A&P Educator Promotion – GREAT NEWS! . . .

Congratulations to the following A&P Educators receiving promotion in rank effective September 1, 2015:

**Educator III:**
Jenna Hoyt (Ashtabula County)

**Educator IV:**
Rory Lewandowski (Wayne County)

Position Announcement . . .

**County Extension Educator, Family and Consumer Sciences - 100.0 FTE%**
Carroll County / Carrollton, Ohio
Job Req: 406063
Deadline: March 22, 2015
To Apply

Call for Proposals . . .
The call for proposals for the 2015 NCFR Annual Conference — themed "Conflict, Violence and War: Family Risks and Resilience" — includes information about how to submit, NCFR sections, session formats, and other details. The online submission system is now open to your submissions. The submission deadline is 11:59 p.m. Pacific Standard Time, Monday, March 2, 2015.

OSU Extension County Websites – Upcoming Training Opportunities . . . (Source: Cheryl Buck)
As you may know, the OSU Extension county websites are now based in the Drupal 7 content management system. The county website structure and content types are unique to the county sites. CFAES Communications has added monthly Drupal training sessions in 2015 for the OSU Extension county websites.

This training is open to new Extension employees, those who will be handling website responsibilities for their county, or those who would like a refresher. This training will cover the basics of Drupal 7: how to create and edit pages, news items, events, people, and the general guidelines for content placement. Any Extension employee who will be adding or updating content on your county website is required to attend a training session before he or she is given access to the county site.

The Extension county website training sessions will be held on the fourth Friday of each month from 9am to 1pm, starting on February 27. Space is limited and the sessions will be filled on a first come, first-served basis, so email Bonnie Scranton at scranton.9@osu.edu about which session you would like to attend and which county site you will be editing after training. Visit www.go.osu.edu/training for more information.
Important Update - OSU Extension Leadership Search Begins . . .  (Source: Bruce McPheron)

I’m pleased to update all of you on our OSU Extension Director search process. The search committee (listed below), comprised of your peers and colleagues, will meet to receive their charge on Friday, February 20th. I greatly appreciate their willingness to serve in this important role as we seek to identify our next Associate Dean & Director of Extension.

The role of the search committee will be to review and provide input to the position description; identify ideal attributes of candidates for the position; participate in identifying candidates whose applications we might seek; review candidates and participate in pre-screening activities; and provide summary feedback on potential candidates to invite for on-campus interviews. In addition to the search committee, we have engaged the services of Greenwood/Asher & Associates, an executive search firm, to guide us as well as execute important tasks in this process. Their role will include guiding the work of the committee as outlined above, circulating the position announcement through their networks, identifying potential candidates, and assisting with the coordination of pre-screening exercises. This is an open national search to identify an extraordinary leader who can build upon the great strengths of OSU Extension and the College of Food, Agricultural, and Environmental Sciences. I’ll count on the entire organization to make suggestions of and/or nominate exceptional individuals. I am particularly committed to ensuring that we explore diverse and non-traditional pools of candidates to ensure we have identified the best possible individual to lead us into Extension’s second century.

As the timeline and opportunities for you to engage in the process are finalized, we will communicate to the organization through email, a website, and my monthly webinars. I hope you make every effort to nominate candidates, participate in evaluation opportunities, and offer your feedback on our final candidates. Committee members and their affiliations are below:

- Jeff Sharp; Search Chair; Professor and Director, School of Environment and Natural Resources
- Pat Bebo; Leader, Community Nutrition Programs (EFNEP and SNAP-Ed)
- Greg Davis; Professor and Assistant Director, OSU Extension Community Development
- Kevin Harris; Extension Educator, 4-H Youth Development, Butler County
- Melinda Hill; County Extension Director and Extension Educator, Family & Consumer Sciences, Wayne County
- Dee Jepsen; Associate Professor, Food, Agricultural & Biological Engineering, & State Leader, OSU Extension Agricultural Safety & Health Program
- Lee Ann Johnson; Office Administrative Associate, Southeast Regional Extension Office
- Jeffrey LeJeune; Professor and Head, Food Animal Health Research Program
- Laura Lindsey; Assistant Professor, Horticulture and Crop Science
- Carl Maresh; Professor and Chair, College of Education & Human Ecology Department of Human Sciences
- Jeff McCutcheon; Associate Professor and Extension Educator, Agriculture & Natural Resources, Morrow County
- Laquore Meadows; County Extension Director, Franklin County
- Terry Niblack; Professor and Chair, Department of Plant Pathology

Important Notice - Research Audit Scheduled . . .  (Source: Bruce McPheron)

I want to make you aware of an upcoming audit that is being conducted by the OSU Department of Internal Audit. They have initiated new processes and procedures related to research activities, and it is now time for our college audit. Internal audit will be randomly selecting OSP projects in the coming weeks from across all mission areas.

As part of this audit, the Auditors may contact Principal Investigators and their Research Assistants to schedule interviews or gather additional information. These interviews/meetings should last no more than 30 minutes (usually only 15 minutes), and the Auditors will make arrangements to meet the Principal Investigators, research assistants, technicians, and graduate or undergraduate students involved in the research activity, at their labs or offices. Please cooperate and assist the Auditors with their requests. Note: the Auditors have the authority to view all records, including those that may be deemed confidential.
Should you (faculty, staff or students) be contacted by a representative of Internal Audit, it is important that you follow-up with them in a timely manner and meet with them, as requested, and provide any documentation they seek to review.

If you have questions regarding the audit, please contact Eric Bode (.42).

Thanks in advance for your cooperation with this important activity.

**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>July 10th</td>
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*Dates subject to change with advanced notice*

**Managing Multiple Priorities - Save the Date! . . .**
Interested in learning how to manage multiple priorities, projects and deadlines more efficiently? Chi Epsilon Sigma will be hosting a workshop this spring.
Interim Assistant Director Announcement . . . [Source: Keith Smith]
I am pleased to announce that Patricia Bebo has graciously accepted the appointment of Interim Assistant Director of Family and Consumer Sciences. Pat will assume the responsibility of Interim Assistant Director effective April 1, 2015 and will continue until a new Assistant Director is hired. Please congratulate her on her willingness to serve in this capacity.

New Documentation Required for Gifts to Non-Employees . . . [Source: Cindy Buxton]
Gifts to non OSU Employees may be taxable under IRS Regulations. CFAES has the responsibility to ensure that The Ohio State University reports significant gifts to the IRS. For all CFAES units if any gift is provided to an individual for a value of $250 or greater, then it needs to be reported to the appropriate Service Center (Columbus or Wooster) via a Non-Employee Gift Form and the University’s Vendor Setup Form (Page 2 only). The Non-Employee Gift Form also contains a more detailed explanation and guidelines on what needs to be reported. Questions: Cindy Buxton