

CEFS



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CEFS Employee Handbook

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Welcome to CEFS

Welcome to the Center for Environmental Farming Systems. We are so glad to have you as a new employee.

CEFS is a complex organization, and for new employees, there is a lot to learn about the structure and function of CEFS as well as your home institution, whether that is the North Carolina Department of Agriculture & Consumer Services (NCDA&CS), North Carolina State University (NC State), or North Carolina Agricultural & Technical State University (N.C. A&T).

Since 1994, these three institutions have worked together to make CEFS a center dedicated to sustainable agriculture research, extension and education. Today, CEFS is one of the nation's leading centers for the study of environmentally sustainable farming practices and the development of sustainable local food systems.

We hope that this orientation guide will help you learn your way around the organization. The first few sections of the guide are "About CEFS" sections that introduce CEFS as a whole. The next few sections are "CEFS Focus Area" sections describing our many projects and initiatives and include contact information for each project or initiative. The last section contains reference information for employees. We hope you refer to this section whenever you have questions.

Thank you for your commitment to sustainable agriculture research and education, and again, welcome to CEFS!

Sincerely,



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CEFS Employee Handbook

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ABOUT CEFS: Partner Institutions

North Carolina Agricultural & Technical State University

About the University

North Carolina Agricultural and Technical State University (N.C. A&T) is a public land-grant institution located in Greensboro. It was established as the Agricultural and Mechanical College for the Colored Race in 1891, after the NC General Assembly mandated a separate college for African-American students. A group of Greensboro citizens banded together to create a permanent home for the institution there, donating land and money for construction, supplemented by money from the General Assembly. For its first few years, N.C. A&T was an annex of Shaw University in Raleigh before moving to its permanent home in Greensboro in 1893.



The college name changed to The Agricultural and Technical College of North Carolina in 1915, and the college became a university in 1967. It became part of the University of North Carolina system in 1972. Today, N.C. A&T is classified as a doctoral-granting research (high research activity) university by the Carnegie Foundation for the Advancement of Teaching. It has a 200-acre campus, a 600-acre university farm, more than 10,000 students, and more than 2,100 employees. N.C. A&T offers 117 undergraduate degree programs, 58 master's degree programs, and several Ph.D. programs. During the fiscal year 2008-2009, the university generated more than \$57.7 million in sponsored research programs and more than \$6 million in appropriations for agricultural research and cooperative extension. NC Cooperative Extension is a very close collaboration between N.C. A&T and NC State.

Role with CEFS

N.C. A&T is made up of the College of Agriculture and Environmental Sciences, the College of Arts and Sciences, the College of Business and Economics, the College of Education, the College of Technology, the

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ABOUT CEFS: Partner Institutions

College of Engineering, the School of Nursing, the Joint College of Nanoscience and Nanoengineering, and the College of Graduate Studies.

The university's College of Agriculture and Environmental Sciences (CAES) is the primary school involved with CEFS. CAES is the largest agricultural school among historically black colleges and universities (HBCUs) and is the second-largest producer of minority agricultural graduates. But N.C. A&T's focus on interdisciplinarity—its emphasis on finding new solutions to complex modern challenges—is as important to CEFS as the strength of its agricultural discipline. Fostering communication and promoting partnerships across disciplines and organizations are key components of N.C. A&T's role with CEFS.

From its roots working to serve the educational needs of the African-American community, CAES, through its Cooperative Extension program and researchers, works to address the needs of disadvantaged communities. CEFS research and outreach efforts conducted with N.C. A&T resources focus on small-farm production and marketing; economic interests of limited-resource producers; and niche and local markets. In each of these, small is not a disadvantage. Enterprises such as outdoor hog production and goat farming, season-extension production, and organic production all fit well with small-scale production. Direct marketing through farmers markets, restaurants, community-supported agriculture (CSAs) and other market channels work well for these producers and help them connect with and understand the new markets that are developing in the rapidly expanding metropolitan centers of the state.

New technologies such as social media, new production techniques related to high tunnels and greenhouses, and energy management and alternative energy sources (bio and solar) are of great interest to such producers. The overlaying of multiple enterprises in limited areas or in rotations, such as integrating forestry through alley cropping and silvopastoral production, offers advantages of bio-system interactions that large-scale mono-cropping cannot enjoy.

The N.C. A&T outreach effort through CEFS also addresses community food issues. It helps families, leaders and youth find their voices in the discussion of food choices in our society. It offers assistance with the development of cooperatives. It brings agro-entrepreneurship opportunities to youth, local food access to areas where such food is not ordinarily available, and educational connections to CEFS for school-age groups.

The goal of N.C. A&T's work at and through CEFS is to help create the way—through research and educational outreach—for small, part-time and limited-resource farmers and community members to have access to good, local food in the present and future. We see small farms as key participants in addressing food safety and food security issues, as jobs are created in dynamic and economically viable local food systems. We look for real solutions so that all communities have access to good food choices.

For more information on N.C. A&T, please visit www.ncat.edu.

ABOUT CEFS: Partner Institutions

North Carolina Department of Agriculture & Consumer Services

About the Department

The mission of the North Carolina Department of Agriculture and Consumer Services (NCDA&CS) is to provide services that promote and improve agriculture and agribusiness, protect consumers and businesses, and preserve farmland and natural resources for the prosperity of all North Carolinians. Its vision is to be a globally recognized leader in agricultural promotion, plant and animal health, and food safety and consumer protection. Specific goals to fulfill this mission and vision include



- protecting North Carolinians from unsafe food products and from economic loss due to unlawful business practices;
- building consumer confidence in agricultural and consumer products;
- enhancing North Carolina's agricultural economic competitiveness and sustainability to promote a profitable business environment for producers and agribusiness;
- expanding market opportunities; building awareness of available services;
- educating citizens on agriculture's contributions to the state's economy;
- partnering with organizations to support development of agricultural practices and products;
- supporting the conservation of natural resources and working lands; and
- continuously reviewing the quality, cost-effectiveness, and customer satisfaction of the department's programs and services.

NCDA&CS divisions are responsible for a wide variety of regulatory and service areas, including agronomy,

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ABOUT CEFS: Partner Institutions

animal health, crop and livestock statistics, USDA commodity distribution, state farm operations, agricultural marketing and promotion, agricultural marketing grading, international agricultural crop and livestock marketing, operation of five state farmers markets, research station operations, seed and fertilizer inspection, nursery and plant pest eradication activities, regulation of the structural pest control industry, agricultural environmental issues, state and federal agricultural legislation, agricultural economic analysis, and more.

Role with CEFS

In partnership with NC State, the NCDA&CS Research Stations Division has established 18 statewide research locations with unique climate and soil conditions. One of these locations is the CEFS Field Research, Education, and Outreach Facility at Cherry Research Farm in Goldsboro, the site of CEFS' research units. The Research Farm became part of the NCDA&CS Research Stations Division in the mid-1980s, and about a decade later, it was designated as the site for CEFS' sustainable agriculture research.

The Research Stations Division supports research efforts by providing land, water, equipment, buildings and staff at these stations. CEFS also partners with NCDA&CS through its other projects, for example, its Marketing Division.

For more information on NCDA&CS, please visit www.ncagr.gov.



ABOUT CEFS: Partner Institutions

North Carolina State University

About the University

North Carolina State University (NC State) was established as a land-grant institution in 1887, with the mission of providing teaching, research and extension services to North Carolinians. What began as one building with six faculty members and 72 students is now a university with more than 34,000 students, nearly 8,000 faculty and staff, and more than 700 buildings. Annual research expenditures are nearly \$325 million, with \$140 million in federal research funding. NC State holds more than 550 patents. Among public universities without medical schools, NC State is ranked third in industry-sponsored research expenditures.



In 1914, the Smith-Lever Act allowed land-grant colleges to create state, county and local extension programs, resulting in the establishment of the Cooperative Agricultural Extension Service at State College. (The university was known as "State College" at that time.) In the 1920s, the school added schools of engineering, science and business, textiles, education and a graduate school. After World War II, the university added schools of design, forestry, physical science and mathematics, and humanities and social sciences, and its name changed to North Carolina State University at Raleigh.

Role with CEFS

CEFS' primary involvement at NC State is with the College of Agriculture and Life Sciences (CALs). CALs' research division, the NC Agricultural Research Service, provides educational programs through NC Cooperative Extension, a joint effort shared with N.C. A&T. As stated in its mission statement, CALs "prepares students, creates and applies unbiased knowledge through advances in science and technology and drives economic development to improve the quality of life in North Carolina, our nation and the world." CALs departments that employ CEFS faculty include 4-H Youth Development and Family & Consumer Sciences;

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Agricultural and Extension Education; Agricultural and Resource Economics; Animal Science; Biological and Agricultural Engineering; Biology; Crop Science; Entomology; Environmental and Molecular Toxicology; Food, Bioprocessing and Nutrition Sciences; Genetics; Horticultural Science; Microbiology; Molecular and Structural Biochemistry; Plant Biology; Plant Pathology; Poultry Science; Soil Science; and Statistics.

NC State also offers academic programs related to sustainable agriculture, such as its agroecology programs (see the section on “Education & Extension”).

These faculty bring their expertise and knowledge to CEFS, and through CEFS, they share their knowledge with faculty from other areas, students, farmers, community leaders and the general public. Faculty members guide approximately 10 to 20 graduate students per year in a range of sustainable agriculture and food systems projects.

For more information on NC State, please visit: www.ncsu.edu.



ABOUT CEFS: People

History of CEFS

CEFS was the result of several years of work by a task force of university faculty and administrators, state and federal agencies, non-governmental organizations, farmers, and citizens charged with developing a strategy to build a strong sustainable agriculture program in North Carolina.

CEFS was established in 1994 by NCDA&CS, NC State and N.C. A&T. Its sustainable agriculture programming, including work at the CEFS Field Research, Education, and Outreach Facility at Cherry Research Farm near Goldsboro, began in 1996.

History Map

The “history map” on the following page depicts the development of CEFS as a journey. It was developed as a reference for the CEFS Board of Advisors and other stakeholders who might not know us. It highlights for them our origins, our milestones along the way, and our partners and collaborators who have accompanied us on our journey.

The goal of the “history map” is to show that where we are today is part of a process. It portrays the historical context, the steps we took, and the issues that were addressed to get us to where we are today. It does not show our final destination. New challenges and choices lie ahead of us. We will take new directions. But we build upon this past story.

And where we will go? What will tomorrow’s map look like? That will be part of our future story, our future discussions, our future partners, our future successes, and will be communicated in a future CEFS history map.



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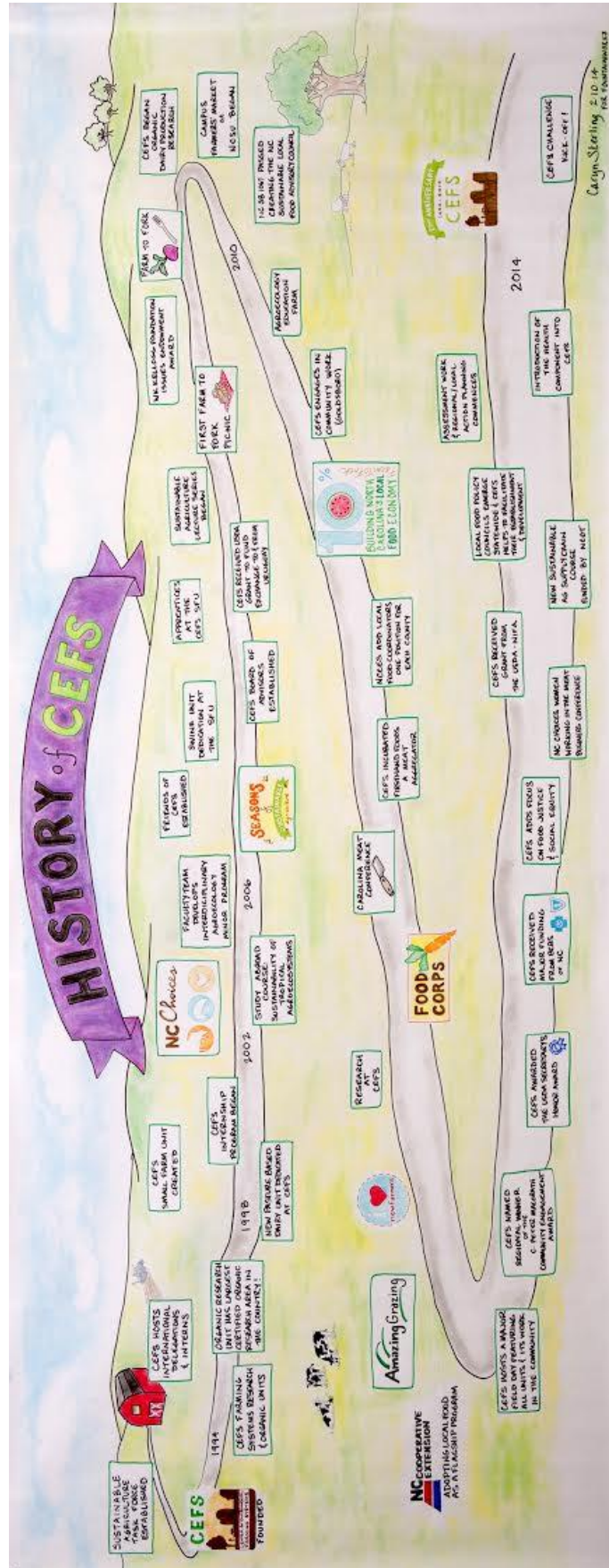
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ABOUT CEFS: People



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Mission & Objectives

CEFS develops and promotes just and equitable food and farming systems that conserve natural resources, strengthen communities, improve health outcomes, and provide economic opportunities in North Carolina and beyond.

CEFS envisions a future of vibrant farms, resilient ecosystems, strong communities, healthy people, and thriving local economies.

CEFS is one of the nation's most important centers for research, extension, and education in sustainable agriculture and community-based food systems. It is recognized as a national and international leader in the local foods movement, and celebrated for its work in building consensus around policies, programs and actions that facilitate a vibrant local food economy.

In 2012, CEFS was named a regional winner of the C. Peter Macgrath Community Engagement Award, a national distinction which recognizes outreach and engagement partnership efforts of four-year public universities. In 2012, CEFS was also awarded the USDA Secretary's Honor Award – the most prestigious departmental award presented by the Secretary of Agriculture – for “assisting rural communities in creating prosperity so they are self-sustaining, repopulating, and economically thriving”. CEFS was the only entry outside of USDA to receive the award.

CEFS was born from the shared conviction that a land-grant-university-based research, education, and extension program focused on organic and sustainable agriculture could have a significant and essential impact in North Carolina.



