Dear Friends,

Today is a very special time to show appreciation for those individuals that work each and every day to make Extension and those who work here successful. Please join me in expressing gratitude for all of the professional support personnel who are often the first face or voice our clients encounter, the first level of resource sharing, the ones who keep us organized and on track, and the ones to keep us and our customers wanting to come back. Happy Professional Assistants’ Day! You are wonderful!!!

Jackie

Welcome . . .

Sally Hennessy
Program Assistant, 4-H
Lorain County
hennessy.83@osu.edu
Supervisor: Mary Beth Albright

Best Wishes . . .

- Randy Zondag, Lake County ANR/CED, retirement effective April 30.
- Robert Concitis who has accepted a position with the CFAES Fiscal Office. He will be leaving our ‘Business Office’ but not moving too far away. Congratulations. We’ll miss your travel expertise.
Position Announcement . . .
County Extension Educator, ANR
Lake County, Painesville, OH
JR# 417123
1.0 FTE
Post Date: April 16, 2016
Deadline Date: May 15, 2016
Screen Date: June 1, 2016
To Apply

Summer Student Assistants Needed . . . (Source: Ohio 4-H News and Notes)
The State 4-H Office has several openings for summer 2016 Student Assistants. All positions have flexible work schedules and require a commitment of 35 hours/week. Start dates are dependent on completion of fingerprint background checks so please share this information as soon as possible.

State Office Assistant – May through August at the 4-H Center:
Prepare mailings, copy file and other office needs. Assist with preparation and coordination of activities at special 4-H events. Assist with evaluations, data entry and run reports. Assist with updating websites, data entry and online research. Interested students currently enrolled in college should send a resume to Lisa Jinks at jinks.2@osu.edu

4-H Educational Assistants to work at the Ohio State Fair – July 15 through August 7
Provide assistance in cleaning and painting of the 4-H area in the Youth Discovery Center prior to the fair’s opening. Provide assistance to 4-H Assistant Superintendents in helping with set-up and conducting their respective 4-H educational activities/events/award ceremonies. Assist with daily event/activity registration. Provide information to fair visitors. Interested students currently in college should send a resume to Allen Auck at auck.1@osu.edu.

In The News . . .
Need help identifying a bug? There’s a place for that
WKBN.com
April 18, 2016
Featured: Eric Barrett, ANR Educator and CED, OSU Extension Mahoning County

Please Give to Campus Campaign Today! . . .
There is still time to join your colleagues in supporting Campus Campaign and making your gift count toward our goal of 45% participation!

Remember, it is your participation, not the amount you give that matters. Even a one-time contribution of $1 counts toward the overall percentage of participation from Extension. You can give $1 in cash or check, $5 by credit card, or why not make an ongoing contribution that is automatically deducted each pay period? Just click here https://www.osu.edu/giving/assets/downloads/CC/blank_pledge_card.pdf to find a gift form.

And don’t forget – you get to select the fund you’d like your contribution to support. If you are a current faculty or staff member, you can search for funds to support by logging into the Campus Campaign online giving site at https://www.osu.edu/giving/philanthropy-programs/campuscampaign/ - just click on the big red rectangular button that says, “Give Online or Search for Funds.”

To ensure your gift counts toward our total percentage, please make your gift by this evening, Wednesday, April 27!

Haven’t Identified a Cause to Give to Yet for Campus Campaign? Consider . . . (Source: Jackie Kirby Wilkins)
North East Region OSU Extension Professional Development Fund
Creative programming and professional development of OSU Extension employees in the North East Regional Office and OSU Extension employees in counties located in North East Region
Fund Number: 313293
Support Staff and Program Assistants – Hold the Date(s) . . .
Plans are nearly finalized for the upcoming Support Staff Renew Retreat. The committee has planned a very enjoyable professional development program for the Northeast Region support staff and program assistants. Registration will be emailed soon. Please hold the date(s) for this retreat in Stark County – Tuesday, May 31 (OPTIONAL evening and overnight) and Wednesday, June 1.

Reminder for Bi-Weekly Paid Employees . . . (Source: Amy Burns)
As you may remember from previous benefit communications, staff paid biweekly now have health and welfare deductions taken from 24 pays instead of 26 pays. For two months during the year, the biweekly pay schedule contains three pays during the month. Health deductions will not be taken from the third pay. This includes deductions for medical, dental, vision, flexible spending, short-term disability, voluntary group term life and dependent group term life insurance. This also applies to PHA/PHS for these pay periods.

April is the first month to contain 3 biweekly paydays, so we wanted you to be aware no deductions will come out of the upcoming April pay. Specific benefits question should be directed to OHR customer service at 292-1050.

