Welcome . . .
Nico Boyd
Program Coordinator, CD
Cuyahoga County
boyd.406@osu.edu
Supervisor: Marie Barni

Position Announcement . . .
PLEASE SHARE BROADLY
County Extension Educator, 4-H Youth Development - 100.0 FTE%
Portage County / Ravenna, Ohio
Job Req: 402716
Deadline: November 9, 2014
To Apply

In the News . . .
SERC Note #6: Pastures and Pipelines
Subsurface Energy Resource Center
October 8, 2014
Featured: Clif Little, Guernsey County Extension, article on Pastures and Pipelines make news statewide. SERC Notes help to educate stakeholders and the general public on developments in subsurface energy, and promote the activities Ohio State faculty and staff are doing to fulfill our landgrant mission. http://serc.osu.edu/serc-research

Farm to School program aims to turn children into informed eaters: Plant Lovers’ Almanac
Akron Beacon Journal
October 14, 2014
Featured: Heather Neikirk, Stark County Extension
Reminder – State of the College Address, October 17 . . .
Vice President and Dean Bruce McPheron will deliver his inaugural State of the College address on Friday, Oct. 17, beginning at 9 a.m. in the Nationwide and Ohio Farm Bureau 4-H Center, 2201 Fred Taylor Drive, in Columbus. It will be broadcast live through the college's YouTube channel.

There are a number of planning efforts that have resulted in recommendations that will help set the course for the college’s future. A central focus of the address will be these planning efforts, the recommendations, initial action on the recommendations and much more.

CFAES faculty and staff will receive information on how to access the live broadcast and may check the Facilities and Planning website for information and to learn more about the recommendations as they are released.

Register NOW for the Last Chance Social Media Workshops in October! . . . (Source: Jamie Seger)
Both registration links are now open for you to sign up for either one of the Social Media workshops that will be offered next week. These will be the final social media workshops offered in 2014. Both workshops will be held in Kottman Hall on campus. More details will be sent to participants at the end of the week.

“Just the Basics” Workshop (October 22nd) Registration: https://www.surveymonkey.com/s/TPM3LXL

“Content & Strategy” Workshop (October 24th) Registration: https://www.surveymonkey.com/s/T63NMYN

White House Commemorating the 100th Anniversary of the Smith-Lever Act . . .

Register to attend a Promotion in Extension Workshop . . . (Source: Ken Martin)
Extension educators and faculty,

Do you have an interest in applying for promotion? Want to better understand the role of review committees, the review process, and performance expectations? Then plan to attend one of the upcoming Extension promotion workshops. The department will once again host two (2) promotion workshops for educators and faculty. You are encouraged to attend one of these workshops and learn more about developing your plan for promotion. Participants will learn how to make the creation and maintenance of the dossier a part of one’s work, turn the dossier into their personal story, engage a support network for building your dossier and develop a better understanding of the dossier review process and performance expectations. Extension professionals with all levels of experience with the process are invited. Promotion and Tenure and Administrative and Professional Committee members will also be attending both workshops. Click here for agenda.

The workshops will be held 8:30 AM – 4:00 PM, Agricultural Administration Building Auditorium, 2120 Fyffe Road, Columbus, OH

- Session One: Wednesday, November 12, 2014 and
- Session Two: Tuesday, January 27, 2015 (repeat of November)

The $25 registration fee includes refreshments and lunch. If you are submitting payment by OSU chart field, approval from your supervisor is required to be submitted along with payment information when completing your registration.

Visit one of the following links to register:

- Session One: Wednesday, November 12, 2014 – Registration deadline is October 28 https://www.surveymonkey.com/s/PIEWRKSHOP111214
- Session Two: Tuesday, January 27, 2015 – Registration deadline is January 12, 2015 https://www.surveymonkey.com/s/PIEWRKSHOP012715

Mark your calendars and be sure to register. I look forward to seeing you at the workshop!
eRequest Training Slides and Video . . .
The eRequest for Beginners training slides and 41 min video have been posted to Business Office Policies and Procedures website.

November 17, 2014, will mark the launch of Buck-IRB, the next step toward a fully electronic process for exempt and Institutional Review Board (IRB) submission and review. Buck-IRB is web-based and uses smart-form technology, which will streamline the application completion process by showing the investigator only the portions of the application that are relevant to the specific materials being submitted. Research-related documents (e.g., consent forms and survey instruments) will also be uploaded and stored in the new electronic Buck-IRB system.

It is important to know that on November 17, 2014, Buck-IRB will replace IRB Submit as the process for submitting materials for all new and active studies. Investigators with currently approved studies will be asked to complete a one-time, short “survey” at the time of the next amendment or continuing review to load basic information about the project (e.g., study population, participant numbers, etc.) into the system.

In the coming weeks, training sessions will be offered to prepare you to use Buck-IRB. We will let you know when these sessions become available, and encourage you to take advantage of these sessions so that you are ready for the transition. If your department or research unit would like to request a training session for your area, please contact Susan Ebert, e-IRB program director, at 614-292-0184 or ebert.55@osu.edu.

User guides and training materials for Buck-IRB will be available on the ORRP website in the near future.

This new system will improve the IRB submission process for investigators and should also help to reduce screening timelines in the review process. We look forward to working with you as we roll out Buck-IRB.

