Northeast Weekly Summary (NEWS)
August 18, 2014

In This Issue:
- Welcome
- In the News
- Position Announcement
- OSU Extension listservs
- Medina Master Gardeners Harvest in a Jar Program
- Successful Co-Parenting In-service Registration
- Newsletter Sample/Marketing

Welcome . . .

Erin Richardson
Program Coordinator, ANR
Cuyahoga County
richardson.489@osu.edu
Supervisor: Marie Barni

Michelle Walker
Program Assistant, SNAP-ED
Wayne County
walker.1785@osu.edu
Supervisor: Melinda Hill

Phil Goerig
Program Assistant, 4-H
Coshocton County
goerig.9@osu.edu
Supervisor: Emily Adams

In the News . . .

Plant Lover’s Almanac: Where have all the monarchs gone?
Akron Beacon Journal
August 19, 2014
Featured: Danae Wolfe
http://www.ohio.com/lifestyle/gardening/plant-lovers-almanac-where-have-all-the-monarchs-gone-1.513894

Position Announcements . . .
PLEASE SHARE BROADLY

Extension Educator, Agriculture and Natural Resources - 100.0 FTE%
Trumbull County / Cortland, Ohio
Job Req: 400890
Deadline: September 14, 2014
To Apply

OSU Extension listservs . . . (Source: Cheryl Buck)
Effective August 15, there are two listserv addresses that allow one-way distribution of information to all who have an Extension appointment.

All employees with an Extension appointment are automatically subscribed to the all-Extension listserv. You may NOT unsubscribe from the all-Extension listserv, which is the official communication tool for the organization.

A new Extension-misc. listserv offers employees a place to post information of a more local office or personal nature. The new Extension-misc. listserv has been populated with all Extension employees in the HR database as of August 11. You may to unsubscribe from the new Extension-misc listserv at any time. New Extension employees will be given the information about both listservs during orientation, and they will be able to subscribe to the Extension-misc. listserv at any time.
• **all-Extension** (all-extension@lists.service.ohio-state.edu) – Notices related to the work of Extension, the college and university; updates on policies, procedures and deadlines; communications from the director of Extension. Members of Extension Administrative Cabinet, their designated staff, and other key personnel can post to this list.

• **Extension-misc.** (extension-misc@lists.service.ohio-state.edu) – Posting of retirement, death and birth announcements, welcome receptions, professional organization announcements, local office information related to closures, requests for assistance. Any member of the listserv can post a notice to the Extension-misc. list. You can add or remove yourself from the Extension-Misc listserv via: https://lists.service.ohio-state.edu/mailman/listinfo/extension-misc.

**Appropriate Use and Conduct Guidelines**

Use of university computing resources is subject to all generally applicable university policies. Please follow all college and university policies, procedures and guidelines. Users of university computing resources may not state or imply that they are speaking on behalf of the university.

1. When posting to any listserv, be respectful, professional and courteous.
2. Use descriptive headings in the subject line for all messages. At the end of the message, use an identifier comprised of a few lines that identify the sender, affiliation and appropriate contact information.
3. Listservs are not to be used for messages of political or religious nature, nor for personal commercial or business purposes or personal gain.
4. Attachments are permitted; PDF format is preferred, versus Word docs or other formats. When possible, include a URL link for more information versus adding an attachment.
5. The all-Extension and Extension-misc. listservs are monitored.
6. The use of a university listserv is a privilege, not a right of employment. A user’s access to a listserv may be restricted or removed with or without notice if use is deemed to be in violation of responsible use of university computing resources or is determined to be detrimental to the university’s educational mission or reputation.

If you have any questions about either listserv, contact me at buck.19@osu.edu.

**Medina Master Gardeners Harvest in a Jar Program . . .**

Below are photos from the Medina County Master Gardeners Harvest in a Jar Program which was held August 14 featuring Joanna Rini, Linnette Goard, and Master Gardeners as speakers.
Successful Co-Parenting In-service Registration . . . (Source: Jim Bates)
On behalf of the Successful Co-Parenting curriculum team, I invite you to register for the upcoming Successful Co-Parenting In-service on September 9th, 2014 from 10 am to 3:30 pm. It will be held in the Gehres Room at the 4-H Center. To register, please complete the following registration at http://go.osu.edu/SCP_Registration. Your cost will be calculated at the bottom of the survey. Please print off a copy of the Summary of Responses for supervisor approval and your records.

Newsletter Sample/Marketing . . .
Here is another example of how others are designing their newsletters.

Medina Ag&NR Newsletter:
http://us3.campaign-archive2.com/?u=531fa3849bd62186bfd97fed0&id=6bcc1eb3e1&e=08d05a9564