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Monthly Reports ...(Source: Jeff McCutcheon)

The most frequent topic of questions I have received on my initial county visits has been about the monthly reports. All Regionl Directors requested them about two years ago and then a specific form was shared at the beginning of this year. This was done to help keep your supervisor informed about what you have accomplished in a timelier manner than the year-end report through RiV.

So what are my thoughts on the monthly reports? They are expected. If they are expected then they need to be used. I hate paperwork that is not used. To that end, I have read them (not necessarily on the day they were sent) and will refer to them in future visits.

You could argue that you would rather do the work than spend time reporting on the work. I may have made that argument at some point during my career. I have also heard it argued that if your supervisor or the organization does not know what you have accomplished then have you actually done any work? We are a large organization, which makes communication harder. As county educators, we have the freedom to perform our jobs as we determine to meet local needs, and we need to communicate what we are doing with the organization.

The current form is in a format that could be useful when you complete your RiV report this January. You can record teaching/program information (including impact and not just outputs) in a way that will help you retrieve it later. You can list publication citations, along with service activities soon after you do them when the information is fresh. Since we will be moving away from RiV at some point, having another record to help fill in any gaps or database errors when we do switch would be prudent. Finally, there is the last section for concerns or ideas to be shared (but this section seems to be rarely used.)
Another way to think about it is, my title includes the term “Interim.” So if the next Region Director is not me, wouldn’t it be better if I could tell your next RD all of your accomplishments as evidenced in your monthly reports?

**Congratulations...**

To Brad Bergefurd, ANR Educator, Scioto County and OSU South Centers, and colleagues, who received official word that the USDA has approved their grant proposal for $78,427 to conduct strawberry research and Extension project, “Development and Delivery of Resource-Efficient, Ecologically Sustainable Strawberry Production and Marketing Systems in Ohio.” This is a two year project.

**Insights from Greg Davis...**

If you haven’t already done so, be sure to read Greg’s Interim Insights from today in its entirety (email from 8/24/15).

- FCS AD position
- Extension Director position
- Dean’s Webinar

The regular updates that Greg has been providing are very nice and keeping us all up-to-date.

**Energy Programs In-service – Save the Date...**

Communities and individuals across Ohio are impacted directly by the Energy boom – through shale horizontal drilling, related business growth, and by pipelines crisscrossing all parts of the state. Energy companies are approaching landowners to lease their land and communities are experiencing an influx of workers and their families impacting social services, housing and schools.

Extension is being increasingly asked to help individuals and communities make sense of this energy boom – where it is going, what is likely to happen in the future, what are the social, economic and environmental changes to expect, and how might this affect me as a landowner.

Please save October 27th for an all-day in-service that will help us to address these questions as they arise with our clientele and our community leaders. Some highlights of this in-service include:

- The future of the shale oil and gas industry and the impact for Ohio,
- Pipeline and infrastructure development across the state and how will this effect individuals and communities,
- Regulation of pipelines – who is responsible and how are they involved,
- Understanding landowners and community’s rights

Concurrent breakout sessions will follow two tracks: Landowner issues and community issues.
Landowner issues will address good agricultural practices for pipeline development, financial management, legal aspects of leases, and buying and selling leases as well as other key topics.

Community issues will address public official’s roles, responsibilities and jurisdiction, working with pipeline companies, economic opportunities and challenges, and preparing for social, environmental and economic changes as well as other key topics.

October 27th will be an all-day in-service to be held at the 4H Center. Please look for more details to follow! For further information, please contact Chris Penrose at penrose.1@osu.edu or Myra Moss at moss.63@osu.edu.

RiV Training . . .
Debby Lewis, Director of Program Development and Evaluation will be offering an RiV training from 9-noon on Friday, October 23 (see http://extension.osu.edu/events/research-view-riv-training). Especially for those who will already be in Columbus on October 22 for the New Employee Welcome Festival, the Program Development and Evaluation (PDE) unit is inviting program personnel to attend training on the basics of using Research in View. Come get acquainted with how to effectively and efficiently report the important work you do! Details and information on how to register will be available in September.
Volunteer Background Checks Move to OHR . . . (Source: Kirk Bloir)

We are pleased to share the OSU Office of Human Resources (OHR) will now be handling all OSU Extension volunteer fingerprint background checks for all program areas: 4-H; ANR (MGV, OCVN); FCS; and CD.

