Dear Friends,

What is this white stuff?! I almost took a sledding holiday today! I am a true believer that winter, if it involves cold weather, should also include snow. I hope you all are enjoying the beauty in this incredibly unpredictable Ohio season. On another note, Valentine's Day is right around the corner. Have you told your fellow co-workers how much you appreciate them in your lives lately? While we no longer pass out cute little cards with candy attached (well not all of us), I hope you take a moment to share how your colleagues enhance your work life. And, of course, be sure to extend your gratitude to loved ones. I thank you each for all you do daily to enrich the lives of those around you and for how much you enrich my world!

Best wishes,

Jackie

Congratulations to . . .
Ashley Kulhanek and colleague, Agriculture and Natural Resources Fact Sheet – Ohio’s Natural Enemies: Funnel Weaver Spiders published/posted on Ohioline: http://ohioline.osu.edu/factsheet/ent-76

Support Vicky’s Fight . . .
Many of you know Vicky Oboy, former 4-H Educator in Carroll County. Having never been a smoker, Vicky was blind-sided with a diagnosis of lung cancer, Stage IV Adenocarcinoma in her lungs, lymph nodes and liver. Vicky is a member of a small group that is able to be treated with a fairly new chemo drug in the form of a pill (at a cost of $16,000 per month). Vicky and her husband, Mark, have two children (Zach, age 13 and Lydia, age 7). Mark is also on the board for 4-H Camp Piedmont. If you would like to make a donation to a fundraiser that has been created for her and her family, visit: https://www.crowdrise.com/supportvickysfightforherfamily.

Staff Advisory Council Spring Professional Development Awards . . .
The CFAES SAC is pleased to offer a Spring Professional Development Award of up to $200 per recipient. The award must be used toward professional development expenses incurred between January 1* and June 30, 2016. Past recipients have used this award for (but not limited to): conference registration fees, hotel and transportation costs, software training.

Applications are due February 21 via email to CFAES-SAC@osu.edu. The application can be completed by visiting this link.

*This award can be used to reimburse an individual or department if expenses have already been incurred.
**Health and Wellness Benefit and Retirement Choices Forums**

The Office of Human Resources offers monthly forums for new hires to learn about Ohio State’s health and retirement plans. New hires have 31 days to make health benefit elections and 120 days to enroll in retirement plans. During these sessions, Benefits Consultants compare medical plan options, review health benefits, and explain retirement choices.

- **Health and Wellness Benefit Forum**, Tuesday, February 23, 12-1 p.m.
- **Retirement Choices Forum**, Wednesday, February 24, 12-1 p.m.

These forums are located at the Office of Human Resources, 1590 N. High St. To register or for more information, visit: go.osu.edu/BuckeyeLearn.

**Reminder: 2016-2017 Educator/Faculty Request for Promotional Consideration Due March 7**

(Source: Ken Martin)

**Extension A and P Educators and Faculty,**

If you are considering a promotion request in 2016, the first step is to discuss this with your Regional Director and/or Assistant Director. You are encouraged to initiate this discussion and provide your supervisor with a copy of your dossier so they can provide informed feedback regarding the potential for your success in this process. If you decide to move forward, note the deadline below for submitting a letter of intent.

To request:

1. a department review for promotion to Educator III or IV,
2. a non-mandatory faculty promotion review, or
3. an untenured assistant professor faculty appointment without a national search

You must submit a letter of intent no later than **midnight Monday, March 7, 2016** to Ken Martin, martin.1540@osu.edu and Lisa Dune, dune.2@osu.edu. The letter should be addressed to: Ken Martin, Department Chair, Ohio State University Extension, 2120 Fyffe Road, Room 3, Ag Admin Building, Columbus, OH 43210. Also, I would recommend sending a copy of the letter to your supervisor.

After the department has received the letter of intent, you will receive a confirmation email. Reference the A&P Promotion Guide or the Faculty Promotion Guide for further details regarding the review and items due. The 2016-2017 guidelines are available at: [http://extension.osu.edu/policy-and-procedures-handbook/vi-promotion-and-tenure](http://extension.osu.edu/policy-and-procedures-handbook/vi-promotion-and-tenure)

Questions may be directed to your supervisor, the Administrative & Professional Promotion Committee Chair, Nate Arnett, arnett.67@osu.edu, the Faculty Promotion and Tenure Committee Chair, David Civitello, civitello.1@osu.edu or I can be reached at martin.1540@osu.edu.

**Signature Programs**

Everyone is asked to be involved in at least one of our Signature Programs each year. This can be a current signature program or a graduated program. Our Department Chair, Ken Martin, will be requesting proposals for a new round of signature programs in the near future. If you have a program that might fit, be thinking about how it could be considered as a signature program.


