Dear Friends,

School is back in session in many communities and you can almost feel the excitement of the students, or at least their parents, for the return to class. It's the perfect time for all of us to consider our lifelong learning needs and goals. Fortunately, a few great options are already upon us. The NE Region All-Program Conference is September 28th and will include topics along time management/prioritization, technology, needs assessment, performance management, and program area networking and continuous learning. Also, TERSSA is coming in October (see more below). Please take time to check these and other conferences out.

Be sure to take time to read or listen to books on tape to increase your knowledge and awareness of valuable strategies and tools for professional development. I just picked up a few books: *Getting Things Done—The Art of Stress-Free Productivity* by David Allen and *Mindful Work* by David Gelles. Found a good book recently? Be sure to share your favorites with me and your colleagues. Let's get back to school!

Best wishes,

Jackie

**Director’s Drop-In . . . (Source: Roger Rennekamp)**

As an organization that promotes lifelong learning, it logically follows that we not only provide learning experiences for others, but participate in the continuing education we need to be the best we can be on the job. In addition to the ongoing array of in-service education we offer on an annual basis, a special opportunity for support staff is coming to Ohio this fall.
Ohio is pleased to host the national conference of the Extension and Research Support Staff Association (TERSSA) in Columbus this October. This is a unique opportunity for the individuals with the critical task of the keeping our organization running smoothly to meet with peers from across the country and explore new ways to maximize personal and organizational effectiveness.

This year’s theme is One Voice – For Strength, Unity and Shared Vision. When individuals have opportunities to share their knowledge with others in a spirit of mutual exchange and learning, we all benefit.

If you haven’t already registered, I encourage you to view the agenda online. Come learn from other support staff professionals from across the state and nation. The TERSSA conference offers a great opportunity to strengthen existing relationships, make new friends, and gain skills you can use in your professional and personal life.

### Position Announcements...

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<thead>
<tr>
<th>Office Associate</th>
<th>County Extension Educator, 4-H Youth Development</th>
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<td>Trumbull County, Cortland, OH</td>
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<td>Deadline Date: August 28, 2016</td>
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### Enrollment Closing for Autumn Term Dependent Tuition Assistance...

Dependent tuition assistance applications must be submitted each term. The autumn 2016 term **enrollment window closes Friday (8/26)**. Faculty and staff can apply online using Employee Self Service or paper applications. Students must have their social security number on file with the university bursar to receive the Dependent Tuition Assistance.

- Read more
- Contact or 614-292-4086

### CFAES Staff Awards 1 Week Left!...

Don’t forget to send in your nominations for the following awards – **deadline is August 31, 2016**

[link](go.osu.edu/SAC-recognition-awards)
Search Committee for VP and Dean of CFAES . . . (Source: Bruce A. McPheron, Exec. VP and Provost)
I am pleased to announce the members of the search committee for the next vice president for agricultural administration and dean of the College of Food, Agricultural, and Environmental Sciences. Dr. Karla Zadnik, dean of the College of Optometry and executive dean of health sciences, has agreed to serve as the committee's chair for this pivotal search. In addition, the other committee members are:

- Sheryl Barringer, Professor and chair, Department of Food Science and Technology
- Luis Canas, Associate professor, Department of Entomology
- Vanessa Egbo, Student representative, Department of Food Science and Technology
- Ryan Haden, Assistant professor, Agricultural Technical Institute
- Gonul Kaletunc, Professor, Department of Food, Agricultural and Biological Engineering
- Elizabeth Parker, Associate professor of professional practice, Department of Animal Sciences
- Pierce Paul, Associate professor, Department of Plant Pathology
- Amanda Forquer, Program coordinator, The Ohio State University Extension
- Roger Rennekamp, Professor and director, The Ohio State University Extension
- Mazeika Sullivan, Associate professor, School of Environment and Natural Resources
- David Williams, Dean, College of Engineering

Ex Officio:
- M. Kimberly Lambert, Program director, Talent Strategy, Office of Human Resources

I look forward to meeting with the committee members soon to give them their charge and to launch the search. Dean Zadnik and the search committee will solicit nominations for the new vice president and dean in the near future.

JCEP Fall Scholarship Deadline September 1, 2016 . . . (Source: Rob Leeds)
Take advantage of this opportunity and apply now for funds to attend a fall or winter training.

