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Dear Friends,

Our thoughts and prayers go out to all of those affected by yesterday’s senseless violence. We are grateful to our OSU leadership and OSU campus police for saving many lives.

Best wishes,

Jackie

Events of Monday, November 28 . . . (Source: Elayne Siegfried)

As you know, there was an active crisis situation on campus today. The campus police, Columbus police and all first responders did a great job of responding to the situation. Our thoughts and prayers are with those injured and their families.

We know this month has been a difficult time for our College. Ohio State Employee Assistance Program (EAP) offers tools to help you if you would like individual assistance. EAP can be reached at (800) 678-6265 or http://www.powerflexweb.com/1518/loginOSU.html using the user name “buckeyes”. Group counseling sessions are also available for scheduling in your home department or work group. EAP is available 800-678-6265 24 hours a day, seven days a week, or email them at eap@osumc.edu

If you talk to any students who need support, encourage them to contact Ohio State Student Life Counseling and Consultation Services at (614) 292-5766. -- Additional student counseling resources are now present and available at the following main campus locations:

- 4th floor Youkin Success Center
- 1030 Lincoln Tower
- RPAC in B145
- Ohio Union in Performance Hall

Counselors at each of these locations will be available until 8 p.m. this evening. After hours, the number to contact student resources is 614-292-5766.
Register by Noon Nov 30: 2016 OSU Extension Annual Conference. . .

Registration is now open for the 2016 OSU Extension Annual Conference! [go.osu.edu/EACregistration]

- One-day registration: $95
- Two-day registration: only $145

Registration Deadline: Wednesday, November 30, 2016 at Noon (12 PM) - No late registrations will be accepted.

For updated conference information, visit: [go.osu.edu/2016EAC]

Jared Morrison (morrison.332@osu.edu) and Julie Fox (fox.264@osu.edu), Co-Chairs, 2016 Extension Annual Conference Planning Committee.

Biometric Screenings and Flu Shots at 2016 Extension Annual Conference . . .

The 2016 Extension Annual Conference Planning Committee is excited to announce that we will again be offering biometric health screenings and flu shots at the conference this year on Tuesday, December 6 in the Round Meeting Room. For full details and registration instructions click here!

Unfortunately, the nurses are not available to offer their services on Wednesday. For those who are unable to make an appointment at Annual Conference, please contact the OSU Your Plan For Health (YP4H) for more information on completing your screening: [https://yp4h.osu.edu/contact]

The first form on this web page can also be used in place of an on-campus screening: [https://yp4h.osu.edu/forms-and-downloads]

We look forward to seeing you in a couple of weeks. We will send another update with opportunities at the beginning of December. Happy Holidays!

Chi Epsilon Sigma Silent Auction . . .

Thank you to everyone that has contacted me regarding a basket or “Recycled Treasure” item for the CES Silent Auction. If you are still deciding on whether to donate, it isn’t too late!

As an incentive, we will reward the county with the basket that raises the most money with a cash prize! We would like to have a basket donated from every county! No basket is too big or too small!

The Silent Auction will take place in the West Ballroom. It will be open both days of the conference and winners will be announced at the closing session on Wednesday.

If you have any questions or need additional information, please do not hesitate to contact me at young.1414@osu.edu or 513-785-6655.
Just a reminder, please consider participating in this year’s Silent Auction at Annual Conference – an opportunity for a good cause. Chi Epsilon Sigma (professional association for support staff) sponsors this auction as a fundraiser to honor their best via awards such as the Extension Support Staff Excellence Award.

Whether you are a county office, region or campus, etc. consider this an opportunity for a team project and donate a themed basket or OSU items for the Silent Auction. If there is something unique about your county, consider that as a theme for your basket. As a small incentive, we will reward the county basket that raises the most money! We would like to have a basket donated from every county! No basket is too big or too small! If you need suggestions on themes for a basket, please do not hesitate to contact me. Any price range is welcome and we are looking for baskets for both men and women.

We will have the “Recycled Treasures” section again this year. If you have a wedding gift that you have never taken out of the box or an old lamp that you have no use for, please consider donating it! Someone may be looking for that item and give it a good home while raising money for CES!

Please email me at young.1414@osu.edu with the theme and/or picture of your donation so we can start advertising the Baskets and “Recycled Treasures” items.

