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Dear Friends,

Looking for some timely and relevant training? The business office is hosting some sessions over the next few weeks:

**Overnight Travel – Pre-trip training**
This course will cover everything you need to know before you travel; including what is a T number, how to get one and how to prepay expenses.
**Method:** Adobe Connect
**Date:** Friday, April 15, 2016 1:30 – 3:00pm

**Overnight Travel – Post Trip training**
This course will cover everything you need to know after you travel, including how to submit receipts on travel cards, how to get reimbursed for personal expenses and how long you will have to wait for reimbursement.
**Method:** Adobe Connect
**Date:** Thursday, April 21, 2016 1:30 – 3:00pm

**Sales Tax on University sales**
Is your unit selling items that require you to collect and report sales tax? This will cover the process for collecting, reporting and reconciling sales tax when items are being sold via University funds or checking accounts.
**Method:** Adobe Connect
**Date:** Wednesday, April 27, 2016 1:30-3:00pm

**New Employee Overview**
This course will cover the basic topics for new finance employees including support staff, unit leaders and finance managers. We will cover things like terminology, training requirements, who to contact for help and for what areas finance employees are responsible.
**Method:** In Person, Columbus, Location to be determined
**Date:** Friday, May 13, 2016 9:30-3:30

Registration required at: [http://cfaesfinance.osu.edu/Training/cfaes-finance-training-2016](http://cfaesfinance.osu.edu/Training/cfaes-finance-training-2016)

Enjoy!

Jackie
Position Announcements . . .

Program Assistant, SNAP-Ed
Reposted
Mahoning County, Canfield, OH
JR# 415265
1.0 FTE
Deadline Date: April 24, 2016
To Apply

Program Assistant, EFNEP
Cuyahoga County, Cleveland, OH
JR# 416752
1.0 FTE
Post Date: April 2, 2016
Deadline Date: April 17, 2016
To Apply

Congratulations . . .
to the following 2016 Ohio NACAA Communications Award Winners:

Audio Recording: Honorable Mention – Emily Adams, Coshocton County

Personal Column: Honorable Mention – Emily Adams, Coshocton County

Feature Story: 3rd – Emily Adams, Coshocton County

Published Photo & Caption: 2nd – Emily Adams, Coshocton County

innovateExtension Reminder: FREE MONEY + FREE FOOD for YOUR IDEAS! . . .
Registration closes Friday, April 15 for innovateExtension! Join the many teams and individuals on May 12th who have already signed up and you’ll receive the following awesome “swag” just for participating:

• Wreck this Journal
• Brainstorming Notebook
• Slick Water Bottle
• Laptop Decals + Stickers
• 3D Printed Goodies
• Swag Bag
• Other great items (clips, pens, luggage tags, etc.)

As a reminder, each team’s pitch at the end of the event will be your “award application” for funding for your great ideas! The entire day will reflect a grant application process without the boring and tedious work we’re all too familiar with. Imagine receiving funding just for having a day of fun with colleagues, ideation, and a couple hours of planning. Register for innovateExtension now. Note, participating in Ohio State’s Innovate event on May 11 is strongly encouraged for innovateExtension participants, but not required.

Promotion and Tenure Boot Camp 2016 . . .
The P&T Boot Camp will be offered state-wide again in 2016. The boot camp has six – 5 hour sessions (9 a.m. – 3 p.m.). Every session includes training and technical support for participants as they complete a personal work session. The goal is to prepare professionals to be successful in understanding the P&T guidelines and developing their submission for promotion. The cost will be $120 per participant to cover the cost of materials and food. The boot camps will be held at the Ohio 4-H Center. If you are interested in participating, please send an email to Vicki Myers at myers.26@osu.edu. (Dates subject to change with advanced notice.)

2016 P&T Boot Camp -
• July 1
• August 5
• September 2
• October 7
• November 4
• December 2

Northeast Weekly Summary (NEWS) – April 11, 2016 Page 2
The United States Postal Service is reducing the price of postage stamps. In a release, the USPS says the price reduction was mandated by the Postal Regulatory Commission and is the first decrease in 97 years. The new pricing went into effect on Sunday, April 10. Forty-nine (.49) cent stamps will be reduced to .47 cents. Postcards will be reduced from .35 cents to .34 cents. Commercial prices will also decrease. Contact your local USPS for an updated postage chart or visit www.usps.com.

The New Employees Training document has been posted to the Training Tab at http://cfaesfinance.osu.edu. This document will provide direction for new employees regarding the resources available to them.

Ohio State is taking on Michigan in a battle of the fittest. Faculty and staff will track exercise minutes and the university with the highest daily average minutes per participant will be champion. Start gathering your college or unit team of 2-20. Sign up on Monday, May 2. Log your minutes May 2-June 26. YP4H points and prizes will be awarded. Read more and view this video.

• CFAES Weekly News Digest – http://u.osu.edu/cfaesadmin
• Extension Director, Roger Rennekamp – http://u.osu.edu/conspectus/
• OSU Extension Ed Tech – http://u.osu.edu/extensionedtech/

If there are dates that apply to many that you would like to see included in this section of the newsletter, please send them to Vicki at myers.26@osu.edu.

APRIL:
19-20 – Healthy People In-service Days
26 – Legislative Luncheon

MAY:
16 – JCEP Meeting, Carmen Connect

JUNE:
15-17 – ANR Summer Retreat, Hueston Woods Lodge and Conference Center, College Corner, OH
20 – JCEP Meeting, Ag. Admin. Aud.
26-29 – NACDEP & ANREP Conference, Burlington, VT

JULY:
20 – Region CED Meeting, Carmen Connect
24-28 – NACAA, Little Rock, AR
27-August 7 – Ohio State Fair

SEPTEMBER:
12-15 – NEAFCS, Big Sky, Montana
19 – JCEP Meeting, Carmen Connect
19 – EERA 4-H Program Leaders & 4-H Specialists Meeting, Columbus
20-22 – Farm Science Review
28 – Region CED Meeting, F2F, location TBD

OCTOBER:
2-8 – National 4-H Week
4-5 – Comm Dev Retreat
9-13 – NAE4-HA Conference, New Orleans
17 – JCEP Meeting, Ag. Admin. Aud.
18-19 – National TERSSA Conference (Support Staff), Columbus
23-27 – ESP National Conference, Cape May, NJ
26-27 – All FCS Conference, Crowne Plaza, Dublin
NOVEMBER:
1 – 4-H Professional’s Update, 4-H Center, Columbus
2 – Assuring Quality Care for Animals In-service, 4-H Center, Columbus

DECEMBER:
6-7 – Extension Annual Conference, Ohio Union