October Coffee Break Recording – Technology and Leadership . . .

If you missed the October 7th Coffee Break about Leadership and Technology with special guest host, Brian Raison, you can watch the recording at:


Explore how technology can and should play a role in Extension leadership.
I am pleased to announce that I have tasked Karen Argabright to lead an effort in 2017 to conceptualize a model that effectively serves, promotes, and facilitates the learning and growth of all OSU Extension professionals. Karen will focus on this work in her current role as a graduate associate and doctoral candidate in the Department of Agricultural Communication, Education, and Leadership (ACEL) focusing on community and Extension education.

Karen is no stranger to Extension. Her passion for building individual and organizational capacity is evident through her graduate work focusing on organizational development. You may recall having met or worked with her in any number of roles over the past few years. As a graduate student, she has: coordinated professional development events such as new educator workshops, New Employee Welcome Festival, CED Assessment Center, and the Extension Action Leadership Retreat; re-designed OSU Extension’s new employee onboarding process which led to the current New Employee Day 1 Orientation; researched organizational culture via the North Central Region Extension organizational culture assessment; and supported the work of the steering committee and the organization in the Vice President’s Conversation on the Future of Extension. Her motivation and desire to facilitate individual and organizational learning and growth expands our capacity to achieve our goals, thus making her ideally suited to focus on this objective. I hope you’ll look forward to hearing more from Karen regarding this exciting and important work for OSUE.
President-Elect, Travis West represented Ohio at the Public Issues Leadership Development Conference April 10 – 13, 2016 in Crystal City, Virginia.

At the National ESP Conference in Cape May, New Jersey, the Alpha Eta Chapter was recognized with a Chapter of Merit Award, receiving the **Platinum Chapter Award**, the highest award a chapter can receive. Ohio is currently the largest ESP chapter in the country with 306 members in 2016! The Alpha Eta Chapter was recognized with a Gold Award in Achievement in Chapter Membership. Professionals from Ohio who served on National ESP committees included: Mary Beth Albright, David Crawford, and Travis West. Graham Cochran served most of 2016 as the President Elect for ESP and Chair of the National Resource Development and Management Committee. Voting delegates for the 2016 meeting included: Travis West, Kirk Bloir, and Lisa Barlage.

**OSU Extension Won Six 2016 ESP Regional Awards**

**Epsilon Sigma Phi (ESP)**, the professional development organization for Extension professionals, recognized **Vacant to Vibrant, Ohio Urban Agriculture project Team** as the winner of the Diversity/Multicultural Award for the North Central Region. The team members are: Suzanne Mills-Wasniak, Tony Nye, and Brad Bergefurd

The **Water First for Thirst Team** has received the Distinguished Team Award for the North Central Region. Team members include Carol Smathers, Shawna Hite, and Theresa Ferrari.

**Receiving Region Individual Awards are:**
- Patricia Brinkman, Mid Career Award
- Mark Light, Early Career Award
- **James Hoorman**, International Service Award
- Jacqueline Kirby Wilkins, Visionary Leadership Award

**National Concurrent Sessions for 2016:**
- “The New Peer Review: Digital Content in a World of Traditional Pubs”, Jamie Seger, Jerry Thomas, and Paul Hill (Utah)
- “Turn Your Team to Successful Social Media Programming”, Patricia Brinkman, Lisa Barlage, and Michelle Treber
- “College Access for Rural Youth: Using Your University Connections”, Travis West
- “Cooperative Extension and Health Literacy: A National Focus”, Lisa Barlage, with Sarah Bercaw (of Delaware) and Belinda Letto (of Tennessee)
- “Five Things We Learned by Piloting Educational Technology Specialist”, Jerold Thomas and Jamie Seger
National Ignite Session: “Incentivizing, Rewarding and Celebrating Accomplishments”, Cynthia Bond

Poster Sessions:
• “Extension Professionals: Driving Tides of Change or Anchored Safe in Harbors?”, Kirk Bloir
• “Turning the Tide of ESP Award Nominations: Increasing Numbers and Educating Members”, Travis West.

Time to Enroll: 2017 Open Enrollment Now Available . . .

Open Enrollment begins November 1 and continues through November 15, 2016.

Open Enrollment is the one time each year to assess your benefits and make sure they will continue to meet your needs for the coming year.

