This Week Southeast
November 30, 2015

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Happy Birthday . . .
- December 4 – Barbie Rowe, Office Associate, Adams County
- December 5 – Rachael Fraley, Extension Educator, 4-H, Lawrence County

Congratulations . . .
We would like to express our congratulations to Cindy Shuster, Extension Educator, FCS (Perry County) who is retiring tomorrow, December 1. We wish you all the best, Cindy.

Job Opening . . .
County Extension Educator
Agriculture and Natural Resources
Noble County, Caldwell, Ohio
JR# 413590
1.0 FTE
Post Date: November 21, 2015
Deadline Date: December 20, 2015
Screen Date: January 6, 2016
To Apply
RiV Writing Help Sessions . . .
There are two RiV Writing Help Sessions that have been scheduled for the Southeast Region. These sessions have not been planned with a formal, structured agenda, but will be used to help each other with writing and Q&A. This meeting is good for those who are just getting started in the RiV system, others who are looking to seek promotion, or if you just need to brush up on your RiV skills. If you are interested in either of the sessions listed below, please contact Lee Ann at johnson.82@osu.edu.

- Thursday, December 3 – 9 a.m. @ Southeast Region Extension Office, Belle Valley
- Tuesday, December 22 – 1 p.m. @ Endeavor Center, Piketon

Still Time to Register . . .
Extension Annual Conference
Tomorrow, Tuesday, December 1 is the last day to register for Extension Annual Conference which will be held on December 8 and 9. No late registrations will be accepted. Conference information can be found at https://go.osu.edu/2015EAC. To register visit https://go.osu.edu/EACregistration. (One day registration is $95; Two day registration is $145)

Ed Tech Sessions . . .
This year’s Annual Conference theme of “Innovation in Action” provides the opportunity to showcase the programming taking place across Extension. The Ed Tech team will be offering five sessions at this year’s Annual Conference.

Tuesday, December 8
- 2:45 – Taking an Objective-Driven Approach to Technology use in Extension

Wednesday – December 9
- 10:15 – Breaking Down Barriers to Social Media
- 12:45 – eXtension Educational Technology Learning Network: Building Bridges to Innovation in Extension
- 2:00 – Digital Storytelling in Extension Programming (facilitated in partnership with Queenie chow/OSU Digital Union)
- 2:00 – Learn How to Live Stream

Also, a Tech Faire will be held from 8 a.m. til 6 p.m. in the Ohio Stater’s Room, 2nd Floor, Ohio Union. Drop by anytime during this open house-style event.
- Ed Techs, IT support and communications staff will be on hand to answer questions. Educators and other program staff will also be on hand throughout the day to share their innovative programming and tech skills/expertise.
- Pick up step-by-step printed resources, instructables, and 3D printed swag (first come, first served).
- Take your “selfie from the future” at our Back to the Future photo booth complete with BTTF props. Offered in partnership with the Dean’s Conversation on the Future of Extension.
- The Faire will also feature new technology for program staff to consider (MaKey MaKey, virtual reality, 3D printing, etc.)
Silent Auction at Annual Conference . . . (Source: Beth Young)

Thank you to everyone that has contacted me regarding a basket or “Recycled Treasure” for the 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.

The Silent Auction will take place in the Great Hall Meeting Room. It will be open both days – Tuesday, December 8th from 10:15 am to 6:15 pm and Wednesday, December 9th from 7:00 am to 1:45 pm. Winners will be announced at the closing session on Wednesday.

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. Any price range is welcome and we are looking for baskets for both men and women.

We will have a new section at the auction this year – "Recycled Treasures". 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!

New this year! 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!

Please email me at young.1414@osu.edu with the theme and/or picture of your donation. If you have any questions or need additional information, please do not hesitate to contact me at young.1414@osu.edu or 513-785-6655.

CES Annual Service Project . . .

Once again the members of Chi Epsilon Sigma will conduct our Community Service project during Extension’s Annual Conference. CES members will be collecting non-perishable food and personal care items, along with monetary donations for the Mid-Ohio Foodbank as part of our community service efforts.

