Addressing Issues of Food Security (Source: onCampus Today)...

The School of Environment and Natural Resources Seminar Series welcomes Christopher Peterson, professor & academic program director, Loyola University Chicago Institute of Environmental Sustainability, for a seminar on Thursday (4/2) at 4 p.m. in 164 Howlett Hall, connected to 123 Williams Hall in Wooster. Peterson will present “Addressing Issues of Food Security through Integration of Curricula, Outreach and Service.” Contact Greg Hitzhusen (hitzhusen.3) or Kristi Lekies (lekies.1) for more information.
Best Wishes . . .

To Karen Bruns, Assistant Director, Family and Consumer Sciences, who will be retiring on March 31 after 35 years of service to OSU Extension. Congratulations! You will be greatly missed.

Standards of Behavior Reminder . . .

All faculty and staff at the OSUE county offices must complete the training module developed by OHR through Carmen. It can be found at https://carmen.osu.edu. Click “join self-enrollment courses,” select “Activities and Programs with Minor Participants” and complete the training.

All faculty and staff must read, sign and agree to abide by the “Standards of Behavior” document that is attached and available at: http://hr.osu.edu/public/documents/policy/resources/150standards-emplvol.pdf When complete, the document must be sent to the attention of Kaylee Buzard (buzard.19).

A Few Spaces Still Available . . .

Registration is open for All-Extension for a Fred Pryor Seminar on the topic of Managing Multiple Priorities, Projects and Deadlines. The presenter is a former 4-H’er and will be tailored to our organization. The group cost of this seminar is $55 and the program will be held on April 20 from 9:30 a.m. – 4:30 p.m. at the Nationwide and Ohio Farm Bureau 4-H Center. Lunch is included.

To register visit: https://osu.az1.qualtrics.com/jfe/form/SV_0fHSLCdkqdqg9jLf

Please contact Crystal Ott (ott.109@osu.edu) or Amanda Forquer (forquer.13@osu.edu) if you have any questions.

Happy April Birthdays …

- April 5 Kim Herman – Program Assistant, Williams County
- April 7 Dar Mensing – Program Assistant, Ottawa County
- April 7 Alan Sundermeier – Educator/Director, Wood County
- April 17 Donna Green – Educator, Erie County
- April 20 Patrice Powers-Barker – Educator, Lucas County
- April 23 Bernadette Stephens – Program Assistant, Seneca County
- April 26 Chris Brubaker – Office Associate, Henry County
- April 26 Jayne Roth – Educator, Wood County
- April 28 Melissa Welker – Educator, Fulton County

Cindy Torppa’s Schedule for March 30 – April 3

Monday: Richland County/Campus
Tuesday: Campus
Wednesday: Toledo
Thursday: Region Office
Friday: Ashland County
Business Office News.

In case you missed it, below are a couple of new postings that have been added to the Business Office webpage http://cfaesfinance.osu.edu/.

Vendor Lookup Instructions Added
A new job aid with instructions on how to identify vendors that are active and open for ordering has been added to the Training - Buying Tools page. Vendor Lookup Instructions

Federal Reporting Job Aid updated
The Federal Reporting Job Aid has been updated to include navigation in Research in View and to provide clearer explanations about what counts as Multi-State and Integrated Research and Extension Activities. This document is used by those employees paid in part using Federal Smith - Lever Extension funds. Question? Cindy Buxton

2015 Campus Campaign Update

We are almost a month into Campus Campaign 2015, and we have reached 29% of our 45% participation goal. This is over halfway toward our goal, and we need just 267 more donors to break last year’s college record.

While we are ahead of schedule this year, our current participation is one of the lowest across the university (we are ranked 14th out of 15 to be exact).
The Ohio State University has recently expanded the Activities and Programs with Minor Participants, Policy 1.50 for those in the university community, which includes our Extension offices throughout the state of Ohio. Therefore, a fingerprint background check (BCI or BCI/FBI) will be required for all new and current extension employees.

The CFAES HR office will be sending the names of current faculty and staff who need a BCI background check to OHR and Gina Thorpe’s group. You should expect an email communication from them indicating how to obtain your BCI background check. The initial deadline to complete your fingerprint check was March 31, 2015 but CFAES HR is extending this deadline to April 10, 2015. You will be reimbursed for the cost of the background check, please see communication from the fiscal office below.

With the help of OHR, the CFAES HR office will be tracking and monitoring the background checks which are required every four years under the Minors Policy.

If you receive a request to complete a background check and have recently had a background check competed (in 2012 or 2013), the CFAES HR office is asking that confirmation of the completed background check be sent in one of the following forms to Kaylee Buzard (buzard.19@ou.edu).

- Copies of completed background check with completion date
- Record of completed background check on a spreadsheet maintained by Extension HR

Upon receipt, Kaylee will add the employee(s) name to the list for the appropriate year (2016 or 2017) to have the background check completed. If you are unable to locate the acceptable form of confirmation listed above, CFAES HR will ask that you please submit the background check as requested. Please remember, you will be reimbursed for the cost of the background check (the original receipt will be needed in order for the reimbursement request to be processed).

Faculty and staff requested to complete a BCI fingerprint background check must also complete the training module developed by OHR through Carmen. It can be found at https://carmen.osu.edu. Click “join self-enrollment courses,” select “Activities and Programs with Minor Participants” and complete the training. When complete, please email a copy of the certificate of completion to Kaylee Buzard (buzard.19@osu.edu).

In addition, ALL faculty and staff who are involved in a program with minor participants must read, sign and agree to abide by the “Standards of Behavior” document that is available at: http://hr.osu.edu/public/documents/policy/resources/150standards-emplvol.pdf. When complete, the document must be sent to the attention of Kaylee Buzard (buzard.19@osu.edu). Elayne Siegfried will sign as the “Activity or Program Director signature” on the form.

Background Reimbursement Communication from the Fiscal Office:

There have been a lot of questions about how these required background checks will be paid for. The funding will come from the CFAES Human Resources budget; therefore, your offices will not be responsible for the cost. There are three mechanisms for paying for the background checks:

1. Complete on OSU Campus through the Central Office of Human Resources (OHR)
   A. OHR has our chartfield on file, and will bill us directly
2. Complete at your local office and use your office PCard to pay.
   A. An eRequest will be used to document the transaction.
   B. Be sure to submit the request under 41200 via the “funding source” or “workflow” org (not the same as the chartfield).
   C. Attach a copy of the receipt to the eRequest for review.
   D. Maintain the originals in your local office.

3. Complete at your local office and pay for it personally.
   A. After completion, submit the original receipt to Kaylee Buzard for processing. Keep a copy for your personal records.
   B. 109 Research Services Building
      1680 Madison Ave.
      Wooster, OH 44691
   C. Kaylee will process the reimbursement in the eRequest system.

These are the only options we are allowing to meet the HR requirements. We appreciate your assistance in completing these checks and handling as we request. If you need assistance with entry into eRequest or other instructions, please feel free to contact Jessica Favret (favret.10@osu.edu).