

**Institute for Food and Agriculture
California Agricultural Technology Institute
Jordan College of Agricultural Sciences and Technology**

Annual Report 2019 – 2020

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By

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PROGRESS TOWARDS 2019-2020 GOALS

1. **Provide exceptional customer service to IFA faculty and staff with regards to all post award financial management and reporting.**
 - a. This goal was one of IFA's highest priorities. Achieving this provided a foundation upon which #2 and #3 could be built.
 - b. With the hiring of Administrative Support Coordinator II Allyson Baldus just days before the start of the current reporting period, this goal has been achieved with gold stars. Principal Investigators/Directors for grants and contracts administered through IFA now have customized spreadsheets for each of their grants/projects and real time tracking of budgets both respect to actual dollars expended as well as expenditures recognized by other university/foundation entities. The project budgets have been included with formulas to count down and give remaining balance totals. Purchases, reconciliations, etc. are transacted in one week or less and typically within just a few days. Mrs. Baldus has brought much needed clarity and efficiencies to the functioning of the Institute for Food and Agriculture. She is continually improving and tweaking these documents to make the faculty member more efficient and provide more information regarding their project finances in the quickest, most comprehensible way possible.
 - c. As one faculty member has observed, "she was blown away at this resource now at her fingertips." This faculty member went on to observe that "the admin keeps the spreadsheets well organized and up-to-date and is able to answer questions quickly."
 - d. Ms. Baldus has also established a comprehensive electronic filing system with naming sequence. She has effectively trained student assistants to keep the filing system updated. The system allows for quick access to find documents related to any faculty member or IFA. This serves as a great tool in case paperwork is lost or a faculty member needs a copy.
 - e. IFA staff met with all four department chairs and/or faculty members to present the spreadsheets and ideas related to servicing their departments with respect to grants, contracts, and outreach.
 - f. Additionally, Ms. Baldus is preparing a "brain binder" to identify the tasks and procedures and how-to's for the financial and grant/contract administrative functions.
 - g. Mrs. Baldus has also created a tracking system for all ARI grants awarded to the three centers in one place. The spreadsheet shows all ARI grants from 2016 to 2019. There is one sheet for the three centers combined and is broken down into one sheet for each center.

2. Expand the number and scope of applied research projects and scholarly activities in which IFA faculty and staff engage.

- a. In the prior reporting year of 2018-2019, IFA facilitated \$1,515,777 of grants and contracts involving 14 faculty/staff members and 18 projects.

2018-29 Academic Year - IFA Grants and Contracts

	Total Dollars	% Total Dollars	Count	% Total Count
GRAND TOTAL	\$1,515,777	100%	18	100%

- b. In the current reporting year of 2019-2020, IFA facilitated the following grants and contracts involving 34 different Principal Investigators/Directors across 55 projects:

2019-2020 Academic Year - IFA Grants and Contracts

Status	Total Dollars	% Total Dollars	Count	% Total Count
Pending	\$5,014,481	47%	18	33%
Active	\$3,055,270	29%	24	44%
Completed	\$104,201	1%	8	15%
Not Funded	\$2,401,735	23%	7	13%
GRAND TOTALS	\$10,575,687	100%	55	100%

3. Broaden and enhance collaborative research and outreach efforts across departments, centers/institutes, and colleges/schools within Fresno State.

a. Three Centers: CIT, IFA, VERC

i. Completed

1. Food Family Farm Month – IFA was the organizational lead
2. JARC Research Space Policy
3. JARC Sensory Contract Policy
4. Lunch and Learn Faculty Research Presentations hosted by each center
5. World Ag Expo 2020 – IFA served as organizational lead and point of contact with WAE Staff; three centers shared seminar hall and demonstration pavilion for three days