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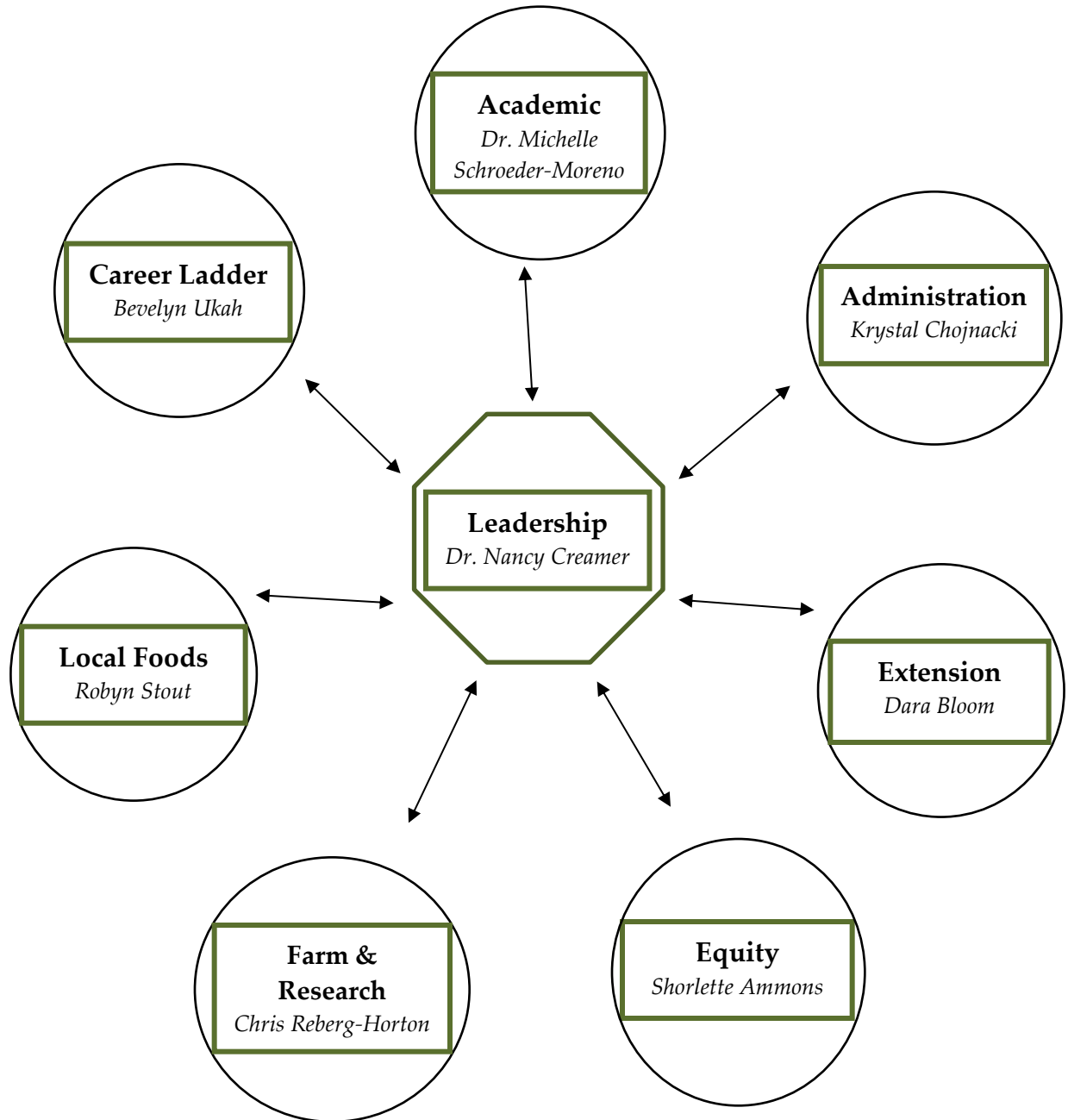
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CEFS Working Groups



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ABOUT CEFS: Funding

Funding Overview

CEFS is fortunate to have many diverse funding sources. This helps us weather storms in any one particular funding sector. Below is a brief overview of the funding CEFS receives.

Donations (6 Accounts)

Unrestricted donations to CEFS go through our “Friends of CEFS” account held at the NC Agricultural Foundation, Inc. (NCAF). NCAF is a non-profit, charitable and educational corporation (public charity) as defined in Internal Revenue Service code 501(c)(3). Throughout the year, CEFS activities solicit contributions to Friends of CEFS, culminating with our largest, the end-of-year annual appeal. CEFS encourages all employees to solicit donations as they feel comfortable. If you have any questions or need any marketing materials please contact Amber Polk. You may direct anyone wishing to contribute to Friends of CEFS to go.ncsu.edu/friendsofcefs.

Anytime a 6 account is used, the following solicitation language must be included on the promotional materials: “<Insert appropriate fund name here> fundraising efforts operate under the auspices of the NC Agricultural Foundation, Inc., a 501(c)(3) organization.”

Before sending out fundraising or sponsorship solicitations, please contact Kathy Kennel to review all materials.

Restricted Program Donations (6 Accounts)

CEFS has several accounts to receive restricted donations to a specific program. Donations can be solicited and made to any of these restricted programs anytime throughout the year. Please see Nancy Creamer if you would like help making larger asks.

Our current restricted program accounts are:

- i. **CEFS Educational Programs** – To support CEFS apprentices, interns and continuing



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ABOUT CEFS: Funding

- education. go.ncsu.edu/cefseducationalprograms
- ii. **Ken Fager Memorial Fund** – To support the creation and upkeep of the Ken Fager Memorial CEFS Garden located on the Small Farm Unit in Goldsboro, NC. go.ncsu.edu/fagermemorialfund
- iii. **CEFS Marketing (10% Campaign)** – To support the work of the NC 10% Campaign go.ncsu.edu/cefs10percent
- iv. **NC Choices Program Fund** – To support the work of the NC Choices Program go.ncsu.edu/ncchoices
- v. **CEFS Challenge** – This funding campaign fuels CEFS efforts to create and strengthen community-based food systems, advance research in sustainable agriculture and build a permanent endowment that not only helps cements CEFS' position as one of the nation's largest and most influential centers for the study of environmentally sustainable farming practices, but also helps CEFS continue to serve as a national model for improved community health through local foods. go.ncsu.edu/cefschallenge
- vi. **Local Food Ambassador Program** – To support the work of the Local Food Ambassadors: [LFA Brochure](#)
- vii. **Food Youth Initiative** – To support the work of the Food Youth Initiative “which builds capacity in youth organizations and youth leaders doing Food Justice in NC. FYI works with youth groups who address the needs of their own communities and find innovative solutions to address inequities in both their local and our broader food system. These youth are not only future leaders, they are current change makers”. <https://cefs.ncsu.edu/youth/food-youth-initiative/>
- viii. **Agroecology Education Farm** – To support the work of the Agroecology Farm: [Agroecology Education Farm](#)



ABOUT CEFS: Funding

Fundraising/Event Sponsorship

CEFS holds several annual events and fundraisers for which sponsorships are solicited. We also host special events and field days as the need arises. For larger events, CEFS asks for an “all hands on deck” effort as it takes a large team of dedicated people to pull them off! Please coordinate all sponsorship asks with Nancy Creamer so we do not overlap major sponsors.

Farm to Fork Picnic: CEFS co-hosts the Farm to Fork Picnic each year as the main annual fundraiser in support of our apprentice and internship programs. It is usually held in early June and all CEFS affiliates are asked to help or participate. CEFS Contact: Nancy Creamer. See www.farmtoforknc.com



Annual Sustainable Agriculture Lecture: The Annual Sustainable Agriculture Lecture hosts visionaries and thought-leaders who engage the public on a variety of food system topics. Previous speakers include Slow Food founder Carlo Petrini; MacArthur Fellow and Genius Grant Award recipient Will Allen of Growing Power; and Maya Wiley, Founder and Past President of the Center for Social Inclusion. These lectures often include a large sponsorship push and a reception for sponsors and donors. The proceeds go towards Friends of CEFS and CEFS’ general operation. CEFS Contact: Amber Polk.



Workshop Series: The workshop series offers classes and training on topics ranging from agricultural production techniques to livestock health, organic grains and cover crops, marketing, and community-based food systems. Schedule can be found here:

<https://cefs.ncsu.edu/events/>

CEFS Contact: Amber Polk.

Carolina Meat Conference: NC Choices’ Carolina Meat Conference is a nationally recognized event, specifically focused on bringing together every part of the meat supply chain, from farmers all the way through to the final consumers.

See www.carolinameatconference.com

CEFS Contact: Sarah Blacklin.



Anytime a 6 account is used, the following solicitation language must be included on the promotional materials: “<Insert appropriate fund name here> fundraising efforts operate under the auspices of the NC Agricultural Foundation, Inc., a 501(c)(3) organization.”

ABOUT CEFS: Funding

Annual Funds (4 Accounts)

State Appropriated Funds: CEFS receives a small portion of funding from state appropriated funds. These funds are restricted and cannot be used to purchase food and many other common CEFS items. However, they are helpful for purchasing supplies and other items some grants cannot fund such as printer cartridges, travel, continuing education, and general office supplies. Amber is the contact for all Annual Funds.

Overhead Funds: CEFS receives a small amount of annual overhead funds to be used for operating expenses. These funds represent a small percentage of the Facilities & Administrative fee (F&A) withheld from the grants CEFS receives. These overhead funds are essential for purchasing supplies and other items some grants cannot fund such as printer cartridges, travel, continuing education, and general office supplies.

Workshop Funds: Our Workshop account is used to deposit receipt-generated funds, or money we earn as registration fees for attending CEFS-run workshops. You must form a plan with Amber Polk before receiving or spending any money from this account. This account does not hold any extra money between fiscal years and every dollar is earmarked for the program that generated the revenue.

Grant Funding (5 Accounts)

CEFS applies for highly-competitive grants from many different funding sources. More information on recently-awarded grants can be found in the grants section of this handbook or on our website: <https://cefs.ncsu.edu/about-us/grant-funded-projects/>. If you hear of a grant you would be interested in applying for please see Nancy Creamer first. Krystal Chojnacki is sometimes available to help gather paperwork, develop a budget and budget justification, and submit the grant for review through the NCSU PINS system to meet the application requirements.

CEFS Focus Area Listing

CEFS Focus Areas

Field Research

- Farming Systems Research Unit
- Organic Research Unit
- Pasture-Based Dairy Unit
- Pasture-Based Beef Unit
- Small Farm Unit
- Alternative Swine Production Unit
- Additional Initiatives
 - Agroforestry Project
 - Cover Crops
 - Integrated Pest Management
 - Organic Grains Program

Food System Initiatives

- Committee on Racial Equity in the Food System (CORE)
- Community Food Strategies
- NC Farm to Early Care & Education
- Farm to School
- Local Food Economies
- NC Growing Together (NCGT)
- NC Choices
- UFoods
- Whole Crop Harvest

Extension and Outreach

- NCCE Local Food Flagship Program
- NC 10% Campaign
- Amazing Grazing
- NC Leadership & Cattle Handling for Women Producers
- Workshops
- Annual Sustainable Agriculture Lecture
- Farm to Fork Picnic Weekend

Academics and Education

- Internships
- Apprenticeships
- Graduate Students
- Graduate Fellows
- Agroecology Education Farm and Program

Youth

- Food Youth Initiative (FYI)
- FoodCorps NC

CEFS Focus Area: Field Research

CEFS Field Research, Education, and Outreach Facility at Chery Research Farm Overview

The 2,245-acre CEFS Field Research, Education, and Outreach Facility at Cherry Farm in Goldsboro, began as a farm for Cherry Hospital, a mental institution. The farm was transferred to the NCDA&CS in 1974, and became part of the NCDA&CS Research Stations Division in the mid-1980s. In 1994, it was designated as the site for CEFS' research, extension and outreach programs.

The varied landscapes, soils and water resources at the CEFS Field Research, Education, and Outreach Facility at Cherry Research Farm provide the ability to conduct large-scale research to simulate conditions on commercial farms, and the amount of space allows for the isolation of different management components. The farm is home to a diverse mix of livestock operations as well as field and horticultural crops.

The 41 structures at the farm include office buildings, a maintenance shop, equipment storage, a feed mill with crop drying and storage facilities, fertilizer and pesticide storage buildings, a milking parlor, a beef barn, swine hoop structures and fueling facilities. CEFS research units at the farm include the Farming Systems Research Unit, the Organic Research Unit, the Pasture-Based Dairy Unit, the Pasture-Based Beef Unit, the Small Farm Unit, the Alternative Swine Production Unit, and additional research initiatives within the units.

Farm events cover a variety of formats and topics, such as workshops on topics like beneficial insects, backyard organic gardening, biofuel use, high tunnel greenhouse production, and best management practices for beef. Tours are provided to school and commodity groups, universities and colleges, and extension agents. About 3,000 people per year participate in CEFS programs.

The research farm is a critical component of CEFS, and new employees and board members should tour it as soon as possible. To schedule a tour, please talk to Amber Polk. Directions can be found at www.ncagr.gov/research/CherryDirections.htm.



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CEFS Focus Area: Field Research

Farming Systems Research Unit

About

The FSRU is comprised of approximately 200 acres of a long-term, large-scale interdisciplinary study of five systems. The five systems are replicated three times and four of the five systems contain subplots. Soils are variable, but with an initially intensive soil survey, diagnostic soil units are represented in each experimental unit. Nesting of short-term experiments are possible within the context of the overall experiment.

Systems and Sub-Plots Under Comparison Since 1999

Best Management Practices (BMP) in a Conventional Cash Cropping System

The BMP system is the standard for positive control comparison. It is representative of farming systems in North Carolina and the region, including annual crops, short rotations, and absence of livestock. The system features a 3-year rotation of corn, double-cropping wheat and soybean, and sorghum with winter cover-cropping. The BMP system has two subplots: 1) conventional tillage and 2) conservation tillage (no till). Crops are monitored for pests using Integrated Pest Management (IPM) practices and pesticides are only used when economically justified.



Grain sorghum ready to be harvested in the Best Management Practices (BMP) in a Conventional Cash Cropping System.

Integrated Crop-Animal (ICA) System



Dairy steers grazing in the Integrated Crop-Animal (ICA) System.

The ICA System involves a 6-year and 12-year rotations with three subplots: 1) hay for 3 years and BMP cash crops for 3 years; 2) grazed pasture for 6 years and BMP cash crops for 6 years; and 3) BMP cash crops for 6 years and grazed pasture for 6 years.

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CEFS Focus Area: Field Research

Crop rotation includes corn, soybean and sorghum with winter cover-cropping. Pastures are mixture of native warm-season grasses rotationally stocked with dairy steers. Hay is a mixture of cool-season grasses and legumes.

Organic Cropping System

The Organic Cropping system employs unique approaches to nutrient availability, weed control, and soil management. Organic production is one of the fastest-growing segments in agriculture, but there is a scarcity of long-term production and environmental outcomes. Treatments examined are in a corn-soybean-sunflower rotation with winter cover-cropping using the following approaches: 1) hay for 3 years and crops (cultivation and tillage for weed control) for 3 years; 2) stale seed-bed fallow with summer cover crop for 1 year and crops (cultivation and tillage for weed control) for 2 years; 3) crops (cultivation and tillage for weed control) for 3 years; 4) stale seed-bed fallow with summer cover crop for 1 year and crops (conservation tillage-smother crop/rolling, no-till plant) for 2 years.



Sunflower is one of the crops grown in the Organic Cropping System.

Plantation Forestry System



Bald cypress trees in the Plantation Forestry System.

Forestry is an important component of the southern US landscape and is represented on many farms, as well as in commercial operations. Forestry systems sequester nutrients and energy in long-term cycles and allow for intriguing comparisons with other farming systems. This treatment represents woodlots with appropriate silvicultural practices as an ecosystem. There are 4 subplots represented by: 1) black walnut (*Juglans nigra*); 2) bald cypress (*Taxodium distichum*); 3) green ash (*Fraxinus pennsylvanica* - considering changes due to presence of severe emerald ash border infestation since 2015; 4) longleaf pine (*Pinus palustris*).

Successional Ecosystem (Old Field Succession)

The Old Field system represents a negative control for comparison of environmental impacts among farming systems. Ecological processes are investigated to understand the complex interactions involved in agricultural sustainability. Natural succession of land is allowed without management intervention in this treatment. Three 1000 m² sampling modules are located within each replication for evaluating vegetation composition and structure.



A variety of tree, shrub and herb species growing naturally in the Successional Ecosystem.

CEFS Focus Area: Field Research

Organic Research Unit

Background

Increasing interest in organic research has led to a demand for certified organic land on North Carolina's research stations. Previously, many organic projects were conducted on conventional land. To provide a better experimental context for researchers, CEFS has dedicated 60+ acres to short-term experiments on organic systems.



When fields in the unit are not being used for research, they are maintained in a rotation of organic soybeans, corn, hay and cover crops. This reflects standard production practices on organic farms in eastern North Carolina. Land in the Organic Research Unit is available to all researchers at North Carolina State University and North Carolina Agricultural and Technical State University to conduct short-term research projects. Detailed records are available for each field, including soil maps and previous research results.

Current Research Extension Projects

- Organic OVT: small grains and soybeans
- Winter peas for forage, cover crop, and seed production
- Roll-kill cover crop for no-till conventional cotton
- Legume cover crop breeding for hairy vetch, crimson clover, winter pea
- Organic fertility rates in canola
- Organic malting barley

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CEFS Focus Area: Field Research

CEFS' Commitments to Organic

CEFS faculty, in their work to support sustainable agriculture and local food systems, conduct research and provide demonstrations of organic production practices at the Organic Research Unit, the Small Farm Unit, and the long-term Farming Systems Research Unit. One hundred and six acres of the 2,000-acre research station are currently certified organic. Grain and horticultural crops, variety selection, cultivation and weed management decisions are the prime areas of focus. Implications of organic production systems on soil properties is an area of interest as well



Organic Grain Program



In 2004, North Carolina State University initiated the Organic Grain Program, concentrating on organic grain production in North Carolina. This program has focused on equipping farmers in North Carolina with the skills and agronomic support needed to produce and market organic grain crops. The goal of this program is to motivate individuals, through extension educational activities, to adopt and maintain organic crop rotations and to pursue markets for these farm products.

CEFS supports the Organic Grain Program by providing a base for organic grain production research as well as extension and educational programs and events.

