**Our Condolences . . .**

It is with sadness that we announce the passing of Bill McCoy, husband of Vicki Schwartz, Emeritus. Our deepest condolences to Vicki and Sam. A memorial service is being planned for Saturday, August 30 at 11 a.m. at the Christ United Methodist Church (301 Wooster Street, Marietta). Friends may visit from 10 a.m. until time of service. In lieu of flowers, contributions can be made to the Marietta Noon Lions Scholarship Fund at the Marietta Community Foundation or the Washington County Boys and Girls Club.

---

**In the News . . .**

*Knowing your goat. Exhibitor attend workshop in preparation for county fair.*

*Ashland Times-Gazette*

August 14, 2014

**Featured:** Kathy Blackford

---

**OSU Extension Regional Map and HR/Fiscal Contact Listings Updated . . .**

The OSU Extension regional map posted online has been updated. A summary of the human resources and fiscal contacts for each region (as of August 1) is attached; this list is for internal Extension use.

---

**P12 Partnership Inventory – Request for OSUE Program Staff . . .** *(Source: Keith Smith)*

- on behalf of Kate Harkin, director, P12 Initiative

Dear OSUE educators, program coordinators and program assistants:

*Happy fall! There’s always a sense of excitement at the beginning of the autumn semester, and with the new academic year upon us, I hope you are filled with a renewed enthusiasm to enhance our students’ experiences and expand our community connections.*

*In that spirit, I am asking your participation in the university-wide 2014 Ohio State P12 Partnership Inventory survey. The survey, designed by the P12 Initiative, will assist the college in reporting our activities with Ohio schools and organizations that serve school-age children and their families. It will also help the university articulate its diverse number of school partnerships where faculty, staff and students are doing their good work.*

*I am asking all faculty and staff who manage P12 activities and programs to participate and complete the 15-minute survey by September 19. The survey results will be available as a college-wide report in spring 2015.*

This process is not only an opportunity for us to articulate and spotlight our own programs, but for our institution to gain a holistic picture of the impressive contributions that Ohio State brings to the P12 community.


*Best regards, Keith*
Phishing Attack Alert . . . (Source: Josh Fox)

There is a new phishing email threat targeting our faculty and staff members. Some of the most common subject lines from these emails are below:

- Your Salary Review Documents
- Important Salary Notification
- Your Salary Raise Confirmation
- Connection from unexpected IP
- RE: Mailbox has exceeded its storage limit.

The links in these emails direct you to what looks like a legitimate OSU login screen designed to capture your username and password. The attackers then use this information to alter your direct deposit information.

If you receive a suspicious email, do not click on any links in the email. If you are not sure about an email’s authenticity, please ask an IT staff member for assistance.

Some important safety tips:

- OSU and CFAES will never ask you for your password.
- You do not need to verify or confirm your OSU or CFAES accounts.
- Never click on links in suspicious emails.
- Ask someone for help if you are not sure about an email.
- Salary increases are presented via paper documents.

180 Days: Keep Your Password Twice As Long . . . (Source: OnCampus Today)

Posted by Helen Patton on August 22, 2014

By popular demand, you can now keep your password twice as long! With a 180 day shelf-life, you will only be changing your password a few times year.

The new policy goes into effect as of 6:30 p.m. EST on Monday, August 25. Since we are currently in the 90-day reset cycle, your current password will expire after 90 days as usual. After setting your new password you will have 180 days before another change is required.

There are no other changes to the password policy. Passwords must still meet the eight character limit requirement. Passwords need to contain at least three of the following character sets:

- uppercase letters: A-Z
- lowercase letters: a-z
- numerals: 0-9
- special characters, including all keyboard characters and spaces not defined as letters or numerals, such as `~!@#$%^&*()_-+={}\|;":'<,.?/)

Please note passwords may not contain the sequence ".@"

Other suggestions to consider when creating passwords include:

- avoid dictionary words (e.g., Buckeye, Carmen, Brutus)
- use all four of the character sets listed above
- avoid using full name, given name or surname
- avoid password elements that contain personal identification information (e.g., lastname.#, OSUID, SSN or date of birth)
- avoid using a capital letter as the first character (e.g., P2meetY0u)
- avoid using a digit as a last character (e.g., p2meetyo9)

Other common sense password security rules still apply – use a password on all your devices, don’t write it down, don’t give it to anyone, don’t use the same password everywhere.
OSUToday gets a makeover . . . (Source: OnCampus Today)
Changes are coming to one of Ohio State’s most frequent and reliable publications. Beginning today (8/25), Ohio State’s daily e-newsletter, OSUToday, will be re-named onCampus Today. We are making this change to align the e-pub more closely with onCampus, the university’s bi-weekly newspaper that shares the same faculty and staff audience.
-- > Read more: ucom.osu.edu/blog/2014/08/osutoday/

This is a reminder that the all Extension units should be ordering and replacing computers per the depot ordering process that has been in place since fall 2012. A copy of the policy is attached.
If you would like to purchase a new computer, please contact your IT support technician directly, because the process requires that IT support technicians place these orders on your behalf. It is also important to note that computers more than five years old should not be used in any office.

PHA Deadline Reminder . . .
Remember that you can either complete your biometric screening by attending one of the scheduled screenings or enter your own data provided to you by your physician. After you complete the screening information, you must complete your PHA (Personal Health Assessment) by September 30 in order to receive the insurance premium discount in 2015. Visit http://yp4h.osu.edu for more information.

OSU Extension Healthy Eating at Meetings Guidelines . . . (Source: Bridgette Kidd & Carol Smathers)
Ohio State University Extension promotes healthy lifestyles, including healthy food choices and regular physical activity, through our statewide programming efforts. As such, we recognize the importance of modeling our commitment to healthy lifestyles by striving to create a healthy work environment. Offering healthy selections at group work events is one way to assure that we are providing the healthiest possible environment for ourselves and our co-workers and encouraging healthier choices.

Due to the strong relationship between diet and health and the increasing rates of overweight and obesity, we are committing to provide healthy selections when serving foods and beverages in the workplace or at events. The intention of these guidelines is not to dictate what individuals can eat or bring into the office for special occasions. Rather, these guidelines are intended to assist OSU Extension employees in using university resources to purchase foods and beverages consistent with current health research and recommendations. Therefore, the guidelines apply to all in-services, meetings, trainings, conferences, events, etc. By working together and striving to follow the recommendations outlined below, we will promote better health and help reduce risks for chronic diseases.