ii. In Progress

1. Shared Equipment Inventory
2. Shared staff position for education/outreach (awaiting HR)

b. Service Learning Student Projects

i. Agribusiness Department Fall 2019 Semester

1. University and College Farms Inventory Phase I – 3 students
2. Agribusiness Management Conference – 8 students

ii. Agribusiness Department Spring 2020 Semester

1. 39th Annual Agribusiness Management Conference Marketing and Sponsorships – 2 students
 2. Active Transportation Corridors on the University – Agricultural Laboratory – 2 students
 3. California Olive Industry Situation Analysis – 3 students
 4. Data Analysis and Marketing Plan for Round-Up Campaign at Gibson Farm Market – 2 students
 5. Gibson Farm Market Rendering with Storage Containers and Canopy – 1 student
 6. Olive Mill Market Feasibility – 2 students
 7. UAL and Urban-Ag Interface – 3 students
 8. UAL Fresh Produce Marketing Program Utilizing Sensory Evaluations – 3 students
 9. UAL Vehicle x Enterprise Spreadsheet Cleanup and Analysis – 1 student
 10. University and College Farms Inventory Phase II – 3 students
- iii. Azorean Student Exchange
 1. Google Earth Mapping of UAL for purposes of active transportation routes – 1 visiting student from the Azores
- c. University Agricultural Laboratory (UAL)
 - i. Serve on UAL Committee as voting member (Susan)
 - ii. Wrote one grant on behalf of UAL (not funded)
 - d. Support for Others in/related to JCAST
 - i. AG One
 1. Ag One BBQ (Allyson, Susan)
 2. Community Salute (Allyson, Susan)
 3. Portuguese Soup Dinner (Susan)
 4. Ag One Alumni and Friends Social at World Ag Expo (Allyson, Susan)
 5. Ag One Dean and Directors Research Social at World Ag Expo (Susan)
 6. Stanislaus County Alumni and Friends Dinner (Susan)
 - ii. Gibson Farm Market
 1. Fall Festival (Susan, Alpha Zeta student booths)
 - iii. Horticulture Unit
 1. Kids' Ag Camp 2019 (Allyson, Susan)
 - iv. JCAST
 1. Alpha Zeta Honorary (Susan serving as chapter advisor)
 2. Collegiate Ag Leaders Fall Conference (Susan)
 3. Guest speaker in Dr. Avery Culbertson's classes (Susan)
 4. DASH: Digital Agriculture Solutions Hub (Susan)
 5. Honors Program, Cohort 5, Spring Presentation (Susan)
 6. Jordan College Events Calendar (Allyson, Susan)
 7. Parking Lot Potlucks Hosted by IFA (Allyson, Susan)
 8. Red Wave Sale (Susan)
 9. Staff Book Club: Getting Things Done (Allyson, Susan)

- v. Fresno State
 - 1. Fresno State Day of Giving (Susan)
 - 2. Portuguese Beyond Borders (Susan)
 - 3. Tree planting on campus
 - 4. Water book club – two semesters (Susan)
- vi. Community / Industry
 - 1. California Ag Leadership Breakfast at World Ag Expo (Susan)
 - 2. CA Women in Agriculture
 - a. Ag One BBQ Dessert Auction (Susan)
 - b. Member (Susan)
 - 3. Central Valley FARMS Partner & Teacher Meeting (Susan)
 - 4. Merced High School Agriculture Students + Agrarian – hosting (Susan, Allyson, faculty, student assistants)
- e. Training (cross-campus and industry networking)
 - i. Admin Academy (Allyson)
 - ii. American Council on Education Women's Network Leadership Conference (Susan)
 - iii. ARI Logistics meeting to provide insight to as to what happens at these meetings and further understanding of the ARI process (Allyson)
 - iv. ARI Principal Investigators Conference 2019 - (Allyson, Susan)
 - v. Campus Tours (Allyson)
 - vi. Dare to Lead (Susan)
 - vii. Digital & Social Media Marketing (student assistant)
 - viii. Digital and Social Media Marketing (student assistant)
 - ix. Docusign (Allyson)
 - x. Downing Planetarium Tour (Allyson, Susan)
 - xi. eCornell Change Leadership Certificate Program (Susan)
 - xii. eCornell webinar: Global Supply Chain (Fr)Agility (Susan)
 - xiii. edX - Storytelling in the Workplace (Allyson, student assistants)
 - xiv. Fundamentals of Project Management (Allyson, Susan)
 - xv. Leadership Lunch and Learn (Allyson, Susan)
 - xvi. Leveraging Emotional Intelligence (Allyson)
 - xvii. Managing Up (Allyson)
 - xviii. Onboarding of new staff – required and suggested trainings tracked in GoogleDocs prepared by Geoff Devershian (Allyson, Susan, three student assistants)
 - xix. Situational Leadership (Susan)
 - xx. Six Sigma Team Dynamics and Training (Allyson)
 - xxi. Social Media Workshop (Allyson, student assistants)
 - xxii. Zoom (Allyson, Susan)

4. Actively pursue opportunities to participate in outreach programs and industry meetings that reflect IFA's core expertise and continue to expand the client base associated with the Institute's mission, thereby building greater awareness of IFA's capabilities in support of California agriculture.