Resources Produced

- *Organic Production Guide*, available at <http://www.cefs.ncsu.edu/resources/guides/organicproductionguide.html>, which includes nine chapters that are downloadable as separate documents:
 - Composting on Organic Farms
 - Cover Crops for Organic Farms
 - Crop Rotations on Organic Farms
 - Insect Management on Organic Farms
 - Organic Livestock Production and Marketing
 - Soil Fertility on Organic Farms
 - Soil Quality Considerations for Organic Farmers
 - Conservation Tillage on Organic Farms
 - Weed Management on Organic Farms
- "Cover Crops for Organic Onions," by Emily Vollmer, M.S., Horticultural Science, NC State, available at <http://www.cefs.ncsu.edu/publications/studentresearch/covercropsorganiconions.html>



CEFS Focus Area: Field Research

Pasture-Based Dairy Unit

Objectives



The two objectives of the Pasture-Based Dairy Unit are: 1) to examine grazing strategies and other herd management techniques that provide environmentally

sound and economical milk production while also generating an acceptable level of family income and quality of life; and 2) to evaluate and disseminate practical results among farmers, farm advisors, service industry personnel, students, and others.

Facilities & Animals

The CEFS dairy is different from most dairy farms in North Carolina and the United States for several reasons:



- Approximately 140 cows and associated young stock do most of forage harvesting via grazing.
- Pasture-based also means that there is minimal manure storage and manure nutrients are recycled by animals.
- The milking facilities are a “swing-type” with 14 units that allow for cows to be milked efficiently within 2 to 3 hours twice daily.
- Cows are seasonally calved in the fall.
- Crossbreeding Jersey, Holstein, and Norwegian Red cattle is studied in comparison to pure Jerseys and pure Holsteins.
- Newborn calves are started on pasture in small groups at about 10-14 days of age.
- There is no free-stall housing; shade paddocks are used in summer and supplemental forage is provided in winter.

Projects & Activities

- Examine seasonal dairy calf, heifer and cow management with fall-calving cows.
- Demonstrate economical, rapid milking facility.

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CEFS Focus Area: Field Research

- Examine optimal stocking rates and forage species for dairy pasture systems.
- Examine alternative strategies for parasite control and control of mastitis.
- Encourage dung beetles and other beneficial organisms including parasitic wasps that help control alfalfa weevil.
- Monitor nutrient inputs and outputs and optimize economic and environmental goals.
- Explore opportunities for pasture-finished dairy beef and organic dairy production.
- Study organic dairy practices to support a growing Southeastern organic dairy industry.
- Conduct pasture management training schools and internships for farmers, agricultural advisors and students.



Significance



Results of studies at the Pasture-Based Dairy Unit could increase the competitive position of North Carolina's dairy industry. New and more profitable dairy farm businesses boost the economies of rural communities and enhance the survival of local businesses. A shift to pasture-based systems would make dairy production more efficient and reduce energy use for pesticides, fertilizer and field operations. Pasture-based systems also may improve animal health, reduce cow turnover rates, improve some aspects of milk quality and enhance the image of dairy farms. Pasture-based systems are expected to have less erosion, reduce the use of farm chemicals and effectively recycle manure nutrients.

Supported by:

- N.C. State University College of Agriculture & Life Sciences
- N.C. State University College of Veterinary Medicine
- N.C. Agricultural and Technical State University College of Agriculture and Environmental Sciences
- N.C. Department of Agriculture & Consumer Services



Resources Produced

Videos are available in the website: "Pasture-Based Dairy Farming" featuring a VA dairy and "Artisan Cheese Production & Marketing" featuring a GA dairy are available along with an overview video of the CEFS dairy unit. A short milk-feeding video featuring group-fed calves at CEFS is also available. Proceedings from Mid-Atlantic Dairy Grazing Conferences, with more than 20 .pdf files on various topics, are also available on the CEFS website under "Publications." www.cefs.ncsu.edu/whatwedo/researchunits/pasturebaseddairy.html.

CEFS Focus Area: Field Research

Pasture-Based Beef Unit

Goal

The goal of CEFS' Pasture-Based Beef Unit is to operate a coastal plain beef cow/calf production system that maximizes profitability while minimizing expenses and has an acceptable impact on the environment.



Our system is based on intensively-managed pastures. The main objective is to demonstrate to beef producers and other clientele how efficiently beef

cattle can be produced in eastern North Carolina when the production system is managed intensively. The Unit demonstrates all of our common production recommendations and is accessible to farmers, extension agents, and students. Management continually evolves to correct for recommendations that prove unmanageable at the farm scale and to allow for the incorporation of new, research-proven technologies.

An advisory committee of faculty, producers, and industry personnel provides guidance and sets priorities for applied research projects to evaluate components that may be used in the system.

Herd and Land

The beef unit is located on 175 acres of land that have marginal value for crop production. The pasture system is a mixture of warm- and cool-season perennial and annual forages. Grazing access is controlled to improve utilization efficiency.

The herd is a cow/calf operation, typical of what is seen in our state. We currently have about 60 mature cows averaging about 6 years of age. We also usually develop about 25 heifers, some to use as replacements for cows and others for sale. There are normally 2 herd bulls on the farm. The cows calve in the fall with the heifers

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CEFS Focus Area: Field Research



calving first (late Oct. to Nov.) and the mature cows next (Nov. to Dec.). This allows the calves to arrive in the absence of severe winter weather and is also easier on farm staff.

Genetically, the herd is primarily a mixture of Angus and Senepol breeds with a few cows carrying Hereford as well. The Senepol breed was imported for the Virgin Islands, where it was developed for minimal management and with diets based on low-quality forages. Because of its tropical origin, the breed tends to be more heat tolerant than the British breeds (Angus and Hereford). Some Senepol carry a gene that imparts an extremely slick hair coat (“slick hair gene”) and while the expression of this gene seems complex, it is passed as a dominant trait. Incorporation of this gene into the herd is one strategy to help control heat stress in an environment that is challenged to provide shade. Slick-coated animals also seem to be more resistant to flies, another advantage to them during fly season.



A second strategy for managing heat stress in the herd is to encourage red hair coats in place of black, which absorbs more heat than the lighter color. We are using Red Angus bulls in hopes of producing red, slick-coated females that more heat tolerant and insect resistant. This is a slow process since black is dominant over red; however, we are making slow progress in the red direction.

Best Management Practices

Key “Best Management Practices” that are demonstrated include:

- Record keeping and financial management
- Controlled breeding season
- Multiple off-stream watering sites
- Stream & wetland exclusion with buffer strips
- Optimal herd health program overseen by a veterinarian
- Year around planned forage system
- Controlled grazing management
- Programmed heifer development
- Effective crossbreeding program
- Strategic marketing program
- Profitable feed supplementation programs



Long-term evaluation of the system will examine the fate of nutrients in pasture soils, long-term profitability and productivity, and the stand life of pasture plantings. Farmers are involved in the project through advisory committee meetings, tour groups, and field days.

CEFS Focus Area: Field Research

Small Farm Unit

Goal

CEFS' Small Farm Unit (SFU) brings together the resources of North Carolina Agricultural and Technical State University, North Carolina State University, the North Carolina Department of Agriculture & Consumer Services and other community partners to deliver research and demonstration of sustainable production and marketing practices to diverse audiences.

The CEFS SFU works in partnership with a network of farmers, educators, students and other community members to develop and support a healthy, viable, community-based food system in Wayne County and beyond.

Unit Structure

The Small Farm Unit covers approximately 30 acres with a wide range of soil types, equipment, buildings and educational focal points. The function of the unit is to model a systems-based approach within a whole farm context. Embedded within the farm design are ongoing research projects in systems rotation and other production topics relevant to small farm stakeholders.



In a typical season, the Small Farm Unit produces up to 100 varieties of twenty different kinds of small fruits and vegetables. Farm produce is donated to local community organizations, food kitchens, and shelters. Farm transplants are grown in a greenhouse heated with



propane. The Small Farm Unit also includes a 15-acre certified organic area.

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CEFS Focus Area: Field Research

Research Areas



The Small Farm Unit is home to various short- and long-term research projects including organic blueberry production (variety yields comparison), organic blackberry production (variety comparison), greenhouse and high tunnel monitoring (testing various season extension techniques), organic transplant production, and organic systems work (utilizing various cover crops as part of whole season rotation).

Educational and Community Impacts

Each year, hundreds of people visit the Small Farm Unit to learn about sustainable food production. Farmers, extension agents, community members, and home growers learn about new production practices through tours, demonstrations, and workshops on topics including cover crops and rotations, beekeeping, small fruit production, farm equipment selection and use, greenhouse management, alternative enterprises, and more. Since 2006, CEFS' educational workshops have attracted more than 7,500 attendees to the SFU and other community locations.



The SFU provides "hands-on" learning opportunities for volunteers from Wayne County and surrounding areas, including co-op students from Wayne Community College's Agricultural Business and Sustainable Agriculture programs and the University of Mount Olive. The SFU also serves undergraduate and graduate students from NC State and N.C. A&T, and provides a living classroom for CEFS' Farm Apprenticeship and Internship programs.

CEFS Focus Area: Field Research

Alternative Swine Production Unit

Goal

Alternative swine production represents a viable choice for beginners or limited-resource farmers. These farmers see an advantage in exploring niche markets, and satisfying the demand of customers more interested in the production process, animal welfare, environmental impact and the health benefits of the products they are purchasing.



Our goal at the CEFS Alternative Swine Unit is to support the actors of the alternative pork supply chain in the design and development of sustainable farm to fork production

systems. To accomplish this goal, and following an integrated research and extension approach, a multidisciplinary team of researchers, extension agents, farmers, processors and consumers are working together to define (characterize) production systems that:

- Are flexible to allow adaptation to allow adaptation to a wide range of soils, topography and management practices,
- Maintain vegetative ground cover,
- Provide for animal welfare and well-being,
- Decrease energy requirements,
- Minimize labor needs,
- Minimize impact on soil, water and air, and
- Are economically profitable.

Facilities and Animals

The Alternative Swine Unit currently consists of five permanent hoop houses as well as pastures that are set up for research and demonstration projects as needed. The hoop houses utilize a deep bedding system that is different from standard confinement facilities. The deep bedding—generally straw, corn stalks, or hay—is spread approximately 14 to 18 inches deep and provides a

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CEFS Focus Area: Field Research

comfortable environment for the animals and allows rooting and other natural behaviors. It also helps control odors and decreases the risk of manure runoff affecting water quality.



Our herd of mostly pure Yorkshire is unique as it has been antibiotic-free for more than 30 years. The use of an antibiotic-free herd provides the opportunity to use animals for research and demonstration projects that directly relate to North Carolina outdoor producers who are raising animals without the use of antibiotics. Modern reproductive technologies such as estrus synchronization and artificial insemination are implemented.

Projects and Activities

Research and extension projects are conducted at the unit including: evaluation of breeds and crossbred hogs better fitter to these systems, pasture production practices such as site design, selection and preparation, grazing management, stocking density, crop rotation, forage use, vegetation management and animal behavior management. Additional research involves pest control (flies, swine internal parasites) and microbiological/disease status of outdoor, antibiotic-free pigs.

The elaboration of outreach materials that incorporate best available practices, and conducting field days, farm tours and workshops to enhance participant's knowledge, skills, and motivation are all part of our outreach and extension efforts. We welcome the participation of apprentices and interns.



Significance

Alternative swine production systems are perceived as more friendly to animals and the environment. Nevertheless, in order to assure this, implementation of best management practices like those being studied at CEFS is needed. Farm profitability and viability will also be enhanced through the use of best management practices.

Supporting Organizations

- N.C. State University College of Agriculture & Life Sciences
- N.C. State University College of Veterinary Medicine
- N.C. Agricultural and Technical State University College of Agriculture and Environmental Sciences
- N.C. Department of Agriculture & Consumer Services



CEFS Focus Area: Field Research

Agroforestry Unit

Significant areas of marginal croplands are present throughout the southeastern USA. These lands often have the following characteristics that make them marginal:

- Unpredictable crop yields due to coarse soil texture that causes susceptibility to drought
- Ill-suited lands that must be drained for better aeration
- Susceptibility to flooding
- Narrow corridors that limit equipment movements
- Poor access to favorable markets

A potentially more resource-efficient and flexible approach for marginal croplands could be attained with adoption of silvopasture, which combines the ecological and production strengths of long-term woody biomass with similar strengths of herbaceous forages.

In 2007, a 17-acre (7 ha) agroforestry demonstration project was established as an alley cropping system by Paul Mueller, Fred Cabbage, and



others at CEFS' Field Research and Outreach Facility in Goldsboro NC. The study was originally designed as a research and demonstration project to evaluate an alley cropping system of corn and soybeans in rotation between rows of loblolly pine (*Pinus taeda*), longleaf pine (*Pinus palustris*), and cherrybark oak (*Quercus pagoda*). Initial funding support for the project came from annual Hatch Act funds and USDA Natural Resources Conservation Service. Poor economic performance of grain crops during the first 6 years hastened the transition to a silvopasture design. (Cabbage et al., 2012; *Agroforest. Syst.* 86:323-334).

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CEFS Focus Area: Field Research

Alleys were planted to annual ryegrass in fall 2013 (harvested in 2014) and then to a native warm-season grass mixture in late spring 2014. The perennial grass mixture included big bluestem (*Andropogon gerardii*), switchgrass (*Panicum virgatum*), indiagrass (*Sorghastrum nutans*), and eastern gamagrass (*Tripsacum dactyloides*). In 2015, an additional 11 acres (4 ha) was planted to native warm-season grass mixture as an open pasture control comparison. A narrow cropland strip separates the two perennial pastures (serving as a legacy reference condition for soil comparisons). Perennial pastures were grazed in late summer of 2016 and throughout the spring-summer beginning in 2017.

Objective and Hypotheses

The objective of the study is to evaluate production (timber, forage, livestock) and environmental (soil carbon and microbial activity, greenhouse gas emissions, nutrient cycling) responses to management. Our hypotheses include:

- Shade of timber trees will improve animal performance and provide habitat for more diverse above- and below-ground ecology
- Marginal cropland can be converted to multi-species timber and forage for specialty markets of added value (e.g. sustainable grazing systems, production from native plant species, biofuel production).

Design

The experimental design consists of (a) three tree species (b) two alley widths – 12- and 24-m wide, and (c) six forage harvest strategies – grazed rotationally in alleys, grazed rotationally in open pasture, hayed once per year in alleys, hayed twice per year in alleys, biofuel harvest once per year in alleys, and conservation reserve without harvest in alleys. Silvopasture blocks are replicated 5 times, while open pasture and tilled cropland treatments are replicated 3 times.



Our multi-disciplinary team of soil, forage, animal, and timber specialists hopes to attract further engagement from ecological, engineering, and social disciplines. Our core team of principal investigators and students will be able to study (a) soil biogeochemical cycling of carbon and other nutrients, (b) biophysical attributes of temperature, water, and light, (c) nutritional analyses and botanical dynamics of native warm-season grasses, (d) animal production, behavior, and stress responses, and (e) ecological interactions of timber, forage, and livestock components with edaphic and climatic factors.

CEFS Focus Area: Field Research

Additional Research Initiatives

Conservation Tillage

Conservation tillage is a component of research on the Farming Systems Research Unit (FSRU) and has been the subject of several recent graduate student projects at CEFS. In addition, researchers from N.C. A&T have recently initiated a conservation tillage study on the CEFS Small Farm Unit.

Integrated Pest Management

Integrated Pest Management (IPM) is a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks. IPM research is being conducted at a variety of CEFS units, including the Pasture-based Beef, Pasture-based Dairy, Alternative Swine Production, Organic Research, and Small Farm Units.

NC State's veterinary entomology program is developing alternatives to traditional pest management strategies for IPM programs, including the development of "push-pull" strategy of fly management using naturally occurring insect repellents and research into the role of dung beetles to improve pasture health and soil conditioning while reducing quantities of accumulated dung.

Forage and Grassland Program

Forage plants and grazing lands play a key role in North Carolina's agriculture. In addition to providing a source of feed for livestock (dairy, beef, goats, horses, sheep), forage plants provide ecosystem services to society (i.e. soil and water conservation, carbon sequestration, increasing soil fertility, control of agricultural pests, and habitat for wildlife) and have potential as an alternative source for the production of bioenergy.

