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Dear Friends,

Today is the last day to register for the OSU Extension annual conference. I would, again, encourage you all to register and plan to attend both days of the conference. There are a great many wonderful sessions to attend, colleagues with whom to network, and innovative ideas to inspire our future work. I look forward to seeing you all there.

Best wishes,

Jackie

LAST CALL: Register for the 2015 Extension Annual Conference! . . .
Join the 350+ people already registered for this year’s OSU Extension Annual Conference!

Today, Tuesday, December 1 is the last day to register for Extension Annual Conference which will be held on December 8 and 9. No late registrations will be accepted. Conference information can be found at https://go.osu.edu/2015EAC. To register visit: https://go.osu.edu/EACregistration. (One day registration is $95; Two day registration is $145).

Also a quick PCard reminder that if you are using your office PCard to pay for lodging for next week’s Annual Conference, (in addition to getting a T# in advance) you will want to visit the Office of Controller’s website at https://controller.osu.edu, go to the Forms section and then Tax Compliance. You should print off the following Tax Exemption Certificates to supply to the hotel.
- State of Ohio Sales and Use Tax Blanket Exemption Certificate
- City of Columbus Certificate of Exemption, Hotel/Motel Excise Tax

Ed Tech Learning Opportunities at OSUE Annual Conference . . .
This year’s Annual Conference theme of “Innovation in Action” provides the opportunity to showcase the programming taking place across Extension. The Ed Tech team will be offering five sessions at this year’s Annual Conference.

Tuesday, December 8
- 2:45 – Taking an Objective-Driven Approach to Technology use in Extension

Wednesday – December 9
- 10:15 – Breaking Down Barriers to Social Media
- 12:45 – eXtension Educational Technology Learning Network: Building Bridges to Innovation in Extension
- 2:00 – Digital Storytelling in Extension Programming (facilitated in partnership with Queenie chow/OSU Digital Union)
- 2:00 – Learn How to Live Stream
Also, a Tech Faire will be held from 8 a.m. til 6 p.m. in the Ohio Stater’s Room, 2nd Floor, Ohio Union. Drop by anytime during this open house-style event.

- Ed Techs, IT support and communications staff will be on hand to answer questions. Educators and other program staff will also be on hand throughout the day to share their innovative programming and tech skills/expertise.
- Pick up step-by-step printed resources, instructables, and 3D printed swag (first come, first served).
- Take your “selfie from the future” at our Back to the Future photo booth complete with BTTF props. Offered in partnership with the Dean’s Conversation on the Future of Extension.
- The Faire will also feature new technology for program staff to consider (MaKey MaKey, virtual reality, 3D printing, etc.)

Silent Auction at Annual Conference . . . (Source: Beth Young)
Thank you to everyone that has contacted me regarding a basket or “Recycled Treasure” for the CES Silent Auction. If you are still deciding, please consider participating in this year’s Silent Auction at Annual Conference – an opportunity for a good cause. Chi Epsilon Sigma (professional association for support staff) sponsors this auction as a fundraiser to honor their best via awards such as the Extension Support Staff Excellence Award.

The Silent Auction will take place in the Great Hall Meeting Room. It will be open both days – Tuesday, December 8th from 10:15 am to 6:15 pm and Wednesday, December 9th from 7:00 am to 1:45 pm. Winners will be announced at the closing session on Wednesday.

Consider this an opportunity for a team project and donate a themed basket or OSU items for the Silent Auction. If there is something unique about your county, consider that as a theme for your basket. If you need suggestions on themes for a basket, please do not hesitate to contact me. Any price range is welcome and we are looking for baskets for both men and women.

We will have a new section at the auction this year – “Recycled Treasures”. If you have a wedding gift that you have never taken out of the box or an old lamp that you have no use for, please consider donating it! Someone may be looking for that item and give it a good home while raising money for CES!

New this year! As a small incentive, we will reward the county basket that raises the most money! We would like to have a basket donated from every county! No basket is too big or too small!

Please email me at young.1414@osu.edu with the theme and/or picture of your donation. If you have any questions or need additional information, please do not hesitate to contact me at young.1414@osu.edu or 513-785-6655.

CES Annual Service Project . . .
Once again the members of Chi Epsilon Sigma will conduct our Community Service project during Extension’s Annual Conference. CES members will be collecting non-perishable food and personal care items, along with monetary donations for the Mid-Ohio Foodbank as part of our community service efforts.

TERSSA Conference Support . . . (Source: Greg Davis)
I’d like to make you aware of one way your unit could help support the national conference of The Extension and Research Support Staff Association (TERSSA) to be held in Columbus Ohio in October 2016.

Before retirement, Keith Smith had pledged $2000 toward the costs of the conference and an additional $3000 contingent on Chi Epsilon Sigma (Ohio’s chapter of TERSSA) securing a match of $3000 in sponsorships. If you are interested in helping to support the conference, you can help in raising the CES match (and more) by tapping available balances from the following funding sources:

1. unrestricted fund series 06xxxx
2. unrestricted money housed in a grants and contracts fund 50xxxx
3. available funding via extension checking accounts
Remember, you would not contribute from restricted funding such as state funds 530801 and 550052 or county commissioner/levy funds 5003/4xx or donor funds 3xxxxx. Should you wish to initiate a transfer, please email Marianne Guthrie (guthrie.76@osu.edu) with your pledge amount and the Org and Fund you would like to use to pay for the support.

