In This Issue:
• Happy Birthday
• From Jeff
• From Roger
• Signature Program Logic Model Worksheet
  Due April 1
• Congratulations
• Still Time to Sign Up

• Let’s Maintain Extension’s Reputation for
  Generosity!
• CFAES Finance Training
• Drupal Training Scheduled
• Flexible Spending Account Participants
• Blog Links
• Important Dates and Deadlines

Happy Birthday . . .
• March 24 – Joyce Shriner, Extension Educator, 4-H and CED, Hocking County

From Jeff . . .
I have recently read a number of Annual Reports. One observation based on that reading is that we need to do
a better job of writing impact statements from our programming efforts. The following is an opportunity for
professional development that I would encourage all program staff to participate.

New Impact Statement Reporting Course to Strengthen Skills . . . (Source: Sandra Conn at eXtension)
In fall 2015, eXtension added the acclaimed Impact Statement Reporting Course to its Professional Development portfolio of courses
for Cooperative Extension System professionals.

Created by the Office of Professional and Continuing Education at Oregon State University in collaboration with a nationwide team of
Extension educators and trainers on impact report writing, the content addresses specifically the needs of Extension professionals.

eXtension’s online course format ensures continuity across trainings, widespread accessibility, and ease of
use. This course provides a wealth of examples, resources, readings and assessments to support learners in
applying the concepts and skills as rapidly as possible. Requiring approximately 80 minutes to complete, all at
one time or across modules, this course provides timely instruction or can serve as a refresher.
Employees of eXtension member institutions receive this course as a free benefit through their institution’s membership. The course fee for employees of non-member institutions is $80. (It is FREE for employees of OSU Extension!)

Learn more about the Impact Statement Reporting Course and check out the free sampler of the course.

From Roger...
In case you missed the recent messages from our director, below is a summary.

- **2016 RWJF County Health Rankings and Roadmaps** – These rankings are compiled annually by the Robert Wood Johnson Foundation and are available for your use in designing interventions to address local health issues. View the county-by-county rankings for Ohio at [http://www.countyhealthrankings.org/app/ohio/2016/rankings/outcomes/overall](http://www.countyhealthrankings.org/app/ohio/2016/rankings/outcomes/overall) (also refer to blog post at [http://u.osu.edu/conspectus/](http://u.osu.edu/conspectus/))
- **Innovate Extension – Don’t Miss It!** (For more details refer to Roger’s email of 3/24/16) Registration is now open for both the innovateOSU (May 11) and innovateExtension (May 12) programs.
  - innovateOSU register at [http://innovateu.osu.edu/conference-schedule](http://innovateu.osu.edu/conference-schedule)

**Signature Program Logic Model Worksheet Due April 1... (Source: Ken Martin)**
This is a reminder of the upcoming deadline in regard to the signature program proposals. If you are considering submitting a proposal, you must first discuss this with your Assistant Director or Associate Director of Programs (martin@1540@osu.edu). Then download and complete the “Signature Program Logic Model Worksheet” outlining/identifying program goals and objectives, inputs, outputs, and outcomes ([http://go.osu.edu/SPlmww](http://go.osu.edu/SPlmww)) to use as the basis for your discussions. This Worksheet is Due April 1. You will be directed to upload this completed logic model worksheet pdf with your online proposal.

**Congratulations...**
to Dr. Brian Raison, who has been selected for the position of Extension Field Specialist, Community and Organizational Leadership Development. Brian will begin on May 1 pending OSU Board of Trustees approval.

**Still Time to Sign Up...**
There is still time to sign up for the biometric health screenings being offered on Wednesday, April 6 at the SE Region Extension Office. To register, visit [http://yp4h.osu.edu](http://yp4h.osu.edu), at the bottom of the page click on Biometric Health Screening. Once you log in, search for appointments at the Region Office on April 6. The biometric numbers are different than completing the Personal Health Assessment (PHA) questionnaire (they are two separate activities). After your biometric health screening, you will also need to complete your PHA
each year to continue receiving the PHA Medical Premium Credit on your insurance. No fasting is required for the health screening. Note also that Spouses and Same-Sex Domestic Partners are eligible to participate in the YP4H program also (premium credit and incentive levels in order to receive Amazon gift cards).

Let's Maintain Extension's Reputation for Generosity! . . . (Source: Cindy Torppa)

Many of us have heard our leaders proudly proclaim that Extension personnel are typically the most generous group when it comes to supporting our college and university. We need you to help carry on that tradition! Our Campus Campaign goal is to reach 45% participation within CFAES this year – right now, we in CFAES are at 26% and we need 326 more participants to reach our goal.

Your participation counts! Remember, it is your participation, not the amount you give that matters. A one-time contribution of $1 counts toward the overall percentage. You can give $1 in cash or check, $5 by credit card, or why not make an ongoing contribution that is automatically deducted each pay period? Just click https://www.osu.edu/giving/assets/downloads/CC/blank_pledge_card.pdf to find a gift form.

And don't forget – you get to select the fund you’d like your contribution to support. If you are a current faculty or staff member, you can search for funds to support by logging into the Campus Campaign online giving site at https://www.osu.edu/giving/philanthropy-programs/campuscampaign/ - just click on the big red rectangular button that says, “Give Online or Search for Funds.”

Thank you for supporting OSU Extension and Campus Campaign!

CFAES Finance Training . . .