The Forage and Grassland Program at the Crop Science Department uses an interdisciplinary approach, focused on research and extension programs, to support county/regional Extension Agents and aid producers' transition towards sustainable forage production and

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CEFS Focus Area: Field Research

forage-livestock systems. Studies and activities are being conducted at the Pasture-based Dairy and Beef Units as well as the Agroforestry site. For additional information please visit:

www.forages.ncsu.edu

Organic Grains Program

In 2004, NC State began a project concentrating on organic grain production in North Carolina. The project has focused on equipping the state's farmers with the skills and agronomic support needed to produce and market organic grain crops. The goal of this project is to motivate individuals, through extension educational activities, to adopt organic crop rotations and to pursue markets for their value-added farm products. Available resources from the Organic Grains Program include the NC Organic Grain Production Guide, on the CEFS website under the "Resources" tab, and the NC Organic Grain Project website, www.organicgrains.ncsu.edu.

CEFS Focus Area: Food System Initiatives

Committee on Racial Equity (CORE) in Food Systems

Our goal is to create institutional food system change by addressing the historical and current impacts of structural racism on our food, agricultural and health systems.



CORE is a long-term commitment to work internally and collaboratively with community and grassroots groups to address root causes of food system inequities and build collective solutions through the lens of structural racism as an entry point, by:

- Understanding our role in the historical construction of the racial hierarchy (through higher education, agricultural and food systems work)
- Acknowledging our role as gatekeeper and being an ally to communities most impacted by food systems disparity
- Examining our policies, practices and procedures, and working to make those more equitable

We host learning spaces to help build a shared analysis, understanding and language around racial equity. Also, we share best practices and challenges around a process of engaging racial equity personally, institutionally and culturally.



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CEFS Focus Area: Food System Initiatives

Our approach is simple and entails the following:

- Work to create capacity for frontline folks working in communities most impacted by food system inequities.
- Assets-based approach builds on strengths of communities while understanding and analyzing power within those communities.
- Facilitate racial equity through being pipeline to resources and funding for community-based groups.
- Magnify capacity to create larger impact.
- Convene workshops and training opportunities to build a cohort of racial equity in the food system practitioners.
- Facilitate leadership opportunities and visibility of community-based work.
- Facilitate pipeline to youth-led positions, education, skills, knowledge and experiences within food systems.

Partner Organizations:

- dR Works
- OpenSource Leadership Strategies, Inc.
- Growing Change
- NC Association of Community Development Corporations

And countless other participants, leaders and community-based organizations

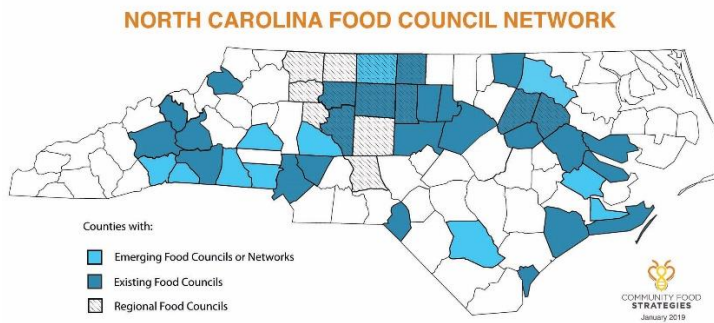
CEFS Focus Area: Food System Initiatives

Community Food Strategies

Community Food Strategies works to empower local food councils and networks to create community-led collaboration and equitable policy change at the local, state and national level. We envision an equitable food system that is community driven and improves the quality of life for all.

We are intentionally a multi-organizational initiative to reflect our collaborative approach and the wealth in partnerships. Led by the Center for Environmental Farming Systems (CEFS), this project's partners are Appalachian Sustainable Agriculture Project (ASAP), Care Share Health Alliance, Carolina Farm Stewardship Association (CFSA), Committee on Racial Equity (CORE), and NC Rural Center.

This initiative focuses on building alliances and providing tools, trainings, and statewide structure to a growing network of local food councils across North Carolina.



Local food councils are cross-sector, community organizations that help promote more resilient food systems. They identify and strengthen connections between food, equity, health, natural resource protection, economic development, and production agriculture. Using this cross-sector approach, food councils solve broad food system issues and give communities more control over the food they consume.

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CEFS Focus Area: Food System Initiatives

NC Local Food Council

The North Carolina Local Food Council (NCLFC) serves as a collaborative network across various organizations, agencies, and groups whose statewide work supports strong regional economies, food access and security, economically successful farms and fisheries, healthy people and strong communities, and resilient ecosystems through a common aim: North Carolina's local food systems. The NCLFC serves as the state level food council and aims to foster coordinated support for North Carolina local food systems; support a system of communication and collaboration with local food councils; and facilitate the understanding of food-related policies and initiatives.

NCLFC aims to support local food councils and actors in the North Carolina local food system with:

- Individual and interdisciplinary technical assistance and expertise.
- Connections to a regional and statewide network of public, private, and nonprofit agencies and organizations.
- Opportunity for collective, cross sector dialogue on local food policy, programs, and procedures.

NC Local Food Council Member Organizations:

- American Planners Association
- Association of Mexicans in North Carolina Inc (AMEXICAN)
- Carolina Farm Stewardship Association
- Center for Environmental Farming Systems
- Conservation Trust of North Carolina
- Council of Governments
- Feast Down East
- Food Bank of Central & Eastern North Carolina
- Forsyth Community Food Consortium
- Pitt County Farm and Food Council
- NC A&T University
- NC Association of County Commissioners
- NC Cooperative Extension
- NC Department of Agriculture and Consumer Services
- NC Department of Commerce
- NC Division of Public Health
- North Carolina Farm Bureau Federation
- NC Grange
- NC Sea Grant
- Resourceful Communities
- UNC Center for Health Promotion and Disease Prevention
- Watauga Food Council

CEFS Focus Area: Food System Initiatives

NC Farm to Early Care & Education

The NC Farm to Early Care and Education Initiative (Farm to ECE), with the support from the W.K. Kellogg Foundation, connects local farms with

child care facilities to empower the development of community-based, equitable food systems. To achieve this goal, the Center for Environmental Farming Systems and its partner organizations will assist in developing food procurement systems, connecting resources and people across food systems and early childhood education, and providing children with experience ways to engage with food.

Farm to Early Care and Education enhances the health and education of young children by developing systems and experiential learning that connect children and their families with local food and farms. It includes any type of childcare that incorporates local foods through: meals and snacks, taste tests, lessons, farmer visits, cooking, growing food, and/or community and parent involvement.

To sustain this work long-term, this initiative will train service providers at existing and well-established organizations conducting outreach and training for both child care facilities and producers, such as Cooperative Extension and the NC Partnership for Children.

NC Farm to ECE Initiative seeks to create an equitable food system to ensure that children, regardless of geographic location, race, gender, and socio-economic status, are introduced to and have access to healthy food.



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CEFS Focus Area: Food System Initiatives

Farm to School



Tes Thraves represents CEFS and Cooperative Extension on the steering committee of the Farm to School Coalition of NC, a multi-agency coalition working to expand and strengthen farm to school in NC, and serves as the current NC core partner for the National Farm to School Network (NFSN). Arneisha Smallwood is supporting CEFS F2S work and supporting the Farm to School Coalition of NC as the Outreach Assistant.

Farm to School connects local farms, schools, & the community and Farm to school includes one or more of the following:

- Hands-on Cooking & Nutrition Education
- School Gardens & Garden-based Education
- Local Food & Agriculture Education
- Promotion of Local Farms & Procurement of Local Foods

Kids win, Farmers win, Communities win.



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CEFS Focus Area: Food System Initiatives

Local Food Economies

Local Food Economies (LFE) is an initiative of CEFS' NC Growing Together (NCGT) project. NCGT is a five-year, USDA-funded project that aims to bring more locally-produced foods into mainstream markets, strengthening the economics of small to mid-sized farm and fishing operations and their communities. In addition to research, academic, and extension components, NCGT also aims to create an enabling environment for farms and food businesses.

In order to build a supportive business climate in which small and mid-size farmers, producers, and processors can thrive, The Local Food Economies initiative provides resources, tools, and information to non-agricultural agencies across the state that are working to build economically viable local food systems. LFE supports the work of local government and economic development agencies as they seek to expand the capacity and potential of businesses within the local food value chain.



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CEFS Focus Area: Food System Initiatives

- Creating learning opportunities for students through local food supply chain fellowships and courses at NC State's Poole College of Management Supply Chain Resource Cooperative and the Department of Marketing, Transportation and Supply Chain within N.C. A&T's School of Business and Economics.
- Sponsoring paid student internships and apprenticeships at NCGT partner organizations, food hubs, food distributors, and retailers to support the next generation of business leaders committed to building local food systems.
- Researching consumer attitudes and shopping behaviors for local foods to develop more effective marketing materials and merchandising techniques for retail and institutional settings.

Collaborating Across the Value Chain

NC Growing Together is using a value chain approach to make connections, build relationships, and sustain meaningful food systems change in North Carolina.

- Identify the most promising solutions by which local products can enter local retail and food service markets,
- Pilot these solutions in North Carolina, and
- Evaluate and share the results with others in the state and nation.

Value chains differ from broader "supply chains" in that they assume more collaborative, interdependent, and risk-sharing relationships between partners in the chain.



CEFS Focus Area: Food System Initiatives

Partners

NC Growing Together works with value chain collaborators, non-profit organizations, and agency partners to bring more locally-produced foods into mainstream supply chains serving our major retail and food service partners Lowes Foods and Fort Bragg Army installation.



CEFS Focus Area: Food System Initiatives

NC Choices

NC Choices provides educational programming, technical assistance and networking opportunities to producers, processors, and buyers in order to advance the local and niche meat supply chain.

The local niche meat industry has grown exponentially over the last 10 years but there are significant challenges to profitability for each supply chain participant. NC Choices hosts a variety of programs designed to provide training and business development opportunities for meat producers and processors, chefs, retail and food service buyers, extension agents, and many others. These include:



1. **Commercial Processor Business Development.** Engaging commercial meat processors in an analysis of their business and identifying strategies and infrastructure needed for achieving their goals.
2. **Supporting Cooperative Extension.** Providing technical and programming support to CES agents and their constituents.
3. **Carolina Meat Conference.** Providing the premier “local meat industry conference” provides unparalleled educational and networking opportunities to this industry.
4. **Regional Workshops and Targeted Populations.** Developing and implementing workshops and trainings for targeted populations in a specified geographic area determined by need, includes Women Working in the Meat Business,



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CEFS Focus Area: Food System Initiatives

production workshops in cooperation with NCSU's Amazing Grazing Program, butchery training for chefs, etc.

5. **Supply Chain Collaboration.** Engaging in peer-to-peer networking, on-site visits, round table discussions, and filling information gaps throughout the supply chain to increase profitability for all players throughout the niche meat industry.



For more information, please visit www.ncchoices.com or go to the Facebook page: facebook.com/pages/NC-Choices/111388225570779 and Twitter page: twitter.com/nc_choices.



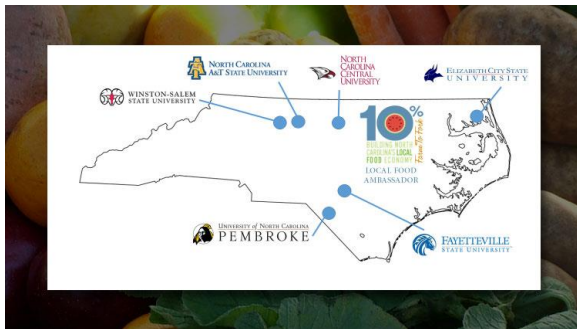
CEFS Focus Area: Food System Initiatives

UFoods

UFOODS (University Food Systems) is a two-year project designed to develop new market opportunities for farmers by building collaborative supply chains links from farms to university campuses in North Carolina. The project is focusing its work with collaborators at the following six target universities. These six universities are hosting a Local Food Ambassador Program coordinated by the NC 10% Campaign and NC Cooperative Extension.



- Elizabeth City State University
- Fayetteville State University
- North Carolina A & T State University
- North Carolina Central University
- University of North Carolina Pembroke
- Winston-Salem State University



Researchers at North Carolina State University and North Carolina Agricultural and Technical State University will investigate:

- The ways in which food reaches each of the six campus communities
- Entry points for bringing local foods to campus
- Location and market readiness of farmers in the counties “local to each university”

Based on these research and extension/outreach activities, project staff will create tools that can be adapted for use by others in building farmer-to-campus-community food systems.

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CEFS Focus Area: Food System Initiatives

Whole Crop Harvest

The goal of this two year (2017-2019) project is to increase the economic and environmental sustainability of produce growers by developing and disseminating approaches to utilize produce that typically goes unharvested. Fruit and vegetables that never reach the consumer represent losses of water, chemical inputs, labor, and land, in addition to the loss of nutrient dense, recoverable food. Measuring, understanding the underlying reasons for, and ultimately reducing farm level production losses can benefit the environment, the profitability of the grower, and society.

Whole Crop Harvest takes a supply chain approach—with research and education activities along the supply chain from farm through intermediary buyers and commercial food preparers—with the goal of identifying and piloting economically efficient ways to minimize production loss, and, in turn, augment farm revenues.

Project Objectives

- Create easy-to-utilize protocols that can be used to quickly determine the quantity of edible produce left in the field
- Complete economic analysis to understand the impact on farmer profitability of harvesting/selling product typically left in the field
- Identify and test win-win scenarios to bring edible but unharvested produce to market by working in partnership with businesses along the supply chain, from farm through distributor and processing intermediaries to food service outlets
- Develop, field test, and economically evaluate a mechanical harvest-aid to efficiently clear and sort product from fields after major harvesting is completed
- Disseminate protocols and research findings into video and text how-to guides for growers, agricultural educators, researchers, and food recovery organizations



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<https://cefs.ncsu.edu/food-system-initiatives/whole-crop-harvest/>

CEFS Focus Area: Extension and Outreach

North Carolina Cooperative Extension (NCCE) Local Food Flagship Program



CEFS' work is inextricably connected with North Carolina Cooperative Extension (NCCE). The Cooperative Extension model provides a critical two-way connection between the state's farmers and consumers, and scientists and researchers at the state's two land-grant institutions, North Carolina State University and North Carolina Agricultural and Technical State University. North Carolina's extension specialists and agents are the local face of this connection.



Local Food Program

Many CEFS' initiatives, like the NC 10%

Campaign and NC Choices, are direct partnerships between NCCE and CEFS. Other CEFS initiatives, like Community Food Strategies, NC Choices, Amazing Grazing, and others, work hand-in-hand with cooperative extension agents around the state. Both NC Cooperative Extension and CEFS are working to support and coordinate activities at the grassroots level and connect them back to state-level resources and networks.



Local Food Flagship Program

In 2012, Local Foods was named as NC Cooperative Extension's first Flagship Program. The Local Food Program is a collaborative program of the North Carolina Cooperative Extension Service of North

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CEFS Focus Area: Extension and Outreach

Carolina State University and The Cooperative Extension Program of North Carolina Agricultural and Technical State University. Each county Cooperative Extension office and the Eastern Band of Cherokee Indians (EBCI) has a designated Local Food Coordinator to support local food systems efforts, including the CEFS NC 10% Campaign, across the state.



Adapted by Christy Shi, Center for Environmental Farming Systems.
From: Wilton, J. and Emma Shewry, M. *Discovering the Food System: An experiential learning program for young and inquiring minds.*
Cornell University, Departments of Nutritional Science and Horticulture. <http://www.dscs.ces.cornell.edu/>

Cooperative Extension agents in your county can work to help you:

- Raise your farm income selling locally
- Preserve your seasonal produce
- Make your community garden a winner
- Help kids start school gardens
- Encourage families to eat healthier
- Learn about food safety

Resources

Resources for the Extension Local Foods Program as well as many other organizations working on local foods programs across the state are available through the Extension Local Foods web portal at <http://www.localfoodnc.org>

CEFS Focus Area: Extension and Outreach

NC 10% Campaign

The NC 10% Campaign is an effort to build North Carolina's local food economy by engaging consumers, businesses, non-governmental organizations (NGOs), and agencies in a pledge to spend 10 percent of their existing food dollars locally. Participants sign up and track their progress on the campaign website, www.nc10percent.com.



In its first year, the campaign tracked \$5.7 million in local food spending. In its first 18 months, it tracked more than \$12 million spent by more than 4,000 individuals and more than 500 businesses.

Growth of the Campaign

CEFS received grant funding in March 2010 to implement the campaign, which kicked off in July 2010.

As part of the campaign, the NC Cooperative Extension designated a Local Foods Coordinator (LFC) in every county in the state, as well as six regional coordinators. These agents have been instrumental in gaining momentum for the local foods efforts in the state. They have gotten resolutions passed in their counties, recruited participants, hosted hundreds of events, engaged new producers in meeting demand, and acted as catalysts for important meetings and business opportunities—such as gaining the participation of a large number of Piggly Wiggly stores statewide and two large hospitals. The hospitals have also encouraged employee involvement by hosting on-site farmers' market events and adding 10-percent menu choices for patients.

