Training Opportunity: Sexual Harassment Policy

On July 29, faculty and staff can attend Sexual Harassment Policy Basics, a workshop dedicated to university policies and procedures related to sexual harassment. This training opportunity is open to all Ohio State employees who are interested in learning more about the university’s sexual harassment policy. Employees can register for the training through the last offering on this website.

Registration and additional information - http://hr.osu.edu/ole/HRStaffPD
Contact ohrc@hr.osu.edu or (614) 292-2800 with any questions.
Vacation Leave and Anniversary Dates (Source: Amy Burns) . . .

If you have vacation time you want to use before your anniversary date or retirement, it’s important to have your leave request submitted and approved before the university’s payroll/eLeave deadline. For monthly paid employees, please be sure to have your leave request submitted by approximately the 10th of the month of your anniversary date or retirement. You have until the end of that month to use the vacation time you’ve requested.

For employees who are paid bi-weekly, please have your vacation request submitted within the two-week pay period in which your anniversary date falls. You have until the end of that pay period to use the vacation time you’ve requested. Vacation leave accrued in excess of the maximum carryover will be lost at the end of the month or pay period in which an employee’s anniversary date occurs each year. To view the university’s paid leave policy, please click here. Contact your HR Generalist if you have any questions about your anniversary date and vacation leave.

New Staff Reminder . . .

If you have a new person starting in your office, please provide ample notification to your IT Systems Manager (Steve or Beth). In order for them to schedule a time on their calendar, please send an email to them with the proposed start date and also let them know immediately if a new computer needs to be ordered (this is for all new employees who start in your office). Thank you.

Welcome Back, Karen . . .

Former FCS Assistant Director Karen Bruns accepted a 25-percent appointment to lead the OSU CARES program. Karen’s appointment began July 1 and her office is located in 003 Agricultural Administration Building.

Happy July Birthdays …

- July 1 Mona Lisa Hoffman – Program Assistant, Putnam
- 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 Schuab – Program Coordinator, Hancock County
- July 22 Barbara Crawford – Office Associate, Crawford County
- July 24 Katie LaPlant – Educator, Ottawa/Sandusky Counties
- July 25 Robbi Sigler – Educator/Director, Wyandot County

Cindy Torppa’s Schedule for July 27 – 31

Monday: Campus RD Meeting
Tuesday: Seneca Co. Fair
Wednesday: TBD
Thursday: TBD
Friday: TBD
A Closer Look at the Trends: VP Conversation on the Future (Source: Graham Cochran) ... 

WANT MORE about Ohio Food Production, Safety, and Security? Check out the VP Conversation Descriptor Research Paper found at http://go.osu.edu/ohiofoodtrends. All 17 descriptor research papers are available at https://go.osu.edu/forecastingohio2035.

We Want to Hear From YOU! Survey Link: https://go.osu.edu/surveyohio2035 Available until July 31, 2015. This is an opportunity for you and any of your interested stakeholders to get involved in this conversation. Share your thoughts for the first time or perhaps add those great ideas you've had since participating in one of the earlier conversations. All responses are kept confidential.
NOTICE: As anticipated, slots for this training are filling up FAST! More than 100 participants are already registered, and registration will max out close to 200.

Registration is now available for the following seminar at http://go.osu.edu/GrantWritingSeminar091515. The seminar is open to faculty, postdocs, and senior research staff only. **Registration closes at midnight on August 21. Space is limited.**

See more info at this link – Write Winning Grant Proposals Seminar.

**Presenter:**
David C. Morrison  
Co-Founder  
Grant Writers’ Seminars and Workshops LLC.

**Tuesday, September 15, 2015**  
8:30 AM - 4:30 PM (lunch will be provided)

Location: Auditorium, Agricultural Administration Building  
2120 Fyffe Road  
Columbus, Ohio

Co-sponsored by the Colleges of Education and Human Ecology; Engineering; Arts & Sciences; Medicine; Public Health; Dentistry; Food, Agricultural & Environmental Sciences; and the OSU Office of Research.

