Welcome . . .
Dea Earnsberger, Wayne County SNAP-Ed Program Assistant
Angela Keshock, Columbiana County Office Associate
Courtney Michael, Fayette County 4-H/ANR Program Assistant

Extension and Health Webinar on June 26 . . . (Source: Karen Bruns)
Dear Colleagues:

Over the past year a national ECOP committee has reviewed Extension’s role in Health and Wellness programming. This is an issue that crosses all of Extension and includes all of our programs. We encourage you to become familiar with the committee’s recommendations by participating in the upcoming webinar and reviewing the summary report listed below.

I have represented Ohio and the North Central Region on this committee. If you would like more information, a full copy of the report, have questions, or would like to become more involved, please let me know. Or, share your thoughts and ideas with your Assistant Director, Regional Director or other members of Cabinet.

Cooperative Extension Framework for Health and Wellness
Thursday, June 26 at 10:00 a.m. CDT
Link: https://connect.extension.iastate.edu/communities

Webinar goals are:
1. Raise awareness of the framework and approval by ECOP as an early step in mobilizing the Extension system around health and wellness of the American population.
2. Encourage participants to use the framework to plan and report on health and wellness programming.

Members of the ECOP Health Task Force will explain the framework, why it came to be and the vision for improving the public’s health as a result of educational programming in the priority areas.

Ideas for how to use the framework in local and state program planning will be shared.

Participants will engage in answering key questions developed by the team using polling via Connect.


FREE Direct Marketing Webinar-Farmers Markets . . . (Source: Charissa McGlothin)
A Reminder...
On behalf of the Direct Marketing Team . . .

The Direct Marketing team will be hosting a FREE webinar on the topic- Farmers Markets, Thursday, June 26th. The webinar will start at 12 noon (it works best to log in a few minutes early).
Christie Welch will be the lead presenter of this topic.

To be a part of this discussion go to [http://carmenconnect.osu.edu/farmersmarkets](http://carmenconnect.osu.edu/farmersmarkets).

If you are an OSU staff member click on the OSU login tab that allows you to log in using your OSU username and password. If you are a guest click on the Guest login tab to enter, when prompted for a log in name under Guest, just enter your name. If you have any problems getting in to the webinar, please give me a call at 740.289.2071 ext. 132.

The Ohio Direct Marketing Team brings you easy access to direct marketing resources thanks to the contributions of numerous collaborators. Great things are happening in Ohio. Be a part of Ohio’s # 1 industry - food and agriculture.

You don’t want to miss this webinar!

**Trumbull County Celebrates the Centennial . . .**

Trumbull County Extension had a float in the Cortland Street Fair parade celebrating Extensions 100 years:

![Trumbull County float](image)

**Business Office Update . . .** (Source: Cindy Buxton)


There is an important reminder about getting approval for branded items starting July 1st – so be sure to check it out!

**Contents**

- Reminder about Branding requirements changing 7/1/2014
  - Getting approval for trademark items:
  - Ordering items:
- Year End Items Needed  (Fiscal Year Ends 6/30/2014!)
  - Blanket Travel Order renewals are due
  - Purchase Order Renewals
  - Purchase Order Invoices, Payments and Other Reimbursements
  - Extension Checking Accounts  Questions: michel.5@osu.edu
- Reporting Mileage for Summer Camps
- Upcoming Deadlines
- New on the Website   [http://osuebusiness.osu.edu](http://osuebusiness.osu.edu)
- Want to sign up for this newsletter? Email  Michel.5@osu.edu
Donating Vacation . . .
The vacation donation is a possibility for employees who them self or an immediate family member have a life threatening illness or injury and are on approved unpaid leave.

Below is information related to eligibility for donation of vacation leave. You will find a link to the paid leave policy 6.27, it will direct you to the forms which need to be completed both by the person needing the donation and the person(s) donating. Approval through the Department of Extension the college is needed. Solicitation of others to donate leave is not appropriate.


Here is a recap of what you will find in the policy related to donation of vacation:

1. Only immediate family members can donate across colleges/VP units. In no other cases can donations cross colleges/VP units.
2. Sick and compensatory time may not be donated.
3. Donated vacation can only be applied for after unpaid leave is approved.
4. The recipient may use up to four weeks of donated vacation time (up to 160 hours, prorated based on FTE). Maximum exceptions must be approved by the dean/VP and the Office of Human Resources.
5. Donated vacation may not be used to exceed the recipient’s normally scheduled work hours per pay period and must be donated in eight-hour increments.
6. Leave taken using donated vacation may not be counted in the calculation of unpaid leave balances.
7. Donated vacation may run concurrently with Family and Medical Leave.
8. Donated vacation cannot be paid from a sponsored research project (grant or contract).
9. Donated vacation hours are converted into an equivalent number of sick time hours, regardless of differences between participants’ pay rates.
10. Unused donated vacation hours are forfeited and will not be returned to the donor.
11. Requests to receive donated vacation made by individuals in the disciplinary process for attendance-related concerns are approved at the department’s discretion.
12. The recipient is prohibited from soliciting co-workers for vacation leave. Donations must be voluntary.