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CEFS Focus Area: Extension and Outreach

Keeping the Momentum

The LFCs will work to grow and support new farmers selling into local markets through the campaign, reaching out to new farmers through the USDA National Institute of Food and Agriculture Beginning Farmers program. The campaign will continue to increase participation by UNC schools statewide. The Piggly Wiggly partnership is working with EBT (food stamp) consumers and rural communities in food deserts to increase access to local foods.



Other continuing efforts include expanding local government commitment; engaging more grocers/retailers; developing a 10-percent model for schools, military bases, farmers market and other important sectors; and continuing to work aggressively to address barriers to developing local food systems, by building support systems for beginning and transitioning farmers, Good Agricultural Practices (GAP) certification opportunities, infrastructure, and entrepreneurship.

Local Food Ambassador Program

The NC 10% Campaign is working with teams of University Dining Services, Sustainability Offices, and student Ambassadors; Local Food Coordinator extension agents; and community partners surrounding the university on place-based solutions to increase institutional local food procurement. In an effort to broaden the conversation to under-served communities and to educate emerging leaders on the connection between strong community-based food systems and access to fresh and healthy foods, the Campaign has developed a Local Food Ambassador Program at participating minority-serving institutions.

The Local Food Ambassador Program was designed to:

1. inform the campus body and surrounding community of the importance of local food systems
2. engage younger and more diverse populations
3. train emerging leaders and increase job skills in local food systems
4. identify local foods stakeholders and programming appropriate for each university
5. connect local foods to University Sustainability Office mission
6. address the hurdles that University Dining Services encounter in buying NC-grown foods
7. impact rural and economically-distressed counties through institutional procurement that generates new markets for farmers and job opportunities in local food

How to Join

Signing up is easy. Visit the campaign website at www.nc10percent.com, and click on "Sign Up Now." When the registration box appears, choose "Person" to sign up as an individual, and choose "Business/Organization" if you're signing up a business or an organization that wants to be a campaign partner. The campaign will email you a few questions each week and will track your progress toward the goal of spending 10 percent of your local food dollars locally.

CEFS Focus Area: Extension and Outreach

Amazing Grazing

Amazing Grazing is a pasture-based livestock educational initiative that began at CEFS in Goldsboro and has developed into a statewide program.

The program includes producer workshops, interagency advisor workshops, and research and demonstration projects. The three major themes of the Amazing Grazing Program are:

- Improved Profitability
- Improved Animal Health and Well Being
- Improved Environmental Sustainability

When these three themes can be achieved in a production system, it becomes clear that pasture-based systems are good for farmers, good for their neighbors, and good for our non-farming population.

Improved Profitability



There is no question that profit is a motivating factor for all of us. We all need to generate enough revenue to pay our production costs including labor, capitol (equipment), fertilizer, feed, animal health costs, and then have a little left over to reward us for the mental energy we put into managing our system.

Haying is one of the most expensive activities we undertake on livestock farms, and when you figure the real cost of hay and then include storage cost and waste, and feeding cost and waste, the cost of the hay a cow, goat or horse swallows is extremely high. The work we have done with extending the grazing season for beef cattle for the last 3 years has shown that savings per cow is over \$1 per day for each day that you extend the grazing season. Furthermore, the improved manure

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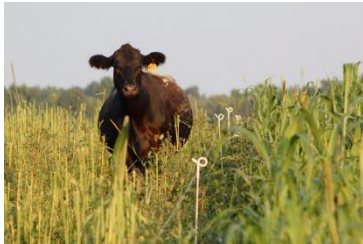
<https://cefs.ncsu.edu/extension-and-outreach/amazing-grazing/>

CEFS Focus Area: Extension and Outreach

distribution you achieve reduces your fertilizer needs, and improves yields in the following grazing season.

The nutritional quality of grazed forage in our demonstrations has been much better than the hay available on those farms, reducing the need for costly supplementation with energy and protein supplements.

Improved Animal Health and Well-Being



Animal well-being is becoming more and more important in the eyes of consumers. Livestock that spend the winter in concentrated feeding areas face nutritional challenges because of hay quality, while livestock out on well-managed pasture are able to obtain forage that meets their nutritional needs, keeping them in generally better body condition.

Good pasture management including rotational grazing improves temperament of the animals and they have a much lower stress level than livestock that are left to roam and mostly see the farmer in the cab of a truck or on a tractor. Again, on our beef cow demonstration farms, workshop participants have been amazed at how tame and calm cattle are. Inevitably, first time attendees at these workshops expect the herd to bolt and run when they see a mob of producers wearing plastic booties descending upon them, but instead usually the cattle patiently await the grass they know is coming and then peacefully graze while the crowd walks among them discussing body condition, forage quality and how beneficial it is to have gentle cows.

Moving livestock frequently also gives the farmer the opportunity to check them closely and observe health problems when they first present themselves. Common diseases such as eye infections, lameness, etc., are easily solved if treated early, but can become big problems if they are allowed to develop over several weeks.

Improved Environmental Stewardship

Improving your grazing management does many things to improve the environment. Not only does it reduce the messy winter feeding areas, it also improves soil health which improves water infiltration, which in turn improves water quality. Improving recycling of nutrients from improved water distribution not only reduces your fertilizer needs, it also does a lot to reduce the runoff of nutrients. Maintaining healthy soil will be more and more important on a worldwide basis. Increasing organic matter means sequestering more carbon which will have future environmental benefits. It also makes for improved earthworm populations, improved soil microbial populations, healthier and more deeply rooted plants, and as a result improved drought resilience.

CEFS Focus Area: Extension and Outreach

North Carolina Leadership and Cattle Handling for Women Producers

North Carolina Leadership and Cattle Handling for Women Producers is designed to promote self-confidence for women in the cattle industry by giving them hands-on educational opportunities and cattle handling skills implementing the Beef Quality Assurance (BQA), low stress animal handling, Reproduction and Calving Management, Pasture Management, Truck & Trailer Driving, and Tractor Safety. The program provides a non-intimidating atmosphere for hands-on learning and networking with peers.



Programming for Women Livestock Producers

NC Leadership and Cattle Handling for Women Producers works closely with Amazing Grazing and NC Choices' Women Working in the Meat Business to offer Pasture to Plate training, networking, and educational opportunities to women livestock producers, butchers, chefs, processors, and business owners.

Programming for Women Livestock Producers

- Amazing Grazing
- NC Cattlemen's Association
- National Cattlemen's Beef Association
- Southern Risk Management Education Center

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CEFS Focus Area: Extension and Outreach

Educational Workshops

The CEFS Workshop Series is an immensely popular program aimed at educating producers, Extension Agents, agricultural professionals, community members and others. By the end of 2017, the CEFS Workshop Series had engaged approximately 9,000 participants, not including attendees to our Sustainable Ag. Lecture Series, Farm Festivals, Field Days or other educational events. Most workshops are held at the 2,000-acre CEFS Field Research, Education and Outreach Facility at Cherry Farm in Goldsboro although our programming is expanding statewide as demand continues to grow. Pre-registration is required, and scholarships are available. Past workshops presented by CEFS Researchers and various organizations on a wide variety of topics include:

Organic Certification	High Tunnel Production	Blueberry & Blackberry Production
Sustainable Energy	Beneficial Insect Habitat	No-till Production
Organic Grain Production	Beef Production	Small Ruminant Care
Agroforestry & Silvopasture	Tomato Grafting Techniques	Shiitake Mushroom Production
Herbs, Microgreens & Edible Flowers	Summer Grazing and Forages	Conservation Practices in Outdoor Swine

CEFS is always looking for fresh, new ideas for workshops. If you would like to add or lead a workshop, please contact Amber Polk for information.



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CEFS Focus Area: Extension and Outreach

Annual Events

Farm to Fork Picnic

In a unique collaboration, the region's most acclaimed chefs pair with Piedmont farmers to prepare a picnic-style feast that celebrates our local foods and the people who grow and make them. The picnic is an afternoon of food, live music and fun activities for the entire family; Bon Appétit magazine called it the "country's best all-you-can-eat feast".



The event raises money for beginning farmer programs at CEFS and PLANT @ Breeze Farm Enterprise

Incubator, and is a partnership of CEFS and Breeze Farm. For more information, see www.farmtoforknc.com.

The annual Farm to Fork picnic was an initiative of Slow Food Triangle, CEFS, and the W.C.

Breeze Family Farm started in 2007.



Sustainable Agriculture Lectures

The CEFS Sustainable Agriculture Lecture is an annual lecture series featuring dynamic and world-renowned thought leaders. Past speakers have included Carlo Petrini, founder of the international Slow Food organization; Judy Wicks, co-founder of Business Alliance for Local Living Economies (BALLE); Will Allen, MacArthur Genius Award recipient and founder of Growing Power, Inc.;



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CEFS Focus Area: Extension and Outreach

and Maya Wiley, Founder and President of the Center for Social Inclusion.



CEFS has also hosted lectures by many other prominent visitors. Former USDA Deputy Secretary Kathleen Merrigan visited CEFS in February 2011 as part of her “Know Your Farmer, Know Your Food” College Tour. Dr. Ricardo Salvador, Senior Scientist and Director of the Food & Environment Program at Union of Concerned Scientists, helped kick off CEFS’ 20th anniversary celebration in 2014. Dr. Salvador who was the W.K. Kellogg Foundation Food and Society Program Officer from 2006 to 2012, was instrumental in the awarding of

twin endowments to NC State and N.C. A&T, creating the W.K. Kellogg Distinguished Professorships in Sustainable Agriculture and Community-Based Food Systems. Dr. Gail Christopher, Vice President for Program Strategy at the W.K. Kellogg Foundation, visited CEFS in 2014 to discuss challenging American universities to connect with vulnerable communities to address food access disparities resulting from structural racism.

Small Farms Field Day

The Cooperative Extension Program at N.C. A&T sponsors an annual Small Farms Field Day in the summertime. The rain-or-shine event is held at N.C. A&T’s University Farm, about three miles north of I-40 at 3136 McConnell Road.

Small Farms Field Day includes tours of the following farm sites:

- Hybrid Black Walnuts
- Beef Cattle Reproduction
- Pastured Pigs’ Performance
- Growing Biofuel Crops
- Controlling Pests without Pesticides
- Breeding Meat Goats
- Tomato Trials



CEFS Focus Area: Academics and Education

Internships & Apprenticeships

Summer Internship Program

CEFS offers a six-week sustainable agriculture internship every summer, drawing student interns from across the country and



world to the research farm in Goldsboro to work with CEFS faculty mentors on focused research projects. Interns participate in hands-on farm work, lectures and discussions, community engagement, and field trips to local farms and markets. These students gain a better understanding of the scientific process, professional development and collaborative learning opportunities, and a broad perspective of sustainable agriculture systems and their challenges and benefits. They also earn six credits through NC State that are transferable to their home institutions.

A few examples of previous years' project topics:

- Biointensive farming
- Cover cropping
- Integrated pest management
- Livestock management and nutrition
- Creation of a farmers market
- Soil ecology
- Composting
- Community food systems

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CEFS Focus Area: Academics and Education

Farm Apprenticeship Program

The CEFS Apprenticeship Program is a hands-on work and study program that trains participants in many aspects of sustainable agriculture production and research. The majority of each apprentice's work will focus on a particular production system or program. A wide array of topics to study are available, including: Season Extension with High Tunnels, Small Farm Production and Weed Management, Agroecological Production Techniques, Long-term Comparative Farming Systems, Livestock including Beef and Dairy Cattle as well as Swine Production and Agroforestry. Apprenticeship appointments are for a period of time of six to nine months and are located in Goldsboro and/or Raleigh, NC.



Apprentices may attend CEFS workshops for free and go on a variety of field trips. At the conclusion of the program, each Apprentice receives a Certificate of Achievement.

The Apprenticeship Program is a work-study program where participants will have the opportunity to:

- Immerse oneself in agricultural production and field research, spending up to forty hours a week as an integral part of a team,
- Work with a highly diverse team of educators from North Carolina State University, North Carolina Agricultural and Technical State University and the North Carolina Department of Agriculture and Consumer Services;
- Interact with other Apprentices at various research units and sites;
- Weekly lecture(s) on various topics of sustainable agriculture;
- Participate in field trips to local farms;
- Prepare a written research paper, suitable for publication;
- Give an oral presentation on your research at the conclusion of the program;

The CEFS Apprentices update a blog at cefsapprenticeblog.wordpress.com.

Fellowship Requirements

If selected as a CEFS Graduate Fellow you will be expected to complete the following activities or forfeit your stipend. Items with an asterisk (*) are not required for Master's level students:

CEFS Focus Area: Academics and Education

- Present your work/poster at one (1) regularly scheduled meeting of the CEFS Board of Advisors. (The CEFS Board of Advisors generally meets 3 times a year). Students are also encouraged to present their posters at the NC State Graduate Student Research Symposium.
- Present your research poster at one regularly scheduled All-CEFS Meeting (these meetings are generally held in February and September each year and are a convening of all of the CEFS affiliated faculty/staff performing the work – academic, research, extension – of CEFS).

Your advisor of record will need to attend and introduce you at the All-CEFS meeting. **(Please make sure to notify your adviser of this requirement and to have them complete the Academic Advisor Certification Form)**

- Coordinate/participate in one education or Extension Experience (can be combined with Grad program requirement).
- Participate in one (1) educational program or event with CEFS Interns and/or Apprentices.
- In working together with the cohort of CEFS Graduate Fellows, organize and coordinate a recruitment event/mixer for new/future CEFS Graduate Fellows.
- *Participate in one trip, coordinated by CEFS, to Washington D.C. The intent is to expose and immerse the fellows to Sustainable Agriculture at the policy/ Federal level (Such as: Tour of NIFA, Meet with FFAR, SARE, Union of Concerned Scientist, Attend lobbying event, etc.).
- *Write one (1) op-ed or popular print article pertaining to your research on sustainable agriculture and food systems.

Evaluation & Selection

All applications will undergo a preliminary review by a team of CEFS faculty/staff to ensure:

- That each element of the application was submitted as required and consistent with application instructions; and
- That the essay demonstrates relevance to sustainable agriculture and local and regional food systems. Applications that do not meet the required criteria will not be forwarded to the Selection Committee for consideration.

The Selection Committee shall be comprised of members of the CEFS Board of Advisors. Selection of Fellows will be made by the Selection Committee in June and candidates will be notified in July.

Additional Information

Please visit the website: <https://cefs.ncsu.edu/academics-and-education/graduate-fellows/>

CEFS Focus Area: Academics and Education

Agroecology Education Farm and Program

Agroecology Programs at NC State

The College of Agriculture and Life Sciences (CALs) at NC State offers an Agroecology Minor through its Crop Science Department, as well as an undergraduate Agroecology Concentration in the new Plant and Soil Science degree program. The agroecology minor and the concentration are interdisciplinary programs designed to provide a fundamental understanding of the ecological, economic and sociological aspects of agricultural systems, preparing them to develop workable solutions to sustainable food production challenges.

CEFS faculty members are primarily responsible for developing and teaching this multidisciplinary program. Faculty specialties include agricultural and resource economics, animal science, botany, crop science, entomology, horticulture, plant pathology, sociology and soil science.

Agroecology Education Farm

NC State in partnership with CEFS is developing a new facility, the Agroecology Education Farm, dedicated to promoting agroecology and sustainable agriculture education

through hands-on learning opportunities for students, faculty, staff and the surrounding local community.

Located at the Lake Wheeler



Field Research Facility directly adjacent to the Historic Yates Mill Park in Raleigh, this 6-acre facility will offer experiential learning opportunities to students in the NC State agroecology program and related courses and to the surrounding urban community. This facility is under the direction of Dr. Michelle Schroeder-Moreno, and managed by Alison Reeves.

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CEFS Focus Area: Other

Graduate Students and Fellows

Graduate Students

Graduate students at both NC State and N.C. A&T are involved in CEFS research either independently or through faculty advisors who are affiliated with CEFS. For more information on current CEFS graduate students, please visit: <https://cefs.ncsu.edu/academics-and-education/graduate-students/>.

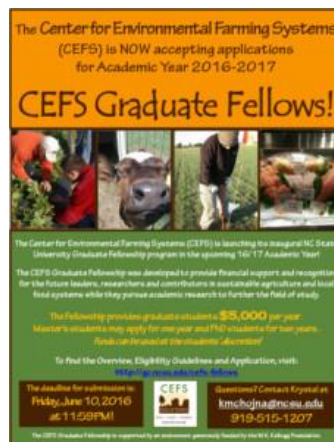
Want to keep up with important info for graduate students? Then ask to join the cefs_grads listserve.

