This Week Southeast
October 19, 2015

In This Issue:
- Happy Birthday
- Our Condolences
- Away from the Office Tuesday
- Southeast Region Endowment
- Deadlines – This Week
- Open Enrollment Starts Today
- CFAES Weekly Information Digest
- Change of SPO Assignment for Extension 55xxxx and 57xxxx Orgs
- CFAES Equity and Inclusion has a New Website and Blog
- Amazon Business Account with a University PCard
- OhioLine Update #2
- OSU Extension Support Staff and Administration Hosting a 2016 National Conference
- Important Dates and Deadlines

Happy Birthday . . .
- October 21 – Angelia Seum, Program Assistant, 4-H, Hocking County
- October 22 – Nancy Snook, Extension Educator, 4-H and CED, Noble County
- October 23 – Tiffany Riehm, Program Assistant, 4-H, Gallia County

Our Condolences . . .
to Laura Fuller, Extension Educator, Community Development, Noble County and her family on the recent loss of her grandfather.

Away from the Office Tuesday . . .
The Southeast Region Office will be unavailable tomorrow, Tuesday, October 20. The parking lot at the office is being paved, so the staff will be working off-site at the Eastern Area Research Station. If you need to reach anyone, please call Jeff McCutcheon’s cell at (419) 560-8645.

Southeast Region Endowment . . .
It is time to apply for the Southeast Region Endowment Awards. Applications for these awards are to be submitted to Jeff McCutcheon at the SE Region Office by November 30, 2015. Applicants must be employees of the counties that comprise the Southeast Region. ALL program and support staff are eligible to apply for this award.
Applications can be submitted towards program support or professional development support (up to $500 per grant). The endowment guidelines and application for these grant funds are located on the SE Region website at [http://southeast.osu.edu/region-director](http://southeast.osu.edu/region-director) (Other: SE Region Endowment Guidelines and Application). The endowment committee is comprised of personnel from the region, and they will serve as the review committee for grants submitted.

One of last year’s recipients submitted the following report about their grant: **National Extension Volunteer Conference (Katie Feldhues, Extension Educator, 4-H, Ross County)**

I received the Southeast Region Endowment Award to attend the National Extension Volunteer Conference in Portland, Maine in May. I maximized this opportunity to present, learn, and engage. I presented on my topic *Accommodating Generational Differences in Volunteer Management Practices* which helped bring awareness to other educators about how programs can be tailored to draw in different age cohorts.

The most beneficial session I attended was *Utilizing Educational Videos to Assist with Volunteer Orientation and Training*. With the help of the Ohio Valley EERA 4-H Educators, I have helped create nine video volunteer trainings as part of our first module in a series. We have figured out how to utilize 4-H Online as the platform volunteers will be able to use to watch videos, take quizzes, and download handouts. These video volunteer trainings will be accessible statewide in spring 2016. This process was much smoother with the tips I received from my session.

Another valuable session I attended was *Empowering Youth and Adult Volunteers with the Community Capitals Framework* which basically helps show the direct and indirect impact participation in individual 4-H activities can have on a community through a youth’s 4-H involvement. I hope to use this framework to develop a visual demonstration to show our volunteers and commissioners what a significant impact they are having on their communities by supporting 4-H.

I sat with Al Parker, a 4-H District Specialist from the University of Georgia at several meals. Our conversation led us to partnering a project that will assess the 4-H volunteer screening practices across the nation. Finally, I was able to attend this conference with another 4-H educator, Jo Williams, and we both left Maine feeling rejuvenated and excited to return to work. I greatly appreciate the opportunity I was given to attend the National Extension Volunteer Conference by receiving the Southeast Region Endowment Award.

**Deadlines - This Week . . .**

**2015 Steve D. Ruhl County Agriculture Agent Award Nomination Deadline**

October 20 . . .

This award, established in 2007 was named in memory for Steve Ruhl, former Morrow County Extension Educator, ANR and Extension Director. For 25 years, Steve’s work epitomized the best traditions of the “County Agricultural Agent” as depicted in the Norman Rockwell print (1948). Each year, award recipients are nominated by their peers, applications are submitted and then chosen by a selection committee consisting of
the OSU Extension AD for ANR, the current JCEP ANR President and Vice President, an ANR/EERA leader from each region, and at least one past award recipient.

Recipients must be a current county ANR educator, have a minimum of 10 years county Extension experience, and be a current paid member of OAEP and the National Association of County Agricultural Agents. Extension programs developed by the recipient could represent animal sciences, agronomy, horticulture, farm management, entomology, leadership or any other related area where the educator has demonstrated proven success.

