Northeast Weekly Summary (NEWS)
May 18, 2015

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No Issue Next Week . . .
There will be no issue of Northeast Weekly Summary (NEWS) next week due to the Memorial Day holiday. Enjoy your long weekend.

Join the Virtual VP Conversation on the Future of Extension Event THIS Wednesday, May 20th! . . .
During last year's Annual Conference, we discussed what future trends exist for Ohio in 2035. Now, it's time to discuss the Future of Extension.

For those unable to attend face-to-face VP Conversation events taking place this summer around the state, this Wednesday's Carmen Connect event is the 1 in just 2 virtual opportunities to participate and let your voice be heard!

WHEN: Wednesday, May 20th @10:00am
WHERE: Join via http://carmenconnect.osu.edu/vpconvo/
WHO: Anyone who wants to join! You do not have to be registered to participate.

For more information on other VP Conversation events this summer visit: http://cfaes.osu.edu/about/from-the-vp/conversations-the-future-extension

For questions about Wednesday’s virtual Connect event, please contact Mark Light or Jamie Seger.

Ohio State Branded Clothing Order Reminder and Updates . . .
For complete compliance with the university brand standards, remember to follow the promotional item guidelines posted on the CFAES Finance Office website at this link – http://cfaesfinance.osu.edu/sites/cbo/files/imce/Training/Promotional%20Items.Guide.pdf – including the approval process for trademarked items (anything using the university logo, symbols, etc.). Design tips and approval process information are also available on the CFAES brand webpages at http://cfaes.osu.edu/brand.

Group Order Option
At this time, we are aware that Proforma TCL is offering group ordering of OSU Extension employee apparel until June 10, 2015. This allows counties who might need fewer items than the typical minimum order amount to order the exact number of items they need, and the vendor will "group" the order from multiple units to meet manufacturer requirements, minimize set-up fees and keep prices low. The Extension showroom is available at http://www.proformaosu.com/showrooms.htm.

Just-in-Time Production Option
American Solutions for Business uses a just-in-time production approach to handle orders for as small as one apparel item. The process is integrated into their eStore to reduce delivery times and eliminate manual processing of orders. For more information about using this service or order options, contact Chip Brady at cbrady@americanbus.com.
Design Approval FYI
If you order any of the pre-approved items from these vendors – or any of the other Ohio State-approved vendors, you can bypass the design approval process that is outlined in the Extension promotional items guidelines. However, ANY variation of the examples posted on the vendor websites must go through the complete approval process with the college brand advisory team, as well as Ohio State Trademark and Licensing.

Note: Ohio State-approved vendors such as Proforma and American Solutions for Business are approved to sell to units of the university, but not to individuals.

OSU Extension Annual Report Story Banners Available to Borrow...
Extension has several pull-up banners created for the legislative luncheon earlier this year that are available for counties to borrow and use at your county fair, legislative activities or other programs. The titles of the banners are:

- Certified Crop Advisers
- Water Quality
- Urban Renewal
- 4-H Youth Development
- Safety on the Farm
- Energy for the Future
- Healthy Bees
- A Safe Food Supply

The attached PDF shows what each banner looks like. Contact Cheryl Buck (buck.19@osu.edu) if you would like to borrow one or more of these banners – available on a first come, first-served basis – for a local event.

Conflict of Interest and Work Outside the University...
Ohio State University employees are expected to devote their time at work to functions of the university. If an employee does engage in external work, this work should not interfere with his or her duties and responsibilities to the university, or create a conflict of interest with his or her assigned university tasks. If a staff person would like to pursue external work that may present a potential conflict of interest or ethical concern, he or she must complete a Staff External Work Reporting Form prior to beginning this work.

Click here to review the entire Conflict of Interest and Work Outside the University policy and to find the Staff External Work Approval Request Form

County Website Drupal Training...
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. Following a round of training for county website builders in fall 2014, Extension and CFAES Communications held 10 additional training sessions around the state in January and February 2015. When scheduling, we chose a variety of dates that worked for the training host sites and the training team, and that did not conflict with too many other scheduled activities. We tried to maximize the use of everyone’s time by offering several off-campus locations as well as several sessions on main campus.

Communications has added monthly Drupal training sessions in 2015 for the Extension county websites. Carmen Connect is not conducive to this type of hands-on training, so all county website trainings will continue to be held in person with small groups. In addition, the computer lab in Kottman Hall is our most efficient set-up for hosting this training.