CEFS Events Listserv

Want to keep up with all the events, programs and news at CEFS? The CEFS Events listserv provides newsletter-style updates and information on upcoming events.

Graduate Fellows

The Center for Environmental Farming Systems NC State University Graduate Fellows Program was developed to provide financial support and recognition for the future leaders, researchers and contributors in sustainable agriculture and local food systems while they pursue academic research to further the field of study. The CEFS NC State Graduate Fellows Program is funded through W.K. Kellogg and BCBSC of North Carolina Endowment. In addition, and when available, sponsored graduate fellowships will also be offered.



Stipend and Fellowship Tenure

A Master's Student will be eligible for a one (1) year, \$5,000 stipend to be used at the student's discretion.

A Doctoral student will be eligible for a two (2) year, \$5,000/year (total of \$10,000) stipend to be used at the student's discretion.

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CEFS Focus Area: Other

NC Food Youth Initiative (FYI)

The NC Food Youth Initiative is a project housed at the Center for Environmental Farming Systems (CEFS) with support from a number of community partners and, as the core drivers, innovative youth organizations tackling a range of food issues from farm worker labor inequities, to hunger, to juvenile justice issues.

ncfoodyouth.wix.com/ncfyi#!about/c1hbk

FYI is a collective of youth (16-21) from five youth organizations in Central and Eastern NC who are already working towards some aspect of food justice in their individual communities. Having just completed a year-long pilot, the youth in FYI seek to develop an expanded state-wide youth network and to continue teaching-forward with other youth their individual skill specialties plus develop a strong focus in story-telling for food advocacy work.

Our expected outcomes:

- Youth trained in various advocacy tools and skills, able to train their peers in a shared knowledge web.
- Youth connected in a statewide network with increased awareness and support of peer work, breaking down barriers of rural isolation.
- Youth voice supported as they advocate for their needs with political officials and funders within their communities.
- Youth career and individual goals facilitated as they pursue fulfilling career paths across the range of food system work and beyond.

The NC Youth Food Initiative, two years of planning teams by youth plus the first pilot year of programming, has been funded by a Kellogg mini-grant (2011; \$10,000), Blue Cross Blue Shield planning grant (2012-2013; \$75,000), and a USDA Beginning Farmer Rancher subcontract from InterFaith Food Shuttle in partnership with 4-H (2011- 2014; \$130,000). FYI is currently supported by the W.K. Kellogg Foundation Funds and community donations.



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CEFS Focus Area: Other

Other Education and Outreach

NC State Campus Farmers Market



As an outgrowth of CEFS-supported NC State Agroecology programs, a Campus Farmers Market on the

NC State campus has been developed by agroecology students and other interested students. In the center of the main campus, local vendors and the NC State Campus Farmers Market student club come together each week, every semester, to educate students, faculty and staff about the importance of sustainable and local agriculture.

Sustainable Agriculture Graduate Student Association

Master's level and doctoral students involved in sustainable agriculture research represent a variety of disciplines, including animal science, soil science, entomology, horticultural science, crop science and the social sciences. Previous CEFS graduate student research has included various uses and types of cover crops; the effects of integrated crop/animal farming systems; and milk quality and mastitis in dairy cattle. These graduate students have recently come together to form the Sustainable Agriculture Graduate Student Association (SAGAS) at NC State as a way to share research, exchange ideas and volunteer in community activities related to sustainable agriculture and community-based food systems.

Park Scholars Program

CEFS is a proud to partner with the NC State Park Scholars program, a four-year scholarship awarded to students on the basis of outstanding accomplishments and potential in scholarship, leadership, service and

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4-H CURRICULUM

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CEFS Focus Area: Other

character. Park Scholars are teamed up with mentors for an academic year and guide students through individual projects that typically incorporate community outreach around local foods. For more information, visit www.ncsu.edu/park_scholarships.

4-H Sustainable Ag Curriculum



CEFS and 4-H have partnered with state Ag Education, FFA, and DPI to develop a new sustainable agriculture curriculum for high school students. The project is an effort to create a curriculum connecting youth to sustainable, local food production by teaching them to grow fruit and vegetables and to be knowledgeable participants in their local food systems. The lesson plans draw on innovative research by graduate students and faculty in the College of Agriculture and Life Sciences and current best practices and translates these ideas into experimental learning projects for youth. The curriculum is presently under development and will be piloted with youth across the state in 2014/15 with an estimated release in 2015/16.

Reference: Information for Employees

Sustainability

CEFS is a NC State University certified Sustainable Workplace at the highest level of Champion. CEFS works to promote sustainable efforts in everything we do. Some encouraged sustainable practices are listed below. If you have any questions or other ideas please see Amber Polk.

Energy and Water

- Turn off lights, unplug devices when not in use.
- Do not use screen savers and set monitors to sleep after inactivity.
- Report any energy issues or water leaks to Amber.

Transportation

- If traveling within the Triangle, The Wolfline is free for you to use. You can receive a reduced fare on most other bus systems by going to www2.acs.ncsu.edu/trans/wolftrails/bus.html.



- If traveling within the Triad, you can receive a reduced fare on most bus systems by going to www.greensboro-nc.gov/index.aspx?page=2180
- When traveling from Raleigh to Goldsboro please try to commute/ride share with as many people as possible. Try your best not to make the trip with only one person in the car.
- [LimeBike](#) – This dockless public bike share program makes commuting around campus

CEFS



NCSU | NCA&T | NCDA&CS

www.cefs.ncsu.edu

CONTACTS

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Business Manager

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amber_polk@ncsu.edu

Robyn Stout

State Coordinator

NC 10% Campaign

(919) 515-5362

robyn_stout@ncsu.edu

Krystal Chojnacki

Administration

CEFS, NC State

(919) 515-1207

krystal_chojnacki@ncsu.edu

WEBSITE

<https://sustainability.ncsu.edu>

Reference: Information for Employees

more convenient and sustainable! LimeBike technology is integrated into smart bikes and a smart phone app, so there's no need for a kiosk docking station. Bikes can be ridden anywhere and parked at any bike rack or designated bike parking area throughout campus. A 30 minute ride is 50 cents for NCSU students and employees by using ncsu.edu email accounts!

- If you do not need to hold a meeting in person, please use a conference call via the free Meet Me system through NCSU. 919-515-2011 or by dialing 0 on a campus phone. You can also email telcom_operator@ncsu.edu with the day and time of your call, and they will reply to your email with a Meet Me #. **Note:** If you are trying to schedule multiple conference calls using the same Meet Me #, you must use the email method and specify that you want them on the same line. They will not give you multiple calls on the same line over the phone, but will instead direct you to the email address above.

Food and Events

- CEFS supports the mission of the 10% Campaign by always purchasing at least 10% of our food served at our events from local sources. We try to go above and beyond 10% whenever possible. Contact Robyn Stout if you have an upcoming event and you would like help sourcing local.
- Please utilize the Sustainable Event Certification resource for all CEFS events over 30 people. Amber can show you how to use the certification program. You can certify your event at sustainability.ncsu.edu/get-involved/green-certification/green-events/
- If your event nets left over food please eat it or find someone who will. If in Goldsboro, the Small Farm Unit Apprentices would be glad to help. Please plan ahead for leftover distribution by bringing "to-go" containers or contacting the Apprentices ahead of time so they can provide their own containers.
- The State Farmers Market is located just a few miles from campus and is open all year round. NCSU also has a small farmers market on the brickyard most Wednesdays during the school year. Whole Foods and Lowes Foods also carry a selection of locally sourced items.



Purchasing

- Amber can purchase almost anything you need using the online Marketplace system. This allows bulk packaging and delivery cutting down on waste. It also provides a

Reference: Information for Employees

small bulk purchasing discount and we do not pay sales tax or shipping. Expect a couple days to a week for delivery time.

- We can purchase sustainable, compostable, recycled and any other environmentally friendly option you can think of. Please do not purchase Styrofoam products, disposable water bottles, non-environmentally friendly cleaning and pest control products, or any other products that are unnecessarily harmful for the environment.
- Several areas of the CEFS Field Research, Education, and Outreach Facility at Cherry Research Farm in Goldsboro are Certified Organic. Please contact Chris Reberg-Horton for the Organic Unit before bringing any new materials into those areas.

Waste Reduction

- Reduce, Reuse, Recycle!
- Each office has a small blue recycling bin for paper, and buildings have large recycling bins in the hallways for plastic bottles and cans.
- We have many shared resources like google drive and Dropbox to eliminate the need to print files.



- We would like to encourage you to use reusable water bottles and shopping bags. We have provided you with a CEFS water bottle and a NC 10% Campaign shopping bag to get you started. ☺
- Please visit the NC State website on waste reduction and recycling to learn more about the university's efforts to reduce waste and tips on how you can contribute:

<https://sustainability.ncsu.edu/campus/waste-reduction-recycling/>

Health and Wellness

- CEFS supports and encourages a healthy work-life balance.
- NCSU Employees have the opportunity to join the Carmichael Gym for a small fee. Students can join for free. If you are interested, contact CEFS super gym user, Krystal Chojnacki and she will be happy to provide you with more information and tips on using the gym.
- Look for invitations through the CEFS_Internal listserv for team building, recreational activities or pot-luck dinners. Please feel free to jump in wherever you wish. If you have an idea to bring to the group, please contact Amber.
- Ergonomics are important! Please let Amber know if you need something to keep you comfortable in your work environment.

Lead the Pack

Reference: Information for Employees

- Full time, permanent employees have up to 24 hours of volunteer community service leave each year. Amber can provide more details on what qualifies, but using this leave to do good things in the world is encouraged.
- Check out the NCSU Sustainability page sustainability.ncsu.edu where you can sign up for the e-news.
- Also check out NC A&T Sustainability page www.ncat.edu/divisions/business-and-finance/facilities/sustain
- We encourage you to be familiar with the mission of CEFS and several core programs so you can spread the word. Visit www.cefs.ncsu.edu to learn general information about our programs and look for the monthly CEFS updates for real time updates.

We look forward to sustainably sharing our office environment with you!

Reference: Information for Employees

Listservs

Listservs are email mailing lists that you can subscribe to for updates on various projects, initiatives and activities. There are several CEFS-related listservs available:

CEFSList Listserv

The CEFSList listserv is for, current and former, CEFS staff, affiliates, and partners. News, announcements, and events can be shared through this listserv. Please keep in mind it is an external listserv and includes people outside of the organization. To send an email to current CEFS staff and affiliates only, please use the CEFS Internal listserv (see below). All incoming employees will be added to this listserv and will be removed upon exiting CEFS if they request to do so.

CEFS Internal Listserv

The CEFS Internal listserv is a closed internal listserv for current CEFS employees. This listserv is used to announce internal meetings for current employees. All incoming employees will be added to this listserv and will be removed upon exiting the organization.

Local Foods Action Plan Listserv

The Local Foods Action Plan listserv emerged from the CEFS Local Foods Summit in 2009 and is a statewide listserv to facilitate a local food economy and promote all aspects of local foods. Our 1,600+ subscribers include producers, farmers markets, community gardens, educators and university administrators, students, state agency representatives, health professionals and advocates, environmental groups, and many concerned citizens interested in local foods in North Carolina. Everyone is encouraged to post on any topic dealing with the cultivation of local food, farms and communities. Daily digest version is available and recommended.

CEFS Events Listserv

Want to keep up with all the upcoming events at CEFS? The CEFS Events listserv includes updates and information on upcoming events.

CEFS



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www.cefs.ncsu.edu

CONTACTS

Amber Polk

Business Manager
CEFS, NC State
(919) 513-3924

amber_polk@ncsu.edu

WEBSITE

<https://cefs.ncsu.edu/get-involved/listservs/>

Reference: Information for Employees

Wayne Foods Initiative Listserv

The Wayne Foods Initiative (WFI) listserv is a low-volume listserv that announces WFI meetings, garden workdays, and food- and agriculture-related events and opportunities in Wayne County and the surrounding regions.

North Carolina Organic Grain Project Listserv

The North Carolina Organic Grain Project listserv sends out event announcements and a quarterly e-newsletter.

NC Choices News

The NC Choices News listserv distributes information about educational and marketing opportunities for farmers raising pasture-based animals. It is especially focused on opportunities that involve local marketing of meats to consumers and wholesale buyers. This list is moderated.

NC Farmers' Market Listserv

The goal of the NC Farmers' Market listserv is to facilitate communication among farmers, farmers' market managers, support personnel and institutions, governmental and NGO staff and others interested in furthering farmers' markets in the state of North Carolina.

NC Food Policy Council Listserv

This statewide listserv, maintained by Community Food Strategies, is used to share information on farm and food policy and food councils in and around North Carolina, and serves as a forum for educational, funding, and networking opportunities related to food councils.

NC Choices Livestock and Meat Classifieds

NC Choices has established this listserv to serve commercial producers/farmers, meat processors, food-service distributors and buyers directly involved in the local meat industry in and around North Carolina. Private individuals and commercial interests may use this service. This is an "industry only" list and is not intended for use by consumers looking to purchase finished, consumable meat products. Please do not use this list as a marketing tool to advertise consumable meat/food products. Commercial meat processors MAY use this list to advertise processing services.

NC Farm to School Coalition

The North Carolina Farm to School Coalition seeks to expand and strengthen Farm to School initiatives across the state through network development, promotion, and education. The NC Farm to School Coalition listserv is a statewide listserv to facilitate shared ideas and resources on any topic related to Farm to School. The listserv is open to the public, run through NC State University, and moderated by the Center for Environmental Farming Systems.

Local Foods Working Group

The Local Foods Working Group is led by Dr. Nancy Creamer and distributes all information pertaining to the Local Foods team including meetings, announcements, events, etc.

Reference: Information for Employees

Farm and Research Working Group

The Farm and Research Working Group is led by Andy Meier and distributes all information pertaining to the Farm and Research team including meetings, announcements, events, etc.

Academic Working Group

The Academic Working Group is led by Dr. Michelle Schroeder-Moreno and distributes all information pertaining to the Academic team including meetings, announcements, events, etc.

Administration Working Group

The Administration Working Group is led by Krystal Chojnacki and distributes all information pertaining to the Administration team including meetings, announcements, events, etc.

Extension Working Group

The Extension Working Group is led by Amber Polk and distributes all information pertaining to the Extension team including meetings, announcements, events, etc.

Equity Working Group

The Equity Working Group is led by Shorlette Ammons and distributes all information pertaining to the Equity team including meetings, announcements, events, etc.

Department of Horticultural listserv

Let's employees hired through the Dept of Hort at NCSU know about department activities. Amber will email the admins to include employees hired through this track.

NC State Sustainability

The NC State Sustainability listserv is a weekly newsletter sent out by the NC State Office of Sustainability. Publications on the newsletter include campus events, initiatives, awards, and opportunities for campus-wide involvement in sustainability. You can sign up at <https://sustainability.ncsu.edu/news/>

NC State Recycling

The NC State Recycling office is an additional resource you have access to as an employee of the university. Please visit <https://recycling.ncsu.edu/> for additional information regarding what can be recycled through NCSU and the recycling program on campus. In addition, you can select the "Request a Service" option, which will allow you to request new recycling bins, confidential pick-ups, office clean-outs, bulk material removal, etc.

Reference: Information for Employees

Operations

Note: CEFS employees can be employees of any of the three partner organizations. The three partners often have different policies and procedures. Please ask your supervisor if you are unsure how to proceed.

Business Cards

To obtain business cards, please e-mail a request for NC State or CEFS cards to Amber Polk at amber.polk@ncsu.edu.

NC State ID Cards

If you are hired as an NC State employee, you have the option of obtaining an employee ID Card. CEFS does not rely heavily on them but they often come with benefits which include:

- Ability to make on-campus purchases through the AllCampus payroll deduction program
- Check out books at the library
- Access other services through payroll deduction, such as a campus gym membership
- Receiving the state-rate at hotels
- Qualifying for general state related discounts.

Once your final paperwork clears and you are officially hired, there are two locations to get an ID card:

- The NCSU Onboarding Center (convenient for off-campus employees needing parking) <https://onboarding.ncsu.edu/onboarding-center/>
- Tally Student Union (convenient for on-campus employees without car access) <http://onecard.ncsu.edu/>

You can only have one card at a time. If you are a student please do not apply for an employee card or it will revoke your student status.

Name Tags

If you are hired as part of the NC Cooperative Extension service, you will need to order a name badge. The order form is online at www.cals.ncsu.edu/agcomm/PDFs/namebadgeform.pdf.



