Membership Dues		0								
Program Income		0								
Sales to Public		0								
Investment Income		0								
Transfers to Operating Budget		0								
Income from Previous Year		0								
Miscellaneous		0								
*Support Requested from Hamilton County	277,611	345,408	345,408							
TOTAL SUPPORT/REVENUES	1,857,458	755,437	755,437							
EXPENDITURES FOR CURRENT OPERATIONS:										
Salaries Only (No Benefits)	1,315,529	450,612		100,853	146,655	203,104	450,612			0
Employee Health & Retirement Benefits	369,926	138,159		31,386	42,296	64,475	138,159			0
Employment Taxes, etc.	51,657	34,976		7,403	13,921	13,652	34,976			0
Professional Fees/Contract Service Payments	1,000	1,000		333	333	334	1,000			0
Supplies	50,416	48,765		11,235	20,066	17,464	48,765			0
Telephone	16,876	16,576		4,021	8,521	4,034	16,576			0
Postage and Shipping	3,000	3,000		1,000	1,000	1,000	3,000			0
Occupancy		0					0			0
Equipment Rental and Maintenance	2,075	0					0			0
Outside printing, art work, etc.		0					0			0
Local Transportation	32,023	43,096		12,094	19,880	11,122	43,096			0
Conferences, Conventions, etc.	10,876	9,600		2,000	3,800	3,800	9,600			0
Special Assistance to Individuals		0					0			0
Organization Dues		0					0			0
Awards and Grants		0					0			0
Fund Raising/Self-Support Activities		0					0			0
Insurance		0					0			0
Miscellaneous	0	5,233				5,233	5,233			0
Depreciation		0					0			0
National Dues/Support Payments	1,080	1,420		267	551	602	1,420			0
Equipment Purchases	3,000	3,000		1,000	1,000	1,000	3,000			0
TOTAL EXPENSES/EXPENDITURES	1,857,458	755,437		171,594	258,023	325,820	755,437	0	0	0
REVENUES OVER (UNDER) EXPENDITURES	0	0								

Program Beneficiary Statistics

(This should reflect total program count. Copy as needed for each program.)

University of Tennessee / Tennessee State University Extension - Hamilton County

(Name of Program)

Program Beneficiary Characteristics Clients/Patients/ Recipients/Other **Contacts show increase from projected due to estimates coming out of Covid, exceeded projected numbers**		Fiscal 2024 Budget - **2023 Actual contacts**	Fiscal 2024 Projected	Fiscal 2025 Proposed Budget
1. Unduplicated Count of Program Beneficiaries	TOTAL	200,427	120,000	210,000
a. Total Continuing from Previous Fiscal Year		108,231	65,620	113,400
b. Total New for the Year		64,136	38,340	67,200
c. Total Terminated During the Year		28,060	16,040	29,400
2. Age Group	TOTAL	200,427	120,000	210,000
a. Infants-Under 5		0	0	0
b. Between 5 and 12		49,892	38,950	50,400
c. Between 13 and 17		13,198	11,110	12,600
d. Between 18 and 29		2,000	2,720	2,000
e. Between 30 and 64		83,695	55,760	86,500
f. 65 and over		11,387	11,460	10,500
g. Not Known		40,255		48,000
3. Gender	TOTAL	200,427	120,000	210,000
a. Male		67,230	47,300	89,800
b. Female		133,121	72,700	120,000
c. Not Known/Other		76		200
4. Ethnic Background	TOTAL	200,427	120,000	210,000
a. White		164,642	92,010	155,400
b. Black		22,591	17,830	35,700
c. Hispanic		4,089	5,290	8,400
d. Oriental		2,788	1,700	4,200
e. Other - Ethnic Minority		6,317	3,170	6,300
f. Not Known				
5. Income Level	TOTAL	200,427	120,000	210,000
a. Below 4,999				
b. 5,000-7,499				
c. 7,500-9,999				
d. 10,000-14,999				
e. 15,000-19,999		1,500	1,500	2,000
f. 20,000-29,999		12,288	26,500	20,000
g. 30,000 and Over		50,982	44,000	52,500
h. Not Known		135,657	48,000	135,500
6. Location of Residence	TOTAL	200,427	120,000	210,000
a. Hamilton County		199,427	117,000	208,000
b. Outside of Hamilton County		1,000	3,000	2,000
c. Not Known				

