Dear Friends,

The NE Regional Office wishes you a very restful and enjoyable 4th of July.

Best wishes,

Jackie

No Issue Next Week . . .
With the Independence Day Holiday next Monday, there will be no issue of the weekly newsletter. We hope that you take some time to enjoy the long holiday weekend.

New Impact Areas for OSU Extension
As you are probably aware, the Vice President’s Conversations on the Future of Extension provided valuable information that the organization can use to establish a pathway to the future. It is my intention to use information obtained through that process in making decisions related to programming, staffing, and operations.

Data from the conversations suggested that it is time to refresh our program priorities currently expressed as our four impact areas. Accordingly, I initiated a process to develop a new set of impact areas that (1) align with University and College priorities, (2) transcend our four traditional program areas, and (3) capture the spirit of the aforementioned process.

With assistance from the Extension Administrative Cabinet, a draft set of new impact areas was created. The new impact areas were reviewed and refined based on feedback from a focus group of Extension educators and the State Extension Advisory Committee.

At this time, it is my pleasure to release this draft set of impact areas for final review and comment. As currently drafted, the new impact areas are as follows:

- Health and Wellness
- Job Skills and Careers
- Thriving across the Life Span
- Sustainable Food Systems
- Engaged Ohioans, Vibrant Communities
- Environmental Quality
If you have comments or suggestions regarding the impact statements, please send them to Cheryl Buck at buck.19@osu.edu by Friday, June 30 to ensure consideration in this final stage of evaluation. It is our hope to finalize these in early July.

OSU’s Vision 2020
- Access, Affordability, and Excellence
- Community Engagement
- Diversity and Inclusion

CFAES Signature Areas
- Food Security, Production, and Human Health
- Environmental Quality and Sustainability
- Advanced Bioenergy and Biobased Products

Travel and PCard Changes . . . (Source: CFAES Weekly News Digest)

Travel Procedure Changes effective July 1, 2016
In order to create consistency for customers in the Wooster and Columbus Business Operation Center locations we are changing some requirements for travel submissions for quicker reimbursements and better controls.

- eRequest number for PCard and pre-payments required on the Travel Reimbursement Form.
- Agenda for registration is required to be attached to Travel Reimbursement Form (unless already attached to Travel Request).
- Itinerary for airfare is required to be attached to Travel Reimbursement Form (unless already attached to Travel Request).
- Blanket T numbers will be limited to only transportation expenses (no overnight costs).

Purchasing Card (PCard) Procedure Changes July 1, 2016
For All PCard Users:
- Sponsorships guidelines have been added to the supporting documentation requirements. This requires approval from FAES before making the purchase. Sponsorship Guidelines
- PCard Statements: PCard statements must now be reviewed and signed by the PCard manager AND an additional person in the unit. This creates stronger internal controls.
- PCard Statements: PCard statements no longer need to be mailed to the Columbus BOC. (Cards that were reallocated in Columbus previously had to send statements to Columbus). Statements can remain in a file with the PCard manager.
- PCard Statements: The Business Operations Center may periodically request the PCard manager to mail one month’s statement and log to verify that proper procedures are being followed.
- Records Retention: Reminder – PCard statements and logs should be retained for 4 full years. Local copies of support documentation (receipts, attendee lists, packing slips) that have been scanned and attached to an eRequest should be retained for 60 days prior to destroying.

For Extension Only:
- User agreement forms and unit director agreement forms have been eliminated. The only form required for PCard designating PCard authority is completed by the PCard manager at the time of application. Unit directors may still choose to limit who may use the PCard. This simply eliminates the formal process for documentation.
- The Overnight Checkout Form is now optional. It may be used at the discretion of the PCard manager but is not required.
- A Non-Capital Equipment Log is no longer required to be uploaded to the eRequest for PCard transactions. The log should still be updated as purchases are made; it is just no longer required to be attached.

Questions: cfaisbusiness@osu.edu

Changes to Expense Accounts . . . (Source: CFAES Weekly News Digest)
Starting July 1st, units in FAES are required to use the new Standard Expense Account Numbers when submitting or approving eRequest, eTravel or expense related journal entries. The goal of the new list is to simplify the accounting and reporting process and to create consistency among FAES units.
These account numbers should be used whenever possible and it is the responsibility of the unit’s budget approver to review them when approving. In most instances the Business Operations Center will not change account numbers on transactions, but may use discretion if a category change (ex. supplies vs. services) is appropriate.

Use of the full account number list should be rare and should have a reason stated on the request prior to submission. Units that need to use cost of sales, receivable or liability account numbers for their operations may continue to do so.

**New Pay Dates - 2016/2017 . . . (Source: Amy Burns)**

As the fiscal year draws to a close I thought it was important to send out the new pay dates for the upcoming fiscal year (see attached).

Please note the beginning and end dates of each pay period.

For those of you paid bi-weekly, please be sure to submit your timesheets on time. For those of you approving leave and timesheets, please do so on time. If you are going to be out of the office, please discuss the approval with your supervisor, as he/she should have access as a back-up approver.

**2016 CFAES SAC Staff Professional Development Awards - Application Deadline - Sunday, July 1, 2016 . . .**

**ATTENTION ALL STAFF:**

Staff Professional Development Awards Sponsored by CFAES Staff Advisory Council: **Application Deadline Sunday, July 1**

![Staff Professional Development Awards](https://learn.extension.org/events/2679)

**Mental Health Awareness Webinar Recording Now Available . . . (Source: eXtension)**

On Thursday, June 22, two educators from Ohio State University Extension, Hardin County, Jami Dellifield and Amanda Raines, presented an eXtension webinar on “Mental Health Awareness for Extension Professionals.” It was based on a professional development session they led at eXtension’s NeXC2016 conference in March that generated great interest.

Due to popular response both to the conference session and now to the webinar, “Mental Health Awareness for Extension Professionals” has been recorded and is available for viewing at: [https://learn.extension.org/events/2679](https://learn.extension.org/events/2679).
Blog Links . . .
- CFAES Weekly News Digest – http://u.osu.edu/cfaesadmin
- Extension Director, Roger Rennekamp – http://u.osu.edu/conspectus/
- Community Development – http://u.osu.edu/extensioncd/
- OSU Extension Ed Tech – http://u.osu.edu/extensionedtech/

National Meeting Information . . .
- NACAA - http://www.nacaa.com/
  - Registrations after May 15 will include a $100 late fee
  - Hotel Reservations – Opens May 2 - $229.00 per night
  - Early Bird Registration – June 1-July 15 - $450.00
  - Regular Registration – July 15 (@ 9:01 PM Pacific) – August 12 - $475.00
  - Late Registration – August 12 (@ 9:01 PM Pacific) – September 30 - $550.00
- NEAFCS – http://www.neafcs.org/2016-annual-session
  - Hotel Reservations – Open now until August 1 or until sold out
  - Early Bird Registration – by July 15 - $425
  - Regular Registration – by September 1 - $475
  - Late Registration – after September 1 - $525
  - October 24-27, 2016 in beautiful Cape May, New Jersey
  - The site of the 2016 meeting is The Grand Hotel of Cape May. The hotel is located across the street from the Atlantic Ocean beach on the southernmost part of New Jersey. The Grand Hotel of Cape May will be an excellent site to host our meeting.

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.

JUNE:
- 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 All Program Staff Meeting, F2F, R.G. Drage Career Technical Center

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