CONTACTS

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(919) 513-3924
amber.polk@ncsu.edu

MORE INFORMATION

NC State Policies, Regulations, and Rules (PRR) Website
<http://policies.ncsu.edu/>

A&T Policies and Procedures Purchasing Department
<http://www.ncat.edu/division/s/business-and-finance/purchasing/>

Division of Research and Economic Development
<http://www.ncat.edu/research/dored/procedures.html>

Personnel
<http://www.ncat.edu/hr/policies/index.html>

NCDA&CS Human Resources
www.ncagr.gov/hr/index.htm

Reference: Information for Employees

Keys

To obtain keys to Kilgore Hall on the main campus of NC State, please contact Amber Polk at amber_polk@ncsu.edu.

Shipping Addresses

The address to use for on-campus FedEx shipments is 2721 Founders Drive, Kilgore Hall, Raleigh, NC 27695. CEFS farm: 604 Farm Road, Goldsboro, NC 27530

Faculty Activity Reports/Plans of Work through NCSU

Faculty members are required to have a plan of work that is developed with the Department Head. Faculty must submit a Faculty Advisor Report (FAR) and POW at the end of each year. EHRA Non-Faculty members are also required to submit a Faculty Activity Report at the end of each year but not a Plan of Work

Direct Deposit Enrollment

To enroll in the Direct Deposit Program or to make changes to your current banking information, log into the [MyPack Portal](#), and go into [Employee Self Service](#). You will find "Direct Deposit Enroll/Update" under Payroll and Compensation. You will need to have your bank's routing number and your account number. Both of these numbers can be found on the checks in your checkbook. A link to an example of where these numbers can be found can be found on the direct deposit "edit" screen. If you do not have checks then you will need to contact your bank for these numbers.

Distribution of W2 Forms

W-2 forms can be provided electronically via MyPack Portal or University Payroll can print the form and mail it to your home by January 31st. If you wish to access the form electronically and do not want a paper copy mailed to your home please follow these steps:

- Log into MyPack Portal using your Unity ID and password. Then click on the "For Faculty & Staff" tab at the top of the page.
- Click on "Payroll & Compensation" in the "Employee Self Service" section.
- Select "W-2/W-2c Consent"
- Check the box to indicate your consent to receive electronic W-2 and W-2c forms and follow the instructions to submit.

You will receive an email in January when your W-2 is ready to be viewed online.

- To view and/or print your W-2 form online, log into the MyPack Portal and click on the "For Faculty & Staff" tab at the top of the page. In the "Employee Self Service" section select "Payroll & Compensation". You can then click on "ViewW-2/W-2c Form."

Be sure your Internet browser's Pop-up blocker is disabled before attempting to print your W-2. If it is not disabled the W-2 will not open.

Reference: Information for Employees

Purchase Orders

To make purchases using any funds housed in the Department of Horticultural Science at NC State, please contact Amber Polk with the following information: what you would like to purchase, the name of the business you would like to purchase from, the estimated amount, and which account the money should come from. Amber can then give you authorization to purchase the item and have the vendor invoice us or authorize the use of the CEFS credit card.

If the total is going to be \$5,000 or more, a lot more paperwork needs to be filed ahead of time. Please contact Amber at least 30 days before the item needs to be purchased or the service needs to begin.

Departmental Recycling

The housekeepers are responsible for cleaning offices, labs, common spaces, and collecting the contents of trash and recycling containers in the hallways. **They are not responsible for recycling cardboard.**

- Use the containers in offices, labs, and the hallways for **paper** recycling.
- Use the containers in hallways for **plastic** recycling.
- Take **cardboard** to the recycle bin next to the Phytotron on the southeast side of Kilgore Hall.
- Small **styrofoam** boxes can be placed in trashcans but take bulky items to the dumpster.
- Place **wooden pallets** by the brick wall to the right of the dumpster located between Kilgore and Scott Halls. NCSU Waste Reduction and Recycling collects up to five pallets at a time on Thursdays.
- **Metal** should be taken to the Dearstyne Convenience Site for recycling.
- Put **pipet tip boxes and wafers** in the containers for plastic recycling located in the hallways. There is a recycle container for large quantities of pipet tip boxes and wafers between Gardner and Thomas Halls.

Reference: Information for Employees

Reconciling a P-card charge

Your university issued P-Card MUST be fully reconciled by the 20th of each month or within 5 days of the charge, whichever comes first. This means that you have matched charges with the correct receipts and forms and have no unmatched charges remaining on your P-Card. It is YOUR responsibility to reconcile these charges. Any failure to do so, even as a first offense, can result in the loss of your p-card.

P Card Receipts not for Food or Travel

These charges simply need a matched *ITEMIZED* receipt, and your signature.

- 1) Tape your receipt (if not a full page) to a blank piece of printer paper.
- 2) Next to that taped receipt, write the following
 - a) Account and phase number
 - b) Business purpose: "X for the purpose of y"
 - c) Date
 - d) Your signature
- 3) When this is complete, it should look like the example below (written or typed)

Best Name Badges
1700 NW 89th Ave, Suite 4
Plantation, FL 33323
Phone: 888-445-7601

PAID

BEST NAME BADGES
Highest Quality. Lowest Prices.
U.S.A. and Canada

Mia Murphy
2721 Founders Drive
Raleigh, NC 27607

Invoice #: 248923
P-Card number:
Date: August 31, 2018
Amount Due USD: \$8.35

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
UV Printed Name Badge	2x3 BA Silver/Magnet	8.35	1	8.35
Shipping	Free Standard USPS Shipping	0.00	1	0.00

NOTES: David Suchoff
Extension Assistant Professor
Organic Production Systems

Invoice Subtotal: 8.35
Sales Tax: N/A
Invoice Total: 88.35
Amount Paid: 88.35
Balance Due USD: 88.80

Payment due in full

FAS #: xxxxxx - xxxxx
Purpose: Reusable namebadges for new hire to wear during meetings, networking, etc.
October 9th, 2018

A. WATSON

- 4) Once you have compiled the receipt and all other relevant information, scan that so you have an electronic copy
- 5) Go to mypack.ncsu.edu → P card Center → P Card receipts (left hand side) → Bank charges without receipts (see below)

Reference: Information for Employees

The screenshot displays a web interface for reconciling bank charges. It is divided into three main sections:

- Bank Charges Without Receipts:** A table with columns: Merchant, Amount, Billing Period, Trans #, Details, Travel Auth/Reimb, Business Purpose, and Comments. It lists four entries: FOOD LION #1573 (\$3.97), WHOLEFIDS RAL 10016 (\$42.84), REV.COM (\$314.00), and SQ *TARTS STRAWBERR (\$16.00). Each entry has a search icon, a dropdown for Business Purpose, and Match/Upload buttons.
- Unmatched Receipts:** A form with fields for Merchant (CHIPOTLE), Amount of Receipt (\$595.13), Travel Auth/Reimb, Business Purpose (Other), and Comments (CHIPOTLE_CATERING_FORMS_10.5.PDF). It includes a search icon and a trash icon.
- Upload New Receipts:** A form with fields for Merchant, Amount of Receipt, Travel Auth/Reimb (opt), Business Purpose, and Comments. It includes a search icon and an Upload button. A note below states: "File types must be .pdf, .tiff, or .jpg and must be 3mb (3072 kb) or less."

- 6) On your screen (see above), you will see any unreconciled charges. Find the charge that matches your receipt. Select a business purpose from the drop down menu below the header "business purpose"
- 7) Click "upload", a button to the right of the "business purpose" header
- 8) Attach your scanned receipt and click upload
- 9) A new screen will load and your charge will no longer appear. You are done!

P Card Receipts for Food

For any food (or food related) p card charge, an AP 107 form is needed to reconcile the charge. **This includes cutlery or any item that could be used for food (plates, cups, napkins, etc)** You can find the AP 107 form [here](#). It is the fourth line down under the header that reads "accounting services."

- 1) The AP 107 form should be filled out and signed by the person who is reconciling the charge.
- 2) Attach the AP 107 to the receipt (which you have written the account number, business purpose, date, and signature on), along with an **agenda for the event** and **an attendee list for the event**
- 3) Put a sticky note on the front that says *****please return to (insert name here) @ CEFS*****
- 4) Bring this packet to Michelle Healey's office (Kilgore 120). There is a manila envelope pinned to the outside of her office where you can drop off the form.
 - a) Note: Michelle processes these forms once a day and will return them to the correct CEFS mailbox
 - i) **If your assigned duty station is off-campus, e-mail the packet to adwatso2@ncsu.edu and he will get it signed and returned to you**
- 5) Once you have the signed form returned to you, upload the entire packet to the unmatched charge on mypack (**for instructions on this, return to page 1 of this handout, and start on the number 5**)
- 6) Under "business purpose" select "other" and describe the food related charge (catering, plates for food, etc)
- 7) Click upload.
- 8) Attach your scanned packet and click upload
- 9) A new screen will load and your charge will no longer appear. You are done!

Reference: Information for Employees

P Card Receipts for Travel

This process is for any travel related charges. There are two different processes for travel related charges, depending on whether or not the individual you are purchasing for is an NCSU employee.

If the individual you are purchasing for **is a university employee**, you need a Travel Authorization number (TA#) before you make any travel purchase (**If you do not have a travel authorization number by the time the deadline hits you will lose your pcard. You MUST have a TA# before booking travel**).

- 1) When you have a TA#, book your hotel, car, train ticket, etc.
- 2) Get the receipt, and if it is not a full page, tape it to a piece of white printer paper
- 3) On the receipt, write the account number, the business purpose (be specific), the date, and your signature
- 4) Scan this document so you have an e-copy

For reconciling **employee travel charges**

- 1) Mypack.ncsu.edu → P Card Center → P Card Receipts (left hand side) → Bank Charges Without Receipts
- 2) Find the charge that matches your receipt
- 3) Under the header that says **Travel Auth/Reimb** enter the TA# for the individual whose travel you are paying for
- 4) Select a business purpose under the header that says "business purpose"
- 5) Click upload
- 6) Attach your scanned receipt and click upload
- 7) A new screen will load and your charge will no longer appear. You are done!

If the individual you are purchasing for **is not a university employee**, you need to fill out an AP 104 form, which can be found [here](#). It is the third line down under the header that says "travel"

Fill out the form, send it to the traveler, have them sign, date, and return to you. This **MUST** be done before anything is charged to a p card. (**If you reconcile the charge without the AP 104 or you do not have it signed by both the traveler and Michelle Healey by the deadline, then you will lose your P Card**)

For reconciling **non employee travel charges**

- 1) Attach the signed form to a copy of the agenda for the event that you are arranging travel for, as well as a receipt
- 2) On the receipt, write the account number, the business purpose (be specific), the date, and your signature
- 3) Attach a sticky note to the front that says "please return to (insert name here) @ CEFS"

Reference: Information for Employees

- 4) Bring it to Michelle Healey's office (Kilgore 120)
- 5) On the outside of her office door there is a manila envelope. Put the form and agenda in here.
 - a) Note: Michelle processes these once a day and will return it to your mailbox
 - i) **If your assigned duty station is off-campus, e-mail the packet to adwatso2@ncsu.edu and he will get it signed and returned to you**
- 6) Once you have this form signed by Michelle, scan the entire packet so you have an e-copy
- 7) Go to mypack.ncsu.edu → P Card Center → P Card Receipts → Bank Charges without receipts
- 8) Find the charge that matches your receipt
- 9) Select a business purpose under the header that says "business purpose"
- 10) Hit upload
- 11) Attach your scanned packet and hit upload
- 12) A new screen will load and your charge will no longer appear. You are done!

Submitting your statement for approval

In order for your P Card statement to be fully approved, you need to route it for approval to the reconcilers. This must be done within 30 days of the 20th of the month (by the following 20th of the month). **No changes or reconciles can be made at this point. You are just certifying the charges**

To do this, you'll need to go to your P Card Center, and on the menu bar on the left, select "Pcard Statement"

- 1) Review all of your expenses to make sure the charges matched to the correct account. If they say "unrecon" or they are matched to the wrong account, let Amber know.
- 2) If they are all matched to the correct account, you can hit the tan "route for approval button" that is on the right side of the page.
- 3) This generates a work flow, where you will see that you have "self approved" your statement, and it is now awaiting approval by the p card reconcilers. You're done!

Checklist

What do you need on your receipt?

- Account and phase number
- Business purpose
- Signature
- Date

What do you need for food related charges?

- Receipt (w/ acct, purpose, signature, date)

Reference: Information for Employees

- AP 107
- Agenda
- Attendee List

What do you need for travel related charges?

- Receipt (w/ acct, purpose, signature, date)
- TA# or AP104
- Agenda

Please let Drew Watson know if you have any trouble with anything p card related. E-mail him at adwatso2@ncsu.edu or call at (919)-513-3924. I'm generally in office 8:00am-4:00pm M-F, feel free to stop into Kilgore Room 256.

CEFS Admin knows how hard all our p card holders work to match receipts and reconcile on time. We see your effort and appreciate you! Keep it up!

Reference: Information for Employees

Car Reservations

Below are your ground transportation options for travel. There is a minivan owned by the horticulture department and a Chevy Malibu sedan owned by CEFS (instructions on how to reserve these vehicles are below). Your other options include:

- Renting a vehicle from Fleet Services
- Renting a vehicle from Hertz
- Renting a vehicle from Enterprise Rent-a-Car

The university [cost comparison calculator](#) can be found here (scroll to the bottom for calculator and discount codes). Please use this calculator to determine which rental option is best for your particular trip. We strongly encourage carpooling for both financial and environmental reasons. We discourage you using your personal vehicle and encourage you to look at the other options below.

You must have a P Card to rent a vehicle from Hertz or Enterprise. If you need to obtain a P Card, please contact CEFS Business Manager, Amber Polk, at agpolk@ncsu.edu. Everyone working at NC State is eligible for a P Card and it is highly recommended.

	CEFS Malibu	Horticulture Minivan
Per mile	0.32 cents	0.32 cents
Per day Rental Fee (Add mileage *above)	none	none
Pros/Cons	Pro: cheaper per mile Pro: almost always available Pro: easy to reserve on google calendar Con: Must fill gas tank when returning Con: older vehicle, not as nice as motorpools Con: Keys live in Kilgore 107, so must remember key to building if coming at odd hours	Pro: cheaper per mile Pro: Lives in Brooks Lot, closest option Pro: easy to reserve on google sheets Con: Can only rent for two days at a time Con: more people have access so not 100% available like a motor pool van Con: Must fill gas tank when returning

Reserving the Horticulture Minivan (10.31.2018)

As of November 1st, 2018, the Hort Department is moving the minivan to an online reservation system. To reserve the van online, follow these steps:

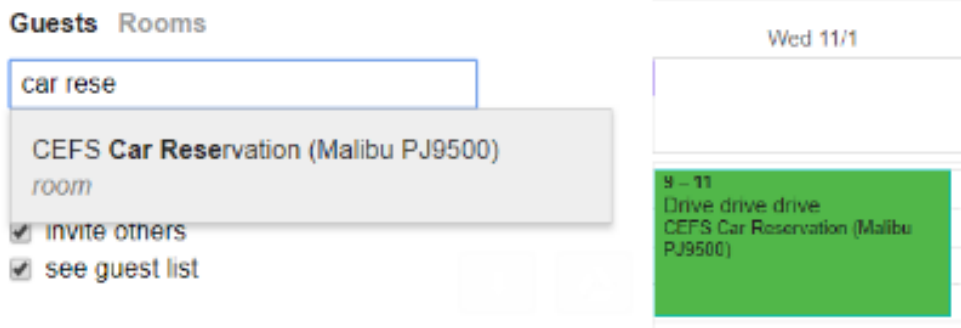
Reference: Information for Employees

1. Click this link to take you to the van reservation folder
https://drive.google.com/drive/folders/1evd8bgTpbAgJ8kn1_VftCvkg6NJJIIsL?usp=sharing
2. Click on the document that says "2018-2019"
3. Each tab on the spreadsheet is a different month. Be sure you are reserving for the correct month.
4. Fill out your name, destination, and the time you need the van next to the date.
5. You're all done! But a few important reminders.
 - a. If you need the van for more than two days, you need to contact fleetservices@ncsu.edu and rent a van from them.
 - b. The zip folder containing the gas card, keys, mileage sheet, etc, still lives in room 107 in the black cabinet (on the left when you walk in)
 - c. The van lives in the Brooks Ave. parking lot

Reserving the CEFS Vehicle (Chevy Malibu)

Request that someone in the business office (Dallas/Drew/Mia/Amber) add you to the CEFS Car Reservation calendar as someone who can "make changes to events"

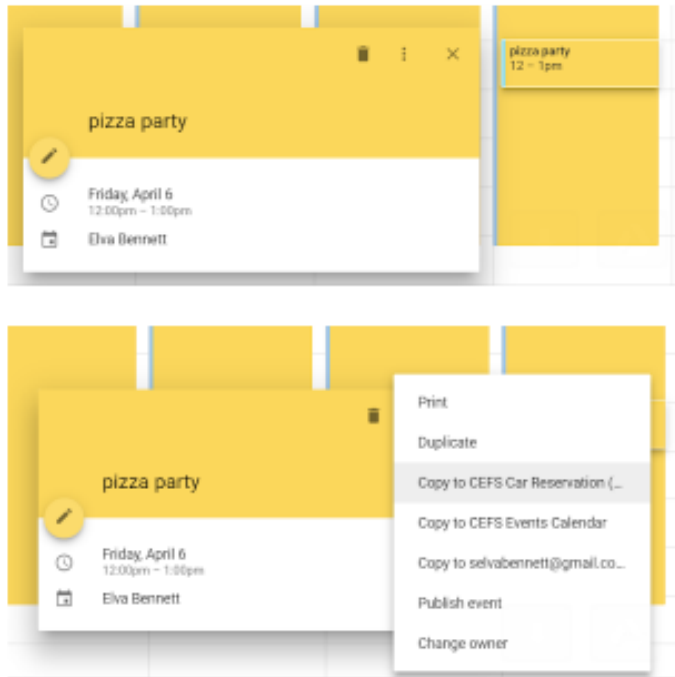
- Create/select an event on your google calendar where you'll need the car
- Click "Edit Event"
- In the "Guests" box, type "car reservation" and it should popup if the car is available and click to essentially invite the car.



