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Dear Friends,

Well 2016 is in like a lion! We got our first round of snow that has decided to stick around for more than a few hours and some incredibly chilly temperatures. We are looking forward to a very exciting year full of changes, transitions, and endless opportunity for our region, college, and university. I hope you all took some well-deserved time with friends and family over the last week. I had a fabulous time catching up with family when the New Year’s party was unexpectedly moved from Toledo to my house. A bit of cognitive restructuring allowed me to see this as an added opportunity to complete some additional home improvements before guests arrived. I also spent some time finalizing some 2016 resolutions. My primary resolutions include:

- Health (cycling, menu planning, and sleep)
- Creativity/Spiritual (art, meditation, prayer, and mindfulness)
- Work/Balance (prioritization, organization, and letting go of what is not mine…)

Some of my favorite new tools/apps for keeping me on track are included in the NEWS below. I hope you enjoy them and/or will share some of your approaches to creating and maintaining a healthy and vibrant lifestyle via our tips and tools section of the website ("APPsolutely Spectacular" and "Have you tried…") http://northeast.osu.edu/employee-resources/tips-tools. One of our office resolutions is to give the NEWS and our website a full makeover. Look for updates soon.

A special welcome is extended to our new director, Dr. Roger Rennekamp. I know he intends to get out to the counties and meet many of you soon. We will also be welcoming at least another seven educators, another two program assistants, and two office associates in our region in the next few months!!! Over half of these are new positions and I am diligently working on at least another two new educator positions within the next quarter. I encourage you to reach out to all of our new colleagues and show them what is so special about working for Extension. I will be reaching out to many of you to identify mentoring and or shadowing opportunities for these newest employees.

Many blessings to each of you in this first week of a great new year!

Jackie
Position Announcements...
County Extension Educator, CD
Medina County, Medina, OH
JR# 414437
Post Date: 01/02/2016
Deadline Date: 01/31/2016
Screen Date: 02/17/2016
To Apply

County Extension Educator, ANR
Jefferson County, Wintersville, OH
JR# 414222
1.0 FTE
Post Date: 12/19/2015
Deadline Date: 01/17/2016
Screen Date: 02/03/2016
To Apply

Program Assistant, EFNEP
Cuyahoga County, Cleveland, OH
JR# 414231
1.0 FTE
Post Date: December 19, 2015
Deadline Date: January 10, 2016
To Apply

Wedding Bells...
Joanna Rini, Medina County CED and Family and Consumer Science Educator, married Alex Fifner on December 19, 2015.

Farewell...
To Sarah Cross, Jefferson/Harrison ANR Educator, who has been offered and accepted a chance to pursue her PhD at Ohio University starting this semester. Good luck and good wishes.

RiV and Associated Documents due January 15...
The following items are due to the Region Office by January 15. Email items to Vicki at myers.26@osu.edu so that she can print for your file.

- Electronic copy of RiV Performance Review (Word or PDF format)
- Copy of Teaching Table from the Dossier Version of the RiV
- Copy of EEET Teaching Summary Table from Debby Lewis/PD&E
- Copy of Peer Letters of Teaching (you only need to submit these letters if we do not already have a copy you sent earlier in the year)

On another note, if you haven’t already done so, please consider granting Proxy rights to me at wilkins.201@osu.edu in your RiV. This will allow me to view your files.

IMPORTANT Research in View (RiV) Reminders... (Source: Debby Lewis)
As you know, Ohio State will be selecting a replacement for Research in View (RiV)...eventually. However, until that happens, we must continue to use RiV to report our annual Extension programming efforts. So here are a few reminders for you...

The deadline to complete your 2015 RiV documentation is January 15, 2016.

We posted a new "OSU Extension RiV Quick Start Guide" and "Extension Annual Report Help Sheet" on our website in October at http://go.osu.edu/OSUeRiVHelp (see "helpful documents"). The quick start guide has 25 tips to help you use the NON-DOSSIER Extension section of RiV. Please make sure you review the section on GOALS. You will be able to access recordings of our RiV training (CarmenConnect...
sessions) at that link as well (see "RiV training recordings"). The recordings have bookmarks in them so you can skip around to the part you are interested in viewing.

**Tip for copying...**Keep in mind this basic principle...Copy PROGRAMS from year-to-year...Copy your EVENTS WITHIN a year only. When you DO copy an EVENT within a year, don’t forget to click the "related" button, which is the very last field in the “copy” window IF the EVENT is a repeat of one you did earlier in the year. Making the EVENT a “related” copy of the original will ensure the event appears as one line in the EXTENSION EVENTS table of your promotion/dossier document.

