Northeast Weekly Summary (NEWS)
March 9, 2015

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Family Addition . . .
Congratulations to Abbey Averill, Ashtabula County Program Assistant and her husband, Brian, on the birth of their son, Andrew Paul Averill, born Tuesday, March 3rd at 3:35 a.m., weighing 8 lbs. 8 oz. and joins a little brother, Christopher at home.

Boot Camps 2015: LAST CALL TO SIGN UP! . . .
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). Deadline to signup is Friday, March 13!

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

<table>
<thead>
<tr>
<th>Journal Writing</th>
<th>Curriculum Development</th>
<th>P &amp; T</th>
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<tbody>
<tr>
<td>March 31st</td>
<td>April 14th</td>
<td>July 10th</td>
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<td>May 12th</td>
<td>May 19th</td>
<td>August 7th</td>
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<td>June 9th</td>
<td>June 16th</td>
<td>September 11th</td>
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<td>July 7th</td>
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<td>August 11th</td>
<td>August 18th</td>
<td>November 13th</td>
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<td>September 8th</td>
<td>September 15th</td>
<td>December 11th</td>
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*Dates subject to change with advanced notice

Position Announcements . . .

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

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

County Extension Educator, Community Development - 100.0 FTE%
Cuyahoga County / Cleveland, Ohio
Job Req: 406208
Deadline: March 29, 2015
To Apply

County Extension Educator, 4-H Youth Development - 100.0 FTE%
Holmes County / Millersburg, Ohio
Job Req: 406393
Deadline: April 5, 2015
To Apply

County Extension Educator, 4-H Youth Development - 100.0 FTE%
Lorain County / Elyria, Ohio
Job Req: 406398
Deadline: April 5, 2015
To Apply

Reminder - Non Capital Equipment Logs Due At The End Of This Month . . .
Non Capital Equipment Logs due 3/31/15

Annually we are required to review and update our Non Capital Equipment records to make sure that old equipment that is no longer in use is removed and that new equipment has been added. This can take some time so although this was announced in the January Business Office Update we wanted to give one more reminder before this item is due to the Business Office.

We also use this opportunity to make sure units have the necessary items on file for equipment that leaves the office.

1. Order Non Capital Equipment Tags if you need additional tags to put on items that leave the office. [http://cfaesfinance.osu.edu/forms/NCTags](http://cfaesfinance.osu.edu/forms/NCTags)
2. Check to make sure you have an Equipment Signout Record on file and that people are using it for shared equipment that leaves the office.
3. Check to make sure you have an Agreement for Assignment of University Property Form for all equipment that is assigned to one individual that leaves the office and make sure that this is signed by the Employee’s Supervisor.

Many academic and OARDC units use the PeopleSoft system to track non capital equipment. Please take a moment in the next month or two to make sure your records are up to date.

Extension Units use the Non Capital Equipment Log. This log is required to be updated and signed and sent to the Business Office by 3/31.

If you have a computer ordered through the Computer Depot, you do not include it on your non-cap log. There is a separate log for these and you will be sent that information to verify that it is in your possession.

Common issues with Non Capital Equipment Records:

- **Tag #** missing from the Log or incorrectly recorded on the log – If you are out of tags in your office you can order [more](#)
- **Serial #** missing - find this information on your item
- **Model #** missing - find this information on your item
- **Location or name of person** assigned to equipment - List the location of the equipment or the name of the individual the item is assigned to.
Discarded equipment not moved to Historical Tab of log (Extension units) or removed from PeopleSoft System (Academic Units and OARDC)

- Equipment Sign-out Record not on file for shared equipment that leaves the office
- Agreement for Assignment of University Property Form not on file for assigned equipment that leaves the office

Minors Policy Compliance Update - OSUE County Office . . . (Source: Elayne Siegfried to County Extension Directors)

Please note that in order to be in compliance with the updated Minors Policy 1.50, we are reaching out to all the OSUE County offices to complete several items:

We will be sending the names of those OSUE current employees who need a BCI background check to OHR and Gina Thorpe’s group. You should expect an email communication from them indicating how to obtain your BCI background check. They are familiar with helping all the new OSUE employees during the past two years go through the background checks and have processes for all the counties.

With the help of OHR, the CFAES HR office will be tracking and monitoring the background checks which are required every four years under the Minors Policy.

All faculty and staff at the OSUE county offices must complete the training module developed by OHR through Carmen. It can be found at https://carmen.osu.edu/. Click “join self-enrollment courses,” select “Activities and Programs with Minor Participants” and complete the training.