Professional Development Scholarships are for current members of Ohio JCEP. Members 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. Up to $2000 is available for this February deadline for Ohio JCEP members. Preference is given to applicants who haven’t received funding in the previous 2 years. The application is available at: www.go.osu.edu/OhioJCEPprofdev. It must be approved by a supervisor. This is usually a Regional Director or appropriate Assistant Director.

Completed forms should be sent by email (leeds.2@osu.edu) no later than Thursday, September 1, 2016 at 5:00 PM. Supervisors’ approval can be emailed to me. 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 weeks.

New USDA State Fact Sheets Available . . . (Source: Roger Rennekamp)
The USDA Economic Research Service has updated its data sets on population, income, education, employment, federal funds, organic agriculture, farm characteristics, farm financial indicators, top commodities, and exports for each state in the United States. Some county-level data also is available.


New Account Protection for Employee Self Service Starting Sept. 12, 2016 . . . (Source: Matt DeVore)
“Hacker steals teacher’s direct deposit paycheck: University says too bad, so sad.”

The above headline is from an actual event that took place at Western Michigan University and has been duplicated at other institutions such as the University of Kansas and Boston University.

Over the past few years, OSU has seen phishing (the activity of defrauding an online account holder of financial information by posing as a legitimate entity) and identity theft crimes increase in the Higher Education sector. At universities which were hit first, some employees who have been taken in by phishing emails have had their pay checks rerouted away from their banks to accounts controlled by cybercriminals. Word spread quickly among Higher Education security experts, and by being aware and knowing what to look for, we have so far been able to prevent similar results at Ohio State.
The Buckeye Pass system is one of many steps taken to assist in securing your information.

Beginning September 12, 2016, BuckeyePass will be protecting all our employees personal data found in Employee Self Service. Among other things, Employee Self Service allows you to update your personal data including the bank routing information for the direct deposit of your pay. CFAES Leadership recommends that you register for BuckeyePass before September 12, 2016 to ensure you are able to access your HR information without disruption. If you have not done so by the time BuckeyePass goes live on September 12, 2016, you will not be able to access your information in Employee Self Service until you complete the registration process.

Please refer to OSU’s BuckeyePass Knowledge Base for detailed instructions on how to register for BuckeyePass. If you have any questions during the process of registering for BuckeyePass, please contact the CFAES IT Help Desk or 8HELP.

As mentioned in the headline noted above, the successful phishing attempt resulted in a financial loss for the individual who responded to the phishing attack. If you receive an email which doesn’t look right or you have doubt as to its legitimacy, please contact CFAES’ Information Security Officer (Rob Clifford, Clifford.158). Do not respond to or click on any links within the email. You may also forward the suspicious email to report-phish@osu.edu. As a reminder, Ohio State will never call or email you asking for your password or any other credential. Do not provide this information if requested.

Enroll in BuckeyePass Now: Video Tutorials and a Chance to Win a Free iPad . . . (Source: Matt DeVore)

As previously announced, beginning Monday, September 12, 2016, multi-factor authentication will be added to the Human Resources Employee Self Service (ESS) system. BuckeyePass will provide a second layer of security by requiring not only a username and password but also a notification or numerical code that is sent to the user. You may already be using multi-factor authentication to log in to other accounts at your bank, email or social media sites.

For those desiring additional guidance in understanding the concepts of multi-factor authentication or enrolling devices in BuckeyePass, there are two video tutorials available on BuckeyeLearn that cover these issues in detail.

Video 1: BuckeyePass Overview
This 9-minute video provides a general overview of multi-factor authentication and Duo/BuckeyePass. At the end of this video, you will be able to understand what BuckeyePass (Duo) Multi-Factor Authentication is, know why BuckeyePass is necessary to protect our institutional and personal data, and describe the four options available to use Duo.

Video 2: Enrolling Devices in Duo/BuckeyePass
This 4-minute video provides a demonstration of enrolling devices in Duo. At the end of this video, you will be able to: enroll and manage your devices; and understand how to use the four options available in Duo.

If you are not familiar with using BuckeyeLearn, here are the steps to access the videos linked above:

- Click the link for one of the videos above.
- Log in using your OSU username and password.
- Click the Request button.
- Click the Launch button next to the training you just requested.
- Click the triangular “play” button on the video.

Employees who are enrolled in BuckeyePass by September 9, 2016 are automatically entered in a drawing for a free iPad.

PHA Update . . . (Source: Elayne Siegfried)
Ohio State is committed to providing a healthy workplace environment. This improves the health of individual faculty and staff and produces even more positive results for the university overall.

