Friends,

Fall is in the air. It's my absolute favorite time of the year. It's a time of transformation. Leaves are turning colors, making landscapes look new and refreshing. It's also a time when branches release their leaves as they reach the end of their cycle, making room for new growth and vitality in the spring. I can't help but to compare this to our work. We are in a time of transformation across many aspects and for many reasons. Not the least of which include innovations in technology, competitive markets, and the anticipation of a new director.

It's a perfect time, as individuals and as an organization, to be asking some tough questions. How is our time best spent? Where should our key focus lie? Are there things we could and should be letting go of? What are the best tools, strategies, and timing for achieving these changes? I hope to be talking more with you about these things over the next few months and as we approach the new year. I know I will be giving this some attention in my own life and roles. As always, don't hesitate to call me with your thoughts or ideas.

Be sure to take a walk outside this week, enjoy the fall foliage, and get inspired!

Best wishes,

Jackie

**Position Announcement: Office Associate / OSUE / NE Region Extension Office**

Office Associate  
100% FTE  
Wooster, OH  
Post Date: September 26, 2015  
Deadline Date: October 11, 2015  
To Apply

**State of the College Address**

The Dean will be presenting his annual State of the College address from the Nationwide & Ohio Farm Bureau 4-H Center this Friday, October 9 beginning at 9 a.m. Streaming connection details will be sent later this week.

Also, in case you missed it, the Dean has recorded a recap of the Farm Science Review. It can be viewed at [https://youtu.be/qLg9zZa4rxA](https://youtu.be/qLg9zZa4rxA)
Support Staff You Still Have Time . . .
The deadline for joining Chi Epsilon Sigma (CES) is quickly approaching. If you have not yet returned your membership renewal applications please do so as soon as possible. Dues must be postmarked by October 15 in order to be eligible to apply for awards, vote on chapter business or be a candidate for an office on the CES Board.

Remember that Membership Scholarships and a Scholarship for attending Annual Meeting are available if funding is a problem for your office. You can request an application by checking the appropriate box on the membership form. [Link]

IMPORTANT INFORMATION: University Travel Policy - Effective October 1 . . . (Source: Eric Bode)
Effective October 1, 2015 The Ohio State University will implement a new travel policy that applies to all faculty, staff, students and eligible guests traveling on behalf of the university. The university policy, FAQ's and an overview of the substantive changes may be found on the travel website: [Webpage]. A summary of changes for CFAES employees, including an updated mileage form, can be found on the CFAES Finance website: [Webpage].

Like most new policies, there are substantive changes that are important for all travelers to understand, before planning or seeking reimbursement of expenses. Specifically, please note changes relative to charges for upgrade of airfare; mileage calculation and its relation to your daily commute; and lodging costs.

Questions about the policy should be directed to CFAESBusiness@osu.edu, or directly to your CFAES Finance Service Center Representative. Additionally, the CFAES Finance Office will post a Frequently-Asked-Questions document.

I would encourage everyone who is traveling or plans to travel on behalf of the university to review the new policy and please ask questions on components that need further clarification. Each of our fiscal representatives are available to answer questions and/or help find the answer for you.

Open Enrollment Live Webinar - Hold the Date . . . (Source: Amy Burns)
The Assistant Director of Benefits has graciously offered to provide a live webinar for the department of Extension regarding open enrollment.

The live webinar will be held on October 12, 2015 from 3:00 p.m. – 4:00 p.m. More information will follow with link, etc.

If you are unable to attend on this date, the same presentation will be available on the open enrollment web site by October 16. The only difference is there will be no live Q & A, however, you are able to call or email HR Customer Service with any questions.