If you have questions about RiV and how to document your work with OSU Extension, please contact me or Kim Showalter (showalter.56@osu.edu). If you are having technical difficulties with RiV (e.g., your RiV profile is not accessible), please use the riv@osu.edu email address to send a message to the RiV team.

**2016 YP4H Program Now Open! . . .**

The 2016 Your Plan for Health program is now open! If your New Year's resolution includes eating healthier, getting more active, managing stress better or taking charge of your preventive health then there is a challenge waiting for you in the YP4H portal to support your goals!

**Current Challenges:**
- Early Bird Bonus Points
- Team Workout
- Steps
- Healthy Lunches
- Fruit/Veggie
- Hydration
- & More! [Log in to Join](#)

This year, you can earn up to $100 in Amazon gift cards as you participate in challenges and [other YP4H programs](#).

**Deadline:**
Complete an “Early Bird” Biometric Screening by **February 29, 2016** to earn 200 bonus points.

Complete your Biometric Screening and Personal Health & Well-Being Assessment (PHA) by **November 30, 2016** to earn premium credit for 2017. [Learn More](#)

If you have any questions, feel free to browse our [frequently asked questions](#) or email us at yp4h@osu.edu.

**System Update . . .**

***DEPLOYMENT OF INTERNET EXPLORER 11 BEGINS 1/4/16***

As of mid-January 2016, Microsoft will no longer support versions of the Internet Explorer Web browser older than IE11. Many of Ohio State’s key enterprise systems have been tested with IE11 and no major issues have been discovered. However, the eReports service will require some browser modifications by desktop support staff. [Read more](#).

**Updates from University HR . . .** (Source: Amy Burns)

**Enrollment Closing Soon for Spring Term Dependent Tuition Assistance**

The Ohio State University offers eligible employees and their dependents the opportunity to advance their education at Ohio State. For dependent tuition assistance, applications must be submitted each term. Spring 2016 term enrollment window closes Friday, January 15. Faculty and staff can apply online using Employee Self Service or paper applications.

**Update on Form 1095-C Requirements**

As previously announced, a new tax form, Form 1095-C, will be sent to faculty and staff as part of Ohio State's reporting requirements under the Affordable Care Act (ACA). Last week, the Internal Revenue Service extended employer deadlines to provide this form. The Office of Human Resources is working
with Equifax, our tax form vendor, to determine whether this will impact our timeline for providing this form to faculty and staff. We will update you as more information becomes available.

**Staff Career Development Grant Applications Accepted Until January 31**
The [Staff Career Development Grant](http://hr.osu.edu/career-development-grants) provides staff with an opportunity to further their growth and development. Professional development grants are a great way for individuals and groups to identify areas of interest for professional development and have the opportunity to apply for funding.

The [Staff Career Development Grant](http://hr.osu.edu/career-development-grants) awards up to $1,000 for individuals and $1,500 for groups towards professional development, education or training costs related to job and/or career goals. Applications can be submitted through January 31, 2016.

Additionally, the Staff Manager Development Grant is available year-round for managers to apply as professional development opportunities become available. This grant gives managers the chance to enhance their management and leadership skills through participation in management workshops, programs or conferences held at Ohio State. Applications can be submitted at any time.

The Office of Human Resources offers a spectrum of resources, programs and tools to support faculty and staff career growth, and help them be their best selves and do their best work. Visit [gatewaytolearning.osu.edu](http://gatewaytolearning.osu.edu) for more information about professional development at Ohio State.

**BioHiO/CFAES Innovation Seminar Series . . .** *(Source: Shauna Brummet)*
The BioHiO/CFAES Innovation Seminar Series continues with our [January 15, 2016 seminar](http://go.osu.edu/20160115) at 11 a.m. co-located in Wooster and Columbus. The topic is **Innovative Women in Agbiosciences**. We have a stellar panel of speakers to discuss the importance of innovation in their careers. Come to learn, ask questions, and discuss ideas! View or download the [PDF](http://go.osu.edu/20160115). Register easily [online](http://go.osu.edu/20160115).

**Registration for Research 101 NOW OPEN! . . .**
Registration for Research 101 is now open! Please join us for a bountiful line-up of wonderful speakers who will help to build or enhance your knowledge and practical skills in research practices including:
- Research Designs
- Turning your program evaluation into a research project
- Survey Construction and Analysis
- Quantitative Methods
- Qualitative Methods
- Writing for Scholarly Journals and more!

The [attached flyer](http://go.osu.edu/20160115) shows the dates – all programs begin at 9:00 am and will be held in the Gehres Room of the Nationwide and Ohio Farm Bureau 4-H Center.

