With the Labor Day Holiday next Monday, there will be no issue of the weekly newsletter.

We hope you take some time to enjoy the long holiday weekend.

Please remember, if you have any special events happening in your office or items you would like to share, let us know so we can include in the newsletter. We also need to know when staff no longer work in your office. Please send us this information for two reasons (we want to send them our best wishes and we need to update the listserv). Thanks for helping us to make the weekly communication within our region the best that it can be.
As you are probably aware, the search for a permanent vice president and dean of the College of Food, Agricultural, and Environmental Sciences is underway. In the interim period which followed Bruce’s move to the provost position, we were fortunate to have had strong and capable leadership from both Ron Hendrick and Lonnie King. But it is now time to fill the position on a permanent basis.

As you have surely noticed, our college has undergone significant change in the past few years. We are now beginning to see the benefits of those changes. We have a strong college made up of capable people who have helped to make the college what it is today. Consequently, the search will likely focus on finding someone who can keep the college on its upward trajectory rather than someone to lead transformational change.

The search committee is chaired by Dr. Karla Zadnik, dean of the College of Optometry. Amanda Forquer and I have the pleasure of serving on the search committee. If you have thoughts regarding the desired characteristics of a new dean or would like to submit names of individuals you would like to nominate as candidates for the position, please feel free to contact either of us (rennekamp.3@osu.edu; forquer.13@osu.edu).

We hope that candidates can be brought to campus for interviews prior to the end of the calendar year.

The Convenience Order List for FY17 has been posted to the Resources and Training Tab. Download it today for reference when entering an eRequest. Convenience orders allow for payment by check directly to the vendor with no pre-assigned PO number.
Save the Date!
Northwest Ohio Farm to School Workshop

Friday October 14, 2016 8:00am-2:30pm
Hilton Garden Inn Levis Commons
6165 Levis Commons Blvd. Perrysburg, OH

Join us for Farm to School success stories, sessions on school gardens, procurement, curriculum ideas, networking opportunities and more!

For more information, contact: Patrice Powers-Barker, OSU Extension powers-barker.1@osu.edu or visit farmtoschool.osu.edu/events/2016-workshops for updates.

New Account Protection for Employee Self Service Starting September 12, 2016 (Source: Matt DeVore) . . .

“Hacker steals teacher’s direct deposit paycheck: University says too bad, so sad.”

The above headline is from an actual event that took place at Western Michigan University and has been duplicated at other institutions such as the University of Kansas and Boston University.

Over the past few years, OSU has seen phishing (the activity of defrauding an online account holder of financial information by posing as a legitimate entity) and identity theft crimes increase in the Higher Education sector. At universities which were hit first, some employees who have been taken in by phishing emails have had their paychecks rerouted away from their banks to accounts controlled by cybercriminals. Word spread quickly among Higher Education security experts, and by being aware and knowing what to look for, we have so far been able to prevent similar results at Ohio State.

The Buckeye Pass system is one of many steps taken to assist in securing your information.
Beginning September 12, 2016, BuckeyePass will be protecting all our employees personal data found in Employee Self Service. Among other things, Employee Self Service allows you to update your personal data including the bank routing information for the direct deposit of your pay. CFAES Leadership recommends that you register for BuckeyePass before September 12, 2016 to ensure you are able to access your HR information without disruption. If you have not done so by the time BuckeyePass goes live on September 12, 2016, you will not be able to access your information in Employee Self Service until you complete the registration process.

Please refer to OSU’s BuckeyePass Knowledge Base for detailed instructions on how to register for BuckeyePass. If you have any questions during the process of registering for BuckeyePass, please contact the CFAES IT Help Desk or 8HELP.

As mentioned in the headline noted above, the successful phishing attempt resulted in a financial loss for the individual who responded to the phishing attack. If you receive an email which doesn’t look right or you have doubt as to its legitimacy, please contact CFAES’ Information Security Officer (Rob Clifford, Clifford.158). Do not respond to or click on any links within the email. You may also forward the suspicious email to report-phish@osu.edu. As a reminder, Ohio State will never call or email you asking for your password or any other credential. Do not provide this information if requested.


As previously announced, beginning Monday, September 12, 2016, multi-factor authentication will be added to the Human Resources Employee Self Service (ESS) system. BuckeyePass will provide a second layer of security by requiring not only a username and password but also a notification or numerical code that is sent to the user. You may already be using multi-factor authentication to log in to other accounts at your bank, email or social media sites.

For those desiring additional guidance in understanding the concepts of multi-factor authentication or enrolling devices in BuckeyePass, there are two video tutorials available on BuckeyeLearn that cover these issues in detail.

**Video 1: BuckeyePass Overview**
This 9-minute video provides a general overview of multi-factor authentication and Duo/BuckeyePass. At the end of this video, you will be able to understand what
BuckeyePass (Duo) Multi-Factor Authentication is, know why BuckeyePass is necessary to protect our institutional and personal data, and describe the four options available to use Duo.