With this shift from the State 4-H Office (a.k.a., OSU Extension Fingerprint Background Check Coordinator/Lisa Jinks) to the OHR Background Check Team, all OSU Extension volunteer background check results will now be sent to:

Attention: Gina Thorpe – INSERT YOUR COUNTY/UNIT NAME
OSU Office of Human Resources
1590 N. High St., Suite. 300
Columbus, OH 43201

Important: Update the volunteer fingerprint background check information and documents you give volunteers to include this OHR address. Please be sure you instruct volunteers, and potential volunteers, in all program areas that at the time they have their fingerprints taken at your local Ohio BCI approved Webcheck agency (or local sheriff’s office), they must have the OHR address (listed above) put in the “mail to section” of the background check form.

The OHR background check team will process all OSU Extension volunteer background check results as normal so you should not be impacted by this change. Processed as normal means:

- 4-H volunteers - county/unit personnel will enter a profile for the potential volunteer in 4-H Online prior to sending them to get their fingerprints taken.
- All other OSU Extension volunteers - county/unit personnel will email the list of names (full legal name) and their dates of birth to extvolunteerbgcheck@osu.edu indicating your county/unit and the program for which they have applied to volunteer.

Instead of Lisa Jinks, you will now be in communication with OHR background check coordinators: Gregory Warner; Nicole Ofoe; and Courtney Yurt. They will continue to use the extvolunteerbgcheck@osu.edu email account as a primary means of communication, however you can reach their office at 614-292-3595. Greg, Nicole and Courtney will be updating the volunteer screening information in 4HOnline and they will also be communicating with county offices when MGV, OCVN, and other non-4-H volunteer reports are received and processed.

OHR will continue to work closely with Lisa Jinks during this transition to ensure the change happens as smoothly as possible. Please let me, Lisa, or the OHR background check coordinators know if you have any questions or concerns about this change in the volunteer background check screening workflow.

If you have questions specific to:

- the background check process/concerns with BCI, contact the OHR Background Check Team at hr-backgroundchecks@osu.edu
- 4HOnline, contact Tracy Grody at grody.2@osu.edu
- MGV’s, contact Denise Johnson at johnson.2924@osu.edu
- OCVN’s, contact Anne Baird at baird.41@osu.edu
**2015-16 CES Membership Drive . . .**

Chi Epsilon Sigma membership is open to all support staff who have at least 45 percent appointment with Extension and to all OSUE support staff emeriti. The mission of CES is to create a support network within OSU Extension that encourages professionalism among staff and helps to develop effective working relationships statewide.

Annual member dues for CES are $25, with free lifetime membership for emeriti.

OSU Extension Administration has affirmed that dues may be paid from county/department budgets with unit director approval. CES offers six scholarships to encourage staff in situations where budget constraints would otherwise prevent participation. You can request an application by checking the appropriate box on the membership form.

CES strongly supports participation in the Annual Meeting and OSU Extension’s Annual Conference. Thus, one scholarship will be awarded to defray the cost of mileage (and lodging if necessary) for a CES member to attend. Simply check the appropriate box on the membership application to be considered for this award.

Benefits of membership are many. In addition to the above mentioned scholarships, professional development awards, newsletter/brochure/website contests, Dorothy Rex Inspiration Award and the Extension Support Staff Excellence Award are only available to current members of CES.

Membership in TERSSA (The Extension Research and Support Staff Association) is $10 per year for new, renewal and retired staff members. Now is the time to join TERSSA too because the 2016 National Conference for TERSSA will be held in Ohio! Hold the Date of October 18 & 19, 2016 for the 2016 TERSSA Conference, sponsored by CES and OSU Extension Administration to be held at the Westin Hotel, Columbus.

Membership information and the application will be available later this month at [http://ces.osu.edu/membership](http://ces.osu.edu/membership).