Hold the Date . . .

If you do not get an opportunity to participate in the Biometric Health Screenings that will be held at this year’s Annual Conference, these screenings will again be held at the Southeast Region Office on Wed., April 6. Hold the date and more information will be put in This Week Southeast whenever the appointment times are available for scheduling on-line.
CFAES Weekly News Digest . . .
Please be sure to visit the weekly news that is sent from the Deans Office at http://u.osu.edu/cfaesadin. Last week’s items include but are not limited to:

- Coca-Cola Critical Difference for Women Research Grants
- New Tax Form for Employees

TERSSA Conference Support . . . (Source: Greg Davis)
I’d like to make you aware of one way your unit could help support the national conference of the Extension and Research Support Staff Association (TERSSA) to be held in Columbus in October of 2016. Before retirement, Keith Smith had pledged $2000 toward the costs of the conference and an additional $3000 contingent on Chi epsilon Sigma (Ohio’s chapter of TERSSA) securing a match of $3000 in sponsorships.

If you are interested in helping support this national conference for our support staff, you can help in raising the CES match (and more) by tapping available balances from the following funding sources:

1) Unrestricted fund series 06xxxx
2) Unrestricted money housed in a grants and contracts fund 50xxxx
3) Available funding via Extension checking accounts

Remember, you would not contribute from restricted funding such as state funds 530801 and 550052 or county commissioners/levy funds 5003/4xx or donor funds 3xxxx. Should you wish to initiate a transfer, please email Marianne Guthrie (Guthrie.76@osu.edu) with your pledge amount and the ORG and FUND you would like to use to pay for the support.

RMRW Volunteer Training Video Released . . . (Source: Ohio 4-H News and Notes)
The office of the Treasurer of Ohio partnered with OSU Extension in 2015 to develop a short instructional video for Real Money. Real World. community volunteers. We hope this resource will make it easier to recruit and train your invaluable volunteers! Their participation in the simulation is critical to Real Money. Real World. effectiveness and the impact on students. Please use this video! Email the link to possible volunteers for recruitment, email it to existing volunteers to help them feel confident in their role as a spending simulation volunteer, email it to anyone you believe it would benefit.

Click to access the RMRW volunteer instructional video. It is located near the bottom of the Real Money. Real World. description on the Treasurer’s website: http://ohiotreasurer.gov/RealMoneyRealWorld. Remember to get your RMRW participant survey data entered: http://go.osu.edu/2013RMRWde

Business Office Items . . .
Webpage
If you haven’t visited the Business Office website in a while, some new items you might find of interest at http://cfaesfinance.osu.edu include:
Extension Computer Depot Update
Finance Service Center Representative List by Org
Travel Policy Help

PCard
A reminder that if you are using your office PCard to pay for lodging for next week’s Annual Conference, (in addition to getting a T# in advance) you will want to visit the Office of Controller’s website at https://controller.osu.edu, go to the Forms section and then Tax Compliance. You should print off the following Tax Exemption Certificates to supply to the hotel.
- State of Ohio Sales and Use Tax Blanket Exemption Certificate
- City of Columbus Certificate of Exemption, Hotel/Motel Excise Tax

Staples
We have launched our new relationship with Staples this morning.

You'll now see Staples Advantage as our official office supplies partner in eStores, replacing Office Max.

We have tested the system with two pilot groups representing users throughout the Columbus campus, medical center and regional campus to ensure a smooth rollout. But if you encounter any issues, we are ready to help you resolve them.

If you have not already viewed this video tutorial, I encourage you to take a moment to do so. It highlights how customer-friendly the Staples Advantage is to use.

As always, our team is happy to help you address any questions.

- Sherry Huegel (Huegel.1@osu.edu or 614-688-4415) is our project leader for this partnership.
- Susie Petrak (Petrak.7@osu.edu or 614-688-4675) is our on-campus Staples Advantage representative.

The Staples Advantage catalog is robust and offers discounts that are only possible because of the teamwork across the university to utilize our office-supplies contracts. Among other benefits of this new relationship, sustainable products are available throughout the catalog.

