Email Confusion (Source: Amy Burns) . . .

Please be sure that when documentation and information regarding the minors policy is being submitted to Kaylee Buzard that you double check to ensure you are sending to the correct email address.

There is another person who has a very similar email address, so please be sure to use Buzard with only one “Z” @ buzard.19@osu.edu

ePA-005 Overview (Source: Lori Kaser) . . .

I will be presenting a short workshop titled ePA-005 overview on June 10 from 10-11 a.m. in Columbus Ag Engineering Room 219. During this session, we will provide an overview of the ePA-005 process along with tips for completing the form. Faculty and staff who complete the form are encouraged to attend.
Happy June Birthdays …

- June 3  Emily Cordes – Office Assistant, Henry County
- June 4  Peg Meents – Information Associate, Hancock County
- June 4  Heidi Phillips – Program Assistant, Wood County
- June 5  Leeanna McKamey – Program Assistant, Allen County
- June 6  Curtis Young – Educator/Director, Van Wert County
- June 7  Kathy Blackford – Educator/Director, Ashland County
- June 8  Karen Ford – Office Associate, Williams County
- June 11 Mike Gastier – Educator/Director, Huron County
- June 22 Zara Choudhry, Program Assistant, Lucas County
- June 23 Nancy Bennett – Office Associate, Ottawa County

We Welcome . . .

Zara Choudhry, Program Assistant, EFNEP, Lucas County, who started in the Northwest Region on June 1.

CFAES Restricted Data Security Project (Source: Alden Sewell, CFAES Interim Information Risk Manager). . .

Social security numbers and restricted data elements that reside on university-owned computers are a large security risk for the university. The financial and reputational costs associated with addressing data breaches around these types of data can be very expensive. Over the past few years, we’ve begun to reduce the number of these files across our college-wide environment, and it is imperative that we continue to do so. Historically, we have heavily relied on individual technicians to make time on top of their existing support duties to reduce these numbers, and help make our environment more secure.

In an effort to alleviate existing support roles across the college while making a larger impact to our overall college-wide risk, Steve Brenneman will be taking on the data loss prevention remediation duties for the entirety of CFAES for the next ten weeks.

If your system contains restricted or sensitive data, you can expect to receive an e-mail from CFAES-DLP@osu.edu indicating that actions need to be taken against files on your university-owned machine. Steve may also be in touch with you via telephone if he is unable to reach you via e-mail to help remove these files. If you are contacted, please make time to address these matters with Steve to help eliminate our risk across the college.

Cindy Torppa’s Schedule for June 8 - 12

Monday: Virtual
Tuesday: Region Office AM Lucas Co. PM
Wednesday: Region Office AM Lucas Co. PM
Thursday: Admin. Cabinet
Friday: Fulton Co. Camp
**Apparel for Employees (Source: Cheryl Buck). . .**

**Struggling with how to buy apparel for employees using the new guidelines for branding, vendors and taxes?** The CFAES Business Office has summarized the information in a new guide that explains more about buying Apparel for Employees [http://cfaesfinance.osu.edu/sites/cbo/files/imce/Resources/Apparel%20for%20Employees.pdf](http://cfaesfinance.osu.edu/sites/cbo/files/imce/Resources/Apparel%20for%20Employees.pdf). Use this to walk through all of the new policies and procedures as you make decisions about what apparel you want to order before you place an order.

**Reminder – Group Order Option**
At this time, we are aware that **Proforma TCL is offering group ordering of OSU Extension employee apparel until June 10, 2015.** This allows counties who might need fewer items than the typical minimum order amount to order the exact number of items they need, and the vendor will “group” the order from multiple units to meet manufacturer requirements, minimize set-up fees and keep prices low. The Extension showroom is available at [http://www.proformaosu.com/showrooms.htm](http://www.proformaosu.com/showrooms.htm).

**Just-in-Time Production Option**
American Solutions for Business uses a just-in-time production approach to handle orders for as small as one apparel item. The process is integrated into their eStore to reduce delivery times and eliminate manual processing of orders. For more information about using this service or order options, contact Chip Brady at [cbrady@americanbus.com](mailto:cbrady@americanbus.com).

**Design Approval FYI**
If you order any of the pre-approved items from these vendors – or any of the other Ohio State-approved vendors, you can bypass the design approval process that is outlined in the Extension promotional items guidelines. However, ANY variation of the examples posted on the vendor websites must go through the complete approval process with the college brand advisory team, as well as Ohio State Trademark and Licensing.

Note: Ohio State-approved vendors such as Proforma and American Solutions for Business are approved to sell to units of the university, but not to individuals.

Again – please review the Apparel for Employees guide for brand, purchasing and tax compliance guidelines.
New Office Supplies Contract (Source: Brian McClain)

Please note the new contract for office supplies forthcoming. Very good news to forward the mission of The Ohio State University. Please note bullet point #2 that will become a benefit for all employees and students.

From: Andridge, Nathan  
Sent: Thursday, June 04, 2015 10:05 PM  
Subject: New Office Supplies Contract

I’m writing to share some exciting news that we think will benefit every level of the university: Ohio State has signed a contract with Staples that will save the university a total of $5 million over the next seven years.

Because $1 million of the savings will be provided to Ohio State up front, we’ll be able to provide an immediate benefit in the form of more financial aid for Ohio students. That money will be part of President Drake’s commitment to a $15 million expansion of need-based aid for fiscal 2016. The contract will also benefit students, faculty and staff more broadly. Some highlights:

- Colleges and support units will pay less for items that they use every day, because we were able to negotiate lower prices. The reason? More than 95% of university purchases are now happening through our existing office-supplies contract. In 2010, only half used our official vendor.
- Students, faculty and staff will be able to buy products from any Staples store at our institutional rate when the contract becomes effective.
- Staples will provide $25,000 a year in student internships and scholarships.
- The partnership will boost our sustainability efforts: Staples offers an expanded list of sustainable products, and its shipping practices will reduce waste.

The contract will be effective on or before Sept. 1. We will be in touch well before the change from Office Max to Staples with more detailed information to ensure that there is a smooth transition. Please let us know if you have any immediate questions by contacting Sherry Huegel (Huegel.1@osu.edu; 614-688-4415).