Nominations are due by 1:00 PM on October 20. Submit a completed nomination form to Teresa Funk at funk.67@osu.edu or FAX to 614.292.4077.

2015 Excellence in 4-H Award Nomination due October 21
Once again it is time to make nominations for the Excellence in 4-H Award. This award honors superior accomplishments by an Extension Educator in developing dynamic, innovative, broad-based 4-H educational programs. The award, funded through the Charles W. Lifer Excellence in 4-H Fund, is dedicated to the recognition of outstanding professionals who serve as examples in setting standards of excellence in ten major areas of the County 4-H program.

A peer may nominate any Ohio State University Extension Educator who provides leadership to 4-H programs. Nomination forms are due to Lisa Jinks by Wednesday, October 21, 2015 at jinks.2@osu.edu. Note individuals who have completed an application in the past three years will be considered for the award again this year and will just need to update their profile for 2015. Please nominate one or more individuals, whom you think are deserving of this recognition.

2015 Excellence in 4-H Nomination Form
Excellence in 4-H List of Award Winners
Excellence in 4-H Award Background

Open Enrollment Starts Today . . .
This is a reminder that Open Enrollment starts today, October 19 and ends Friday, October 30. Visit http://hr.osu.edu/oe during Open Enrollment and click on the “Enroll Now” button to review existing or make new elections.

In case you missed the recent Carmen Connect on the overview of benefit changes, it can be viewed at

https://carmenconnect.osu.edu/p4dqmfq29b9/?launcher=false&fcsContent=true&pbMode=normal
CFAES Weekly Information Digest . . . (Source: Ryan Schmiesing)
Each week (Monday) we will be sending the following link that will include timely announcements and information for all college faculty and staff. It is our desire to create a single location for all news and announcements that come from the Dean’s office as well as reduce the number of emails coming to your inbox. Should you have information to share that is relevant to faculty and staff, please send to Joan Lieb or Ryan Schmiesing. http://u.osu.edu/cfaesadmin

Change of SPO Assignment for Extension 55xxxx and 57xxxx Orgs . . . (Source: Greg Davis)
Effective 10/12/15, the work handled by Bette Hartschuh (Sponsored Program Officer – SPO assigned to Extension since 2007) will be handled by Katie Groeniger (last name rhymes with ‘vinegar’). Katie has previous experience with the Ohio Department of Health (ODH), and in that role she frequently worked with local/county-level agencies throughout the state of Ohio.

Betty Hartschuh and Jared Port assisted in Katie’s onboarding, and all new work and work pending with OSUE or sponsors will be assumed by Katie. Katie can be contacted at:
   Katie Groeniger
   Sponsored Program Officer
   Office of Research Office of Sponsored Programs
   1960 Kenny Road, Columbus, OH 43210-1016
   (614) 292-6643
   Groeniger.10@osu.edu

CFAES Equity and Inclusion has a New Website and Blog . . . (Source: CFAES Monthly)
In addition to the rebranded and refreshed CFAES Equity and Inclusion website that was recently launched, I am pleased to share the new CFAES Equity and Inclusion blog. The website contains information on topics related to equity, inclusion and diversity. College, university and external events are featured on the “Events” page. All current CFAES employees are subscribed. You can unsubscribe as you wish. Messages will come periodically, and I hope to use the blog as a forum to share information as well as to discuss current events related to diversity, equity and inclusion. You are always welcome to comment on any of the posts and are welcome to submit posts of your own. – Kathy Lechman

Amazon Business Account with a University PCard . . . (Source: Cindy Buxton)
On June 1, 2015, Amazon began collecting sales tax on purchases made by all Ohio customers. The University is an instrumentality of the State of Ohio, whose purchases are exempt from Ohio sales tax. To maintain the benefit the University’s sales tax exemption while preventing any improper use, the University has established an Amazon Business Account to ensure only business-related transactions are treated as tax-exempt.
Highlights:

- Units should maximize the use of University contracts found in eStores before considering Amazon.
- The OSU Amazon Business Account must be used for University business purposes only.
- **No personal purchases** may be made from a University email address (name.#) in the OSU Amazon Business Account. Using this tax-exempt account for personal use may cause the University to lose its tax exempt status and the individual may be held liable for fraud by the State of Ohio.
- All business-related expenses procured through the OSU Amazon Business Account must comply with University **Expenditures, PCard, Purchasing and Internal Controls policies.**
- Purchases from **personal Amazon accounts** are no longer permitted on a University PCard.
- Personal Amazon accounts should be set up with a **personal email address,** not your University email address (name.#)
- **PCard Managers will be the only individuals permitted to use the account.** All PCard managers will be given access to the system.

Instructions for PCard Managers

All PCard Managers will be given access to the Amazon Business account, sometime in the next week you will receive an email directly from Amazon with instructions to access your account. Use these help documents to complete the process.

