Our quarterly CED update for summer will be held Wednesday, July 20, from 1:30 – 3:30 pm. It will be a Carmen Connect event. This meeting is being coordinated by Jeff McCutcheon, SE Interim Regional Director, and the Lead CEDs. Please join us!

Meeting URL:
http://carmenconnect.osu.edu/cedjuly/
Welcome! . . .

We Welcome . . .

Brittany Sieler, Nutrient Management Plan Writer, ANR, who started in Wood County on July 27.

Director’s Drop-In . . .

Many of you have heard me speak of the growing role of philanthropy in the overall Extension budget. You will hear more about this at our annual Extension conference in December, but I wanted to bring you up to date on several advances in the area of private fund development that will set us on an aggressive path forward for attracting additional financial support of our work.

First, I am pleased to announce the addition of Jera Oliver to the team of fund-raising professionals who support Extension. The hiring of Jera will allow for expanded fund development for our Agriculture and Natural Resources, Community Development, and Family and Consumer Sciences program areas.

I am also pleased to announce a gift of $5 million to build a new Franklin County Extension office near the Ohio State campus. With a deep sense of gratitude, we offer thanks to 4-H alum and Extension supporter Pat Brundage for this generous gift. This gift models the type of transformative change that can be driven by private gifts to Extension in every county of the state.

Happy July Birthdays . . .

• July 1 Mona Lisa Hoffman – Program Assistant, Putnam County
• July 2 Rugena Modisett – Program Assistant, Lucas County
• July 2 Amy Palm – Office Assistant, Huron County
• July 5 Jason Hedrick – Educator/Director, Putnam County
• July 7 Sue Miklovic – Program Assistant, Wood County
• July 9 Jenny Schaub – Program Coordinator, Hancock County
• July 22 Barbara Lewis – Office Associate, Crawford County
• July 24 Katie LaPlant – Educator, Ottawa/Sandusky Counties
• July 25 Robbi Sigler – Educator/Director, Wyandot County

OutSTANDING U!
Travel and PCard Changes (Source: CFAES Weekly News Digest) . . .

Travel Procedure Changes effective July 1, 2016
In order to create consistency for customers in the Wooster and Columbus Business Operation Center locations we are changing some requirements for travel submissions for quicker reimbursements and better controls.

- **eRequest number** for PCard and pre-payments required on the Travel Reimbursement Form.
- **Agenda for registration** is required to be attached to Travel Reimbursement Form (unless already attached to Travel Request).
- **Itinerary for airfare** is required to be attached to Travel Reimbursement Form (unless already attached to Travel Request).
- **Blanket T numbers** will be limited to only transportation expenses (no overnight costs).

Purchasing Card (PCard) Procedure Changes July 1, 2016
For All PCard Users:

- **Sponsorships guidelines** have been added to the supporting documentation requirements. This requires approval from FAES before making the purchase. See Sponsorship Guidelines
- **PCard Statements**: PCard statements must now be reviewed and signed by the PCard manager AND an additional person in the unit. This creates stronger internal controls.
- **PCard Statements**: PCard statements no longer need to be mailed to the Columbus BOC. (Cards that were reallocated in Columbus previously had to send statements to Columbus). Statements can remain in a file with the Pcard manager.
- **PCard Statements**: The Business Operations Center may periodically request the PCard manager to mail one month’s statement and log to verify that proper procedures are being followed.
- **Records Retention**: Reminder – PCard statements and logs should be retained for 4 full years. Local copies of support documentation (receipts, attendee lists, packing slips) that have been scanned and attached to an eRequest should be retained for 60 days prior to destroying.

For Extension Only:

- User agreement forms and unit director agreement forms have been eliminated. The only form required for PCard designating PCard authority is completed by the PCard manager at the time of application. Unit directors may still choose to limit who may use the PCard. This simply eliminates the formal process for documentation.
- The **Overnight Checkout Form** is now optional. It may be used at the discretion of the PCard manager but is not required,
- A Non-Capital Equipment Log is no longer required to be uploaded to the eRequest for PCard transactions. The log should still be updated as purchases are made; it is just no longer required to be attached.

Questions: cfaesbusiness@osu.edu
Changes to Expense Accounts (Source: CFAES Weekly News Digest) . . .

Starting July 1, units in FAES are required to use the new Standard Expense Account Numbers when submitting or approving eRequest, eTravel or expense related journal entries. The goal of the new list is to simplify the accounting and reporting process and to create consistency among FAES units.

These account numbers should be used whenever possible and it is the responsibility of the unit’s budget approver to review them when approving. In most instances the Business Operations Center will not change account numbers on transactions, but may use discretion if a category change (ex. supplies vs. services) is appropriate.

Use of the full account number list should be rare and should have a reason stated on the request prior to submission. Units that need to use cost of sales, receivable or liability account numbers for their operations may continue to do so.

New Pay Dates – 2016/2017 (Source: Amy Burns) . . .

As the fiscal year draws to a close I thought it was important to send out the new pay dates for the upcoming fiscal year (see attached).

Please note the beginning and end dates of each pay period.

For those of you paid bi-weekly, please be sure to submit your timesheets on time. For those of you approving leave and timesheets, please do so on time. If you are going to be out of the office, please discuss the approval with your supervisor, as he/she should have access as a back-up approver.
SAC Road Trip: Columbus! (Source: Jared Morrison) . . .

See below for a chance to tour sites on the Columbus Campus with the CFAES Staff Advisory Council.

Register at: http://go.osu.edu/RoadTrip

Questions: Sarah hancock.124@osu.edu, or Amanda forquer.13@osu.edu

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CFAES Road Trip - Columbus Campus
Sponsored by CFAES Staff Advisory Council

Join us for a day of fun and discovery on the Columbus Campus!
Three tours will highlight our trip:
- Join us and see why the College of Veterinary Medicine earned the fifth highest ranking among U.S. veterinary schools.
- You will feel the Buckeye spirit when you walk through Ohio Stadium, the home of Ohio State Football. See behind the scenes areas of one of the largest college football stadiums.
- The Wilma H. Schiermeier Olentangy River Wetland Research Park is a long-term, large-scale aquatic research facility located along the northern edge of The Ohio State University’s Columbus campus. It is home to the School of Environment and Natural Resources’ aquatics program.

CFAES staff to register at: go.osu.edu/RoadTrip

Tuesday
July 12
10am – 3pm

Cost: Free (lunch provided)
Registration due: July 5
Questions:
Sarah Hancock
hancock.124@osu.edu
Amanda Forquer
forquer.13@osu.edu
Are you an employee who has been employed in OSU Extension for 18 months – 3+ years? Are you looking for a professional development opportunity which is built around simulated on-the-job experiences? If you do, the Action Leadership Retreat is for you.

What is the Action Leadership Retreat? This two day retreat offers you the opportunity to:

- Assess and reflect on your skills in key areas important to success as an Extension professional.
- Interact with other Extension professionals with similar tenure.
- Develop goals and initial plans for personal and professional development.
- Discuss and explore resources available to support your development.

Dates of the Retreat are: November 8-9, 2016
Registration Fee is $90

To learn more about this professional development opportunity for educators, please click on https://osu.box.com/v/ALRNOV892016

Space is limited to seven participants for the retreat. Registrations will be accepted on a first come, first served basis!

Questions? Contact Beth Flynn flynn.61@osu.edu or 614-292-1251