OSU Extension Annual Conference Request for Proposals . . . (Source: Steve Brady and Patty House)
Join the O-H-I-O Team of Innovation!
Be a part of showcasing our Outstanding Highly Innovative Organization of OSU Extension work! Share your creative programming, management processes, research results and relationship-building outcomes at this year’s Extension Annual Conference, December 8 and 9. The deadline to submit your “Innovation in Action” poster or session proposal is October 14. Only nine days remaining! For more details, download the Request for Proposals instructions located on the OSU Extension Annual Conference web site [Link]. Have questions? Contact Steve Brady at brady.111@osu.edu or Patty House at house.18@osu.edu, Concurrent Sessions and Posters Committee co-chairs.

2015 Extension Support Staff Excellence Award . . .
CES and Extension Administration are committed to a partnership that recognizes a CES member who excels in support staff responsibilities. It is once again time to solicit nominations for the annual $1000 Extension Support Staff Excellence Award!
The award and process for selecting the recipient is patterned after Epsilon Sigma Phi’s Excellence in Extension Award for educators. The award recognizes the importance of knowledge, skills and service. This tremendous opportunity brings recognition to a staff member who excels daily in fulfilling responsibilities when serving customers and staff throughout our organizations.

Nominations may be submitted by a supervisor, faculty/staff, peer/co-worker, customer, or emeriti. Required documentation includes completion of online nomination form, letter of support from direct supervisor and two additional letters of evaluation and support. Any Extension support staff member who is a current active member of Chi Epsilon Sigma and has been a member for five years is eligible for nomination. If you are uncertain if your nominee has been a member of CES for the required five years, please don’t hesitate to contact me and I can verify that for you.

The award guidelines, criteria, eligibility, and selection procedures can be found at http://go.osu.edu/BAzJ. Visit http://go.osu.edu/2015CESaward to enter a nomination. Nomination deadline is October 31 by 5:00PM.

Please take the time to consider possible candidates for this award, and take action to nominate a top office professional.

Presentation of the award will be on December 8, during the OSU Extension Annual Conference.

**Excellence in CD Award Nominations . . .**

It is time to make nominations for the Raymond A. Schindler Excellence in Community Development Extension Award, newly named this year. Ray was one of the first Extension regional CD specialists who helped shape the Extension CD profession we know today. His contributions, from the earliest stages of the program area (early 1960s) to the present day as faculty emeritus, have been far reaching and impactful.

This $1,000 cash award recognizes a CD Extension professional for significant programmatic strengths, major contributions and innovative approaches achieved over the course of their Extension career.

Submission deadline for nominations is November 1. The award will be presented during the OSU Extension Annual Conference.

- Application packet
- Complete information about the award, including past recipients

Please direct any questions to Brian Raison (raison.1@osu.edu).

**ListServs . . .**

**New Employees**

If you haven’t already done so, you will want to subscribe to the Extension Miscellaneous listserv. To subscribe, send an email message with subject to extension-misc-requests@lists.osu.edu. In the body of the message include only the word Subscribe. To use the listserv to send a message, the name is extension-misc@lists.osu.edu

**Support Staff**

Last Wednesday you should have received an email invitation to subscribe to a new listserv that is being developed for support staff within OSU Extension. If you did not receive the invitation, please send an email to Marianne Guthrie at guthrie.76@osu.edu and she will send an invitation to you. To use the listserv to send a message, the name is supportstaff@lists.service.ohio-state.edu

**New CFAES Equity and Inclusion Web Site and Blog . . .** (Source: Kathy Lechman)

In addition to the re-branded and refreshed CFAES Equity and Inclusion Web Site that was recently launched I am pleased to share the new CFAES Equity and Inclusion Blog.
The web site contains information on topics related to equity, inclusion, and diversity. College, university and external events are featured in the “Events” page. All current CFAES employees are subscribed. You can unsubscribe as you wish. Messages will come periodically and I hope to use the blog site as a forum to share information as well as discussion current events related to diversity, equity, and inclusion. You are always welcome to comment on any of the posts and are welcome to submit posts of your own.