At this time, our web team has determined that the monthly county website training sessions on campus (fourth Friday of each month, 9am-1pm) are the most effective way to handle the number of Extension employees who need to be trained in Drupal before they are given access to update their county website. Space is limited, and the sessions are filled on a first come, first-served basis. Email Bonnie Scranton
Bonnie Scranton and Cheryl Buck will compare notes in mid- to late summer and see if there is a need to once again hold a few off-campus training sessions around the state in the fall. However, if you want access to update your county site in the near future, sign up to attend one of the monthly training sessions, because you must be trained before you are given access to log into your website.

**Updates from University HR . . .**

**Training Opportunities:**

**Sexual Harassment Policy**

On June 2, faculty and staff can attend *Sexual Harassment Policy Basics*, a workshop dedicated to university policies and procedures related to sexual harassment. This training opportunity is open to all Ohio State employees who are interested in learning more about the university’s sexual harassment policy. Employees can register for this training at the bottom of this website: https://hr.osu.edu/ole/HRStaffPD.aspx.

*What you need to do:*
- Contact ohrc@hr.osu.edu or (614) 292-2800 with any questions.

**Working through Difficult Conversations, Available for Managers**

This workshop provides tools and practice to help managers increase their skill and comfort in engaging in difficult conversations. Learn how to prepare in advance, start the conversation effectively and maintain a productive environment. Develop strategies for conversations that become difficult in the moment and for responding to other’s reactions. The workshop includes videos, discussion, practice and a participant guide with self-reflection questions, examples and tip sheets. The workshop is available at the following times and locations. Click the date to register.

- **Thursday, June 4, 9-11 a.m.** Gateway, 1590 North High Street
- **Friday, June 12, 9-11 a.m.** Psychology Building, 1835 Neil Avenue

*What you need to do:*
- The link for registration and additional information: http://hr.osu.edu/ole/HRStaffPD
- Check out additional Learning and Development opportunities here.

**Start Planning For June Wellness Month**

June is right around the corner and you don’t want to miss out on the more than 100 free on-campus activities scheduled throughout the month. Visit the YP4H events calendar to check out the activities that are planned www.go.osu.edu/JuneWellness.

Save the date for Friday, June 26, for the WellFest Buck-Eye Opener from 6:30-8 a.m. and the 2nd Annual Summer WellFest from 10:30 a.m. to 1 p.m. More information about the events will be shared in the coming weeks.

*What you need to do:*
- Nominate your unit/department for a YP4H meeting blitz. We surprise your meeting with goodies and giveaways, promotional materials and handouts, YP4H bonus points and a whole lot of fun! The entire blitz lasts 10 minutes. Visit www.go.osu.edu/JuneOpportunities to get started.
- If you want to plan June Wellness Month activities for your unit or college, visit www.go.osu.edu/JuneOpportunities.
- Contact Heather Preston (preston.153@osu.edu) if you have any questions.

**Business Office News . . .**

In case you missed it, below are a couple of new postings that have been added to the Business Office webpage http://cfaesfinance.osu.edu/news

- Restricted Data Information – What not to upload to eRequest and eTravel
- Financial Systems Access Request Form updated, new in webform format
- Promotional Items Guide Updated
Intro to Microsoft Outlook Calendar . . . (Source: Jamie Seger/EdgeU Tech Blog)
By now, you may have heard that it is preferred for Extension staff to begin utilizing Microsoft Outlook for their work calendars. Many people in the organization (like me) have been using Google calendar for years and are finding this transition a bit rough.

Below is a video primer on using Outlook Calendars, we'll also have more information posted to the blog throughout this week on making the transition (or beginning from scratch) to Outlook calendars.

Visit the EdgeU Tech blog for a 5 minute video primer on using Outlook Calendars. (https://u.osu.edu/extensionedtech/2015/05/11/intro-to-microsoft-outlook-calendar-video/).

If you have already switched to Microsoft Office 2013, you will also find a video for that version of Outlook.

If you prefer a printed step-by-step guide, you may find NDSU’s Tips and Tricks for Outlook PDF Guide more useful or Microsoft’s version.

Contact Jamie @ seger.23@osu.edu with questions or concerns you have about this change. You can also contact Don Ordaz @ ordaz.1@osu.edu with technical questions and issues.

Visit their blog at http://u.osu.edu/extensionedtech/ to view the two most recent postings:
- How to Sync Outlook’s Calendar with Your Google Calendar: Three Options
- How to Share Your Outlook Calendar