**Staples Advantage: Ohio State’s New Office Supply Provider . . .** (Source: onCampus Today)

Staples Advantage is now Ohio State’s office supplies provider. The Staples Advantage supplier website features thousands of office products at significant discounts. Faculty and staff can access the full supplier website in eStores. For highlights of Staples’ user-friendly site, please watch this video tutorial.

-- > Contact: Sherry Huegel at Huegel.1@osu.edu
-- > Read more: purchasing.osu.edu

**Extension Computer Depot Update . . .**

**November 2015 Update** - As of this update the Computer Depot became optional. The CFAES Finance department will charge a $3 monthly fee for each computer that remains in the depot program post the transition.

**Source:** Resources > Extension Computer Depot

**Questions:** Jessi Favret

**First Friday Coffee Break . . .**

Join Ed Techs on Friday, December 4th and the first Friday of every month from 10:00 - 11:00am for a drop-in informal learning opportunity. Extension faculty and staff are encouraged to join our Coffee Break conversations and ask tech-related questions, share resources, or simply lurk and learn!

This month, in addition to answering your Ed Tech questions, we'll highlight Kahoot, a tool that allows you to create quizzes and surveys that you can complete live during classes or programs for instant feedback and loads of learning and fun!

**Use this link to participate in our First Friday Coffee Breaks**

**SAVE the Date, April 8th, 2016 . . .** (Source: Jim Jasinski)

Please consider saving April 8, 2016 for an "Introduction to Entomophagy" workshop to be held at the Nationwide 4-H Center in Columbus. The workshop will be held from 9 am - 3 pm, and is limited to only 50 participants.

What is entomophagy? It's simply about using insects as food, which might be getting a little scarce around 2050 when ca. 9 billion humans inhabit the earth.

The workshop will contain an overview of entomophagy, historical and cultural aspects, nutrition and health, and finally two Ohio based businesses, Big Cricket Farms and Enviroflight, will talk about their vision of using insects to feed people and animals.

**And yes, we will be sampling several kinds of insect fortified food!**

Please mark your calendar now for April 8, 2016 and plan to attend. Look for more details soon, or send questions to Jim Jasinski (jasinski.4@osu.edu) or Ashley Kulhanek (kulhanek.5@osu.edu).

This workshop is funded by an OSUE Innovation Grant.
Policy of the Month . . . (Source: Jeff Dick)

University policy prohibits faculty and staff members from signing contracts on behalf of Ohio State University. The Board of Trustees has identified the Vice President of Business and Finance as the official who is authorized to contract on behalf of the University.

Any contract or agreement that obligates the University for the provision, purchase, or payment of goods and/or services must be processed through the University legal offices for review and approval. This includes all leases for office space and contracts for facility usage, grant applications and contracts for services.

Of particular concern are contracts that promise to “indemnify and hold harmless” the contractor or lessor. The University is not legally able to agree to such terminology but will attempt to work with the lessors to determine acceptable alternatives.

Some contracts require that the University provide proof of insurance coverage; however this process is now a self-service web based process for the lessor. See the link to the self-service site below.

The University will not defend an employee who acts outside his/her authority in signing contracts on behalf of the University and that an employee risks personal liability for satisfying terms specified in an agreement that has not been approved by the University’s lawyers.

Contract processing time can range from a few days for an easy hotel rental agreement to twelve months for office space leases. Please talk with the Business Office about your needs early.

Contracts where OSU Extension is the buyer should be attached to an eRequest along with a Contract Form.

Contracts where OSU Extension is the supplier should be sent to the Leader of Grants and Contracts in the Business Office: Business Operations, 4 Ag Administration, 2120 Fyffe Road, Columbus, Ohio 43210

References:
  • OSU Extension Business Office Website: http://osuebusiness.osu.edu/documents/CanISign.pdf
  • Self-Service Certificate of Insurance Website: http://www.busfin.ohio-state.edu/riskMgt/insCert.aspx
  • Contract Form: http://osuebusiness.osu.edu/forms.php#FormsGen
  • eRequest system: http://erequest.osu.edu/

2013 created by: Cynthia Buxton

Know When to Stop Checking Your Phone and Go to Sleep . . . (Source: Harvard Business Review)
By now we’ve all heard the importance of getting enough sleep. Yet many of us let our technology sabotage us getting a good night’s rest. Research has found that anxiety, due to fear of missing out, plays a major role in how we (mis)use our devices. A majority of smartphone users feel uncomfortable if they aren’t in direct contact with their phones 24/7/365, even waking up to check their phones at night. To reduce your nighttime anxiety and get the sleep you need, practice not reacting to your phone’s notifications. Simply don't check your phone every time it beeps. Try to check your phone only every 15 minutes, then every 30 minutes, then every hour. Once you build up your tolerance, try not checking your phone at all at night. Or if you’re still struggling, keep your phone outside your bedroom at night. It's unlikely you’re missing something that important.

Adapted from “Relax, Turn Off Your Phone, and Go to Sleep,” by Larry Rosen.
Recognize an outstanding CFAES staff member at:
go.osu.edu/OutStandingU

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