Click here to register… [http://go.osu.edu/research101](http://go.osu.edu/research101)

**Deadline to register is 5:00 pm, January 15! Cost for all six sessions is $124.**

**OSU CARES Grant Proposals due February 3 . . .** *(Source: Karen Bruns and Terri Fisher)*
OSU CARES grant proposals for up to $25,000 each are due February 3rd, 2016. These grants can support new or expanded community-based work in which you partner with an Ohio State faculty or staff member who does not have an Extension appointment. To learn more about the OSU CARES grants, see [http://osucares.osu.edu/grantsprogram.htm](http://osucares.osu.edu/grantsprogram.htm). If you have questions, please contact Karen Bruns, Leader (bruns.1@osu.edu) or Terri Fisher, Office Associate (fisher.456@osu.edu).

Additional grants that can help you connect and collaborate with your communities and with colleagues across campus are listed at [https://oaa.osu.edu/ccgrants.html](https://oaa.osu.edu/ccgrants.html). Many of these grants also have a February 3, 2016 deadline date. Apply today!
**Save the Date – Aging In-Service . . .**
When: **February 15, 2016**
Time: 9:00am – 4:00pm
Where: 4-H Center

Topics include:
Aging Smart (training)
Master of Money (training)
Matter of Balance (presentation)
Topics in Gerontology (presentation)
Round table discussion

**Registration will be coming soon!**

**CFAES Leadership Blog . . .**
The college has established a new blog that will feature our college leadership sharing their experiences, reflections, updates and/or opportunities they wish to share in their role. Our first blog post is provided by Ron Hendrick, Acting Vice President and Dean, reflecting on 2015 and anticipating great opportunities in 2016.

**Have you Tried . . . New Year’s Resolution and Organization Apps . . .** (Source: Morgan Domokos)

What I like about Pledge:
- I can set daily or weekly habits and customize the reminder and frequency.
- It keeps “score” of whether or not I followed through. The app tracks your current streak and shows you what your record is.
- Remember, it takes 21 days to make something a habit!

[NOTE: The iPhone equivalent is Productive Habits app]
What I like about Weekly Planner:

- I can set reminders for a specific day or days, weekdays, weekends, everyday
- The notification is very subtle and says “swipe when done”
- I can turn the plan on/off (vacation)
- It has allowed me the ability to EXIT Outlook and check when reminded.
- I can look at my daily overview or my big plan

**Drafting SMART Goals and Objectives APP . . .** (Source: Jackie Kirby Wilkins, Excerpted from New(er) Educator's First Monday's Connect Session on “Setting Effective Performance and Professional Development Goals” held January 4th, 2016.

The full recording is available at: [http://carmenconnect.osu.edu/p23i3510rl4/](http://carmenconnect.osu.edu/p23i3510rl4/)

This APP allows you to draft, tweak, and refine SMART goals while receiving interactive feedback around the quality and clarity of your goals. Happy goal setting!

**CarmenConnect Computer Connection Instructions . . .**

All features of CarmenConnect (= Adobe Connect) will not work with Google Chrome! Specifically, Google Chrome won’t allow you to install an important Adobe Add-in that lets you share your desktop.
- It is highly recommended that you use a USB Headset with built-in-microphone.
- Accessing the call using your built-in computer microphone and speakers produces feedback for everyone on the call.
- Connect your headset to your computer and allow enough time for the computer to recognize your headset

**NOTE:** if at any time you see a small popup screen titled “Adobe Flash Player Settings”; always click “Allow.”

Once you are logged into meeting room you will see a toolbar at the top. Click on the dropdown menu next to the tiny phone icon: click on “Connect My Audio”

- A pop-up screen will appear titled “Join Audio Conference”
- Make sure to click on the circle to select “Using Computer”
- The pop-up screen will change showing “Using Computer” has been selected
- Click the “Join” button
• You will see that the tiny phone icon has now changed to a green old fashioned microphone icon
  o Click the dropdown arrow to the right of the microphone to adjust the volume of your microphone

To join the Audio Conference by phone click on the circle to select “Dial-in to the Audio Conference via Phone”, dial the number, and enter the participant code for the meeting.

If you are still having connection problems:
Click on “Meeting”
• Select “Audio Setup Wizard”

• There will be a series of successive pop-up screens, each titled “Audio Setup Wizard”
  o You can “click through” these screens by clicking on the “Next” button.
  o Stop at “Audio Setup Wizard” – Step 2 (4)
    ▪ Use the drop-down menu button to select your microphone; example: “Headset Microphone (2 – Logitech USB Headset)”
- If you don’t see your headset listed, it means your computer has not recognized your headset: try disconnecting the headset from the USB port and reconnecting. MAKE sure to give your computer enough time to recognize the installation; this may take several minutes.
- Click through the screens until you see “Audio Setup Successful” and click on the “Finish” button.

Recognize an outstanding CFAES staff member at:
go.osu.edu/OutStandingU

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