A new issue of the Communiqué is now available online at http://extension.osu.edu/communique.

The topics include:
- Conflict of Interest and Work Outside the University
- Ohio State Branded Clothing Order Reminder and Updates
- OSU Extension Annual Report Story Banners Available to Borrow
- Congratulations to the 2015 OSU CARES Seed Grant Recipients
- New CFAES Faculty Council representative
- County Website Drupal Training
- Upcoming Workshops
Happy May Birthdays …

• May 2  Jenny Roar – Program Assistant, Ashland County
• May 9  Glen Arnold – Field Specialist, Hancock County
• May 13  Kathy Biery – Information Associate, Hancock County
• May 13  Jamie Lodermeier-Fay – Program Assistant, Sandusky County
• May 15  Shawn Ochs – Educator, Hancock County
• May 17  Margaret Lin – Program Assistant, Richland County
• May 25  Meredith Grime – Program Assistant, Fulton County
• May 26  Jim Hoorman – Educator, Putnam 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/news

- Restricted Data Information – What not to upload to eRequest and eTravel
- Financial Systems Access Request Form updated, new in webform format
- Promotional Items Guide Updated

More Outlook Information . . .

The EdgeU Tech Blog continues to post some very helpful information on transitioning or working with Outlook. Visit their blog at http://u.osu.edu/extensionedtech/ to view the two most recent postings:

- How to Sync Outlook’s Calendar with Your Google Calendar: Three Options
- How to Share Your Outlook Calendar

Cindy Torppa’s Schedule for May 18 - 22

Monday: Campus
Tuesday: Paulding/Van Wert Counties
Wednesday: Crawford Co. AM Region Office PM
Thursday: Vacation ?
Friday: Vacation ?

No Issue Next Week . . .

There will be no issue of Touchpoint next week due to the Memorial Day holiday. Enjoy your long weekend.
The tradition of the 4-H Grade Ag Fest continued on May 13 at the Wood County Fairgrounds. Marking the 36th year of the program, nearly 288 students represented the 3 Bowling Green elementary schools, St. Aloysius, Montessori, and BG Christian Academy converged on the fairgrounds to learn about the agricultural heritage of Wood County.

Local farmers and agricultural experts in the area taught youth about livestock production and grain farming. Wood County has long been a top producer in Ohio of wheat, soybeans, corn, and specialty crops including tomatoes and cucumbers. It is no wonder agriculture is Wood County’s largest industry representing millions of dollars annually.

There were numerous “hands-on activities” throughout the day. The youth experienced feeding a dairy cow and calf and holding a baby chick. Youth learned to identify plants, grains, and food products with the help of OSU Extension Master Gardeners. Soil, water, and air are our most valuable natural resources. Therefore, who would be better to provide special demonstrations to teach youth about these topics than the Wood Soil and Water Conservation District (SWCD). Lastly, students will had the opportunity to learn about Lake Erie from Tory Gabriel, OSU Extension Program Coordinator of Sea Grant for Ohio.

This program is sponsored by Ohio State University Extension with the Wood County Commissioners cooperating and the 4-H Committee. Special thanks to Wood Soil and Water, Findlay Implement of Wood County, Moonlight Tunis Farms, Ro-Jo Dairy Farm, BG FFA, OSU Master Gardeners, OSU Sea Grant and BG City Schools.

Additional photos from this event appear on Page 1.
Training Available. . .

Sexual Harassment Policy

On June 2, 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 this training at the bottom of this website:

https://hr.osu.edu/ole/HRStaffPD.aspx.

What you need to do:

Contact ohrc@hr.osu.edu or (614) 292-2800 with any questions.

Working through Difficult Conversations, Available for Managers

This workshop provides tools and practice to help managers increase their skill and comfort in engaging in difficult conversations. Learn how to prepare in advance, start the conversation effectively and maintain a productive environment. Develop strategies for conversations that become difficult in the moment and for responding to other's reactions. The workshop includes videos, discussion, practice and a participant guide with self-reflection questions, examples and tip sheets. The workshop is available at the following times and locations. Click the date to register.

Thursday, June 4, 9-11 a.m. Gateway, 1590 North High Street
Friday, June 12, 9-11 a.m. Psychology Building, 1835 Neil Avenue

What you need to do:

The link for registration and additional information: http://hr.osu.edu/ole/HRStaffPD

Check out additional Learning and Development opportunities at:

http://hr.osu.edu/ole/HRStaffPD?utm_campaign=HR%20Now%205.14.15&utm_medium=email&utm_source=EOACLK
**Join the Virtual VP Conversation on the Future of Extension Event**
THIS Wednesday, May 20! . . .

During last year’s Annual Conference, we discussed what future trends exist for Ohio in 2035. Now, it’s time to discuss the Future of Extension.

For those unable to attend face-to-face VP Conversation events taking place this summer around the state, this Wednesday’s Carmen Connect event is the one in just two virtual opportunities to participate and let your voice be heard!

**WHEN**: Wednesday, May 20 @10:00 a.m.
**WHERE**: Join via [http://carmenconnect.osu.edu/vpconvo/](http://carmenconnect.osu.edu/vpconvo/)
**WHO**: Anyone who wants to join! You do not have to be registered to participate.

For more information on other VP Conversation events this summer visit: [http://cfaes.osu.edu/about/from-the-vp/conversations-the-future-extension](http://cfaes.osu.edu/about/from-the-vp/conversations-the-future-extension)

For questions about Wednesday’s virtual Connect event, please contact Mark Light (light.42) or Jamie Seger (seger.23)

---

**OSU Extension Annual Report Story Banners Available to Borrow . . .**

Extension has several pull-up banners created for the legislative luncheon earlier this year that are available for counties to borrow and use at your county fair, legislative activities or other programs. The titles of the banners are:

- Certified Crop Advisers
- Water Quality
- Urban Renewal
- 4-H Youth Development
- Safety on the Farm
- Energy for the Future
- Healthy Bees
- A Safe Food Supply

[http://extension.osu.edu/sites/default/files/imce/Communique/2014%20OSUE%20legislative%20banners.pdf](http://extension.osu.edu/sites/default/files/imce/Communique/2014%20OSUE%20legislative%20banners.pdf) shows what each banner looks like. Contact Cheryl Buck (buck.19@osu.edu) if you would like to borrow one or more of these banners – available on a first come, first-served basis – for a local event.
For complete compliance with the university brand standards, remember to follow the promotional item guidelines posted on the CFAES Finance Office website at this link:


including the approval process for trademarked items (anything using the University logo, symbols, etc.). Design tips and approval process information are also available on the CFAES brand webpages at http://cfaes.osu.edu/brand.

**Group Order Option**
At this time, we are aware that ProformaTCL 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.

**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.

**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.