HAMILTON COUNTY, TENNESSEE
FISCAL YEAR 2025

Agency Name: University of Tennessee / Tennessee State University Extension - Hamilton County

1. Are the dollars Hamilton County appropriates to your agency designated for the benefit of a specific geographical segment of the community? NO

2. If the answer to question number 1 above is yes, please explain.

3. Please estimate the percentage of your services provided to the geographic area listed below:

Unincorporated County	40.0%
City of Chattanooga	30.0%
City of East Ridge	5.0%
City of Signal Mountain	2.0%
City of Red Bank	6.0%
City of Soddy Daisy	4.0%
City of Lakesite	2.0%
City of Walden	1.0%
City of Collegedale	3.0%
City of Ridgeside	1.0%
City of Lookout Mountain	1.0%
All areas outside of Hamilton County	5.0%
Total	100.0%

Schedule of Positions, Salaries & Wages

Confidential (for Hamilton County internal use only)

UT/ TSU Extension - Hamilton County, Extension Agriculture Committee

(Name of Agency)

ALL FINANCIAL INFORMATION ROUNDED TO NEAREST DOLLAR

Board of Directors Title and/or Position	Name(s) Last Name, Initial	Part Time	#Years Emp	Emp. Covered by Retirement (a)	Current FY			Requested		
					# Weeks Employed	Annual Salary	Budgeted Salary	# Weeks Employed	Annual Salary	Budgeted Salary
Agriculture Committee Chairman	Highlander, S	--		--						
Agriculture Committee - Commissioner	Sharpe, D	--		--						
Agriculture Committee - Commissioner	Shipley, G	--		--						
Agriculture Committee - Farm Woman	Lennon, K	--		--						
Agriculture Committee - Farm Woman	Ozborn, M	--		--						
Agriculture Committee - Farm Man	Heery, F	--		--						
Agriculture Committee - Farm Man	Pruett, C	--		--						
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* If a position is changed from a part-time to a full-time position, show each as a separate position unit.
List positions in order of responsibility and include all staff and employees of agency in this schedule.
Non-professional employees performing similar services may be reported as a group.
(a.) Check if person is covered by retirement benefits.

Schedule of Positions, Salaries & Wages

Confidential (for Hamilton County internal use only)

University of Tennessee / Tennessee State University Extension - Hamilton County

(Name of Agency)

ALL FINANCIAL INFORMATION ROUNDED TO NEAREST DOLLAR

Organization Staff Members Title and/or Position	Name(s) Last Name, Initial	Part Time	#Years Emp	Emp. Covered by Retirement (a)	Current FY			Requested		
					# Weeks Employed	Annual Salary	Budgeted Salary	# Weeks Employed	Annual Salary	Budgeted Salary
County Director	Rucker, N	NO	31	YES		47,996	47,996		51,276	51,276
Extension Agent	Puett, J	NO	45	YES		49,773	49,773		53,142	53,142
Extension Agent	Sabin, M	NO	5	YES		26,796	26,796		30,816	30,816
Extension Agent	Treadway, H	NO	3	YES		29,667	29,667		32,030	32,030
Administrative Assistant	Sanders, A	NO	9	YES		19,534	19,534		22,511	22,511
Administrative Assistant Aide	Cotton, M	NO	8	YES		18,333	18,333		21,250	21,250
EFNEP / TNCEP Area Specialist	Olson, A	NO	27	YES		0	0		0	0
EFNEP Program Assistant - clerical	Clark, D	NO	13	YES		0	0		0	0
EFNEP Program Assistant	Cranmore-Vickery, M	NO	28	YES		0	0		0	0
EFNEP Program Assistant	Collins, L	NO	13	YES		0	0		0	0
EFNEP Program Assistant	Gant, T	NO	1	YES		0	0		0	0
EFNEP Program Assistant	vacant	NO		YES		0	0		0	0
SNAP Education Extension Agent	Hartman, J	NO	12	YES		0	0		0	0
SNAP Education Program Assitant	vacant (interview held)	NO		YES		0	0		0	0
THRIVE Program Assistant	Lawhorn, C	NO	1	YES		0	0		0	0
Extension Agent (proposed)	vacant	NO		YES					32,256	32,256
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* If a position is changed from a part-time to a full-time position, show each as a separate position unit.
List positions in order of responsibility and include all staff and employees of agency in this schedule.
Non-professional employees performing similar services may be reported as a group.
(a.) Check if person is covered by retirement benefits.

