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Birthday Wishes...
- November 7 – Dawna Jo Kiesling, Program Assistant, SNAP-Ed, Highland County
- November 8 – Peggy Bolen, Office Associate, Washington County
- November 13 – Charissa McGlothin, Program Assistant, Scioto County and South Centers

Ohio Valley EERA Meeting...
This is a reminder that there will be an Ohio Valley EERA All Program Meeting held at the Endeavor Center, Piketon on Friday, November 18. Please register at http://southeast.osu.edu/eeras-counties/ov-eera-all-program-areas-registration

Director’s Drop-In... (Source: Roger Rennekamp)
I am pleased to announce that I have tasked Karen Argabright to lead an effort in 2017 to conceptualize a model that effectively serves, promotes, and facilitates the learning and growth of all OSU Extension professionals. Karen will focus on this work in her current role as a graduate associate and doctoral candidate.
in the Department of Agricultural Communication, Education, and Leadership (ACEL) focusing on community and Extension education.

Karen is no stranger to Extension. Her passion for building individual and organizational capacity is evident through her graduate work focusing on organizational development. You may recall having met or worked with her in any number of roles over the past few years. As a graduate student, she has: coordinated professional development events such as new educator workshops, New Employee Welcome Festival, CED Assessment Center, and the Extension Action Leadership Retreat; re-designed OSU Extension’s new employee onboarding process which led to the current New Employee Day 1 Orientation; researched organizational culture via the North Central Region Extension organizational culture assessment; and supported the work of the steering committee and the organization in the Vice President’s Conversation on the Future of Extension. Her motivation and desire to facilitate individual and organizational learning and growth expands our capacity to achieve our goals, thus making her ideally suited to focus on this objective. I hope you'll look forward to hearing more from Karen regarding this exciting and important work for OSUE.

**Open Enrollment Deadline...**
A reminder that the Open Enrollment deadline is approaching - November 15, 2016. If you haven't yet done so, watch a recorded webinar or register for a live webinar at [http://go.osu.edu/learn-oe](http://go.osu.edu/learn-oe)

**County Highlights First Draft Due... (Source: Cheryl Buck)**
(From email sent 11/7/16) - A quick reminder that the first draft of your county highlights are due this Thursday by close of business. If you have not done so already, please submit a Word document with impact statements for four (or more) of the six new impact areas. More complete writing process instructions are posted in the Box folder.

**Strategic Planning – Question #2... (Source: Bruce McPheron, Exec. Vice President and Provost)**
As we previously shared, Ohio State is embarking on a strategic planning process that will advance our academic mission and strengthen our position as a nationally competitive flagship institution. As we continue to engage with the campus community to seek input that will ultimately inform the overall plan, your response to period questions is important. Previously, we asked for you to share what was great about Ohio State; now, we want to hear about opportunities we have to be even stronger. The campus-wide question is open through Wednesday (11/9) and may be accessed, here: [http://go.osu.edu/stratplanQ2](http://go.osu.edu/stratplanQ2).
BuckeyePass and eReports . . .
Beginning this Saturday, November 12, BuckeyePass will be protecting eReports. As you likely already are aware, BuckeyePass is a multi-factor authentication tool. All employees now use BuckeyePass to access Employee Self Service. You may have already used it to view your paycheck online and to change or renew your benefits during Open Enrollment.

When you use BuckeyePass, you are prompted to enter your password and then a numerical code that is sent to you from Duo, our BuckeyePass vendor. You can choose to receive this code through the Duo app, via text message or by phone. If cybercriminals somehow steal your password, they will not be able to access the systems without this additional code.

If you are already using BuckeyePass for Employee Self Service or any other system, you do not need to take any additional action. You will automatically be able to use it to access eReports.

If you have not yet signed up, go to the BuckeyePass link to register.

OSU Goes Electronic for Hiring Forms, Personnel Files . . . (Source: onCampus Today)
As part of the HR Service Delivery initiative, Ohio State’s HR processes are becoming more efficient and effective with the implementation of electronic hiring forms and personnel records for campus faculty, staff and student employees. Standardized electronic hiring forms reduce data security risks by eliminating manual transfers of hiring paperwork and shortening the time to complete the hiring process. There also are reduced costs of printing and storage, ease of transferring records within the university and less duplicate paperwork.