2015 Ohio 4-H Foundation Grant Applications due Friday, November 7 . . . (Source: Kelly Zwink)
This is a reminder that all 2015 Ohio 4-H Foundation grant applications are due by 11:59 p.m. on Friday, November 7. Please look at our website for details and let me know if you have any questions. http://www.ohio4h.org/ohio-4-h-foundation/grant-programs

If you were not able to attend any of our grant webinars, you can find a recording of the Grant WebEx here: http://carmenconnect.osu.edu/p9cqzw5zb3ty/

I would also like to take this opportunity to introduce Melissa Petty. Melissa is the new program assistant for the 4-H Foundation, her email is petty.135@osu.edu and her phone number is 614-292-6943.

Please feel free to call or email either Melissa or myself (614-247-7344; zwink.1@osu.edu) with any questions you might have!

Plan Now: Annual Conference Registration Opens October 22 . . .
Join Extension and University colleagues at this three-day meeting to be held at the Ohio Union on campus, December 9-11. Go to http://go.osu.edu/2014EAC for agendas and conference highlights. Registration opens October 22 (early bird deadline ends November 12). Register before the early bird deadline and be eligible to win one of four Archie Griffin autographed footballs!

Call for Applications - D.C. Days . . . (Source: Lori Kaser)
We are pleased to announce an opportunity for Assistant Professors (tenure track) to visit federal funding agencies to receive a comprehensive overview of funding programs and meet one-on-one with federal program officers to discuss their specific research objectives. The program is geared toward those who have applied for federal funding, are familiar with the grant submission process—but have not been successful in receiving funding to support their research. For more information click here.

Please feel free to contact Lori Kaser (kaser.37@osu.edu; 330-263-3647) with any questions.
Business Office Update . . .

New Website Launched . . . http://cfaesfinance.osu.edu

This new website has replaced the Extension Business Office Website and the Extension Grants and Contracts page. In addition it will be the new home for financial information for ALL OF CFAES – including OARDC, ATI, Academic Units, Central Units and Extension. It has taken a lot of work to get here but we are happy to introduce the site to you. We believe there are over 200 documents updated and posted to the site and we know it will take some time to get used to the new format but we hope you will find it much improved. If you find errors or problems or have suggestions, email me buxton.65@osu.edu or Jesse buxton.26@osu.edu. Find more information about the new website in upcoming additions of the Business Office Update.

Business Office Update for October
http://cfaesfinance.osu.edu/newsletters/business-office-update-october

The new website offers a feature called the newsletter – future updates will run through this newsletter feature making it easier for you to search past issues and to share articles that pertain to you. I am still learning how to use this so bear with my very small newsletter this month.

In this issue:
AP Payment Compliance Form is now called Vendor Setup Form – form changes included in this article
(Extension Focus) Contract Form Procedure Change – for Space Use contracts
(Extension Focus) Purchasing Card Forms – User Agreement Form and Unit Approver Form are no longer required
(Extension Focus) Non Capital Equipment Log Reminders – Logging equipment valued less than $5,000
(Extension Focus) New Senior Grants and Contracts Specialist – Introducing our new team member

Get to know the Website
On the new site http://cfaesfinance.osu.edu you will find an About Us tab that has:
- Wooster Fiscal Office Employee Directory and contact information
- Columbus Business Office Employee Directory and contact information
- Link to the HR/Fiscal Contact page for the College Central and Academic Units
- Facebook page for the CFAES Business Office
- Link to the Map showing which Columbus representative handles which units

Proposals Due: National Extension Conference on Volunteerism . . .
The 2015 NECV will be held May 4-7, 2015 in Portland, ME. This conference is designed for professionals of all disciplines within Cooperative Extension who work with volunteers and/or manage volunteer programs. Workshops, keynote presentations, poster sessions, enlightening talks, and super seminars will address key issues related to volunteer development and volunteer program management.

This is the perfect time for you to share your expertise and experience. Proposals for workshops, research presentations, and the poster showcase are due November 7, 2014. Apply at http://extension.umaine.edu/programs/ncvv/.

Healthy Eating at Meetings Curriculum . . .
An important role of OSU Extension is to promote healthy lifestyles, including healthy food choices and regular physical activity. As you organize meetings and other events in the workplace, it is important to model our commitment to healthy lifestyles by providing healthy food and beverage options. How can boxed lunches be made healthier? What type of pizza can be ordered? Are their healthy options for dessert? The newly revised Healthy Eating at Meetings materials can help you answer these questions and more! The new curriculum includes the Healthy Eating at Meetings guidelines, a PowerPoint presentation, informational table tents, and a commitment form. All can be found on the OSUE Human Resources website here: http://extensionhr.osu.edu/resources/meetings/meeting.htm

Open Enrollment Oct. 27 – Nov. 7 . . . (Source: onCampus Today)
In advance, be sure to use the resources available to faculty/staff:
- Review Informed Enrollment Statement (available to faculty/staff hired and enrolled prior to June 1, 2014) arriving in home mailboxes after Oct. 9.
Register now to attend an Open Enrollment forum (meetings are Oct. 8-31) (pre-registration is required).

Review Open Enrollment booklet arriving in home mailboxes after Oct. 17

Read more: mybenefitsplan.osu.edu