2015-2016 CFAES Equity and Inclusion Mini Grants
The CFAES Office of Equity and Inclusion is happy to be able to support another round of mini-grants. Read more…

1862-1890 Land Grant Connection, New Opportunities for Collaboration and Growth
As many of you are aware, with the passing of the 2014 Farm Bill, Central State University is now recognized as a 1890 Land-grant University. Read more…

CFAES Agricultural Adventure and Cultural Exploration
CFAES Office of Equity and Inclusion invites you to join us as we travel on Thursday, October 15 to the National Afro-American Museum & Cultural Read more…

Professional Development Opportunities in BuckeyeLearn . . . (Source: onCampus Today)
Check out the professional development opportunities in BuckeyeLearn, including these upcoming sessions from Human Resources: Discover Your Personal Leadership Brand (10/2): Learn why creating a professional brand is important and how to create a brand that conveys your leadership ability, and Managing@OSU Building Successful Relationships (10/7, 10/9 and 10/30): This workshop for new managers can help you build strong relationships with your team, foster accountability and find resources. -- > Register: go.osu.edu/BuckeyeLearn

“First Friday Coffee Breaks” with an Ed Tech . . .

The Ed Tech unit is very excited to announce a new “drop-in,” informal learning opportunity for OSU Extension professionals!

Beginning October 2nd, Jamie and/or Danae will be hosting virtual AMA (Ask Me Anything) sessions via Carmen Connect. These “First Friday Coffee Breaks with an Ed Tech” will be held the first Friday of each month from 10:00am – 11:00am.

Colleagues are encouraged to join the Connect sessions as needed throughout the hour to ask questions, get recommendations, offer suggestions, ask for resources… anything! This will be a regular opportunity to informally connect with an Ed Tech and get real-time feedback.

Use This Link to Participate in each First Friday Coffee Break
Wooster Print Shop Changes . . . (Source: Ryan Schmiesing)

As some of you are aware, Gary Warren left Ohio State to move to be closer to his family, at the end of September. Gary's commitment to the digital print center in Wooster and his customer service approach will certainly be missed, but we wish him all the best as he moves to North Carolina.

With Gary's departure, we have some work to do to determine how the Wooster based print shop will be operated in the future and to the extent the service is offered in the college. We are actively working through different scenarios and options so that decisions can be made in the next couple of weeks. At the same time, we know that individuals rely on the services provided and will be impacted with Gary's departure. For the short-term, we are suggesting the use of UniPrint or a local provider to have jobs completed.

UniPrint, [http://uniprint.osu.edu](http://uniprint.osu.edu), 614.292.2219

At different times, we may have the ability to complete simple, **file-ready** poster printing and basic print jobs. We will not be able to do any banners, business cards and/or jobs that require extensive layout or any jobs that require short turnaround time. Decisions about accepting a potential project/request will be made by April Martin and myself.

As we move through the decision process regarding the Wooster Print Shop, we'll be in touch to share more information. In the meantime, please feel free to contact me with any questions at [schmiesing.3@osu.edu](mailto:schmiesing.3@osu.edu).

Save the Dates! Research 101 is Coming Soon! . . . (Source: Cindy Torppa)

Save the dates! Research 101: Basic Training in Research Processes will begin in January 2016! This six session course will address topics including Human Subjects and Institutional Review Board (IRB) Policies and Procedures, Research Designs, Turning your Program Evaluation into a Research Project, Survey Construction and Analysis, Quantitative Methods, Qualitative Methods, Writing for Scholarly Journals, and more!

The purpose of "Research 101" is to provide you with the tools needed to turn your ideas into projects, your projects into presentations and publications.

Research 101 will be held at the Nationwide and Ohio Farm Bureau 4-H Center on the following dates:

- Friday, January 22
- Friday, February 19
- Thursday, March 17
- Friday, April 22
- Friday, May 20
- Friday, June 24

Watch for registration information soon! Questions? Please contact Cindy Torppa @ torppa.1@osu.edu; Debby Lewis @ lewis.205@osu.edu; or Theresa Ferrari @ ferrari.8@osu.edu

See the attached flyer for details.