**Video 2: Enrolling Devices in Duo/BuckeyePass**
This 4-minute video provides a demonstration of enrolling devices in Duo. At the end of this video, you will be able to: enroll and manage your devices; and understand how to use the four options available in Duo.

If you are not familiar with using [BuckeyeLearn](#), here are the steps to access the videos linked above:
- Click the link for one of the videos above.
- Log in using your OSU username and password.
- Click the Request button.
- Click the Launch button next to the training you just requested.
- Click the triangular “play” button on the video.

Employees who are enrolled in BuckeyePass by September 9, 2016 are automatically entered in a drawing for a free iPad.

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**CFAES Chief Advancement Officer (Source: Dr. Lonnie King) . . .**

I am thrilled to share that Andy Gurd has accepted the position of our College's Chief Advancement Officer starting next month.

Andy has served the Ohio State University Alumni Association with distinction since September 2007, most recently as its Associate Vice President and Chief Operating Officer. In that position, he ran daily operations for the OSUAA, which works on behalf of our more than 530,000 Buckeye alumni worldwide. He also served as the OSUAA's interim President after Archie Griffin took on a new role with the university. Andy is a two-time alumnus himself, having earned his undergraduate degree here and Academic-All-Big-Ten honors as a starting linebacker on the football team, and later adding a Masters of Business Operational Excellence with a Black Belt in Six Sigma from Fisher College of Business. Before joining the association, Andy was Vice President of Sales and Marketing for a regional IT consulting firm.

As CAO, he will serve as our College's chief fundraiser and lead all development and alumni engagement activities. He will dually report to Chris Delisio, Advancement's Assistant Vice President of Development, and me. I have no doubt that Andy will continue the incredible work done by Chris and the entire CFAES Advancement team, and keep our students, faculty, staff, alumni and friends on a path to excellence.

Please join me in welcoming Andy to the College of Food, Agricultural, and Environmental Sciences. I am excited to see what new heights we can reach working together.
Ohio State is committed to providing a healthy workplace environment. This improves the health of individual faculty and staff and produces even more positive results for the university overall.

Annual biometric screenings and the Personal Health and Well-Being Assessments (PHA) help you learn more about your health status. Knowing your biometric numbers can help you understand and reduce your risk for serious illness.

In addition, if you and your covered spouse/SSDP complete these requirements by November 30, you will earn the full 2017 premium credit and eligibility for other rewards.

Action steps:
1. Schedule a convenient and complimentary Biometric Screening
2. Complete your PHA
3. In lieu of having an on-campus biometric health screening, take a copy of the Know Your Numbers Provider Form to your annual exam with your Primary Care Provider (PCP). Upon completion, you have the option of entering your biometric numbers into your Personal Health Assessment (PHA) or faxing the Know Your Numbers Provider Form to the OSU Health Plan, no later than 5:00 PM EST on November 30, 2016. OSU Health Plan will upload the results into your PHA. (Submitting the form to the OSU Health Plan is required if you are participating in the YP4H incentive program and eligible to receive bonus point opportunities.) After you complete a Biometric Screening and PHA (including all of the required health values) you’ll receive Medical Plan Premium Credit for 2017.

Information provided by Your Plan for Health shows that 48.9% of CFAES faculty and staff have completed the PHA as of July 31, 2016. I encourage you to complete these requirements to learn more about your personal health and help CFAES continue to be a healthy workplace.

Being actively involved in managing your health is good for you and good for the university. Together we can improve the health and well-being of the Ohio State community.

Please contact Jane Douglas, HR Specialist, (Douglas.170) or call OHR Customer Service (614) 292-1050 or hr@osu.edu with any questions.
Rainbow Notes: A Colorful Approach to Organizing Notes Across Meetings (Source: Kate Shumaker)

Have you ever been in a meeting and had to dig through pages of notes from past meetings to find something? You should try keeping Rainbow NOTES! The Women in Agriculture Team has been doing this for the past 2 years and it helps keep us on track. Works great when planning an event.

Start the notes at the beginning of your year (calendar or planning year) with the follow-up of the past year’s event. This text is in black. From there, each new meeting gets a new text color. At the top of the page, put the meeting date and attendees in the new color, so you can track what happened at each meeting.

The best thing about this system is that it allows you to keep everything in one document!

