Brutus joined the attendees at the InnovateExtension meeting held on Thursday, May 12, 2016 at the 4-H Center. He posed for pictures and signed autographs for those in attendance. It was a fun day for all!

No Issue Next Week . . .
Due to the Memorial Day holiday next week, there will not be an issue of the weekly newsletter. Have an enjoyable weekend.

PCard Deadline . . .
The PCard reallocation deadline is earlier this month due to the Memorial Day holiday (Friday, May 27). To help Patty or Sarah, your reallocator, please have all eRequests entered immediately.
Welcome!...

We Welcome . . .

Katie Cole, Extension Educator, 4-H, who started in Seneca County on May 16.

We Welcome . . .

Rhonda Mahaney, Office Assistant, who started in Ottawa County on May 16.

Important TERSSA Deadline . . .

The TERSSA membership deadline is fast approaching (May 31, 2016). TERSSA is the national association for support staff (The Extension and Research Support Staff Association) and, in conjunction with Chi Epsilon Sigma, is planning the national meeting for Columbus, Ohio on October 18 and 19, 2016. Registration for this conference will be coming soon. Please note that there is a significant reduction in the cost of the conference registration if you are a TERSSA member by the May 31 deadline. Please consider joining. Membership Form  2106 TERSSA Conference Video
Retirement Planning Seminar Coming to Your Area . . .

There's Power in Your Planning! Attend a Retirement Planning Seminar

As you get closer to retirement, it’s time to familiarize yourself with the components of a fiscally sound retirement. Attend a Retirement Planning Seminar for information about:

- STRS Ohio retirement benefits
- Health care in retirement
- Financial planning and investing
- Estate planning

June 16, 2016 • 10 a.m. – 4 p.m.
DoubleTree Hotel
3150 West Market Street
Akron, OH 44333
Get directions →

Sign Up Now →

Free NIFA News and Information Email Service . . .

The National Institute of Food and Agriculture is pleased to announce a free email subscription service to make it convenient for you to receive news and information from our agency.

Our subscription service includes topics that may interest you such as NIFA updates, press releases, announcements, programs, initiatives, research, education, and extension projects, funding opportunities, grants awarded, budgetary and legislative updates, policy changes, blogs, significant NIFA-funded impacts or items of interest about and for land-grant universities and non-land grant colleges of agriculture.

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Please share this information with your colleagues. We are confident this new subscription service will better meet your information needs from the National Institute of Food and Agriculture. Should you have questions, contact Judy Rude at (202) 720-4242 or jrude@nifa.usda.gov.
New Promotional Items and Gift Buying Guide Posted . . .

A new promotional items and gift buying guide has been posted for CFAES use. This document encompasses anything you might buy and give away, or anything you might buy and sell to volunteers, students, or staff. This may include things like apparel, headgear, trinkets, pens, etc. The new guide encompasses all parts of the process for ordering these items including:

- What approval is needed
- Choosing a vendor
- Getting branding approval when applicable
- Instructions on placing an order
- Tax implications

If these are items that you normally buy please bookmark this as a reference and use it to walk through the process each time you purchase something.

Resources: Purchasing Restrictions

Questions: Cindy Buxton

OSUE Apparel Order (Source: Cheryl Buck) . . .

Proforma TCL is offering group ordering of OSU Extension employee apparel, garment bags and pens until May 31, 2016. This allows counties who might need fewer items than the typical minimum order to purchase the exact number of items they need. Items available can be found in the Extension showroom at http://www.proformaosu.com/showrooms.htm.

This year’s group order is for institutional orders only (products must be paid for by the unit and provide to the employee at no charge). There is not an option whereby an individual can purchase items from personal funds. Be aware that because the unit will be buying the items for the employee, the employee will be taxed on the cost of the apparel item(s) provided to him or her. Refer to Cheryl’s email of 5/16/16 for additional information about ordering.
The inaugural innovateExtension event was held May 12th, 2016 on Ohio State University’s campus. Twenty-two teams and more than 140 participants vied for funding for their ideas, projects, prototypes, and concepts.