Reference: Information for Employees

Another way:

1. Create the event on your own personal calendar
2. Click the event
3. Click the three dots in the upper right corner
4. Select "copy to CEFS Car Reservation calendar"



The Horticulture Minivan and CEFS Vehicle (Chevy Malibu) binders are located in the mail room in Kilgore Hall. Each binder contains the keys to the vehicle, log sheet, and gas card. You will need to fill out your information on the log sheet each time you take a vehicle out, including the account number to be charged and the mileage when you return.

If there is not a vehicle available when you need one, you can reserve one through the NC State motor pool; however, your project will be charged more for this expense.

To rent a vehicle through NCSU Motorpool, you can fill out an online request form here: <https://fleetservices.ncsu.edu/>

Click on "Vehicle Reservations", fill out the request form, and then click "submit". **You will need to know what account to charge the vehicle to (be sure to check with account manager to approve charges first).** You'll receive a confirmation email shortly after submitting. You can call the office to follow up if you need the vehicle immediately - 919-733-6540. You can also email them any questions - motorfleet@doa.nc.gov.

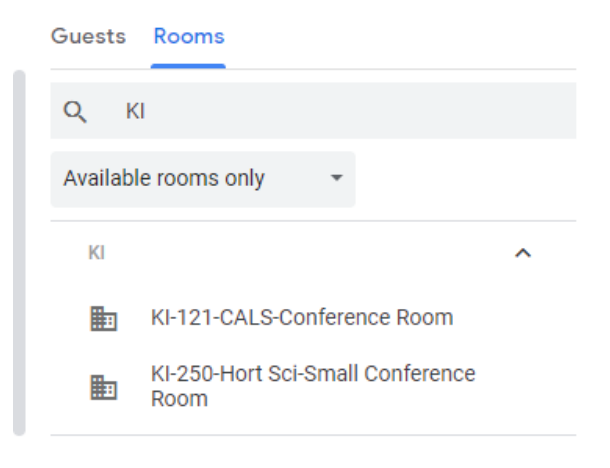
Reference: Information for Employees

Room Reservations

Kilgore Rooms 103, 121 or 250 are available to reserve for meetings. Room 250 is a small conference room on the second floor that can seat about 8 people. It has a monitor, a desktop computer, a keyboard, and a phone for conferencing. Room 121 is equipped with a phone line, but you will either need to bring your own phone to plug in or borrow the conference call phone system from Michelle Healy across the hall. Room 103 does not have phone connection at this time. Both rooms have a screen and projector. They are both usually set up classroom style and should be returned to the style you found them once finished.

To reserve the conference rooms please follow the directions below. Even if you are using the room for just a few minutes, it must be reserved to secure your spot.

To reserve Rooms 103, 121 or 250 in Kilgore Hall, you must first create an event in your personal google calendar. Click "Create" on the upper left hand side of the calendar page, then click "more options." Once you've entered all necessary information in your event, click "rooms" on the ride hand side of the screen, search for "KI" and click on the room you wish to reserve. To reserve any other meeting room in Kilgore Hall, please contact Amber Polk



To reserve rooms 203 and 152 in Brickhaven, you can email Karen Czekay at karen_czekay@ncsu.edu. For rooms 210A and K, email James Draper at jfdraper@ncsu.edu. Please provide the following information in your email:

- Date & time of event
- Number of people attending
- Equipment requests (monitor, conference phone line, etc.)

Reserving Rooms at JC Raulston Arboretum

Instructions and request form can be found here:

<https://jcra.ncsu.edu/rentals/reservations/index.php>

There is a fee for reservations, but make sure to let them know you are with the horticulture department to receive a discount. Be sure to provide them with your department and account number to charge, and they will process the charge for you.

Scheduling Video or Conference Calls

Conference calls can be set up by any NCSU employee through the free Meet Me technology. To arrange a call, do one of the following:

Reference: Information for Employees

- 1) Dial 0 from any campus phone or call (919) 515-2011, tell the operator when you would like to have the call, and you will be given a Meet Me phone number for participants to call at that time.
- 2) Email telcom_operator@ncsu.edu with the day and time of your call, and they will reply to your email with a Meet Me phone number.

Note: If you are trying to schedule multiple conference calls using the same Meet Me #, you must use the email method and specify that you want them on the same line. They will not give you multiple calls on the same line over the phone, but will instead direct you to the email address above.

Video calls can be set up by any NCSU employee through Zoom. To create a new account, please reach to Rhonda Conlon at rhonda_conlon@ncsu.edu and request access to Zoom.

Technology

For information technology (IT) help, please email CALS IT helpdesk at cals_hort@help.ncsu.edu.

Email Alias Instructions

You will be given a randomly generated email address based upon your whole name. To obtain a Firstname_Lastname@ncsu.edu email address please contact help@ncsu.edu from your original email address and request a firstname_lastname based email address. This will be the official email address you use on your business cards and give out.

Instructions for Adding Email Addresses into Kilgore Scanners

If you are going to do a lot of scanning, you will find it a huge timesaver to permanently enter your email address into the 3 huge scanner/copiers in Kilgore Hall. Then you will be able to quickly select your name and scan and email yourself. Below are instructions. Our password is 02452 (scans are free, copies cost money so please use copier function only when necessary)

1. Do not type in your password. Click the utility button on the key pad.
2. Click Tab 1: One-touch/user box registration
3. Click Tab 1: Create one touch destination
4. Click Tab 1: Address book (public)
5. Click Tab 1: Email
6. Click "New" at bottom of page
7. Add Name and email for the person you want to add
8. Press okay
9. To close out of the utility function, press the utility button on the key pad.

For questions: James Tucker, jetucker@ncsu.edu, (919) 250-8524

Reference: Information for Employees

Web Time Clock

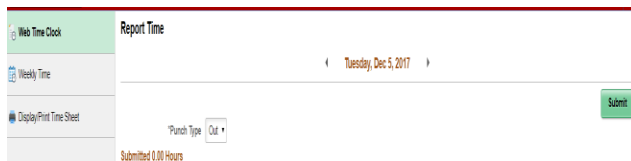
For employees that are hired through NC State and work on an hourly basis, clocking in and out is essential. What was once a paper time sheet system has now gone digital.

Clocking In & Out at NCSU

1. Log in with your Unity ID and password at: mypack.ncsu.edu
2. Once in Mypack Portal, click on the WolfTime Tile to access the punch clock system.



3. Once you get to the WolfTime page, you can bookmark the page so you can easily clock in in the future. Ctrl+D is the shortcut for easily bookmarking pages.



4. Select "Punch Type" to "In" to clock in and then click on submit. Keep in mind the time that you clocked in.

To clock out, repeat the steps and select "Out" in the "Punch Type" drop down menu and click on submit.

CEFS



NCSU | NCA&T | NCDA&CS

www.cefs.ncsu.edu

CONTACTS

Amber Polk

Business Manager

CEFS, NC State

(919) 513-3924

amber_polk@ncsu.edu

Reference: Information for Employees

Protocol

Approvals

If you are unsure of whether something needs approval, please email Nancy Creamer, Kathleen Liang, Andy Meier, and Amber Polk to ask.

Meetings

Everyone is requested to attend the CEFS working group meetings you are assigned to and the Semi-annual All CEFS Meetings.

Working with Extension

NC Cooperative Extension requires that before engaging with anyone in a county, CEFS staff must be in touch with the county Extension staff. An Extension directory is available at www.ces.ncsu.edu/Directory/.

For additional information on the NC Cooperative Extension at:

NCSU - <https://www.ces.ncsu.edu/>

NCA&T - <http://www.ncat.edu/caes/cooperative-extension/>

Working with Administrative & Communications Staff

CEFS operates with a very lean administrative staff. The administrative staff can sometimes be brought in to consult on projects. If you would like to request admin help, please contact the corresponding person with the project need and timeframe:

- Amber Polk – new employee onboarding, purchasing, navigating bookkeeping, grant management (post-award), listservs, policies & procedures, CEFS events and workshop logistics, project consultation, networking, communications & introductions, general questions
- Krystal Chojnacki – grant submission & supporting documentation (pre-award), grant budget & budget justification preparation & review, setting up grants in the NCSU system, re-budgets & PMR actions, setting up new vendors



CONTACTS

Dr. Nancy Creamer

Director,
CEFS, NC State
(919) 515-9447
nancy_creamer@ncsu.edu

Dr. Kathleen Liang

Director
CEFS, NC A&T
(336) 285-4683
cliang@ncat.edu

Andrew Meier

Superintendent
Cherry Research Farm
NCDA&CS
(919) 609-0720
andrew.meier@ncagr.gov

Amber Polk

Business Manager
CEFS, NC State
(919) 513-3924
amber_polk@ncsu.edu

J.J. Richardson

Communications and Website
Manager
CEFS, NC State
(919) 889-8219
jj_richardson@ncsu.edu

CEFS Fax Number

(919) 515-2505

Reference: Information for Employees

- J.J. Richardson – website, communications, printed materials

How the Partnership Functions

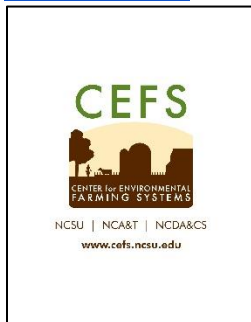
New employees are often confused about how the three partner institutions work together, which one does what, and whom to go to with questions. The most important thing to remember: Even though you were hired by only one institution, your CEFS role means you have a close relationship with the other institutions too. Even though you technically work for one institution, you may need to work with or get approvals from the directors and staff at the other institutions (see “Approvals” above). This orientation guide should shed some light on whom to contact with various questions. If your question is not covered here, please ask your supervisor.

Email Signature

Employees are requested to add a signature to the bottom of their email as soon as possible. If you are working on a specific program, feel free to tailor your signature to the program. Please either add the CEFS logo or your specific program logo. To add a signature to NCSU Gmail, go to settings, signature. Below are examples (cut and paste my signature with the CEFS logo)

Amber Polk
Business Manager
Center for Environmental Farming Systems
North Carolina State University
Campus Box 7609/NCSU
Raleigh, NC 27695
office: [919-513-3924](tel:919-513-3924)
amber_polk@ncsu.edu
www.cefs.ncsu.edu

Amber Polk
Business Manager
Center for Environmental Farming Systems
North Carolina State University
Campus Box 7609/NCSU
Raleigh, NC 27695
office: [919-513-3924](tel:919-513-3924)
amber_polk@ncsu.edu
www.cefs.ncsu.edu



Reference: Information for Employees

Staff Resources

We offer various resources to facilitate the creation of content, documents or other public facing materials. Please go to www.cefs.ncsu.edu to access our intranet.

CEFS Intranet

In order to log-in, you will need to scroll down to the bottom of the page and click on “Staff Portal” at the bottom of every page of the website.

CONTACT CEFS

Campus Box 7609, NCSU
Raleigh, NC 27695
Phone: 919-513-0954
Email: cefs_info@ncsu.edu
Web: CEFS Contacts

Support CEFS with a donation!

GIVE NOW

CEFS' fundraising efforts operate under the auspices of the NC Agricultural Foundation, Inc., a 501(c)(3) organization, tax ID number 56-6049304

🔗 Staff Portal

Next, you will be taken to the log-in page. Enter “sung0ld” (s-u-n-g-ZERO-l-d) as the password to gain access to our staff content.

News & Events | Get Involved | Blog | f | t | i | i | i | DONATE

CEFS
CENTER for ENVIRONMENTAL FARMING SYSTEMS

The Center for Environmental Farming Systems is a partnership of North Carolina Agricultural and Technical State University, the North Carolina Department of Agriculture and Consumer Services, and North Carolina State University.

NCSU | NCA&T | NCDA&CS

Home | About | Field Research | Food System Initiatives | Extension & Outreach | Academics & Education | Youth | Publications | Resources | 🔍

This content is password protected. To view it please enter your password below:

Password: **ENTER**

Here is a listing of the resources that you will find inside:

- Graphic Design/Video Production Request Form
- Website Posting Instructions
- CEFS Letterhead
- CEFS Logos
- Graphic and Photo Editing Software
- Photo/Video/Sound Release
- Web Posting Guidelines

CEFS
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www.cefs.ncsu.edu

CONTACTS

J.J. Richardson
Communications and Website Manager
CEFS, NC State
jj_richardson@ncsu.edu

- Graphic Design/Video Production Request Form
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Reference: Information for Employees

Using Computer Assisted Auditing Techniques (CAAT) Forms for Common Requests

For someone new who is joining your department:

If you have a new staff or faculty member arriving, please complete our New User Request Form before they begin. This form provides options for requesting the user be added to our CALS servers, your department share, to Minolta scan to email function, to Crashplan for computer backups, and more. In addition, in the near future, new users will not be able to log into any CALS Managed machines until they are added to our server. Remember, this is only to add CALS resources. Regular HR and Personnel actions need to be taken to add to campus systems and services we do not manage, such as email and enterprise application access. So, add this step to your department onboarding process.

Link to “New User Request Form”:

<https://harvest.cals.ncsu.edu/caat/administrative/?p=1297&pageid=1297>

For someone separating from your department:

If you have a staff member leaving with notice or as a rapid separation, please complete our Disable User Request form. If a rapid separation, you may check Urgent on the form, which engages our team to quickly disable access to our servers and be hyper-vigilant to the situation. For other departures, you may enter the date of separation and other information. You may also request a re-image of their computers. Remember, this is only to remove from CALS resources. Regular HR and Personnel actions need to be taken to remove from campus systems and services we do not manage, such as email and enterprise application access.

Link to “Disable User Request Form (Remove from CALS IT resources)”:

<https://harvest.cals.ncsu.edu/caat/administrative/?pageid=1298>

CEFS booth

Hosting an event and want to provide information about CEFS? You can now rent out CEFS tabling materials to set up at your event! To do so, email Amber Polk at agpolk@ncsu.edu with the following information:

- Date of event (and pick up/drop off dates if longer than the event)
- Name of event
- Expected number of participants at event
- Info about the event, special requests, general info about participants interests or other info we should know to pack the right stuff in the box

Helpful tips:

Reference: Information for Employees

- The booth is fully customizable. We will want to know what kind of event you are going to so we can know what material to send you with. If you know what specific resources you would like be sure and ask for it.
- The "CEFS booth" is a collection of tablecloths, banner ups, plastic stands, CEFS brochures, giveaways (i.e. buttons and magnets). It is everything you need to set up the booth at whatever tabling event you are going to and staff it yourself (or leave it unstaffed and leave as a resource table).
- The "CEFS booth" does not include a human to set up/take down/staff the booth. If you need a person in addition to resources then it moves out of the "requesting the CEFS booth" category and into the "requesting the Event Logistics Team" category. Which we can still probably do, but that's a whole other level of service.
- You can pick up and drop off everything in 255 Kilgore.