Example:

**Sponsors**

Heather and Sandy to work on developing sponsors list
In process – Maybe flip breakfast/lunch sponsors, maybe First National/PNC/CSB/etc. as Breakfast Sponsor – send any new sponsor names to Sandy
Sandy has list from last year. Planning to send letters out after New Year.
Michelle Specht (Tusc/Car/Jeff/Harr OFBF) interested in being more involved.
Consider working with Michelle to get more OFBF sponsors from the East Ohio region. Suggest $100 from each county in Crossroads Region. Sandy to update sponsor letter/form and email to us. If we get more sponsors – could we lower the cost?
Carroll Co. Dairy Promotion Board, PNC, AgLand Country Store,
Letters were sent . . . now do follow-up . . .
Sandy to email letter to team
Confirmed list from 2/17/15: PNC Bank 300, Vance Farms 100, Farm Bureau 700, AgLand Co-op 100, Tusc Co. Pork Producers 100 (making pork breakfast burritos). $1300 total
Farm Credit sponsoring breakfast and youth scholarships 800.
Farm Bureau as sponsor for lunch.
Sandy to f/u with Adina Farms, Carrollton Farmers Exchange and Whitmer’s.
Chris to f/u with Ecojiva Solar. Heather to f/u with Tom Stocksdale/First National.
Chris to f/u with Sara (Consumers Nat. Bank).
Applications Being Accepted for NELD North Central 2017 – Due by September 1 (Source: Greg Davis) . . .

Enthusiastic about Extension work? Interested in developing your ability to lead Extension into the future? If your vision of your future includes building your career with Extension, then the NELD North Central leadership experience may be just the opportunity you need!

NELD is an annual four-session program designed to help participants:

1. Learn, apply and reflect on new effective leadership, organizational collaboration and change concepts and strategies
2. Develop a better understanding of self and enhance personal effectiveness
3. Strengthen competence in decision-making, build leadership capacity, improve effectiveness of Extension programming and promote life-long learning
4. Broaden their understanding of Extension on a local, state, national and international level
5. Build a more robust national Extension network

Session dates and locations for 2017 include (100% attendance is required):

- January 23-27 (Chicago)
- March 31-April 8 (Costa Rica)
- July 10-14 (Washington, DC)
- September 19-22 (Minneapolis/St. Paul)

Interested educators, program staff, and specialists can apply by responding in 300 words or less to the question: “Why I am an ideal candidate for NELD North Central in 2017”. To be considered for the 2017 class, simply send your answer to the question above (email is fine) to davis.1081@osu.edu by September 1. You can learn more about the program here and direct questions to any regional director or assistant director.

First Coffee Break is Back (Source: Danae Wolfe) . . .

Having trouble balancing personal and professional online identities? Join the Extension Ed Tech Unit for an interactive webinar focused on how to navigate social media both personally and professionally. This webinar will be held on Friday, September 2 at 10 a.m. The webinar will use the Zoom platform. Participants will automatically be joined into the webinar with webcam video (if applicable) and audio.

To register for the webinar, click the register button.

For more Ed Tech topics visit their blog at https://u.osu.edu/extensionedtech/
New Ed Tech Blog Post: Uses RegOnline for Taking Online Registration and Payment . . .

Requiring program participants to print registration forms and mail checks to the office can be tedious. Did you know that every Extension office has the ability to take online registrations and payment for programs using RegOnline? RegOnline is a service available to all CFAES units, including Extension Offices. Read more . . .

OSU Leadership Summit – October 5 (Source: Jared Morrison) . . .

There is still space available for the Inaugural Leadership Summit featuring Jim Kouzes, Co-Author, The Leadership Challenge and Learning Leadership. This will be an amazing professional development opportunity with one of the field’s leading researchers/authors! The event also has a panel of some great local leaders to follow-up in the afternoon. Planning efforts are being led by the Alber Enterprise Center.

Registration:  http://go.osu.edu/leadershipsummit
Currently, $150 for the entire program including lunch.

Event Page:  http://u.osu.edu/leadershipsummit

Questions:  Anne Johnson, johnson.6754@osu.edu or Jared Morrison morrison.332@osu.edu
Support Staff – Have You Registered? . . .

The registration is now open for the National TERSSA (Support Staff) Conference. The cost of registration for this two-day program is $195 ($145 for TERSSA members). Lodging is limited at Westin Great Southern Hotel, so please book your room now.

- Registration
- Agenda
- Lodging

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

National Meeting Information . . .

NEAFCS – http://www.neafcs.org/2016-annual-session
- Hotel Reservations – Open now until August 1 or until sold out
- Regular Registration – by September 1 - $475
- Late Registration – after September 1 - $525

- Hotel Reservations – Opens May 2 - $229.00 per night
- Regular Registration – July 15 (@ 9:01 PM Pacific) – August 12 - $475.00
- Late Registration – August 12 (@ 9:01 PM Pacific) – September 30 - $550.00

Hotel Reservations - https://www.starwoodmeeting.com/events/start.action?id=1508250964&key=DEDCA86

- October 24-27 in Cape May, New Jersey
- Early Bird Registration – until July 31 - $425
- The site of the 2016 meeting is The Grand Hotel of Cape May