AGENCY: UT / TSU Extension - Hamilton County

AWARDS AND GRANTS FROM GOVERNMENTAL AGENCIES CITY/COUNTY/STATE/FEDERAL

PROGRAM/PROJECT TITLE	NAME OF SOURCE	FOR HOW LONG?	LAST YEAR	THIS YEAR	NEXT YEAR
1 EFNEP (Expanded Food & Nurtition Program)	UT Extension	Yearly	315,845	343,904	354,220
2 SNAP Education (Supplemental Nutrition Assistance Program)	TSU Extension	Yearly	59,014	61,514	126,018
3 TSU Innovative Program Grant	TSU Extension	1 Year	0	1,000	0
4 THRIVE Program Grant (grant renewal in process)	UT Extension	1 Year - possible 2 years	0	52,257	52,257
5 Skill Up Program	UT Extension	Yearly	9,000	9,617	9,905
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
Total Fees From Governmental Agencies			383,859	468,292	542,400

ALL FINANCIAL INFORMATION ROUNDED TO NEAREST DOLLAR

University of Tennessee / Tennessee State University Extension – Hamilton County

5. Which entities do you collaborate with which could also benefit from monies awarded by Hamilton County?

There will be no monetary transfer of our budget dollars to these listed. This is a list of our program partners or locations where we present programs. This list is fluid and changes as additional program partners and locations are added throughout the year.

Internal & External Collaborators/Partners (81 listed, additional sheet attached):
University of Tennessee Extension
Tennessee State University Extension
Hamilton County Government
Hamilton County Master Gardeners Association
WTVC
WRCB
WDEF
Fox News
Chattanooga Times Free Press
Chattanoogan.com
Nooga.com
Food as a Verb
Crabtree Farms
Natural Resource Conservation Service (NRCS)
Hamilton County Soil Conservation District
Hamilton County Farm Bureau
Hamilton County Parks Department
City of Chattanooga Parks and Outdoors
My Waterways
Chattanooga State Community College
Hamilton County Parks and Recreation Department
Tennessee 4-H Foundation
Hamilton County Department of Education
Chattanooga Community Recreation Centers
Tractor Supply Company
Tennessee Wildlife Resources Agency
Hamilton County 4-H Advisory Council
TVA Volunteers
Enbridge Fuel
JoAnn
Chattanooga Economic & Community Development Departments
Erlanger
University of Tennessee – Chattanooga
Southern Adventist University
Lodge Manufacturer, The Sock Shop, AARP, area recreation companies provide sponsorship
Southeast Tennessee Area Agency on Aging and Disability
TN Commission on Aging & Disability
Community Advisory Board & Partnership Planning Committee

Minority Health Fair
BlueCross BlueShield
Silverdale Baptist School
Vanderbilt Poison Control Center
Chattanooga Police Dept
AARP
Family Promise
Maclellan Family Shelter
Head Start/Early Head Start
The Community Kitchen
The Next Door
Chattanooga Housing Authority
Hamilton County Health Department
Recovery Programs (CADA's, House of Refuge, the Launch Pad)
Partnership Programs
Faith Based Organizations
Community volunteers
Soddy Daisy Food Bank
Red Bank Methodist Church Food Bank
Ridgeway Apartments
River View Tower
Boynton Terrace Apartments
John Calvin Apartments
Emma Wheeler Public Housing
Patten Tower Public Housing
Purpose Point Community Resource Center
Purpose Point Learning Academy
Metropolitan Ministries
Eastgate Senior Center
Soddy Daisy Senior Center
Tennessee Child Care Resource & Referral Agency
The Day Reporting Center
Falls Prevention Group
Nutrition Program Advisory Committee
Shepherd Community Center
East Ridge Food Pantry
The Samaritan Center
Chattanooga Area Food Bank
Signal Centers Work Ready
Salvation Army
Scrappy's Cupboard (UTC Student Food Pantry)
Tiger Cupboard (Chatt. State Student Food Pantry)
Campbell Ridge Apartments
First Step Christian Child Care
Lynn's Playpen-child care facility
The McDonald Farm

