Northeast Weekly Summary (NEWS)
December 8, 2014

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Welcome . . .
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Best Wishes . . .
Claudia Galion, Holmes County Office Associate, retirement effective December 1, 2014.

Congratulations . . .
The Stark County Educational Services Center, with support from OSU Extension Stark County was awarded a 2015 Farm to School Planning Grant. You can read more about all of the grant award winners at this link http://www.fns.usda.gov/sites/default/files/f2s/FY_2015_Grant_Award_Summaries.pdf

OSUE Annual Conference December 9 – 11 . . .
Make sure and read before you come to conference this week!
• RegOnline Mobile App will be live now and during the conference - Just go to http://go.osu.edu/extac from your mobile device to download the union map, and your agenda. The program will not be available on the mobile RegOnline site. It is available here.
• Dress is business casual; please wear your name badge if you have one (temporary ones will be available)
• CES Silent Auction will be held on Wednesday, December 10th in the East Ballroom
• The CES annual Food Drive will be available throughout the conference at the registration desk
• Biometric Health Screenings for those who pre-registered on December 11th
• EEET Collection will be available for presenters at the registration desk throughout the conference
• The Union has a wireless hotspot throughout - feel free to bring your tablet or laptop
• CES Food Drive . . . a quick reminder to bring your non-perishable food items and assorted household items for the Chi Epsilon Sigma Food Drive for Mid-Ohio Foodbank during Annual Conference. Donations will be accepted all three days of Annual Conference. No worries if you forget your items, CASH donations will be greatly appreciated. Mid-Ohio can translate every $1 donation into 4 meals!

Buckeye Voices: Keith Smith and OSU Extension . . . (Source OnCampus Today)
In honor of OSU Extension's 100th anniversary, retiring Director Keith Smith reflects on Extension's many successes and shares his hopes for the future: “There is no shortage of need for Extension’s unique ability to bring the knowledge of the university to the people, so they can better their lives, businesses and communities.”
-- > Read full article: http://buckeyeyvoices.osu.edu/articles/2014/12/08/osu-extension-more-relevant-today-than-the-day-it-began/
2014 EEET Summary Report Reminder / Deadline to Submit EEETs . . . (Source: Debby Lewis)

It’s that time of year and our office is getting lots of EEET questions. The deadline to submit EEETs for this calendar year is Thursday, December 11 (your EEETs must be postmarked by that date). The Program Development and Evaluation (PDE) Unit will NOT process any EEETs postmarked after that date until 2015. This means any late EEETs will not be on the three-year EEET summary report that will be sent to county program faculty and staff in January 2015.

There are still options for getting completed EEETs to PDE:

- Bring your EEETs to Annual Conference on December 9, 10 or 11. There will be a box at the registration table where you may drop off your sealed envelopes of EEET forms.
- Mail your EEETs to:
  
  **EEETs**
  
  **Suite 25, Agricultural Administration Building**
  
  **2120 Fyffe RD.**
  
  **Columbus, Ohio 43210**

  ***MUST be postmarked by December 11, 2014!

Please do NOT leave envelopes full of completed EEETs laying in Suite 25; we may not get them. We have a mailbox in Ag Admin Room 11 if a PDE staff member is not around for you to hand your forms to.

Please remember to include a cover sheet with each set of EEETs, one cover sheet for each instructor. All EEETs should be in SEALED ENVELOPES! Your form collector should sign his or her name on the seal. Please submit ALL EEETs in a TIMELY manner! All EEETs are entered BY HAND by PDE staff. If you volunteered to collect forms for a colleague, please send them to the PDE office immediately; your peer is depending on you.

Website Launch . . .

Congratulations to all those persons who updated the new websites for your unit. They are looking very nice, and I understand that putting information on the site is much easier than it was in the old format.

Remember that the templates shared at the initial training were to be shared with others in your unit so they can update documents for you to upload on your new sites. For the rest of us, training will be provided to other staff in the upcoming months, but until a person participates in training they are not to be working on their unit sites.

University Outreach and Engagement Recognition Awards accepting applications . . .

The Offices of Outreach and Engagement, International Affairs, Service-Learning, Student Life and Undergraduate Education have joined together to recognize faculty, staff, students and community partners with the University Outreach and Engagement Recognition Awards program. Awards will be given in the community engagement, international engagement, service-learning, staff, student, student group and community partner categories. A total of $21,000 will be awarded. Applications are due Feb. 16.

To submit an application: [http://go.osu.edu/oeawards](http://go.osu.edu/oeawards)

Contact: 247-7795 or outreach@osu.edu


If you’re traveling for university business, Ohio State has new contracts to serve both individuals and groups. Starting Tuesday (12/30), Corporate Travel Planners will be the new preferred agency for individuals. (Please note: Individuals who are currently planning a trip in 2015 should check out our FAQ. For groups, Uniglobe Travel Designers is already operating under a new contract as the preferred agency.

-- > Read more: [controller.osu.edu](http://controller.osu.edu)

This article from Ric Hunter at the Office of the CIO at Ohio State provides overviews of the important changes affecting the Travel Program this month. The changes described cover the following topics: New Preferred Travel Agencies, New Process for Booking with Preferred Agencies, eTravel System Changes and Critical Dates for Consideration. Be sure to also review the Travel Office website for additional information.
Have You Tried? . . .
Have you ever wished you had an easier way to coordinate and track purchase requests in your office? Cuyahoga County (Donna Baffa) has a wonderful form and I asked if I could share it with all of you. If you think it would be useful in your county, feel free to personalize and share internally. If you have another form or process that you have developed locally that you think could help others, please share these with my office and we will share in the NEWS and Tips & Tools (soon to be available in Buckeye Box — good feedback from my first internal advisory board meeting).  Click here to download the Purchase Request Form.

Always looking to make our lives more efficient and effective (channeling Erik Draper). Let’s all help each other.

Happy Anniversary . . .
As 2014 is rapidly coming to a close, we want to wish all of our North East Region employees who reached a significant work Anniversary this past year a Happy Anniversary, and also say a huge thank you for all of your years of dedicated service to OSU Extension. Al combined, these individuals have a total of 140 years of service!

5 Years of Service
• Alisha Faudie, Program Coordinator, 4-H, Geauga County
• Yvette Graham, Program Specialist, EFNEP, Stark County

10 Years of Service
• Debbie Dunn, Office Associate, Muskingum County

20 Years of Service
• Astra Armstrong, Office Assistant, Tuscarawas County
• Renee Clark, Program Assistant, ANR/Hort, Tuscarawas County

25 Years of Service
• Nancy Jevnikar, Office Associate, Geauga County
• Barb Airgood, Program Coordinator, 4-H, Tuscarawas County

30 Years of Service
• Carmina Chiappone, Office Administrative Associate, Lake County