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North East Weekly Summary (NEWS)
January 12, 2015

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Position Announcement . . .
County Extension Educator, Agriculture and Natural Resources - 100.0 FTE%
Trumbull County / Cortland, Ohio
Job Req: 400890
Deadline: February 15, 2015
To Apply

Outreach and Engagement Grant Opportunities – Proposals due by February 16 . . .
OSU CARES/OSU Extension, the Service-Learning Initiative and the Office of Outreach and Engagement are pleased to offer this year’s OSU CARES/OSU Extension Seed Grants, Service-Learning Grants, and Engagement Impact Grants to support scholarly engagement efforts of university faculty and staff.

More than $300,000 is available to support programs that establish and expand innovative, creative, scholarly engagement to address compelling challenges and critical needs in communities. The proposal submission deadline is February 16 (4pm).

January 22 Information Session: An information session will be hosted on January 22 at 11am (location TBD). For more information, visit http://outreachgrants.osu.edu.

University Outreach and Engagement Recognition Awards accepting applications . . .
The Offices of Outreach and Engagement, International Affairs, Service-Learning, Student Life and Undergraduate Education have joined together to recognize faculty, staff, students and community partners with the University Outreach and Engagement Recognition Awards program. Awards will be given in the community engagement, international engagement, service-learning, staff, student, student group and community partner categories. A total of $21,000 will be awarded. Applications are due Feb. 16.

To submit an application: http://go.osu.edu/oeawards

Contact: 247-7795 or outreach@osu.edu

Tri-State Diversity Conference Diversity Champion Award – Nominations due by February 16 . . .
The goal of the Tri-State Diversity Conference (to be held February 19-20) is to network and link people and resources together to better integrate diversity into programs, policies, and practices for creating community well-being. The 2015 theme is “reThinking Diversity: Addressing the Cultural Shift in America.” For more information, visit http://ces.ca.uky.edu/tristatediversityconference.

The 2015 nomination form for the Tri-State Diversity Champion Awards is attached; the form is also available on the conference website. Please nominate yourself or others for one of these awards. The nomination deadline is January 16. Send nominations to Pat Holmes at holmes.86@osu.edu. An individual award and a team award will be presented during the Tri-State Diversity Conference luncheon on February 19.
2015 YP4H Program Now Open! . . .

The 2015 Your Plan for Health program is now open!

If your New Year’s resolutions include 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 help you get results! Login to view current challenges. This year, you can earn up to $125 in Amazon gift cards as you complete various challenges.

Want to learn more about the premium credit and medical plan choice requirements for this year? Click here to view.

New this year: Learn about bonus point opportunities you can earn for having an "early-bird" biometric screening and/or meeting three of five biometric outcomes.

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

Staff Grant, Award Opportunities . . .

Staff Career Development Grant applications
The Staff Career Development Grant provides staff with an opportunity to further their growth and development. Eligible staff can apply for a Staff Career Development Grant of up to $1,000 for individuals and $1,500 for groups. Grants can be used for professional development, education or training costs related to job and/or career goals. Applications are being accepted until Saturday (1/31).

Click here to view.

Distinguished Staff Award nominations
Nominations are open until Monday (2/9) for the Distinguished Staff Award, which honors 12 outstanding staff members for their significant leadership, accomplishments and service to the university. Award recipients are selected based on how they have enhanced the quality of work life for colleagues or customers; provided outstanding service to university stakeholders; developed creative solutions to increase department or university operations; or demonstrated one or more of the university’s values.

Click here to view.

Distinguished Diversity Enhancement Award nominations
Nominations are open until Monday (2/9) for the Distinguished Diversity Enhancement Award, which celebrates and rewards diversity efforts on the Ohio State campus. Nominees may include campus organizations, academic units or teams, students, alumni, faculty or staff who have implemented policies, procedures, or programs to enhance diversity on the basis of any diversity qualities.

Click here to view.