University of Tennessee / Tennessee State University Extension - Hamilton County

Requests - increases for FY2025

Dental - at 55% for those who have dental insurance	235
Insurance - Basic Life Accidental Death and Dismemberment	71
Salary and benefits Increase (5% increase on county pay and benefits)	9584
Maria - promotion at 10% increase (55% of the 10%)	2680
Administrative staff increase (Amanda Sanders, Marilyn Cotton) with benefits	4500
Market Range Increases that were awarded by UT to agents (June Puett, Haley Treadway, Nancy Rucker) - funds reallocated county percentage, $880 per agent (portion noted in amount)	2240
Subtotal	**19310**

New Agent (4-H Youth Development) shared expense with TSU; with Master of Science (MS) degree and multiple years of experience (shown), county portion (with Masters degree and no experience - 41,828, Bachelors Degree - 38,595)	48487
Total	**67797**

2022-2027 TENNESSEE EXTENSION STRATEGIC PLAN

Embracing the Past. Innovating the Future.

Real. Life. Solutions.™

UTEXTENSION
INSTITUTE OF AGRICULTURE
THE UNIVERSITY OF TENNESSEE

2022-2027 TENNESSEE EXTENSION STRATEGIC PLAN

Embracing the Past. Innovating the Future.

OVERVIEW

Over the last 100 years, UT Extension has helped Tennesseans solve problems and implement changing technologies to improve the quality of life in all ninety-five counties. As we celebrated this rich heritage and looked back on our accomplishments, it seemed an appropriate time to take an active role in planning our future.

The Strategic Planning Committee conducted listening sessions, surveys, and targeted interviews across the state with employees and stakeholders. Using this input, a comprehensive working plan has been developed to strategically position Tennessee Extension for the next five years. To see the working plan and follow its progress, visit ***extensionstrategicplan.tennessee.edu***.

OUR MISSION

UT Extension's mission is to help Tennesseans improve their quality of life and solve problems through the application of research and evidence-based knowledge about agriculture and natural resources, family and consumer sciences, 4-H youth development, and community development.

OUR VISION

UT Extension is the premier educational organization for all Tennesseans. Extension increases economic prosperity, improves environmental sustainability, and enhances well-being in rural and urban communities.

STRATEGIC PLAN GOALS

Demonstrate the value of Tennessee Extension to enhance resources.

Cultivate a workplace where employees thrive.

Expand and strengthen Tennessee Extension volunteerism.

Foster greater engagement of diverse communities across Tennessee.

Embrace the use of technology and innovation to meet the evolving needs of Tennessee Extension.

GOAL:
Demonstrate the value of Tennessee Extension to enhance resources.

Strategy: Increase visibility and participation through marketing, advocating, and demonstrating the value of Tennessee Extension programs to stakeholders.

ACTION STEPS:

- Build capacity for employees to produce content to market Tennessee Extension at the state, regional, and county level.

Strategy: Deliver quality educational programs that serve needs of clientele.

ACTION STEPS:

- Develop a process for annual needs assessment at the county and state level to prioritize local and state needs.

Strategy: Capture data and impacts through reporting.

ACTION STEPS:

- Evaluate and streamline outcome and economic impacts to measure the effectiveness of Extension programs.
- Integrate Extension and UTIA databases to increase reporting efficiency.

Strategy: Expand new and innovative funding sources and partnerships to better serve current and new audiences.

ACTION STEPS:

- Explore new sponsorship and fundraising opportunities.
- Enhance and strengthen Tennessee Extension's partnership with the UTIA Advancement Office and the 4-H Foundation.

GOAL:
Cultivate a workplace where employees thrive.

Strategy: Cultivate an adaptive workplace environment.

ACTION STEPS:

- Investigate and implement procedures and best practices for adaptability and accountability.
- Provide training for supervisors and employees to ensure consistency.

Strategy: Provide a consistent and effective onboarding experience.

ACTION STEPS:

- Establish expectations for successful job performance by position and area of responsibility.
- Enhance the current mentoring process to ensure a consistent experience.
- Implement an onboarding process to ensure coordinated statewide training efforts for all positions.
- Assess organizational structure to ensure support of Tennessee Extension employees.