They recommend talking with your supervisor by April 1 and then submitting your online proposal by May 1. Please give me a call if you are considering applying for signature program status.
Business Office Updated Posted . . .
The Business Office Update for February has been posted to http://cfaesfinance.osu.edu

Link to PDF Update: Business Office Update February 2016 Posted

In this issue:
CFAES Finance Training Offered – Travel, Sales Tax and New Employee Overview.
Non Capital Equipment Logs (Extension) are due 3/31
Upcoming Deadlines
New on the Website

North Central Leadership Conference - Registration Open . . . (Source: Cindy Torppa)

We are thrilled to announce that registration is now open for the Extension North Central Leadership Conference May 2 - 4, 2016, at the Radisson Blu Mall of America in Bloomington, Minnesota. The Radisson Blu is perfectly situated right next door to the Mall of America, which offers premiere shopping, dining, and entertainment options. Our local planning committee is working hard to offer you a great conference that allows for personal and professional development, networking, and fun.

The early-bird registration will be $275 until midnight March 15, at which time it will increase to $300. The hotel block is available until April 11. For your travel plans, the Conference will start with registration from 3:00 - 5:00 p.m. on Monday, May 2, and end at 12:15 p.m. on Wednesday, May 4.

In a testament to the North Central Leadership Conference’s vitality and influence, we received the largest number of workshop submissions to date. This year’s Conference will feature a terrific lineup of presentations contributing to this year’s theme, Developing a Culture of Excellence. The Conference continues to remain true to its mission in supporting emerging and existing Extension professionals in administrative and management roles in the North Central Region.

The Conference aims to strengthen your capacity to support and encourage customer-focused programs; create a climate where you can succeed and contribute; and allow you the space to network with professionals that model a culture of excellence.

Our Conference website is www.extensionnclc.com. We also hope to see you participate in conversations early via our Facebook group.

Editable Social Media Profile Templates . . . (Source: Danae Wolfe)
Social media branding got you down? Use our edit-friendly templates to create beautifully branded social media profile photos for your Facebook or Twitter account. We’ve developed templates in PowerPoint so all Extension staff can quickly and easily create OSU Extension branded profile images.

Visit our Social Media Template Box folder to access the templates along with step-by-step instructions for creating your profile image. We’ve included two templates – one with just the block O bug and one with the block O bug and the scarlet Extension banner. Choose the template that makes sense for your social media account.

If you’d like help learning how to create your social media profile using these templates, join Jamie and Danae on the First Friday Coffee Break with an Ed Tech on February 5 at 10am (TODAY!).

Questions or comments? Let us know!
Buckeye Wellness Innovator Newsletter . . .  (Source: Amy Burns)
I wanted to make you aware, if you are interested, you may subscribe to the Buckeye Wellness Innovator Newsletter via the HR website. Click on the link below, just on the right of the screen you are able to enter your email address to begin receiving the newsletter monthly.

http://hr.cfaes.ohio-state.edu/newsletter/buckeye-wellness-innovator-newsletter

The newsletter provides a wealth of information from updates on points for Your Plan for Health (YP4H), to healthy recipes, to wellness news for the month (FYI, February is American Heart Month).

Professional Development Opportunities in BuckeyeLearn . . .  (Source: OnCampus Today)
Check out available opportunities in BuckeyeLearn, including these upcoming sessions from Human Resources:

- Managing@OSU Building Successful Relationships (2/5): A new manager workshop to help build strong team relationships, foster accountability and get resources
- Paper and Bytes: Policies, Best Practices and Resources for Managing Ohio State Records (2/8): In-person workshop about records retention policies and requirements
- Sexual Misconduct, Sexual Harassment, Relationship Violence Policy (2/10): In-person workshop with information and resources to stop sexual misconduct and remedy discriminatory effects.

To register go to: go.osu.edu/BuckeyeLearn

Finance Training Available . . .  (Source: Business Office website)

Offered this year:
- Travel – Mileage (Adobe Connect) – April 5 – 1:30-3:00
- Overnight Travel – Pre-trip training (Adobe Connect) April 15 – 1:30-3:00
- Overnight Travel – Post-trip training (Adobe Connect) April 21 – 1:30-3:00
- Sales Tax on University Sale (Adobe Connect) – April 27 – 1:30-3:00
- New Employee Overview (In Person, Columbus) – May 13, 9:30-3:30

Ohio Food Code . . .
There have been significant changes in Ohio’s Food Code, and all county offices should expect some questions about Food Safety classes, especially ServSafe. Information can be found from the FCS website of OSU Extension at http://fcs.osu.edu/food-safety/servsafe to route folks to the people in our organization who can help them in their quest to obtain certification. You may find that your county sanitarian is interested in who, from the surrounding area, can help in providing both proctor, exam and classes.