Annual biometric screenings and the Personal Health and Well-Being Assessments (PHA) help you learn more about your health status. Knowing your biometric numbers can help you understand and reduce your risk for serious illness.

In addition, if you and your covered spouse/SSDP complete these requirements by November 30, you will earn the full 2017 premium credit and eligibility for other rewards.
Action steps:
1. Schedule a convenient and complimentary Biometric Screening
2. Complete your PHA
3. In lieu of having an on campus biometric health screening, take a copy of the Know Your Numbers Provider Form to your annual exam with your Primary Care Provider (PCP). Upon completion, you have the option of entering your biometric numbers into your Personal Health Assessment (PHA) or faxing the Know Your Numbers Provider Form to the OSU Health Plan, no later than 5:00 PM EST on November 30, 2016. OSU Health Plan will upload the results into your PHA. (Submitting the form to the OSU Health Plan is required if you are participating in the YP4H incentive program and eligible to receive bonus point opportunities.) After you complete a Biometric Screening and PHA (including all of the required health values) you’ll receive Medical Plan Premium Credit for 2017.

Information provided by Your Plan for Health shows that 48.9% of CFAES faculty and staff have completed the PHA as of July 31, 2016. I encourage you to complete these requirements to learn more about your personal health and help CFAES continue to be a healthy workplace.

Being actively involved in managing your health is good for you and good for the university. Together we can improve the health and well-being of the Ohio State community.

Please contact Jane Douglas, HR Specialist, (Douglas.170) or call OHR Customer Service (614) 292-1050 or hr@osu.edu with any questions.

New Ed Tech Blog Post: Use RegOnline for Taking Online Registration and Payment . . .

Requiring program participants to print registration forms and mail checks to the office can be tedious. Did you know that every Extension office has the ability to take online registrations and payment for programs using RegOnline? RegOnline is a service available to all CFAES units, including Extension Offices. Read more...

Rainbow Notes: A Colorful Approach to Organizing Notes Across Meetings . . . (Source: Kate Shumaker)

Have you ever been in a meeting and had to dig through pages of notes from past meetings to find something? You should try keeping RAINBOW NOTES! The Women in Agriculture Team has been doing this for the past 2 years and it helps keep us on track. Works great when planning an event.

Start the notes at the beginning of your year (calendar or planning year) with the follow-up of the past year’s event. This text is in black. From there, each new meeting gets a new text color. At the top of the page, put the meeting date and attendees in the new color, so you can track what happened at each meeting.

The best thing about this system is that it allows you to keep everything in one document!

Example:

Sponsors
Heather and Sandy to work on developing sponsors list
In process – Maybe flip breakfast/lunch sponsors, maybe First National/PNC/CSB/etc. as Breakfast Sponsor – send any new sponsor names to Sandy
Sandy has list from last year. Planning to send letters out after New Year. Michelle Specht (Tusc/Car/Jeff/Harr OFBF) interested in being more involved. Consider working with Michelle to get more OFBF sponsors from the East Ohio region. Suggest $100 from each county in Crossroads Region. Sandy to update sponsor letter/form and email to us. If we get more sponsors – could we lower the cost?
Carroll Co. Dairy Promotion Board, PNC, AgLand Country Store,
Letters were sent . . . now do follow-up . . .
Sandy to email letter to team
Confirmed list from 2/17/15: PNC Bank 300, Vance Farms 100, Farm Bureau 700, AgLand Co-op 100, Tusc Co. Pork Producers 100 (making pork breakfast burritos). $1300 total
Farm Credit sponsoring breakfast and youth scholarships 800.
Farm Bureau as sponsor for lunch.
Sandy to f/u with Adina Farms, Carrollton Farmers Exchange and Whitmer’s. Chris to f/u with Ecojiva Solar. Heather to f/u with Tom Stocksdale/First National. Chris to f/u with Sara (Consumers Nat. Bank).
**Call for Proposals . . .**

**NCR-SARE Announces 2017 Call for Partnership Grant Proposals . . . (Source: Mike Hogan)**

The 2017 North Central Region Sustainable Agriculture Research and Education Program (NCR-SARE) Partnership Grant Program Call for Proposals is now available online at [http://www.northcentralsare.org/Grants/Our-Grant-Programs/Partnership-Grant-Program](http://www.northcentralsare.org/Grants/Our-Grant-Programs/Partnership-Grant-Program).