**JCEP Awards and Nominations . . .**

Now is the time to nominate your peers, community partners, and/or yourself for Ohio Joint Council of Extension Professionals Awards. For some of the awards, any employee can nominate someone. Applications are due by October 1. Start thinking of nominations for:

- Team Teaching
- Creative Works
- Friend of Extension
- Excellence in Extension
- ESP Special Chapter Awards
  - National DSA Ruby Award
  - Administrative Leadership Award
  - Diversity Multicultural Recognition (Individual)
  - Diversity/Multicultural Recognition (Team)
  - International Service Recognition
  - Visionary Leadership Recognition
Continued Excellence Recognition
Meritorious Support Staff Service Recognition
Retiree Service Recognition

Visit [http://go.osu.edu/ojcepawards](http://go.osu.edu/ojcepawards)

**Insurance Reporting Form Due 9/30 . . . (Source: Cindy Buxton)**

Insurance is a restricted commodity and can usually only be paid with a Purchase Order. However, we have a special exemption for event insurance payments as long as they are reported annually.

You need to report insurance that is paid via an Extension Checking Account. This is primarily to be used for American Income Life Insurance (event insurance) payments but can be used for other insurances with permission from Cindy Buxton. Take a moment to look through your local checking account for the last fiscal year (July 2014-June 2015) and report all insurance expenses.

All units should report (even those that have not paid for event insurance from the checking account – there is a place to record this). [http://cfaesfinance.osu.edu/node/84/insurance-reporting-form](http://cfaesfinance.osu.edu/node/84/insurance-reporting-form)

You do not need to report anything paid with the PCard or with a Purchase Order as this can be captured from data in the General Ledger by the Business Office.

**Autumn Semester Dependent Tuition Assistance . . .**

OSU offers eligible employees and their dependents the opportunity to advance their education at Ohio State. For dependent tuition assistance, applications must be submitted each term. Autumn 2015 semester enrollment window closes Friday (8/28). Faculty and staff apply online using [Employee Self Service](http://go.osu.edu/tuitionbenefit) or paper applications.

For more information visit [http://go.osu.edu/tuitionbenefit](http://go.osu.edu/tuitionbenefit)

Direct questions to the Office of Human Resources Customer Service Center at service@hr.osu.edu or call 614.292.1050.

**Email, Find People Directory . . .**

Beginning last week, when students, faculty and staff set a Preferred First Name through [my.osu.edu](http://my.osu.edu), that change will affect one’s email display name and the name shown in the online Find People directory. Find People, University Email Systems and BuckeyeMail have been updated to allow searching with a preferred first name and legal last name. If your Preferred First Name is not what you intended, you can change it through [my.osu.edu](http://my.osu.edu)
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.

AUGUST:
27 – Beef and Forage Field Night, Ohio Valley EERA

SEPTEMBER:
18 – Ohio Valley EERA 4H Meeting
22-24 – Farm Science Review
28-29 – Action Leadership Retreat

OCTOBER:
4-7 – ESP National Conference, Coeurd’Alene, ID
7 – BH all program area meeting (tentative)
13-14 – FCS All Programs Conference
21 – CED F2F Meeting
22 – OSUE Employee Welcome Festival
23 – Research in View Training
25-29 – NAE4HA Conference, Portland, OR

NOVEMBER:
2-5 – NAEFCS Conference, Greenbrier (WV)
9 – Animal Science Program, Columbus
10 – State 4-H Professionals Update
13 – OV EERA Meeting

DECEMBER:
8-9 – Annual Conference
16 – BH 4H Meeting
18 – BH ANR Meeting @ EARS
As always, there are a multitude of training and professional development opportunities for Extension personnel. Please check with program areas for specific opportunities and visit http://extensionhr.osu.edu/profdev/profdev.html.

The OSU Leadership Center also offers other opportunities at http://leadershipcenter.osu.edu/. Many links to Events are also listed on our webpage at http://southeast.osu.edu/events

If any of the above links do not work or if you have questions about the dates or deadlines, please contact Lee Ann at johnson.82@osu.edu

Schedule (week of August 24, 2015)

Jeff (419.560.8645 cell)

M – RD Retreat
T – RD Retreat
W – Pike Jackson
T – Meigs
F – Belle Valley