Strategy: Provide and support meaningful professional development.

ACTION STEPS:

- Create professional development opportunities to foster a culture of lifelong learning.
- Create a leadership program focused on developing current and future leaders within our organization.
- Explore financial opportunities to support professional development.
- Establish procedures for assessing in-service training needs of employees.
- Develop assessment tools to evaluate employee learning.

Strategy: Recognize valued employees with meaningful and appropriate rewards.

ACTION STEPS:

- Simplify formal and endowed award programs.
- Explore new ways to offer recognition and incentives to employees.
- Build opportunities for employees to further advance their career within Tennessee Extension.

Strategy: Promote healthy lifestyles for employees to enhance commitment and engagement.

ACTION STEPS:

- Explore ways to support work/life balance

GOAL:

Expand and strengthen Tennessee Extension volunteerism.

Strategy: Foster an environment that embraces volunteerism across all program areas.

ACTION STEPS:

- Establish clear employee expectations for utilizing volunteers.
- Develop a statewide structure for volunteerism.

Strategy: Recruit and engage culturally diverse volunteers.

ACTION STEPS:

- Develop a recruitment plan, including marketing materials and employee training, for all program areas.
- Create a sustainable process for volunteer recognition and retention.

Strategy: Provide training and resources for volunteers to perform their roles.

ACTION STEPS:

- Develop a cohesive volunteer management system to include registration, training, and reporting for employees and volunteers.
- Develop and expand well-defined volunteer job descriptions.

GOAL:

Foster greater engagement of diverse communities across Tennessee.

Strategy: Foster an equitable workplace that promotes and supports an inclusive and diverse workforce.

ACTION STEPS:

- Identify and develop unique partnerships with other organizations and within UT System to strengthen recruitment efforts to find diverse and underrepresented candidates.
- Expand and enhance internship and recruitment programs to attract and provide opportunities for diverse and underrepresented candidates.
- Establish a statewide recruitment committee, in partnership with UTIA and Tennessee State University, focused on reaching diverse and underrepresented candidates.

Strategy: Develop and enhance programs to meet the needs of diverse and underrepresented audiences.

ACTION STEPS:

- Develop and provide training to employees to increase cultural competency and empower them to identify needs and reach diverse and underrepresented audiences.
- Set expectations for employees regarding involvement of diverse and underrepresented audiences in programs, and celebrate successes.

Strategy: Establish an intentional process for recruiting volunteers from diverse and underrepresented audiences.

ACTION STEPS:

- Provide resources for employees, including training and marketing materials, to recruit volunteers from diverse and underrepresented audiences.

GOAL:
Embrace the use of technology and innovation to meet the evolving needs of Tennessee Extension.

Strategy: Capture, assess, and prioritize Extension-wide software and hardware needs.

ACTION STEPS:

- Gather input from employees and external stakeholders to identify needs, technology preferences, and program delivery methods.
- Create a mechanism to monitor employee needs to ensure they are properly equipped to deliver programs.

Strategy: Provide oversight, maintenance, support, and evaluation of technology systems.

ACTION STEPS:

- Develop necessary oversight mechanisms, including staffing requirements, maintenance, and support of technologies.
- Develop a list of supported technology applications and systems.
- Identify and adopt new technology systems based on needs.

Strategy: Provide ongoing organizational training and development of technologies to support Extension program delivery.

ACTION STEPS:

- Develop centralized training model for content, delivery, instructional design, and management.
- Identify, create, and market training materials, toolkits, and professional development opportunities for supported applications and systems to employees and clients.
- Identify technology competencies for new employees.

Strategy: Develop a centralized platform for storing documentation and training materials.

ACTION STEPS:

- Create a centralized internal platform to store and distribute documentation, training, supplemental materials, and communications.

Strategy: Create an integrated client-focused platform to expand reach and improve engagement.

ACTION STEPS:

- Adapt existing web presence to facilitate enhanced client relationship management and dissemination of Tennessee Extension content and publications.
- Develop an integrated interface for event registration with multi-payment options.
- Enhance utilization of the e-learning platform to effectively engage and deliver programming.
- Create external client access to SUPER, including a volunteer self-reporting system.
- Integrate Extension and University's databases with SUPER.

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