NCR-SARE’s Partnership Grant program is intended to foster cooperation between agriculture professionals and small groups of farmers and ranchers to catalyze on-farm research, demonstration, and education activities related to sustainable agriculture.

Individual grants are limited to $30,000. NCR-SARE expects to fund about 10 projects in the twelve-state North Central Region with this call. A total of approximately $300,000 is available for this program.

NCR-SARE will be accepting online submissions for the Partnership Grant Program. More information about the online submission system can be found in the call for proposals. **The deadline for Partnership Program proposals is October 27, 2016 at 4pm CDT.**

NCR-SARE administers each of its grant programs with specific goals, audiences, and timelines. Funding considerations are based on how well the applicant presents the problem being addressed, its relevance to sustainable agriculture in the 12-state North Central region, and how well it aligns with NCR-SARE’s goals.

Funding decisions are made by a regional Administrative Council (AC), with review from a Technical Committee. The Administrative Council is a collection of producers, university representatives, nonprofit group interests, Extension and NRCS people, other government employees, and agribusiness representatives. This group sets research priorities and recommends projects for funding.

Each state in SARE’s North Central Region has one or more State Sustainable Agriculture Coordinators who can provide information and assistance to potential grant applicants. Interested applicants can find their State Sustainable Agriculture Coordinator online at [http://www.northcentralsare.org/State-Programs](http://www.northcentralsare.org/State-Programs).

For questions or additional information regarding the Partnership Grant Program, contact Beth Nelson or Rob Myers at bethnelson@umn.edu or myersrob@missouri.edu.

**NCR-SARE Announces 2017 Youth Educator Sustainable Agriculture Grants . . . (Source: Mike Hogan)**

Youth Educator Grant projects provide opportunities for youth in the North Central Region to learn more about sustainable agriculture (farming and ranching that is ecologically sound, profitable, and socially responsible). Educators use the grants to encourage young people and their parents to try sustainable practices and see sustainable agriculture as a viable career option. Projects should help youth discover that sustainable farming and ranching is profitable; good for families, communities, and their quality of life; and good for the environment long term. The maximum amount for grants is $2,000, and a total of approximately $20,000 is available for this program.

NCR-SARE will be accepting online submissions for the Youth Educator Grant Program. More information about the online submission system can be found in the call for proposals.

Interested applicants can find the call for proposals online as well as useful information for completing a proposal at [http://www.northcentralsare.org/Grants/Our-Grant-Programs/Youth-Educator-Grant-Program](http://www.northcentralsare.org/Grants/Our-Grant-Programs/Youth-Educator-Grant-Program). You can find more information about sustainability at [http://www.sare.org/](http://www.sare.org/) and in the Youth Education Topic Room at: [http://www.sare.org/Learning-Center/Topic-Rooms/Youth-Education](http://www.sare.org/Learning-Center/Topic-Rooms/Youth-Education).

**Proposals are due by November 10, 2016 at 4pm CST.**

Potential applicants with questions can contact Joan Benjamin, Associate Regional Coordinator and Youth Educator Grant Program Coordinator, at benjaminj@lincolnu.edu or 573-681-5545 or 800-529-1342. Applicants should also contact Joan Benjamin if they need a hard copy or an email version of the call for proposals. There are revisions to the calls for proposals each year, which means it is crucial to use the most recent call for proposals.
Each state in SARE’s North Central Region has one or more State Sustainable Agriculture Coordinators who can provide information and assistance to potential grant applicants. Interested applicants can find their State Sustainable Agriculture Coordinator online at http://www.northcentralsare.org/State-Programs.

**Business Operations Center**

The Convenience Order List for FY17 has been posted to the Resources and Training Tab. Download it today for reference when entering an eRequest. Convenience orders allow for payment by check directly to the vendor with no pre-assigned PO number.

**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**

**NAE4-HA** – http://www.nae4ha.com/2016-national-conference
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

Hotel Reservations - https://www.starwoodmeeting.com/events/start.action?id=1508250964&key=DED

October 24-27, 2016 in beautiful Cape May, New Jersey
- The site of the 2016 meeting is The Grand Hotel of Cape May.

**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.

**SEPTEMBER:**

12-15 – NEAFCS, Big Sky, Montana
19 – JCEP Meeting, Carmen Connect

**OCTOBER:**

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, Massillon

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, Massillon

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