Reminder – Personnel Files . . .
Excerpt from email from Roger Rennekamp sent on 11/7/16 to County Directors – Subject: “Electronic Personnel Filing System Project”

As one would expect, large institutions like The Ohio State University are embracing digital storage of documents. In keeping with that trend, the University has recently announced a move to digitize its personnel files. This, of course, is a large project and we need your help in making this transition. The first step of the process involves collecting the existing personnel files from all of the county Extension offices. The Human Resources team assigned to support OSU Extension has been asked to assist with this process. Below are the steps that need to be followed to ensure that the right documents are transferred to campus in a secure and timely fashion.

- Review each file to ensure that the correct documents are present. See the attachment for a list of what should be included in each file. (Any documents not included on the list may be placed in a supervisor’s file. This is a file a supervisor keeps on each employee and can contain personal notes, copies of documents from the personnel file, etc.)
- Place all personnel files into boxes.
- Label the boxes with the county office name and number individually.
- Please complete the attached “Personnel File Chain of Custody” document. Make sure to indicate the name of the individual who verified and packed the documents and the date on which that was done.
- Bring the boxes to Extension Annual Conference (or your designee). The HR team assigned to Extension will be in a designated room. This location will be shared once a room is assigned. If you will be in Columbus prior to the Extension Annual Conference and would like to bring your box(es) earlier, please make arrangements with Toni (bahnsen.9@osu.edu), Amy Burns (burns.897@osu.edu), Kate Lobley (lobley.82@osu.edu), or Glenda Strickland (strickland.143@osu.edu) in advance to ensure that they will be available to receive the box(es).
- There is no need for you to keep copies of the files. Doing so, will increase liability and decrease the ability of the University to ensure that restricted data is protected.

Faculty Emeriti Requests . . .
As a reminder . . . Faculty emeriti requests received by the department chair will be forwarded to the college, university and Ohio State Board of Trustees for final approval.

Refer to the Office of Academic Affairs http://oaa.osu.edu/assets/files/documents/facultyappointments.pdf for additional information. The Board of Trustees meets approximately 6 times a year. For a schedule of meetings, refer to the following web site: http://trustees.osu.edu/about/meetings-and-minutes.

To ensure the Board of Trustee reviews the request prior to the faculty retirement date, it is necessary to submit at least 90 days prior to the selected retirement date the following:
Faculty shall submit a letter addressed to the department chair stating their retirement effective date. If an eligible faculty member is requesting emeriti status, the request shall be included in the retirement letter. Copies should be sent to the supervisor and the Extension HR unit.

2. If requesting emeritus status, in a separate document include a brief statement of major accomplishments and successes as a faculty member (two to three brief paragraphs, no more than half a page).

See the attached workflow document as an overview of the process.

Note: The Office of Academic Affairs form 207 must be received by the Board Of Trustees prior to the faculty retirement date or the emeriti effective date may not immediately follow the faculty retirement date.

USAC News...
We Need Your Input!
The Staff Compensation and Benefits Subcommittee of the University Staff Advisory Council is actively seeking feedback about a variety of topics to help guide their work. They have been focused on a variety of topics this year and are interested in hearing from you to ensure they are on the right path. Please follow the link to complete a 5-10 minute survey.

Staff Manager Development Grant Applications Now Accepted Year Round
The Staff Manager Development Grant provides staff managers with an opportunity to increase their managerial skills and effectiveness. Eligible staff members can apply for a Staff Manager Development Grant of up to $1000 for individuals. The grants provide financial support to assist staff managers seeking to sharpen management skills, encourage participation in activities that further professional development and enhance behaviors that support the university's values. Applications should be submitted one month prior to the development activity to allow time for review and registration if the grant is awarded. Read more

Staff Career Development Grant applications will be available in January 2017.

Reduced Tuition Structure for Summer Term 2017 Approved . . . (Source: onCampus Today)
Ohio State’s summer course structure allows for a variety of four-, eight-, and 12-week classes to give more opportunities to make progress toward their degrees. Summer Term 2017 also offers tuition discounts for all campuses. Read more

New Ed Tech Blog Post: November Coffee Break Recording - Maker Movement . . . (Source: Danae Wolfe)
If you weren’t able to participate in the November 4th Coffee Break, featuring guest host Mark Light talking about the Maker Movement, you can watch the recording here! Explore the many opportunities for Extension to get involved in the Maker Movement.

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.

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

DECEMBER:
6-7 – Extension Annual Conference, Ohio Union
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)
24 – 4-H Professionals In-service
25 – Animal Sciences 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