Discounts: Cedar Point, Cleveland Indians, Columbus Crew (Source: OnCampus Today) . . .

Ohio State alumni, faculty, staff, students, family, friends and guests are invited to enjoy discounted admission and special #OSUday activities at these Ohio State Day events. Click for tickets or to learn more: Friday (5/15) at Cedar Point, Friday (6/5) at Cleveland Indians, and Saturday (7/25) at Columbus Crew.
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

May 14: Performance Review Conversation Lab (Source: OnCampus Today) . . .

Managers can get tips and strategies for conducting effective and meaningful performance reviews with staff. The lab, which includes a short presentation and opportunity to practice a performance review conversation, is on Thursday (5/14) from noon - 1:15 p.m. at the Office of Human Resource in Gateway. Attendees can bring questions and examples to use during the workshop.

RSVP: hrtech.osu.edu/fw/ohrc.fwx

More professional development opportunities:
hr.osu.edu/ole/HRStaffPD

Welcome . . .

We Welcome . . .

Susan Shickley, Program Assistant, SNAP-Ed, Erie County, who started in the Northwest Region on May 4.
Engage in May or June with the Vice President’s Conversation (Source: Graham Cochran) . . .

Help imagine the future of OSU Extension! Dean McPheron has tasked us all with being adventurous in exploring possibilities for creating a new century of Extension work and scholarship.

Let your voice be heard... by joining the conversation to share your thoughts on How OSU Extension can be best suited to meet the challenges of the future. How could OSU Extension be positioned to address future needs? Let’s work together to discover how OSU Extension will continue to positively impact Ohio and Ohioans.

Don't miss out on sharing your ideas virtually or in person at one of the following events. One deadline to register is quickly approaching, COLUMBUS (May 15~ event May 22). For the full listing of statewide employee conversations, click here.

http://go.osu.edu/register-OSUEFuture

To learn more about other ways you can get involved in this conversation, visit http://go.osu.edu/osue2035
Several of our OSU Extension Family & Consumer Sciences colleagues have recently partnered with the OSU Health Plan and Your Plan for Health (YP4H) to offer key FCS Extension knowledge to OSU employees through the YP4H Online Webinars. To see a selection of our past presentations, visit our Live Smart Ohio site (http://livesmartohio.osu.edu) and scroll to “Webinars” at the bottom.

A schedule of future webinars led by FCS colleagues is also included below – please add them to your calendar. You can register for these free events, open to all OSU employees, by logging into YP4H (http://yp4h.osu.edu) and clicking on “Upcoming Events.” Please log on periodically, as new events are added monthly.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>5/20/15</td>
<td>Local Foods</td>
<td>Patrice Powers-Barker</td>
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<tr>
<td>6/10/15</td>
<td>Healthy Meals on a Budget</td>
<td>Carolyn Gunther</td>
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<tr>
<td>6/17/15</td>
<td>Eating for the Health of it</td>
<td>Susan Zies</td>
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<td>July - TBD</td>
<td>America Saves</td>
<td>Joanna Rini</td>
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<tr>
<td>October 2015</td>
<td>Healthy Halloween or Harvest Treats</td>
<td>Pat Brinkman, Michelle Treber</td>
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Please feel free to contact Terri Fisher (fisher.456@osu.edu; 614-688-4486) with any questions.

Managing@OSU . . .

This is a free, 1-day program targeted toward new managers (new to OSU or new to management). We'll focus on building relationships through conversation, creating an inclusive environment, and understanding generational characteristics. Exchange ideas with managers from across campus on common challenges such as leading former peers and managing up. This workshop offers a 1-hour break for lunch on your own. *Lunch is not provided. Offered: Thursday, May 28, 9:00 am – 3:30 p.m.
2015 Staff Professional Development Award Opportunity . . .

The application form and guidelines are available at: go.osu.edu/staffprof

2015 Staff Professional Development Awards

Sponsored by CFAES Staff Advisory Council

Do you need assistance to offset costs associated with professional development and staff career goals? Your CFAES Staff Advisory Council (SAC) is now accepting applications for our staff professional development award. This award can be used toward expenses, up to $200.

Past recipients have used this award for (but are not limited to):

• Conference registration fees
• Hotel Accommodations and Transportation costs
• Software for staff training

Application Deadline: Monday, June 1, 2015

For more information about SAC click the following link: go.osu.edu/cfaessac

This award is made possible through Campus Campaign donations to the SAC Training Fund #312155 at giveto.osu.edu

Thank you!
You make this a great place to work!

CFAES STAFF ADVISORY COUNCIL
The Business Office mailed a few items out today in county or campus mail that may affect your unit. Please read below and watch for paperwork coming to you if applicable.

1. For All
2015 Ohio State Conflict of Interest Disclosure
• April 22nd Provost Joseph Steinmetz sent out an email regarding the 2015 Conflict of Interest Disclosure (e-COI). Many CFAES employees received this email and must complete the e-COI. There is a new travel section added this year which has caused uncertainty and 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: LeMaster.124@osu.edu or 614-292-6470

2. For CFAES eReports Reconcilers that submit through the Columbus Business Office
PO Closure Report mailed
• Annually the Business Office reviews unused purchase orders. A list of POs that are expired and have had no activity since March 2014 was mailed to the appropriate units in county or campus mail. We will be closing these POs effective 5/31/15 unless we hear back from you. This helps to alleviate the encumbrance on your funds, reduce the University’s liability, and keeps your eReports clean.
Questions: Michel.5@osu.edu

3. For Extension County Units
Volunteer Insurance Letter and CIMA invoice mailed
• Purchasing insurance coverage for volunteers is required by OSU Extension and includes all volunteers, not just 4-H.
• Extension Administration will be supporting 50% of the membership fees, surplus lines tax and personal liability coverage.
• The membership fee for 2014 - 2015 is $95 per office and personal liability coverage is $2.00 per volunteer. There is a required surplus lines tax of 5% of the liability coverage as well.
• Please send this completed letter and adjusted volunteer numbers to the Business Office by 5/29/2015.
Questions: Michel.5@osu.edu

4. For Extension eReports Reconcilers, Orgs 55xxx and 57xxx
Fund Maintenance Letters
• Annually we are required to review funds and close unnecessary funds to limit the University’s exposure to fraud. We are also required to report on inactive funds and those with a negative balance and to resolve issues with funds as needed. If your unit has any of these situations you will be contacted regarding the use of the fund numbers. A reply is requested no later than 5/29/2015. Note that not all units will be contacted, only those with zero dollar, unused or negative balance funds.
Questions: Buxton.65@osu.edu