- a. California Food Expo (including exploration of idea to manage event) (Allyson)

- b. Consortium of Supply Chain and Operations Management 32nd annual conference (Susan)
 - c. DRIVE Research/Innovation Workgroup – participated in some meetings; tour Economic Summit (Susan)
 - d. Food Innovation Center – Oregon State University (Susan)
 - e. Fresno Clovis Visitors and Convention Bureau (Susan)
 - f. Governor's Economic Summit Pre-Tour and Reception (helped host: Allyson, Susan)
 - g. Olive Oil Commission of California research meetings (Susan)
 - h. Precision Ag VISION Conference (Susan)
 - i. UC Davis Olive Center Research Priorities (Susan)
 - j. Winter Fancy Food Show – San Francisco, CA (Susan)
 - k. World Ag Expo (Allyson, Susan)
 - l. Yuma Center of Excellence for Desert Agriculture Fall Field Tour/University of Arizona (Susan)
- 5. Develop and implement the annual Agribusiness Management Conference in collaboration with stakeholders, the agribusiness community and academic professionals to present timely, relevant topics that are relevant to the Central Valley agricultural community at large.**
- a. Theme: Data Decisions and Connectivity
 - b. Brought the event home to the Fresno State campus
 - c. Opened an online payment gateway for all registrations and sponsorships
 - d. Included display of research posters by students and faculty
 - e. Incorporated Food Science large quantities food class in preparing the refreshments/lunch
 - f. Geoff Thurner and his team produced videos of each of the speakers
- 6. Design and implement a communications program in collaboration with college and university experts that highlights applied research taking place with IFA faculty and staff. This includes but is not limited to the web and social media formats.**
- a. Print materials
 - i. Collaborated with VERC and CIT to design and print: 1) folder, 2) folder with multi-page description and highlights, and 3) one page flyer to be shared with current/potential industry partners, research collaborators, and outreach participants
 - b. Website, Social Media, LinkedIn – improved but not yet good enough
 - c. Interviews with faculty and staff for both IFA and VERC - ongoing
 - i. Mini Faculty Posters – in progress
 - d. Postcards
 - i. Disseminated at Gibson Farm Market during corn sales season
 - ii. Customized for Ag One to include in care/gift baskets with current/potential donors

DESCRIPTION OF 2019-2020 ACTIVITIES (note: COVID-19 impacts March-June 2020)

	Description of Activity	# Participants	Target Audience	Host or Collaborator	Effectiveness
1	USDA Cochran Fellowship: Pakistan Visiting Scholars with Dr. Konduru, Dr. Asci	8	Pakistan Visiting Scholars	Host	Favorable evaluations by participants
2	World Ag Expo – 40 individual sessions	800 est	Local, regional, national, and international industry and students	Co-Host three days of seminars, demonstrations, and pitch competition	Favorable feedback by participants
3	PMA and IFA Farm Fresh Tech – Produce Marketing Association and IFA	40	Industry leaders and students	Co-host breakfast and interactive discussions/speakers	Favorable feedback by all participants
4	Agrian – Merced High School Students	30	Merced High School Students	Host Hands-On Activities, and Lunch	Favorable feedback by all participants
5	FARMS Leadership Program	25	High school students and staff of the FARMS Leadership Program	Host	Favorable feedback by all participants
6	Canadian Farmers Cooperative members	30	Clients of Agrian	Host Farm Tours, Hands-On Activities, and Lunch	Favorable feedback by all participants
7	Fresno-Clovis Convention and Visitor Bureau - WOW farm tour	8	Staff of the FCCVB	Farm tour; purpose to introduce staff to UAL and potential for Agritourism	Favorable feedback by all participants
8	Welsh Farmers Tour with Fresno Clovis Convention Bureau	45	Welsh Farmers	Host Farm Tours, Hands-On Activities, and Dinner	Favorable feedback by all participants
9	Data Decisions and Connectivity: 39th annual Agribusiness Management Conference	160	Ag Industry, Community, Faculty, Students	Host	Favorable feedback by all participants