Ohio JCEP Spring Scholarship . . .
Just a reminder that the Spring Scholarship deadline is Monday, May 2. Take advantage of this opportunity and apply now for funds to attend a summer or early fall training.

Professional Development Scholarships – Current members of Ohio JCEP may apply for up to $750 to support participation in educational events/conferences/or online trainings, pursuit of an advanced degree, or special study assignments. Preference is given to applicants who haven’t received funding in the previous two years. The application is available at www.go.osu.edu/OhioJCEPprofdev. It must be approved by a supervisor.

Completed forms should be sent by email to leeds.2@osu.edu no later than May 2, 2016 at 5 p.m. Supervisor’s approval can be emailed also. A subcommittee of the Ohio JCEP Scholarship, Grants and Recognition Committee will make selections based on award criteria and members will be notified within a couple of weeks.

Drupal Training Invitation – County Websites . . . (Source: Cheryl Buck)
Reminder: (original message sent March 18, 2016)
OSU Extension is offering several additional county website training sessions in May located around the state. Each county website user must be trained before you have access to update your county site. Training includes Drupal-specific instructions, as well as a broad overview of the site and overall expectations for content on the county sites.

The additional sessions will be held:
- May 16 (Mon) – Wooster, Research Services building
- May 18 (Wed) – Bowling Green, Northwest Region office
- May 24 (Tues) – Springfield, Clark County office
- May 25 (Wed) – Caldwell, Southeast Region office
- May 26 (Thurs) – Piketon, South Centers computer training lab

Hands-on training will be held in the morning (9am-noon) at each location. Computers will be provided for the training; we preload information on our computers for your use during training.

Although the training sessions are designed for individuals who have not been trained to date, we still have some room available and previous trainees are welcome to sign up for a refresher. The sessions will be filled on a first come, first-served basis. There is no charge for the training session. Lunch will not be provided.

A work session/time for Q&A will be held from 12:30-2pm. Those who are trained in the morning AND anyone else who has specific questions and wants in-person assistance may attend.

If you want to register for one of the training sessions, contact Bonnie Scranton (scranton.9@osu.edu) by May 2. If you expect to stay or stop by for the work session/Q&A, please let Bonnie know that as well, so we can plan accordingly.
Note: A county website training session in Columbus will be held on June 16 (12-3pm – Kottman Hall). You also need to contact Bonnie to register for this class.

NACAA . . . (Source: Emily Adams)
First Timer’s Webinar.
If you were not able to join the NACAA First Timer’s webinar, you may view the recording at https://meetings.rutgers.edu/p7k6dng0v/. This year’s Annual Meeting and Professional Improvement Conference (AM/PIC) will be July 24-28 in Little Rock, Arkansas. If you attend a conference for the first time within your first 10 years of service, there is no fee for registration.

Registration –
Registration is available at http://www.nacaa.com/. Registration after May 15 will include a $100 late fee.

Buckeye Summit - Follow-Up . . . (Source: Roger Rennekamp)
Last Thursday, members of Buckeye Nation convened at the Ohio Union to address the issue of food insecurity. Proceedings of this inaugural summit can be found at https://buckeyesummit.osu.edu/assets/uploads/event-photos-2016/BuckeyeSummitDayOfReport_reduced.pdf

At the Summit, OSU Extension was featured prominently as one of OSU’s key players in area of food insecurity. While many who attended the Summit were from Columbus or the surrounding area, there is a chance that you may have a few individuals contact your office with an offer to volunteer with local efforts to combat hunger. However, I would not expect that any single office will have a surge of volunteer activity that they can’t easily accommodate.

If you do have individuals who contact your office with a desire to volunteer, ask about their specific interests and talents. Perhaps there is a role for them in one of the programs we operate. However, please feel free to refer them to other community organizations or agencies that may have volunteer opportunities that better align with their passion or interests.

As always, feel free to contact me with any questions you may have. I’ll be particularly interested in hearing of any success stories which result from the Summit.

Additionally – from Mike Hogan (Food Policy Summit Planning Committee)
The Ohio Food Policy Summit will be held on May 3, 2016 from 1:30 to 5:00 PM at the 4-H Center. Registration and complete agenda can be found at http://glenn.osu.edu/food-summit/. Prior to the State Food Policy Summit, a Local Food Council Summit will be held for local food council members from 9 Am to 1:30 PM at the 4-H Center. This event will complement and build upon some of the discussion at the Buckeye Summit on Food Security.

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
Reminder: Signature Program Proposals due May 1... (Source: Ken Martin)

Extension A&P Educators and Faculty

If you are considering submitting a signature program proposal, the completed proposal must be submitted online at the Signature Program online RFP site http://go.osu.edu/SPRfp. Proposals are due May 1, 2016. You are also required to download and complete the “Signature Program Logic Model Worksheet” outlining/identifying program goals and objectives, inputs, outputs, and outcomes http://go.osu.edu/SPlmw. You will be directed to upload this completed logic model worksheet pdf with your online proposal.