All faculty and staff must read, sign and agree to abide by the “Standards of Behavior” document that is attached and available at http://hr.osu.edu/public/documents/policy/resources/150standards-emplvol.pdf. When complete, the document must be sent to the attention of Kaylee Buzard (Buzard.19).

Please let me know if you have any additional questions regarding the above requirements.

2015 Diversity Leadership Symposium . . . (Source: Kathy Lechman)

I am pleased to share that registration is open for the 2015 Diversity Leadership Symposium. This year’s theme addresses privilege. Please pass this information along to others who may be interested.

What: 2015 Diversity Leadership Symposium

Elephants in the Room: The Power of Privilege

When: April 1, 2015

Time: 8:00 AM - 4:00 PM

Where: The Ohio Union

For more information and to register please go to http://go.osu.edu/RegistrationDiversitySymposium

OSUE Position Description Template . . . (Source: Amy Burns)

Whether you’re creating a new Extension position or filling an existing position, you’ll need to complete a position description. The CFAES Service Center has updated the position description template that must be used whenever you’re writing a position description – and this is the only version that should be attached to an HRA.

To access this template, go to the Faculty/Staff Resources tab on the CFAES website and click Human Resources. On the left side of the Human Resources page, click HR Forms and Resources. The link for the position description can be found under Forms – Position Description/Job Opening Form.
When you have to draft a position description, always use the template found on the CFAES website. This will ensure you’re using the most up-to-date form. If you have any questions about where to find the position description or how to complete one, contact Amy Burns (burns.897@osu.edu; 614-292-2776).

**Vice President’s Conversation on the Future Update . . .** (Source: Graham Cochran & Becky Nesbitt)

It’s hard to believe that it’s been more than two months since we gathered at the VP Summit during Annual Conference to begin imagining and talking about the future. We want to take a moment to thank you again for engaging in and providing such rich feedback from the visioning session at the Summit. As many folks have told us, talking about the possibilities during that visioning session was a valued part of the activities that day. If you want to take a look at a summary of the ideas generated during the Summit, visit [http://go.osu.edu/SummaryVPSummit](http://go.osu.edu/SummaryVPSummit).

We have updated the materials available on the VP Conversation website. The trend research papers, a summary of the interim project report, an updated list of committee members and other materials that will help inform this second phase of the project have been added to the webpages. Be sure to check out the updated website at [go.osu.edu/OSUEFuture](http://go.osu.edu/OSUEFuture).

The VP Conversation committee is working on putting together a variety of ways you can continue to be involved and provide more visioning input. We’ll be sharing these opportunities soon, so keep an eye on your inbox to be sure to select one (or more) that will fit into your schedule.

In his February webinar, Dean McPheron talked about the next few months for the VP Conversation, saying our organization’s challenge for this project is to prime ourselves to be adventurous and to be ready to adapt to the challenges that the future may bring. He has encouraged us to create, through our visioning sessions, opportunities that are enabling, rather than constraining, for our future organization and leaders. Watch it here if you haven’t yet had the opportunity to view it [http://cfaes.osu.edu/about/from-the-vp](http://cfaes.osu.edu/about/from-the-vp).

We look forward to exploring these ideas with you in the coming months.

**Information for YP4H . . .**

**100 YP4H Bonus Points for Biometric Screening Completion**

By completing your 2015 Biometric Screening before April 30, you may have the opportunity to earn **100 bonus points**. For participants who completed the screening between January 1 and February 28, the 200 bonus points will be awarded on March 15.

*What you need to do:*

✓ Click [here](http://) for more information on how to schedule your screening.

**YP4H March Madness Challenge**

In the spirit of healthy competition, YP4H has new challenges to help reach employees reach health and well-being goals this March. A perfect trifecta of challenges is in the YP4H portal, including weight loss, healthy eating or active living challenges, that each score **31 points**.

*What you need to do:*

✓ Log in at [yp4h.osu.edu](http://yp4h.osu.edu) for more information and to choose a challenge.

**Weight Watchers Special Ohio State Pricing and Programs**

Benefits-enrolled faculty and staff have new opportunities to join the nation’s #1 weight loss program. Faculty and staff can participate in the online program or choose to participate in meetings near their home or on campus.

*What you need to do:*

✓ Visit [go.osu.edu/weightwatchers](http://go.osu.edu/weightwatchers) to learn about the special Ohio State pricing and program options and to get information on how to bring Weight Watchers at Work to your department.