Read more Contact
NOTE: For instructions on handling of Extension personnel files, please refer to the email from Roger Rennekamp sent on 11/7/16 to County Directors – Subject: “Electronic Personnel Filing System Project”

Faculty Position Announcement . . . (Source: Kristi Lekies)
The following position is open at the Wooster Campus
FACULTY POSITION ANNOUNCEMENT
Title: Assistant/Associate Professor of Community Development & Food Systems
Job ID: 422861
Location: School of Environment and Natural Resources, College of Food, Agricultural & Environmental Sciences, The Ohio State University

Description: The School of Environment and Natural Resources (SENR) is looking to fill a tenure track position, at the rank of assistant or associate professor. We seek a candidate using a systems approach to develop a community-based applied research program focusing on community development processes and policies to achieve
sustainable and healthy food systems. Potential research areas of focus could include, but are not limited to local policy processes, business and economic development, nongovernmental organizational behavior, consumer behavior, local and regional production and distribution systems, and land-use planning. Expectation for effort will be 70% outreach and/or formal classroom teaching and 30% research. The successful candidate will be fully integrated SENR, with a joint appointment in the Department of Extension, and will be based at Ohio Agricultural Research and Development Center in Wooster, Ohio. Scholars who are able to work collaboratively with teams of social and natural scientists and to address matters of justice and equity and/or environmental sustainability are encouraged to apply. Scholars experienced with either qualitative or quantitative approaches will be considered. Instructional experience with service learning techniques related to food, health or sustainability or that use the campus or community as an instructional laboratory is desired. The successful candidate will be expected to actively support OSU Extension and to pursue applied research and outreach education opportunities in partnership with state and field extension specialists. This position is partially funded by Ohio State’s Discovery Themes, a significant faculty hiring investment in key thematic areas in which the university can build on its culture of academic collaboration to make a global impact.

Candidates should have a Ph.D. and expertise in a social science discipline that aligns with the School’s existing graduate specializations. Evidence of productivity and excellence in research, outreach education and teaching, or evidence of potential, is required. Preferred qualifications include experience integrating research, teaching and outreach programs; experience developing or working with interdisciplinary research teams; familiarity with land grant extension systems; experience in mentoring students, including students from diverse backgrounds and members of historically underrepresented groups, and experience with outreach and community programs, particularly with underserved populations.

To apply, please send a 1) CV, 2) statements of research interests (two pages), 3) outreach/extension philosophy (two pages), and 4) a letter of interest summarizing your qualifications, areas of expertise, and career goals. The letter of interest should describe your alignment with our desired qualifications and a summary of experience with diversity in educational and community settings and/or mentoring students from diverse backgrounds. In addition, please provide contact information for three qualified references. Application materials should be sent in a single PDF file as an email attachment to ENVfacultysearchCDFS@osu.edu. If you have questions, please contact Douglas Jackson-Smith (jackson-smith.1@osu.edu) or Kristi Lekies (lekies.1@osu.edu).

Initial consideration will be given to applications received by November 28, 2016. Review of applications will continue until the position has been filled. See the full job posting at https://www.jobsatosu.com/postings/74155.

Staff Appreciation Events During the Holidays . . . (Source: Cindy Buxton)

As the holiday season approaches, and many of you are likely thinking about gatherings and/or events for staff, I wanted to make sure I reminded you of guidance regarding event expenditures.

- Holiday events are not allowable but staff appreciation events are – so be sure to reference that on the paperwork correctly.
- Units should spend no more than $30/employee for staff events. While this amount does not include rental fees for space, tables, etc., it does include all food, beverage, entertainment, games, and gifts.
• This amount is a maximum not a minimum as a leader you need to decide what is best for your staff and your budget.
• Please do not use commissioner appropriation or levy funds for these expenses.
• All expenditures need to be pre-approved by an individual one level higher than the unit leader CEDs should get RD approval, RDs should get Roger’s approval.
• Gifts to employees may have payroll tax implications – ask Cindy Buxton prior to purchasing.
• Gift cards of all dollar amount are taxable to employees.

PHA Deadline Approaching . . .
If you have not participated in a biometric screening in 2016 (and completed your Personal Health Assessment/PHA), November 30 is the deadline! Completing these requirements by November 30 will lock in the full 2017 premium credit and provide valuable personal health information for employees and spouses/same-sex domestic partners. Learn More

CES Silent Auction . . .
Please consider participating in this year’s Silent Auction at Annual Conference – an opportunity for a good cause. Chi Epsilon Sigma (professional association for support staff) sponsors this auction as a fundraiser to honor their best via awards such as the Extension Support Staff Excellence Award.

Whether you are a county office, region or campus, etc. consider this an opportunity for a team project and donate a themed basket or OSU items for the Silent Auction. If there is something unique about your county, consider that as a theme for your basket. **As a small incentive, we will reward the county basket that raises the most money!** We would like to have a basket donated from every county! No basket is too big or too small! If you need suggestions on themes for a basket, please do not hesitate to contact me. Any price range is welcome and we are looking for baskets for both men and women.

