Dear Friends,

At this time of year, it is my pleasure to honor veterans and their families for the many sacrifices they have made and continue to make to preserve the freedoms and security of our great nation. Please join me in honoring them this Friday.

Best wishes,

Jackie

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

I am pleased to announce that I have tasked Karen Argabright to lead an effort in 2017 to conceptualize a model that effectively serves, promotes, and facilitates the learning and growth of all OSU Extension professionals. Karen will focus on this work in her current role as a graduate associate and doctoral candidate in the Department of Agricultural Communication, Education, and Leadership (ACEL) focusing on community and Extension education.

Karen is no stranger to Extension. Her passion for building individual and organizational capacity is evident through her graduate work focusing on organizational development. You may recall having met or worked with her in any number of roles over the past few years. As a graduate student, she has: coordinated professional development events such as new educator workshops, New Employee Welcome Festival, CED Assessment Center, and the Extension Action Leadership Retreat; re-designed OSU Extension’s new employee onboarding process which led to the current New Employee Day 1 Orientation; researched organizational culture via the North Central Region Extension organizational culture assessment; and supported the work of the steering committee and the organization in the Vice President’s Conversation on the Future of Extension. Her motivation and desire to facilitate individual and organizational learning and growth expands our capacity to achieve our goals, thus making her ideally suited to focus on this objective. I hope you’ll look forward to hearing more from Karen regarding this exciting and important work for OSUE.
Strategic Planning Input – Question #2 . . . (Source: Bruce McPheron, Exec. Vice President and Provost)

As we previously shared, Ohio State is embarking on a strategic planning process that will advance our academic mission and strengthen our position as a nationally competitive flagship institution. As we continue to engage with the campus community to seek input that will ultimately inform the overall plan, your response is important. Previously, we asked for you to share what was great about Ohio State; now, we want to hear about opportunities we have to be even stronger. The campus-wide question is open tonight (11/9) until midnight and may be accessed here: http://go.osu.edu/stratplanQ2.

County Highlights First Draft Due . . . (Source: Cheryl Buck)

(From email sent 11/7/16) - A quick reminder that the first draft of your county highlights are due this Thursday by close of business. If you have not done so already, please submit a Word document with impact statements for four (or more) of the six new impact areas. More complete writing process instructions are posted in the Box folder.

BuckeyePass and eReports . . .

Beginning this Saturday, November 12, BuckeyePass will be protecting eReports. As you likely already are aware, BuckeyePass is a multi-factor authentication tool. All employees now use BuckeyePass to access Employee Self Service. You may have already used it to view your paycheck online and to change or renew your benefits during Open Enrollment.

When you use BuckeyePass, you are prompted to enter your password and then a numerical code that is sent to you from Duo, our BuckeyePass vendor. You can choose to receive this code through the Duo app, via text message or by phone. If cybercriminals somehow steal your password, they will not be able to access the systems without this additional code.

If you are already using BuckeyePass for Employee Self Service or any other system, you do not need to take any additional action. You will automatically be able to use it to access eReports.

If you have not yet signed up, go to the Buckeye Pass link to register.

Open Enrollment Deadline . . .

A reminder that the Open Enrollment deadline is approaching - November 15, 2016. If you haven’t yet done so, watch a recorded webinar or register for a live webinar at http://go.osu.edu/learn-oe.

Save-the-Date - RIV Retreat/Work Session – November 30, 2016

The Northeast Region Office has scheduled a RIV Retreat/Work Session for Educators. This session will not have a formal structured agenda but will be used to help each other with writing. If you are seeking promotion or getting started in the RIV system, or just need some help, please let Vicki know you are interested by Friday, November 18th by sending her an email at myers.26@osu.edu. If you are also very comfortable in the RIV system and would like to share your expertise, please let Vicki know this as well.

Please save-the-date of:

Wednesday, November 30th

Time: 9:00 AM – 3:00 PM

Location: Northeast Region Office, 1680 Madison Ave., Wooster, OH 44691

Please bring computers, RIV items, and questions.

Ohio State Goes Electronic for Hiring Forms, Personnel Files . . . (Source: OnCampus Today)

As part of the HR Service Delivery initiative, Ohio State’s HR processes are becoming more efficient and effective with the implementation of electronic hiring forms and personnel records for campus faculty, staff and student employees. Standardized electronic hiring forms reduce data security risks by eliminating manual transfers of hiring paperwork and shortening the time to complete the hiring process. There also are reduced costs of printing and storage, ease of transferring records within the university and less duplicate paperwork.

→ Read more
→ Contact

NOTE: For instructions on handling of Extension personnel files, please refer to the email from Roger Rennekamp sent on 11/7/16 to County Directors – Subject: “Electronic Personnel Filing System Project”.
REMINDER! 1 week left to order a 2017 Planner! Deadline is 11/15/2016. Visit http://go.osu.edu/2017planner to order.