Policy of the Month . . . (Source: Jeff Dick)

University policy prohibits faculty and staff members from signing contracts on behalf of Ohio State University. The Board of Trustees has identified the Vice President of Business and Finance as the official who is authorized to contract on behalf of the University.
Any contract or agreement that obligates the University for the provision, purchase, or payment of goods and/or services must be processed through the University legal offices for review and approval. This includes all leases for office space and contracts for facility usage, grant applications and contracts for services.

Of particular concern are contracts that promise to “indemnify and hold harmless” the contractor or lessor. The University is not legally able to agree to such terminology but will attempt to work with the lessors to determine acceptable alternatives.

Some contracts require that the University provide proof of insurance coverage; however this process is now a self-service web based process for the lessor. See the link to the self-service site below.

The University will not defend an employee who acts outside his/her authority in signing contracts on behalf of the University and that an employee risks personal liability for satisfying terms specified in an agreement that has not been approved by the University’s lawyers.

Contract processing time can range from a few days for an easy hotel rental agreement to twelve months for office space leases. Please talk with the Business Office about your needs early.

Contracts where OSU Extension is the buyer should be attached to an eRequest along with a Contract Form.

Contracts where OSU Extension is the supplier should be sent to the Leader of Grants and Contracts in the Business Office.

Business Operations, 4 Ag Administration, 2120 Fyffe Road, Columbus, Ohio 43210

References:
- Self-Service Certificate of Insurance Website: http://www.busfin.ohio-state.edu/riskMgt/insCert.aspx
- Contract Form: http://osuebusiness.osu.edu/forms.php#FormsGen
- eRequest system: http://erequest.osu.edu/

2013 created by: Cynthia Buxton
First Friday Coffee Break

Join Ed Techs on Friday, December 4th and the first Friday of every month from 10:00 - 11:00am for a drop-in informal learning opportunity. Extension faculty and staff are encouraged to join our Coffee Break conversations and ask tech-related questions, share resources, or simply lurk and learn!

This month, in addition to answering your Ed Tech questions, we'll highlight Kahoot, a tool that allows you to create quizzes and surveys that you can complete live during classes or programs for instant feedback and loads of learning and fun!

Use this link to participate in our First Friday Coffee Breaks

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:
1 – Planning Your Ph.D. Session, to be held at the Union County Extension Office
1 – Deadline to register for Annual Conference!
4 – Dean's Webinar
8-9 – Annual Conference
11 – BH ANR Meeting @ EARS
15 – RiV Help Session, Chillicothe Library, contact Lisa Barlage or Treva Williams for information.
16 – BH 4H Meeting

JANUARY:
11 – JCEP Meeting, Ag. Admin. Aud.

FEBRUARY:
2 – 4-H Professionals Update, Columbus
4 – OV EERA FCS Meeting, Highland County Public Library
10-11 – JCEP Leadership Conference, Las Vegas
17-19 – Tri-State Diversity Conference

MARCH:
6-12 – Ohio 4-H Week
12 – Ohio 4-H Conference, Columbus Convention Center
16 – Legislative Lunch
21 – JCEP Meeting, Ag. Admin. Aud.

APRIL:
6 – Biometric Health Screenings, SE Region Office
10-13 – PILD, Crystal City, VA
13 – State CED Meeting, F2F, Columbus
29 – Ohio Valley EERA All Program Meeting, South Centers

MAY:
16 – JCEP Meeting, Carmen Connect

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 – NAEFCS, Big Sky, Montana
19 – JCEP Meeting, Carmen Connect
19 – EERA 4-H Program Leaders & 4-H Specialists Meeting, Columbus
20-22 – Farm Science Review
28 – Region CED Meeting, F2F, location TBD

OCTOBER:
2-8 – National 4-H Week
9-13 – NAE4-HA Conference, New Orleans
17 – JCEP Meeting, Ag. Admin. Aud.
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

Schedule (week of November 30, 2015)
Jeff (419.560.8645 - cell)
M – Columbus
T – Union
W – Adams/Brown/Highland
T – Belle Valley
F – Canter’s Cave