10	Consortium of Supply Chain and Operations Management 32nd annual conference	60 people	CSU faculty specializing in supply chain and operations management	Hosted campus tour, welcome dinner and reception, helped Dr. Keith Story (Craig School) with logistics and planning	Favorable feedback by all participants
11	Advanced Olive Milling Seminar	60	California and USA olive millers	Host in collaboration with two industry members	Favorable feedback by all participants
12	Backyard Chickens Workshop and Video: visiting scientist Dr. Sara Orłowski, with Dr. Katy Tarrant	0	Community	Host	<ul style="list-style-type: none"> Not enough registered; initiated video taping of workshop content for future project development
13	Incorporating Molecular Techniques Into Agriculture Research: visiting scientist Dr. Rebecca Bollinger, with Dr. Tarrant, grad student training, published 2 papers	10	Fresno State	Host	<ul style="list-style-type: none"> Training of multi-disciplinary faculty and graduate students Published two academic papers
14	ARI Executive Director David Still + 3 Center Directors	4	ARI Executive Director David Still + 3 Center Directors	Host	Favorable feedback by all participants
15	Department + IFA lunches	4 events 8-15 people/ event	Agribusiness Animal Science and Ag Ed Food Science and Nutrition Child and Family Studies	Host	Favorable feedback by all participants
16	Parking Lot Potluck	2 events 8-15 people/ event	Faculty and staff who park near the Old CATI building and friends	Host	Favorable feedback by all participants Some participants had never met each other and/or had no idea of roles on campus

FINANCIAL STATEMENTS

Dept Fdescr	Fund Fdescr	Class	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year		
34279 - Institute for Food&Agriculture	90000 - TF-CSU Operating Fund	00000	604 - Communications		1,480.00	0.00	(1,480.00)			
			606 - Travel		4,535.76	0.00	(4,535.76)			
			616 - Information Technology Costs		96.10	0.00	(96.10)			
			619 - Equipment Group		5,747.82	0.00	(5,747.82)			
			660 - Misc. Operating Expenses	110,953.00	12,771.43	1,379.20	96,802.37	13%		
		25005	660 - Misc. Operating Expenses	(390.00)	64.48	0.00	(454.48)	(17%)		
		27505	660 - Misc. Operating Expenses		856.41	143.59	(1,000.00)			
		27721	601 - Regular Salaries and Wages	188,153.00	176,858.60	0.00	11,294.40	94%		
			603 - Benefits Group	74,535.19	75,780.51	0.00	(1,245.32)	102%		
			604 - Communications		654.72	0.00	(654.72)			
			606 - Travel	800.00	0.00	0.00	800.00	0%		
			616 - Information Technology Costs	2,000.00	0.00	0.00	2,000.00	0%		
			660 - Misc. Operating Expenses	31,647.00	2,395.75	0.00	29,251.25	8%		
		28334	619 - Equipment Group		4,561.71	0.00	(4,561.71)			
		COV19	601 - Regular Salaries and Wages		50.50	0.00	(50.50)			
			603 - Benefits Group	3.86	3.86	0.00	0.00	100%		
			660 - Misc. Operating Expenses		610.04	0.00	(610.04)			
		90000 - TF-CSU Operating Fund Total				407,702.05	286,467.69	1,522.79	119,711.57	71%
		34279 - Institute for Food&Agriculture Total				407,702.05	286,467.69	1,522.79	119,711.57	71%
		Grand Total				407,702.05	286,467.69	1,522.79	119,711.57	71%

SPACE AND EQUIPMENT UTILIZATION

This was the year of office moving adventures.

1. Fall semester marked the move of IFA from the Old CATI Building at the corner of Barstow and Chestnut to the California Water Institute Building at Bullard and Cedar. This involved not only the physical move of IFA but also the “excavation of treasures” from the CWI building before IFA could set up for daily operations. IFA is very grateful to staff in facilities, warehousing, janitorial, maintenance, and information technology for all of their hard work and contributions. The impetus for this move was to provide space for staff associated with the Center for Irrigation Technology to be more closely together on three corners of the roundabout at Barstow and Chestnut.
 - a. As of 30 June, three CIT employees remain in the building awaiting their time to move.
 - b. Several JCAST faculty have expressed interest in developing lab/office space within FAR and the forthcoming results will be reported in next year’s annual report.
 - c. At this time, the only dedicated lab space in usage is for new product development and is utilized primarily by Dr. Sara Shinn Griffin and her student teams.
2. Spring semester marked the transition to working from home due to COVID-19 and California Governor Newsom’s shelter-in-place order. This included two student assistants, one ASCII, and one director. Kudos are given to Allyson Baldus (ASCII) and the IT staff for making this such a smooth and easy transition.