- Instructions: [Finalize OSU Amazon Business Account Access as Requisitioner](#)
- Instructions: [Upload Tax Exception Certificate](#)
  - Form: [OSU Tax Exemption Certificate](#)
- Activating your account can take a couple of business days.
- If you do not receive an email from Amazon by end of day 10/23, email [Jesse Buxton](mailto:) for assistance.

If you have any questions regarding this policy please contact the CFAES Group Administrators [Jesse Buxton](mailto:) or [Brian McClain](mailto:). There is also a new University website to help answer your questions. [http://u.osu.edu/amazonbusiness/](http://u.osu.edu/amazonbusiness/)

OhioLine Update #2 . . . (Source: Cheryl Buck)

As some of you may recall, Greg Davis and Ryan Schmiesing first shared an update in mid-August about Communications’ work to update the Ohioline web site, which was one of the first web sites (if not the first site) launched by the College of Food, Agricultural, and Environmental Sciences.

The Ohioline web site update remains a priority for the college web team this fall, and we are making tremendous strides to get the site ready to go “live” in January 2016. This includes significant work on the fact sheet content that will be posted on the Ohioline site. As mentioned previously, the move to the Drupal 7 content management system will not affect how new fact sheets are submitted, peer reviewed, or created by personnel. However, addressing the overall age of existing content on the site – as well as review and validation of the current content – is an important aspect of this project.

During the upgrade, the last five years’ worth of fact sheets has been migrated to the new site. Editors in Communications are ensuring that the content in this group of fact sheets has been transferred to the new site in its entirety, including all tables, graphs and links within each fact sheet.
Once the new Ohioline site is live, revision requests for fact sheets posted on Ohioline during the last five years will be accepted. At that time, instructions for how to submit a project request to update existing fact sheets will be shared with all personnel.

Content on the existing Ohioline site that is older than five years must be reviewed for general relevance; then the content must be updated and reviewed before it can be posted on the new Ohioline site. I am working with our Extension assistant directors and other unit leaders to evaluate and handle this “older” content.

**ITEMS AND DATES TO NOTE**

- ALL of the current content on Ohioline will be available until the new site goes live.
- Between December 1, 2015 and mid-January 2016, we will not add any new content to the current Ohioline site.
- Most new fact sheets already in process and scheduled to be completed before December 1 will be posted and available on the current Ohioline site, as well as the new site.
- We plan to go live with the new Ohioline web site in mid-January 2016.

We will continue to update you on relevant details of this project as the site development progresses. If you have questions about the Ohioline update process in general or the fact sheet content review, contact me at buck.19@osu.edu or 614-292-4880. If you have questions about a fact sheet you already have in progress or an upcoming project, contact Dave Scardena (scardena.1@osu.edu) in Communications.

As always, thank you for your patience and understanding as we build a new Ohioline site that is fully functional and much more useful for our audiences.

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**OSU Extension Support Staff and Administration Hosting a National Conference . . .**

Chi Epsilon Sigma (CES), OSU Extension’s Support Staff professional association, and OSU Extension Administration are sponsoring the 2016 TERSSA National Conference in Columbus, Ohio on October 18 & 19, 2016. All Extension Staff are welcome and encouraged to participate in this professional development opportunity.

TERSSA – The National Extension and Research Support Staff Association is currently comprised of 7 participating states (Alabama, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Ohio). TERSSA is dedicated to improving the lives and careers of members by providing One Voice to improve the development of Extension and Research across regions through professional recognition, networking with states, administration advocacy and professional and personal improvement. Previous conferences have been held in Verona, Baton Rouge, Charleston and Montgomery to name a few.
2016 marks the 1st time Ohio will host the conference… and we are excited to share in this MILESTONE with you and show our Buckeye Pride!

Visit this link to learn more about TERSSA and this upcoming Conference. Many thanks to Vickie Snyder, Office Associate, OSU Extension Southeast Region, for creating the presentation. Not a member of CES or TERSSA? Check out the opportunities and download the membership form on the CES Webpage.

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.

OCTOBER:
21 – CED F2F Meeting
22 – OSUE Employee Welcome Festival
23 – Research in View Training
25-29 – NAE4HA Conference, Portland, OR
30 – County Highlights Due to Region Director

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

FEBRUARY:
17-19 – Tri-State Diversity Conference

Recognize an outstanding CFAES staff member at go.osu.edu/OutStandingU

Schedule (week of October 19, 2015)
Jeff (419.560.8645 cell)
M – Morrow
T – Belle Valley
W – Athens (CED Meeting)
T – Columbus
F – Monroe
Noble