Are you interested in purchasing a 2017 Planner
Designed for OSU Extension Professionals?
Ordering is simple!
Visit http://go.osu.edu/2017planner
or scan the QR Code!

The 2017 Planner measures 8.5” x 11” and includes a 3-year at-a-glance calendar, a state map of Ohio with Counties & EERA’s, Goal Planning, Monthly Checklist, 2-page monthly calendar view, Month in View, Event Summary reporting pages, Travel Log, To-Do List, Notes pages, 2016 Planning Page, 2 Pockets & a pen loop bound together in a professional leather notebook.

For those who prefer the electronic calendar but desire help gathering reporting data and staying organized beyond daily appointments, the Reporting Notebook might be the solution for you. It contains all of the same features as the planner without the monthly calendar pages.

Staff Appreciation Events During the Holidays . . . (Source: Cindy Buxton)
As the holiday season approaches, and many of you are likely thinking about gatherings and/or events for staff, I wanted to make sure I reminded you of guidance regarding event expenditures.

- Holiday events are not allowable but staff appreciation events are – so be sure to reference that on the paperwork correctly.
- Units should spend no more than $30/employee for staff events. While this amount does not include rental fees for space, tables, etc., it does include all food, beverage, entertainment, games, and gifts
- This amount is a maximum not a minimum as a leader you need to decide what is best for your staff and your budget.
- Please do not use commissioner appropriation or levy funds for these expenses.
- All expenditures need to be pre-approved by an individual one level higher than the unit leader CEDs should get RD approval, RDs should get Roger’s approval.
- Gifts to employees may have payroll tax implications – ask Cindy Buxton prior to purchasing.
- Gift cards of all dollar amounts are taxable to employees.
PHA Deadline Approaching . . .
If you have not participated in a biometric screening in 2016 (and completed your Personal Health Assessment/PHA), November 30 is the deadline! Completing these requirements by November 30 will lock in the full 2017 premium credit and provide valuable personal health information for employees and spouses/same-sex domestic partners. Learn More

Distinguished Service Award Call for Nominations . . . (Source: onCampus Today)
The Distinguished Service Award was established by the Board of Trustees in 1952 to recognize individuals who have rendered exceptional service to the university. Awards are not made on the basis of long, faithful, or loyal service alone, but rather for service that is truly distinguished. Recipients of this award have provided a broad spectrum of services to the university in both official and unofficial capacities. Nominations due by Friday (11/18). Read more, Contact or 614-292-4953.

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/

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.

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

2017 Dates

JANUARY:
2 – New Year’s Holiday
16 – Martin Luther King Holiday
18 – CED Meeting (by Region, F2F or online)
24 – SEAC & OARDC Annual meeting (TBD) (snow date Jan. 31)
27 – Promotion Workshop, hosted by A&P Committee, 4H Center

FEBRUARY:
7 – 4-H Professionals In-service
15 – CFAES Research and Extension Legislative Luncheon (Ohio Statehouse Atrium)
16-17 – Tri State Diversity Conference, Cincinnati Airport Marriott, Hebron, KY

MARCH:
29 – Northeast Region SNAP-Ed Meeting @OARDC (snow date March 31)

APRIL:
2-5 – PILD Conference (Crystal City, VA)
12-14 – Extension Educator Workshop and Cabinet Retreat

MAY:
29 – Memorial Day Holiday

JUNE:
7-9 – ANR Retreat, Geneva on the Lake (tentative)
11-14 – NACDEP/CDS National Conference, Big Sky, Montana
13 – SEAC Committee Meeting (TBD)

JULY:
4 – Independence Day Holiday
9-13 – NACAA National Conference, Salt Lake City, UT
19 – CED Meeting (online)

AUGUST:
24-25 – CFAES Congressional Assistant’s Tour (Wooster)

SEPTEMBER:
4 – Labor Day Holiday
19 – Celebration of Ohio Agriculture Luncheon
19-21 – Farm Science Review
21 – Celebration of CFAES Luncheon
21-22 – TERSSA National Conference, Ashville, NC

OCTOBER:
8 – ESP National Conference, Wilmington, NC
16-19 – NEAFCS National Conference, Omaha, NE
17 – SEAC & OARDC Committee Meeting (TBD)
18 – CED Meeting (by Region, F2F, location TBD)
23 – Animal Sciences In-service
24 – 4-H Professionals In-service

**NOVEMBER:**
10 – Veteran’s Day Holiday
12-17 – NAE4HA National Conference, Indianapolis, IN
23-24 – Thanksgiving Holiday

**DECEMBER:**
? – Annual Conference
12 – Pesticide In-service for Educators
25-26 – Christmas Holiday