Extension Items Due This Month . . . (Source: Cindy Buxton)
The following items are due this month for County Extension offices and those with Extension checking accounts. Please take note.

County Appropriation Authorization Form – Due 1/31/2015
http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/County%20Appropriation%20Form.pdf
to report appropriation awards and request the Business Office to invoice for appropriations and other contracts

December Bank Reconciliation Form and December Bank Statement – Due 1/31/2015
http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/BankReconciliationForm%20Jan.xlsx
to report bank reconciliation and statements in January for local checking accounts

Insurance Reporting Form – Due 1/15/2015
http://cfaesfinance.osu.edu/node/84/insurance-reporting-form
to report insurance activity in the checking account for FY14. Report even if you had no activity
Extension Checking Account Signature Authorizations – Due 1/15/2015
http://cfaesfinance.osu.edu/training/procurement/checking-accounts-extension-only/extension-checking-account-signature
to report authorized signatories on Extension bank accounts.

Application for Support for Professional Presentations – Due 1/15/2015
http://cfaesfinance.osu.edu/travel/professional-presentation-support-form-extension
to request transfer of $300 to a University fund to support a presentation completed by an extension employee in 2014.

Sales Tax Reporting Form – Due 1/15/2015 http://controller.osu.edu/forms/SalesTaxReport.xlsx
to report collected sales tax in Extension checking accounts

Other Reminders:
• Mileage rate changed to $0.575 per mile. Travel forms are updated online:
  http://cfaesfinance.osu.edu/forms#TV
• Financial Volunteer Renewal Forms should be submitted for those units that have volunteers collecting money. http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/Fiscal%20Volunteer.pdf
• Credit Card Terminal – those contacted about wanting credit card terminals need to reply to Cindy by 1/9/2015 if they want a terminal in this round of submissions
• PCard Deadline – please have all eRequests approved and complete by 1/28/2015
• eReports ready for printing 1/9/2015

HR Contact Information . . . (Source: Amy Burns)
As you are aware the Human Resources department has reorganized. The College has assigned an HR team to work with Extension. We wanted to forward you a contact list with the areas we support, which is attached. Please do not hesitate to call anyone of us with a question. We will attempt to answer any question, even if the subject is not listed under our name.

Your patience during our transition has been appreciated. You have welcomed our new structure and been extremely supportive, thank you!

We look forward to continue working with you in the New Year!

CFAES Crisis Communications Plan is Updated . . .
The CFAES Crisis Communications Plan has been updated. All CFAES faculty and staff should be familiar with this plan and use it in case a problematic situation arises. Please forward this to all faculty and staff in your unit. The PDF is available at http://cfaes.osu.edu/commtech/resources/crisis-communications-plan.

Questions or feedback may be directed to Martha Filipic, College Communications and Technology (614-292-9833; filipic.3@osu.edu).

Boot Camps 2015 . . . (Source: Jackie Kirby Wilkins)
The Boot Camps (Journal Writing, Curriculum Development, and P & T) will be offered state-wide again in 2015. Each boot camp has six – 5 hour sessions (9am-3pm). Every session includes training and technical support for participants as they complete a personal work session. The goal is to prepare professionals to be successful in developing publications, designing formal curriculum and developing strong dossiers. The cost will be $120 per participant to cover the cost of materials and food. The boot camps will be held at the Ohio 4-H Center. If you are interested in participating, please send an email to Vicki Myers at: myers.26@osu.edu. Just let her know which boot camp interests you (sorry only 1 per year). Sign up soon—space is limited!

Testimonials from Boot Camps:
• “Really helped pull back the veil on promotion and tenure and undusted – what can be a complicated & nuanced process.”
• “This series of lessons was very helpful, well-organized and geared towards helping the participants.”
Boot Camps Schedule – 2015*

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<th>Journal Writing</th>
<th>Curriculum Development</th>
<th>P &amp; T</th>
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<td>September 8th</td>
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*Dates subject to change with advanced notice

[Cost is $120 per person to cover materials and food.]