Just a reminder that there will be various CFAES Finance Training held in April and May. There is still time to register at http://cfaesfinance.osu.edu/Training/cfaes-finance-training-2016

Travel – Mileage: Adobe Connect, Tuesday, April 5, 1:30-3:00 p.m. (from calculation to submission, we will cover submitting for mileage reimbursement under the new Travel guidelines.

Overnight Travel – Pre-Trip Training: Adobe Connect, April 15, 1:30-3:00 p.m. (this course will cover everything you need to know before you travel, including what is a T#, how to get one and how to prepay expenses.

Overnight Travel – Post Trip Training: Adobe Connect, April 21, 1:30-3:00 p.m (this course will cover everything you need to know after you travel, including how to submit receipts on travel cards, how to get reimbursed for personal expenses and how long you will have to wait for reimbursement)

Sales Tax on University Sales: Adobe Connect, April 27, 1:30-3:00 p.m. (is your unit selling items that require you to collect and report sales tax? This will cover the process for collecting, reporting and reconciling sales tax when items are being sold via University funds or checking accounts)
**New Employee Overview:** In Person, Columbus, location TBD, May 13, 9:30-3:30 (this course will cover topics for new finance employees including support staff, unit leaders and finance managers. We will cover things like terminology, training requirements, who to contact for help and for what areas finance employees are responsible.)

**Drupal Training Scheduled . . .**

Additional county website training sessions are planned for May, located around the state. Each county website user must be trained before you have access to update the county site. Registration is required. There is no cost for the training; lunch will not be provided.

Hands-on training will be held in the morning (9 a.m. til noon). Computers will be provided for the training (information is preloaded on our computers for your use during training). A work session/time for Q&A will be held from 12:30-2 p.m.

If you want to register for either the training session and/or the work session/Q&A, please email Bonnie Scranton at scranton.9@osu.edu by May 2.

Note: The existing county site training sessions in Columbus are still being held on April 7 (12-3 p.m.), May 5 (9 a.m.-noon), and June 16 (12-3 p.m.) You will need to contact Bonnie to register for one of these classes.

- May 16 (Monday) – Wooster, Research Services Building
- May 18 (Wednesday) – Bowling Green, Northwest Region Office
- May 24 (Tuesday) – Springfield, Clark County Office
- May 25 (Wednesday) – Caldwell, Southeast Region Office
- May 26 (Thursday) – Piketon, South Centers computer training lab

**Flexible Spending Account Participants . . .**
The FSA vendor, TASC, has transition to their new system and you may now resume all normal health care and/or dependent care FSA activity by logging into My FSA via eprofile.osu.edu or using the new **Benefits by efflex** mobile app. If you had previously downloaded the old mobile app, please delete and download the new one.

Health Care FSA participants should have received a new Health Care Flex Card and it is now active for use. Please discard your old Health Care Flex Card. If you have questions about the transition of your FSA account(s), visit go.osu.edu/fsa-transition or contact TASC Customer Service at 1.855.FLEX.OSU (353-9678).

**Blog Links . . .**
- CFAES Weekly News Digest – [http://u.osu.edu/cfaesadmin](http://u.osu.edu/cfaesadmin)
- Extension Director, Roger Rennekamp – [http://u.osu.edu/conspectus/](http://u.osu.edu/conspectus/)
Important Dates and Deadlines . . .
If there are dates that apply to many that you would
like to see included in this section of the newsletter,
please send them to Lee Ann at
johnson.82@osu.edu.

MARCH:
21 – JCEP Meeting, Ag. Admin. Aud.
30 – Comm Dev Spring Meeting

APRIL:
6 – Biometric Health Screenings, SE Region Office
10-13 – PILD, Crystal City, VA
13 – State CED Meeting, F2F, Columbus
19-20 – Healthy People In-service Days
26 – Legislative Luncheon
28 – Region Support Staff Meeting, Fairfield County
29 – Ohio Valley EERA All Program Meeting, South Centers

MAY:
11 – BH EERA 4-H Meeting, SERO
16 – JCEP Meeting, Carmen Connect
27 – BH EERA ANR Meeting, EARS

JUNE:
15-17 – ANR Summer Retreat, Hueston Woods Lodge
and Conference Center, College Corner, OH
20 – JCEP Meeting, Ag. Admin. Aud.
26-29 – NACDEP & ANREP Conference, Burlington, VT

JULY:
20 – Region CED Meeting, Carmen Connect
24-28 – NACAA, Little Rock, AR
27-August 7 – Ohio State Fair

SEPTEMBER:
12-15 – NEAFCS, Big Sky, Montana
19 – JCEP Meeting, Carmen Connect

OCTOBER:
2-8 – National 4-H Week
3 – BH EERA 4-H Meeting, SERO
4-5 – Comm Dev Retreat
9-13 – NAE4-HA Conference, New Orleans
17 – JCEP Meeting, Ag. Admin. Aud.
18-19 – National TERSSA Conference (Support Staff),
Columbus
23-27 – ESP National Conference, Cape May, NJ

NOVEMBER:
1 – 4-H Professional’s Update, 4-H Center, Columbus
2 – Assuring Quality Care for Animals Inservice, 4-H
Center, Columbus
18 – Ohio Valley EERA All Program Meeting, South Centers

DECEMBER:
6-7 – Extension Annual Conference, Ohio Union
14 – BH EERA 4-H Meeting, location TBD
16 – BH EERA ANR Meeting, EARS

Schedule (week of March 21, 2016)
Jeff (419.560.8645 – cell)
M –
T –
W – Belle Valley
T – Vacation
F – Vacation

NOTE: Jeff is also on vacation the week of
March 28-April 1.