Northwest Weekly Summary (NEWS)
June 30, 2014

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Position Announcements...
PLEASE SHARE BROADLY

Program Assistant, EFNEP - 100.0 FTE%
Montgomery County / Dayton, Ohio
Job Req: 382894
Deadline: July 6, 2014
To Apply

Program Assistant, SNAP-Ed - 93.75 FTE%
Wayne County / Wooster, Ohio
Job Req: 382915
Deadline: July 6, 2014
To Apply

2014 Staff Professional Development Awards Deadline – July 1...
More than $5,000 has been awarded over the past five years to those needing assistance to offset costs associated with professional development and staff career goals. The CFAES Staff Advisory Council (SAC) is now accepting applications for awards that can cover up to $200 per individual. The award is made possible through Campus Campaign donations to the SAC Training Fund #312155. Submit the application to CFAES-SAC@osu.edu by July 1.

Past recipients have used this award for (but not limited to):
- Conference registration fees
- Transportation costs
- Hotel accommodations

Major Systems Upgrade Planned...
(Source: Elayne Siegfried, CFAES HR Director)
As you have heard, at the beginning of July (weekend of the 4th), the university will upgrade both the Human Resources and Student Information Systems from HR/SIS 8.9 to HR 9.2 and SIS 9.0, respectively. As you can imagine, this is a significant undertaking that has required a great deal of work across the university.

Due to the extensive nature of the changes, the Human Resources systems will be frozen to ensure continuity of data throughout the process. While there will be limitations on what can be done, please be assured that our college human resources and fiscal staff will continue to support you as you carry-out your day-to-day tasks. You may continue initiating requests through HR Action as needed, though the human resources staff will not be able to process the HRA’s for approximately one week. The human resources staff will work diligently to process all HRA’s once the system is again fully functional.
It is important for you to know that there will be some minimal impact on employee self-service functionality, however all payroll and other key processes will continue uninterrupted.

The systems changes that the university is about to implement are significant and have required a great deal of work by many, including members of our college human resources staff. I appreciate all that our human resources staff has done and will do and appreciate your patience and collaborative approach during this time of change.

**Division of State 4-H Leadership Duties - July 1 through December 31 2014 . . .** (Source: Tom Archer)
Below is an overview of how the division of State 4-H Leadership Duties will be divided between Tom Archer and Kirk Bloir - July 1 through December 31 2014. This list may be adjusted as the needs within the Ohio 4-H program change, and we develop strategies that will best support your work and the overall 4-H Youth Development program.

<table>
<thead>
<tr>
<th>Tom (<a href="mailto:archer.3@osu.edu">archer.3@osu.edu</a>)</th>
<th>Kirk (<a href="mailto:bloir.1@osu.edu">bloir.1@osu.edu</a>)</th>
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<td>Professional Development</td>
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<td>Ohio 4-H Foundation</td>
<td>Legal Affairs – 4-H/ OSUE Liaison</td>
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<td>Research &amp; Evaluation</td>
<td>Ohio State Fair (Allen Auck and Paul Kuber continue their leadership responsibilities in non-livestock and livestock areas, respectively)</td>
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<td>Internal 4-H Advisory Committee; Administrative Cabinet; North Central States 4-H Program Leaders</td>
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<td>Liaison to Heart of Ohio and Crossroads EERA 4-H Teams</td>
<td>Liaison to Ohio Valley EERA 4-H Team</td>
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**Tom Archer Contact Information**
- **Office:** Lisa – 614-292-6696
- **Direct:** 614-247-8103
- **Home:** 937-492-9531
- **Cell:** 937-726-0540

**Kirk Bloir Contact Information**
- **Office:** Amanda – 614-292-6942
- **Direct:** 614-247-8168
- **Cell:** 614-557-9788

Also, Jeff Dick would be an alternate contact if Kirk cannot be reached for Risk Management, Volunteer Management and Program Issues. Jeff can be reached at: dick.7@osu.edu, or 419-630-6140 (cell).

**Ordering Limited Use Parking Passes for FY15 . . .** (Source: Cindy Buxton)
Extension policy allows offices to purchase Regional A parking permits to be shared by people that work off campus when traveling to campus with University funds. These permits must be shared and cannot remain in one person’s vehicle. A sign in/sign out sheet should be kept on file in the office for use. The Business Office Website has a template sign-out sheet that is used for equipment that can also be used for this purpose. If someone would like a personal permit they must use personal money.

To purchase a shared permit, submit an eRequest: [https://erequest.osu.edu](https://erequest.osu.edu) Choose Internal Vendor CampusParc – Parking Permits. In the Business Purpose or Additional Information section include the reason for the permit and the license plates & names of the individuals who will use the pass. For the 2015 permit year: Regional A permits will be $218.52 and $108.72 for Regional B. Surface lot day passes are $6.75 per pass per day and Garage day passes are $11.25 per pass per day – all can be ordered through an Internal Order on eRequest.