We will have the “**Recycled Treasures**” section again this year. If you have a wedding gift that you have never taken out of the box or an old lamp that you have no use for, please consider donating it! Someone may be looking for that item and give it a good home while raising money for CES!

Please email Beth Young at young.1414@osu.edu with the theme and/or picture of your donation so we can start advertising the Baskets and “Recycled Treasures” items.

If you have any questions or need additional information, please do not hesitate to contact Beth at young.1414@osu.edu or 513-785-6655.

Southeast Region Endowment Applications Due . . .
Southeast Region Endowment Award Applications should be submitted to Jeff McCutcheon at the SE Region Office by **November 30, 2016** (mccutcheon.30@osu.edu or FAX to 740.732.5992). 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 (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.

Distinguished Service Award Call for Nominations . . . (Source: onCampus Today)
The Distinguished Service Award was established by the Board of Trustees in 1952 to recognize individuals who have rendered exceptional service to the university. Awards are not made on the basis of long, faithful, or loyal service alone, but rather for service that is truly distinguished. Recipients of this award have provided a broad spectrum of services to the university in both official and unofficial capacities. Nominations due by Friday (11/18). Read more Contact or 614-292-4953

Blog Links . . .
- CFAES Weekly News Digest – http://u.osu.edu/cfaesadmin
- Extension Director, Roger Rennekamp – http://u.osu.edu/conspectus/
- Community Development – http://u.osu.edu/extensioncd/
- OSU Extension Ed Tech – http://u.osu.edu/extensionedtech/
- Ag Law – http://aglaw.osu.edu/blog

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.

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

2017 Dates

JANUARY:
2 – New Years Holiday
16 – Martin Luther King Holiday
17 – Beef Cattle School, 7 p.m. (John Grimes)
18 – CED Meeting (by Region, F2F or online)
24 – SEAC & OARDC Annual meeting (TBD) (snow date Jan. 31)
27 – Promotion Workshop, hosted by A&P Committee, 4H Center
30 – RD/AD Meeting

NOVEMBER:
18 – Ohio Valley EERA All Program Meeting, South Centers
30 – Deadline for SE Region Endowment Award Applications
FEBRUARY:
7 – 4-H Professionals Inservice
7 – Beef Cattle School, 7 p.m. (John Grimes)
15 – CFAES Research and Extension Legislative Luncheon (Ohio Statehouse Atrium)
16-17 – Tri State Diversity Conference, Cincinnati Airport Marriott, Hebron, KY
27 – RD/AD Meeting
28 – Beef Cattle School, 7 p.m. (John Grimes)

MARCH:
1 – Southeast Region SNAP-Ed Meeting @ 4-H Center (snow date March 8)
27 – RD/AD Meeting

APRIL:
2-5 – PILD Conference (Crystal City, VA)
12-14 – Extension Educator Workshop and Cabinet Retreat
24 – RD/AD Meeting

MAY:
22 – RD/AD Meeting
29 – Memorial Day Holiday

JUNE:
7-9 – ANR Retreat, Geneva on the Lake (tentative)
11-14 – NACDEP/CDS National Conference, Big Sky, Montana
13 – SEAC Committee Meeting (TBD)
27 – RD/AD Meeting

JULY:
4 – Independence Day Holiday
9-13 – NACAA National Conference, Salt Lake City, UT
19 – CED Meeting (online)
31 – RD/AD Meeting

AUGUST:
24-25 – CFAES Congressional Assistant’s Tour (Wooster)
28 – RD/AD Meeting

SEPTEMBER:
4 – Labor Day Holiday
19 – Celebration of Ohio Agriculture Luncheon
19-21 – Farm Science Review
21 – Celebration of CFAES Luncheon
21-22 – TERSSA National Conference, Ashville, NC
25 – RD/AD Meeting

OCTOBER:
8 – ESP National Conference, Wilmington, NC
16-19 – NEAFCS National Conference, Omaha, NE
17 – SEAC & OARDC Committee Meeting (TBD)
18 – CED Meeting (by Region, F2F, location TBD)
23 – Animal Sciences Inservice
24 – 4-H Professionals Inservice
30 – RD/AD Meeting

NOVEMBER:
10 – Veteran’s Day Holiday
12-17 – NAE4HA National Conference, Indianapolis, IN
23-24 – Thanksgiving Holiday
27 – RD/AD Meeting

DECEMBER:
? – Annual Conference
12 – Pesticide Inservice for Educators
18 – RD/AD Meeting
25-26 – Christmas Holiday

Schedule (week of November 7, 2016)
Jeff (419.560.8645/Cell)

M – Morgan (Fall Visit)
T – Columbus
W – Perry (Fall Visit)
T – Columbus (Admin. Cabinet)
F – Veterans Day Holiday