IFA Conference Room

1. Prior to the move in the fall, IFA had completed renovations of the conference room in the OLD CATI Building: new paint, new carpet, new conference room chairs, and new teaching station/projector. T
2. This room was getting steady use for small group trainings, faculty meetings, guest speakers, etc. by both industry partners as well as JCAST faculty, staff, and students. Reservations could be made via an online calendar.

ADVISORY COMMITTEE MEMBERSHIP

At this time, the Institute for Food and Agriculture does not have an active Advisory Committee. Over the course of the year, we have reached a place where we have qualified staff, accurate records, and suitable physical space where we can feel comfortable opening ourselves up to the scrutiny and recommendations of industry experts.

The following individuals have previously served as the IFA Industry Advisory Committee. No advisory committee meetings were held during the 2019-2020 year. Clarifying and formalizing the industry advisory committee members, roles, and terms is a priority for 2020-2010.

1. Barry Bedwell
2. Ryan Jacobsen
3. David Krause
4. Dennis Parnagian

5. Vincent Richuitti
6. Jimmy Maxey
7. Roger Sturdevant
8. Sarah Woolf
9. Andrei Mikhalevsky

GOVERNING POLICIES

At this time, the Institute for Food and Agriculture currently does not have written governing policies. Hence, during the past academic year, there were no changes.

2020-2021 GOALS AND OBJECTIVES

1. Customer Service

- a. Maintain exceptional customer service to IFA faculty and staff with regards to all post-award financial management and reporting.
 - i. ARI
 - ii. All other grants
 - iii. Contracts
- b. Provide support to tenure track faculty
 - i. Grants and other fund-raising opportunities
 - ii. Scholarship opportunities
 - iii. Service opportunities

2. Volume of Research and Contracts

Expand the number of applied research projects, scholarly activities, and contracts in which IFA faculty and staff engage.

- a. 50% increase in number of projects
- b. 50% increase in dollars involved
- c. Oversee 3-6 service-learning student projects per semester

3. Scope of Research and Contracts

Broaden and enhance collaborative research and outreach efforts across departments, centers/institutes, and colleges/schools within Fresno State.

- a. 25% increase in number of unique collaborators involved
- b. Work with at least one additional center/institute and one additional college/school.
- c. DASH – Digital Agriculture Solutions Hub
- d. Food Family Farm Month

4. Outreach

Actively pursue opportunities to participate in outreach programs and industry meetings that reflect IFA's core expertise and continue to expand the client base associated with the Institute's mission, thereby building greater awareness of IFA's capabilities in support of California agriculture.

5. Conference

Develop and implement in virtual format the annual Agribusiness Management Conference in collaboration with stakeholders, the agribusiness community and academic professionals to present timely, relevant topics that are relevant to the Central Valley agricultural community at large.

6. Communications

Design and implement a communications program in collaboration with college and university experts and other center directors that highlights applied research taking place within JCAST.

- a. Three centers website portal
- b. IFA website
- c. Social media formats maintained with regular content
- d. Quarterly newsletter
- e. Applied research and researcher features – posters, postcards, videos, etc.

7. IFA Operations

- a. Training
 - i. Maintain required university trainings
 - ii. Each staff person participates in at least one major training relevant to current/future work responsibilities
 - iii. Committee Work – ASCII and Director each serve on at least one college or university committee (preferably a hiring committee)
- b. Strategic Plan
 - i. Develop 3-year strategic plan
 - ii. Based on strategic plan, recruit advisory team members
- c. Documentation
 - i. Process documentation for all administrative tasks
 - ii. Policies and procedures manual
- d. Facilities
 - i. Renaming of building to Food and Agriculture Research (FAR)
 - ii. Security cameras installed
 - iii. Lighting updated
 - iv. Podcast and Editing Rooms created – subject to pending grant award