Once you have the permit contact Phone: 614-688-0000 and ask them to set up a non-university account for you so you can sign in for the group passes, if you don’t have one from last year.
Then go here: https://osu-campusparc.t2hosted.com/cmn/auth.aspx?usertype=affiliate and add the license plate associated with the permit.

- Up to 3 license plates can be added per permit – these can be changed out online as needed if someone else is checking out the pass from you
- A license plate number can only be added to one permit in the system
- If using single day passes you should make sure that your license plate is not associated with any regular or limited permits.
- More information: http://www.campusparc.com/
- Parking Pass Ordering Job Aid – attached.
- Campus Parc: Powerpoint Instructions: http://osuebusiness.osu.edu/documents/GroupAccountManagement072213.pptx

Questions? Contact Michel.5@osu.edu

**Summer Wellness Programs . . .**

There are several great wellness and educational programs going on this summer! Check them out at: http://yp4h.osu.edu/events-and-challenges/events

To watch a previously recorded webinar: http://www.osuhealthplan.com/classes-and-events/health-and-wellness-classes/webcast-archive

**New Employee Welcome Festival: Save the Date – October 21 . . .**

Festival Overview

- Held in Columbus at the Fawcett Center
- One-day event including lunch and refreshments
- Offered to all regular new employees (full and part time), temps with an appointment lasting longer than six months, those starting between September 15, 2013 and September 15, 2014.

Units/organizations represented at the 2013 New Employee Welcome Festival included:

- Program areas (4-H, CD, ANR, FCS)
- Professional associations (Ohio JCEP/ESP, CES)
- OSU Leadership Center
- Extension business office
- Program Development and Evaluation
- CFAES Diversity Team
- CFAES Communications Unit
- eXtension
- EdTech Team
- Government Relations
- Extension history display
- OSU CARES
- CFAES Staff Advisory Council and more...

Registration information will be released in September for new employees. OSUE organization representatives should start making plans; more information will be available in September to register your unit/organization to be represented at this year’s festival. Welcome Fest Flier

**OSUE Annual Conference and Research Colloquium – The Next 100 Years – December 9, 10, and 11 . . .**

This three-day conference provides an opportunity for all Extension professionals to:

- Share and broaden their knowledge of the scholarship of Extension work and university research.
- Build relationships between Extension professionals and university colleagues to foster expanded applied research opportunities.
- Foster dialogue and innovative thinking among OSU Extension field faculty and staff and academic unit-based colleagues.
This year’s conference will feature:
- Nationally known keynote speakers
- Interactive sessions about the future of Extension
- Concurrent sessions featuring best practices and Extension scholarship
- Poster exhibits featuring innovative programming and cutting-edge research
- Recognition of outstanding work of Extension colleagues and community partners
- Celebration of the 100-year history of OSU Extension.

The event will be held at the Ohio Union, 1739 North High Street, Columbus campus.

**BARD Funding Opportunities . . . (Source: Steve Slack)**
Please see the announcement below regarding BARD Funding Opportunities and you can view the website for additional information (http://www.bard-isus.com/).

**Two Professional Development Opportunities . . . (Source: Kathy Lechman)**
In the recent edition of *Journal of Extension* the following article from our colleagues at the University of Georgia appeared http://www.joe.org/joe/2014june/a4.php the article building employees’ capacity when working with the Latino population and how to engage in cross-cultural programming. The Office of Service Learning at the
University of Georgia has developed a series of 4 modules that address working with the Latino community; these modules are a compliment to the article on the experiential learning program developed by University of Georgia Extension. Thanks to Karen Bruns who has colleagues at the University of Georgia for reaching out and asking if they are willing to share with us. They were very happy to share them with our OSU Extension staff see the information below. This information will also be posted on the CFAES Professional Development Moodle Site for future viewing.

You can access the modules here [http://servicelearning.uga.edu/modules-supporting-latino-service-learning/](http://servicelearning.uga.edu/modules-supporting-latino-service-learning/)

Please note that there are questions that can be used to discuss the modules at office meetings as well as additional resources under the YouTube videos.

The second professional development opportunity is “Women’s Leadership: Do’s and Don’ts for Handling Difficult Conversations” can be accessed at the link below. The links to access the session as well as the handouts are below when you click on the session link it will ask you to login, complete the information requested and you will be taken to a recording of the session.

Here is a link to the recording: [http://pbp.omnovia.com/archives/184712](http://pbp.omnovia.com/archives/184712)

Here is a link to the materials to download: [http://www.pbconferences.com/3EU/9W](http://www.pbconferences.com/3EU/9W)