After working in together throughout the day, teams gave brief pitches to all in attendance who then voted for the projects they believed should be funded. Each team presented a worthy proposal and everyone hopes the unfunded teams continue to work on their projects! When the votes were counted, Honorable Mention went to the Dayta Dreamers (Debby Lewis, Amy Elhadi, Kim Showalter, Suzanna Windon with Coach: Kevin Gamble). The project involved hiring a web developer, who would be housed in the PDE unit, to design a “data portal” that would be able to accept various types of data and generate multiple types of reports based on the data that will be accessible by a broad range of employees.

The Third Place Team represented Live Healthy Live Well (Pat Brinkman, Michelle Treber, Lisa Barlage, Joanna Rini, Beth Stefura with Coach: Alice Henneman). Their project included expansion of Live Healthy Live Well social media programming into a text-based message campaign, also including brief YouTube videos and hashtag creation and use.

Second Place went to Team GMO (Emily Adams, Lee Beers, Mary Griffith, Peggy Hall, Dianne Shoemaker with Coach: Hunter McBrayer). This team planned a three-part project to help Extension professionals excel when addressing critical issues that arise quickly requiring Extension personnel to address in a very timely manner. Examples included 1) Educator Training, 2) Identify Critical Issues at Annual Conference, and 3) Development and Implementation of a Protocol for Critical Issues.
First Place went to the Critical Conversations Team (Jackie Kirby-Wilkins, Jeff McCutcheon, Cindy Torppa, Lisa Siciliano-Miller, Laura Fuller, David Crawford, Debbie Brown with Coach: Daphne Richards). This team’s project addressed the skills needed to have the critical conversations we all face while working with a variety of stakeholders (e.g., funders, elected officials, consumer, community partners, and families/friends). Skills to be addressed include relationship building, networking, collaborating, facilitating, mediating, and innovating by developing a variety of resources (including Tool Kits and Skill Building) and strategies for developing competencies, comfort, and skills for addressing critical conversations.

New Business Operations Update . . .

Be sure to check out the most recent issue of the Business Operations Center Update posted at http://cfaesfinance.osu.edu. Some of these changes were mentioned in last week’s newsletter, but there are several items of importance.

• Finance Service Center New Name
• Travel Changes Effective 7/1/16
• Purchasing Card Changes Effective 7/1/16
• Promotional Items Guide Updated
• FAES Exception Form Effective 7/1/16
• Building, Renovating, Buying, Selling or Leasing Space
• New Items on the Web
Extension & Research Support Staff – yes, YOU! & Please share this widely with all support staff!!

Looking to find a way...
- to increase your awareness of other state’s Extension programs
- to make connections & friends in other states
- to get out of your comfort zone
- to grow professionally??

**Six Reasons to attend the TERSSA 2016 Annual Conference:**

*Taking needed time for professional development*
*Enhance performance in all areas*
*Receiving input from colleagues*
*Sharing our knowledge*
*Streamline processes*
*Advancement of Extension*

@ *The Westin Great Southern Hotel*, Columbus, OH
- see a small blurb on the hotel’s history below...

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Are you a TERSSSA Member yet? If not, sign up today for only $10!!

**The Westin Great Southern Hotel, Columbus, OH**
Columbus was abuzz on the hot summer night in 1897. The city’s leaders had fulfilled their promise in building the "showcase of the midwest" and tonight, the 23rd of August, The Great Southern Hotel and Opera House was opened to the public. It had been a tragic decade for hotels in this capitol city, with fires claiming the Seneca, the Deshler, and the Vendome Hotels. It was with great pride that the populace toured the majestic building, as it had been built on the dreams of 400 men investing $100 each towards its construction. Come see the grandeur!

Hold these dates… more info to come…