The submitted proposals will be forwarded to Administrative Cabinet and to the Signature Program proposal review committee for review. A copy of the Signature Program Guidelines is located online at: http://go.osu.edu/SPguidelines

Children in the Workplace: A Reminder...

With summer upon us, when children are not able to attend school, it is a good time to remind everyone that children are not to be accompanying you to the workplace. The workplace is not to be used in lieu of having regular child care. Further, children should not be brought to work before or after school, camp, or on holidays when school is not in session or children are home for the summer. Having children in the workplace is a distraction for everyone in the office, particularly the parent. This also presents safety and liability risks to the organization.

Parents are responsible for having regular childcare and should plan alternative care well in advance for situations that might require backup care, such as a sick child. If you are experiencing circumstances where you need to identify alternative care, or you have questions, please do not hesitate to talk to your regional director or to OSU’s Employee Assistance Program personnel.

Additional Resources:
- OSU Employee Assistance Program: https://www.osuhealthplan.com/members/ohio-state-employee-assistance-program-eap
- Ohio Department of Jobs and Family Services: Finding Child Care: http://jfs.ohio.gov/cdc/families.stm
- Ohio Child Care Resource & Referral Association (OCCRA): http://www.occrra.org/
- Child Care Resources, Inc.: http://www.childcareresourcesinc.org/

New BuckeyePass Service Coming on May 15... (Source: Todd Piche, OCIO)

The Ohio State University is committed to protecting our institutional and personal data. Over the past few years, phishing and identity theft crimes have increased in the higher education sector. As a result, Enterprise Security is excited to announce a new multi-factor authentication service, BuckeyePass. This new BuckeyePass service will be powered by Duo Security, and is separate and independent from your university password. Your university password will never be shared with Duo.

What is multi-factor authentication?
You’ve probably been using multi-factor authentication without even realizing it. It has been progressively making its way onto banking and credit card sites, and you can even add this extra layer of protection to most social media sites if you choose. For example, after entering your username and password to log in to your account, the site may generate an additional password or code that is sent to your email or cell phone that must be entered before you can finish logging in to the account. That’s multi-factor authentication (Want more info? Click here).

**How will it affect me?**

Beginning Sunday, May 15, users of the following systems will be required to use BuckeyePass to authenticate:

- PeopleSoft Finance
- PeopleSoft eMaterials
- OCIO-managed Cisco AnyConnect VPN
  (This affects **only** users with OCIO RSA Tokens connecting to the OCIO VPN.)
  - OSU-SECURE
  - EDM-Access

You can enroll any time in the next few weeks at buckeyepass.osu.edu. We will send a message with further details as the implementation date gets closer.

If you have any questions, please contact the IT Service Desk at 614-688-4357 (HELP) or 8help@osu.edu.

**Discontinuation of Apple QuickTime . . .** (Source: Matt Devore)

Apple has announced they have discontinued support for Apple QuickTime on Microsoft Windows which means they will no longer provide updates to patch vulnerabilities. There are at least two new vulnerabilities impacting QuickTime for which there will be no patches made available. The Department of Homeland Security’s U.S. Computer Emergency Readiness Team (US-CERT) and Apple are urging anyone who has QuickTime on a Microsoft Windows platform to remove the application immediately.

In most cases, QuickTime is not an important application and users won’t notice whether they have it or not. However, if there are mission-critical cases in your environment which require the use of QuickTime on Windows, please contact CFAES Information Security Officer Rob Clifford (clifford.158@osu.edu) so we can explore alternatives or compensating controls to protect these systems and the business needs they serve.

Our Information Technology Services team has established a strategy to automatically remove QuickTime from the Windows platform on the Columbus and Wooster Campuses but manual intervention may be required at the distributed Extension and Outlying Agricultural Research Station sites. **The removal of QuickTime on Windows is scheduled to begin on Wednesday, May 4, 2016 after classes and finals are over.** In the meantime, IT Services staff will also be reaching out to some of you directly to discuss any concerns and remove QuickTime manually.

**Blog Links . . .**

- CFAES Weekly News Digest – [http://u.osu.edu/cfaesadmin](http://u.osu.edu/cfaesadmin)
- Extension Director, Roger Rennekamp – [http://u.osu.edu/conspectus/](http://u.osu.edu/conspectus/)

**Important Dates and Deadlines . . .**

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.

**MAY:**

16 – JCEP Meeting, Carmen Connect
25 – Newer Educator Meeting, Trumbull County
JUNE:
1 – Region Support Staff Renew Retreat – Stark County
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

OutSTANDING U!