This all-day presentation is the cornerstone of Grant Writers' Seminars and Workshops LLC’s seminar programs. It comprehensively addresses both practical and conceptual aspects that are important to writing competitive grant proposals. Emphasis is given to doing the “extra” things that can make the difference between success and failure. Regardless of the agency, participants are taught to write with a linear progression of logic, which leads reviewers through an application without them knowing that they are being led. Coping strategies to overcome the fact that applicants are writing for two different audiences – the assigned reviewers, who read the application in its entirety, and non-assigned reviewers who may have read little, or nothing, of the proposal before the meeting of the review panel –are emphasized.

All participants receive an extensive handout, as well as a field-relevant copy of The Grant Application Writer’s Workbook.

**FAES participants:** You are encouraged to register early as space is limited. Please note that there is a workbook fee that FAES will cover, however you are required to attend and sign in the day of the training. If you register and do not attend, your home department will be charged for the cost of the workbook ($100). If you have any questions, please feel free to contact me.
To align with industry requirements, the university’s PCard banking partner (PNC Bank) has initiated the transition of all active credit card accounts to chip card technology. A chip card is a standard-sized plastic credit card that contains an embedded microchip as well as the traditional magnetic strip. The chip encrypts information to increase data security when making transactions at a chip-enabled terminal. PNC will be replacing all active PCards with the new chip card technology by the end of July 2015. Cards will be delivered to OSU and bundled for bulk distribution to each College/VP Area. When the cards are ready, pick-up instructions will be administered by email directly with the Senior Fiscal Officer of the College/VP area.

**Important Notes:**

- The account number on the cards will remain the same; the expiration date and the 3-digit security code (on the back of your card) will change.
- Cards without the chip technology will be deactivated by PNC on October 1, 2015; once the replacement chip cards arrive, cards that are in circulation without chip technology will only be eligible for use through September 30, 2015.
- Upon receipt and activation of the new chip cards, properly destroy the old card(s).

For more information, see Chip Card FAQs and Terminal Use Guide.

If you have any questions, please contact the PCard Office at 292-9290 or pcard@osu.edu.

**Pcard Tip – Using Chip-enhanced Merchant Terminals:**

- Insert card with chip facing up in to the merchant terminal.
- The chip card still has a magnetic stripe on the back; if the merchant does not have a chip-enabled merchant terminal, the card can be swiped to complete the transaction.
- No PIN is required.
- Remember to retrieve the receipt and card from merchant terminal.
Here is the process for the 2015 County Highlights.

Marketing and Communications has already set up a “2015 County Highlights” folder on BuckeyeBox (BB). There are two subfolders in this folder, one labeled "Outgoing From Marketing and Communications" and one labeled "Incoming to Marketing and Communications." Marketing and Communications will provide a Word template to each county via the "Outgoing From Marketing and Communications" subfolder on July 24, 2015. County directors will be alerted via a BB message when the templates are in the folder. Also in the folder will be the 2015 County Highlights production schedule, as well as a detailed set of instructions for compiling highlights, and for using the templates.

The template will consist of last year's information, already formatted and edited so the county staff can see firsthand how to use the template, and can also plug new numbers into previously existing highlights as needed. Photos will no longer be used due to the conversion from InDesign to Word; however, each county’s map will remain. County staff will gather content from the appropriate program area educators, place the content into the template, edit it, finalize it and calculate nutrition education funding based on Pat Bebo’s nutrition education calculations, which will be added as a single document to BB no later than October 15, 2015. County staff will then email their highlights to their regional directors for review. **Highlights should be emailed to the regional directors no later than October 30, 2015.**

Regional directors will then have until November 16, 2015 to approve highlights.

In turn, county staff will have until November 18, 2015 to place final, approved highlights into the "Incoming to Marketing and Communications" folder on BB for a style edit only by Marketing and Communications. There will be no further approval process between county staff and Marketing and Communications at this point, as the county staff will already have approved their content.

Marketing and Communications will then take ownership of the processes for print production and PDF posting to the Web.