Conflict of Interest Clarification
(Source: Cindy Buxton) . . .

Provost Bruce McPheron sent out an email regarding the 2016 Conflict of Interest Disclosure (e-COI). Many CFAES employees received this email and must complete the e-COI. There was a travel section added last year which caused confusion. This question is only asking about travel which was reimbursed to you by an outside entity, external to OSU. If your travel was submitted for reimbursement through OSU or OSP, this does NOT qualify to be included on your e-COI. Questions? Contact Angie lemaster.124@osu.edu or call 614.292.6470.
Welcome! . . .

We Welcome . . .

Emilee Drerup, Program Assistant, SNAP-Ed, who started in Putnam County on April 18.

We Welcome . . .

Sarah Jackson, Program Assistant, 4-H, who started in Allen County on April 18.

Deadline to Register for Drupal Training . . .

Drupal training is being offered in various locations throughout the state in May. If you are interested in participating in this hands-on training (9 a.m. – noon) with a work session/Q&A (12:30 – 2 p.m.), please contact Bonnie Scranton (scranton.9@osu.edu) right away. The registration deadline is May 2.

- May 16 – Wooster (Research Services Building)
- May 18 – Bowling Green (NW Region Office)
- May 24 – Springfield (Clark County Office)
- May 25 – Caldwell (SE Region Office)
- May 26 – Piketon (South Centers Piketon, Computer Training Lab)
- June 16 – Columbus (Kottman Hall, 12-3 p.m.)

Happy May Birthdays . . .

- May 2 Mary Beth Albright – Educator, Erie County
- May 9 Glen Arnold – Field Specialist, Hancock County
- May 13 Kathy Biery – Information Associate, 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
Children in the Workplace: A Reminder . . .

With summer upon us, when children are not able to attend school, it is a good time to remind everyone that children are not to be accompanying you to the workplace. The workplace is not to be used in lieu of having regular child care. Further, children should not be brought to work before or after school, camp, or on holidays when school is not in session or children are home for the summer. Having children in the workplace is a distraction for everyone in the office, particularly the parent. This also presents safety and liability risks to the organization.

Parents are responsible for having regular childcare and should plan alternative care well in advance for situations that might require backup care, such as a sick child. If you are experiencing circumstances where you need to identify alternative care, or you have questions, please do not hesitate to talk to your regional director or to OSU’s Employee Assistance Program personnel.

Additional Resources:
• OSU Employee Assistance Program
  https://www.osuhealthplan.com/members/ohio-state-employee-assistance-program-eap
• Ohio Department of Jobs and Family Services: Finding Child Care:
  http://jfs.ohio.gov/cdc/families.stm
• Ohio Child Care Resource & Referral Association (OCCRRA): http://www.ocrra.org/
• Child Care Resources, Inc.: http://www.childcareresourcesinc.org/

New Employee Fiscal Training (Source: Cindy Buxton) . . .

If you are new to CFAES and have a role in financial activities (approvers, initiators, reconcilers) the CFAES Finance Unit has training scheduled for you. This course will cover the basic topics for new finance employees including support staff, unit leaders and finance managers. We will cover things like terminology, training requirements, who to contact for help and for what areas finance employees are responsible.

The course will be in person, in Columbus Room 2015 (Ag Admin) on Friday, May 13, from 9:30 - 3:30. Lunch will be provided. To register simply send an email to Cindy at buxton.65@osu.edu.
**First Friday Coffee Break . . .**

Hold Friday, May 6 (10-11 a.m.) for this month’s First Friday Coffee Break with the Ed Tech. Colleagues are encouraged to join the Connect sessions as needed throughout the hour to ask questions, get recommendations, offer suggestions, ask for resources...anything! This regular opportunity to informally connect allows you to get real-time feedback. Use this link to participate in each First Friday Coffee Break.

---

**Blog Links . . .**

- CFAES Weekly News Digest – [http://u.osu.edu/cfaesadmin](http://u.osu.edu/cfaesadmin)
- Extension Director, Roger Rennekamp – [http://u.osu.edu/conspectus/](http://u.osu.edu/conspectus/)

---

**Important Dates and Deadlines . . .**

If there are dates that apply to many that you would like to see included in this section of the newsletter, please send them to Carol at bottoms.6@osu.edu
The Rivals Challenge (Source: YP4H) . . .

It’s time to beat Michigan (again)! Register for the Rivals Challenge today and track your minutes of moderate physical activity to help Oho State win. The university with the highest average daily minutes per participant will be declared this year’s Rivals Challenge champion. You’ll also be able to earn YP4H points and win prizes!

In this challenge, every minute counts and participating is easy. What you need to know to get started.

1. **Start your own team or join a team.**
2. **Get active and keep track!** (Strive to get the recommended 150 minutes of moderate physical activity each week to stay on pace and live a healthy lifestyle.)
3. **Log your physical activity minutes through June 26, 2016.**
4. **Earn YP4H points and win prizes.**

Share your photos by using [#RivalsGoBucks](#) on Twitter or Instagram, posting them to the [YP4H Facebook page](https://facebook.com/YP4H) or emailing [yp4h@osu.edu](mailto:yp4h@osu.edu) for a chance to win YP4H points and be featured in the weekly challenge email.

Learn more at [TheRivalsChallenge.org](http://TheRivalsChallenge.org)
Let's Go Bucks!

eXtension . . .

**Webinar**
On Wednesday, May 4 (2-3 p.m. Eastern), the eXtension Foundation will host a webinar for all Extension professionals to review recent changes and new opportunities now available for member institutions. On hand to present will be eXtension CEO Christine Geith and members of the leadership team to answer questions and provide examples of how eXtension’s new tools, services and initiatives can be used by Cooperative Extension Service teams and professionals. For more information and the option to add this event to your calendar, please visit [https://learn.extension.org/events/2621](https://learn.extension.org/events/2621).
eXtension Seeks Part-time Chief Operating Officer
The eXtension Foundation is seeking an outstanding individual to serve as Chief Operating Officer on a part-time (.5 FTE) appointment. Experience working virtually is a plus because eXtension operates as a virtual organization. The person in this position can work from anywhere in the United States. This individual will have an overall strategic and operational responsibility for eXtension Foundation programs and services and will manage key staff leaders. The COO provides leadership for the Foundation’s strategic planning process and implements strategic initiatives. The eXtension Foundation is a 501(c)3 organization supporting Extension professionals nationwide. Deadline for applications is Wednesday, June 1, 2016. A detailed position description can be found at https://extension.org/coo-position-announcement.

990N (Source: Jeff Dick) . . .
We are encouraging each county to file the 990N (e-postcard) for each of your clubs and affiliates. This will relieve our volunteers from much stress and time from submitting their own 990N as well as help us clear up the inconsistencies with rejections and unrecognized EIN’s associated with our Group Exemption Number. We apologize for the short notice but just received approval to proceed in this manner from OSU legal. If you were unable to join the CarmenConnect, view the recording at http://carmenconnect.osu.edu/p6pqysnv1pd/.

Also the 990N e-postcard Filing Help document is posted on www.ohio4H.org. This resource can be found by volunteers at: volunteers>clubs leaders>finances and by staff at: intranet>financial management.

National Meeting Information . . .
NACAA – http://www.nacaa.com/
• Registrations after May 15 will include a $100 late fee

• Hotel Reservations – Opens May 2 - $229.00 per night
• Early Bird Registration – June 1-July 15 - $450.00
• Regular Registration – July 15 (@ 9:01 PM Pacific) – August 12 - $475.00
• Late Registration – August 12 (@ 9:01 PM Pacific) – September 30-$550.00