The HR office can work with you in answering questions, don’t hesitate to call or email them.

Reminder about Branding Requirements Changing 7/1/2014 . . .
This is a reminder that branding requirements are changing on 7/1. If you intend to use a University Trademark, like a logo or a symbol, then you have a few new steps before purchasing apparel and other promotional items. Much more information can be found on the Branding website: [http://cfaes.osu.edu/brand/logos](http://cfaes.osu.edu/brand/logos). A short job aid is also available on the Business Office website: [http://osuebusiness.osu.edu/documents/Brandingrulesformerchandise.pdf](http://osuebusiness.osu.edu/documents/Brandingrulesformerchandise.pdf)

Getting approval for trademark items:
Send the design Kim Brown at brown.3384@osu.edu and Suzanne Steel at steel.7@osu.edu

1. Once approved, send to University brand team at identity@osu.edu.
2. After their approval, you will need to fill out the form found at [http://trademarklicensing.osu.edu/page/department-request/](http://trademarklicensing.osu.edu/page/department-request/) and attach your approved art and the form to an e-mail and send to Karen Dertinger at dertinger.5@osu.edu. Karen will give you a list of approved vendors for logo wear.

Save the approval email you get from Karen as you will need that when you place your order!
Ordering items:
Items that will have trademarks need to go through approval (above) and are limited to the approved vendors provided to you by Trademark and Licensing. Once approved you can purchase from those approved vendors using the University’s buying tools via eRequest. Note that trademark items should NOT be purchased from the checking account.

- Internal Vendor- Uniprint – for print material of any dollar amount.
- eStores – any dollar amount
- Purchasing Card – Up to $2,500
- Standard Purchasing Request – Purchase Order – any dollar amount. PO# is required before the order is placed.

Document on the eRequest:
- Attach approval email from Karen at Trademark and Licensing
- Recipient names and each person’s employee status.
- Attach packing slip or other proof of receipt of items

Summary
- Non trademark items are purchased as usual but please make note in the eRequest that it is non-trademark.
- Trademark items are purchased through eRequest but require several approvals before ordering. Your Business Office Representative cannot proceed without that approval information so please attach to the eRequest.

Do you have ‘sitting disease’? . . . (Source: Mayo Clinic article)

How many hours each day do you sit? At work? In the car? At meals? In front of the TV?

You might be surprised to learn that:
- 50 to 70 percent of people spend six or more hours sitting a day
- 20 to 35 percent spend four or more hours a day watching TV

These numbers come from a recent study looking at sedentary behavior. The study looked at the most recently available data from the National Health and Nutrition Examination Surveys — a program of studies designed to assess the health and nutritional status of adults and children in the United States. This survey examines a nationally representative sample of about 5,000 people each year.

This study went on to reveal that Americans’ sedentary lifestyle shortens their life expectancy. If Americans would cut their sitting time in half, their life expectancy would increase by roughly:
- 2 years (by reducing sitting to less than 3 hours a day)
- 1.4 years (by reducing TV time to less than 2 hours a day)

From previous studies we also know that a sedentary lifestyle is associated with increased risk for type 2 diabetes, heart disease and certain cancers (breast and colon).

Physical activity seems to reduce risks by increasing insulin sensitivity, reducing body fat, inflammation and certain hormonal imbalances. So becoming more active also makes life — in general — healthier and easier.

Experts are beginning to agree that being more active simply means moving more during the day. So how can we fight "sitting disease"? Here are some thoughts:
- Stand more (set a timer and stand hourly)
- Change traditional video games into activity promoting ones — or buy an exercise video
- Walk while on the phone
- Get a pedometer and count your steps — increase from your baseline
- Take stairs up one floor or down two (consider more)
The solutions seem simple, but the effects may be profound. In addition to increasing your life expectancy, you may lose a few pounds and stress less. What are your suggestions for stamping out "sitting disease"?

The Facts

Sitting disease by the numbers

The term “Sitting Disease” has been coined by the scientific community and is commonly used when referring to metabolic syndrome and the ill-effects of an overly sedentary lifestyle. However, the medical community does not recognize Sitting Disease as a diagnosable disease at this time.

“We’ve become so sedentary that 30 minutes a day at the gym may not counteract the detrimental effects of 8, 9 or 10 hours of sitting.”
~ Genevieve Healy, PhD

What Researchers Say

• For people who sit most of the day, their risk of heart attack is about the same as smoking” ~ Martha Grogan, cardiologist, Mayo Clinic
• Today, our bodies are breaking down from obesity, high blood pressure, diabetes, cancer, depression, and the cascade of health ills and everyday malaise that come from what scientists have named sitting disease.” ~ James A. Levine, MD, PhD
• Prolonged sitting should be considered within occupational health and safety policies and practices just like other elements of posture.”

http://www.juststand.org/Portals/3/images/JustStandInfoGraphicV3.png

http://www.webmd.com/fitness-exercise/features/do-you-have-sitting-disease

What ways, beyond walking performance reviews, can we begin to address the sedentary workplace lifestyle? Send you favorite ideas to me and I will share in a future posting.