Make your elections at Employee Self Service or click the button below. Once you make your elections, don't forget to select "Authorize and Submit" to complete your enrollment. Click "View/Print Confirmation Statement."

Enroll Online

As you review your options for 2017, there are several things to consider:
• Informed Enrollment. Use Informed Enrollment Online (now MyBenefitsMentor) in Employee Self Service to compare what your potential costs could be between available medical plan options.
• Health Reimbursement Accounts (HRA). An HRA is an employer-funded account from which you can be reimbursed tax-free* for eligible health care expenses. Learn more
• Premier Vision Plan. The Premier Vision Plan will allow you to customize your benefit by choosing a frame or lens enhancement at the time of purchase.
• Express Advantage Network. Using a preferred retail pharmacy within this new network will allow you to maintain a greater benefit for prescription medication.
• Flexible Spending Accounts (FSA). Consider enrolling in a Flexible Spending Account to pay for eligible health care expenses with tax-free dollars. If you already contribute to an FSA, you will need to re-enroll to continue participation.
Visit go.osu.edu/learn-oe to watch an Open Enrollment webinar or register for a forum to learn about these and other health plan changes for 2017.

To log in to Employee Self Service, you will need your Ohio State user ID (lastname.#), password and BuckeyePass security code to log in. If you have not yet signed up for BuckeyePass, you will be redirected to the registration page before you can log in. For assistance with logging in, visit my.osu.edu or call (614) 688-HELP (4357) (university), or (614) 293-3861 (medical center).

If you have any questions, please contact the Office of Human Resources (OHR) Customer Service at HR@osu.edu, (614) 292-1050 or 1-800-678-6010. Representatives are available Monday-Friday, 8 a.m.-5 p.m.

Chi Epsilon Sigma Silent Auction (Source: Beth Young) . . .

Please consider participating in this year’s Silent Auction at Annual Conference – an opportunity for a good cause. Chi Epsilon Sigma (professional association for support staff) sponsors this auction as a fundraiser to honor their best via awards such as the Extension Support Staff Excellence Award.

Whether you work in a county office, region or campus, etc. consider this an opportunity for a team project and donate a themed basket or OSU items for the Silent Auction. If there is something unique about your county, consider that as a theme for your basket. As a small incentive, we will reward the county basket that raises the most money! We would like to have a basket donated from every county! No basket is too big or too small! If you need suggestions on themes for a basket, please do not hesitate to contact me. Any price range is welcome and we are looking for baskets for both men and women.

We will have the “Recycled Treasures” section again this year. If you have a wedding gift that you have never taken out of the box or an old lamp that you have no use for, please consider donating it! Someone may be looking for that item and give it a good home while raising money for CES!

Please email me at young.1414@osu.edu with the theme and/or picture of your donation so we can start advertising the Baskets and “Recycled Treasures” items. If you have any questions or need additional information, please do not hesitate to contact me at young.1414@osu.edu or 513-785-6655.
(From email sent 11/7/16) - A quick reminder that the first draft of your county highlights are due this Thursday by close of business. If you have not done so already, please submit a Word document with impact statements for four (or more) of the six new impact areas. More complete writing process instructions are posted in the Box folder.

Strategic Planning – Question #2
(Source: Bruce McPheron, Exec. Vice President and Provost) . . .

As we previously shared, Ohio State is embarking on a strategic planning process that will advance our academic mission and strengthen our position as a nationally competitive flagship institution. As we continue to engage with the campus community to seek input that will ultimately inform the overall plan, your response to period questions is important. Previously, we asked for you to share what was great about Ohio State; now, we want to hear about opportunities we have to be even stronger. The campus-wide question is open through Wednesday (11/9) and may be accessed, here: http://go.osu.edu/stratplanQ2.

BuckeyePass and eReports . . .

Beginning this Saturday, November 12, BuckeyePass will be protecting eReports. As you likely already are aware, BuckeyePass is a multi-factor authentication tool. All employees now use BuckeyePass to access Employee Self Service. You may have already used it to view your paycheck online and to change or renew your benefits during Open Enrollment.

When you use BuckeyePass, you are prompted to enter your password and then a numerical code that is sent to you from Duo, our BuckeyePass vendor. You can choose to receive this code through the Duo app, via text message or by phone. If cybercriminals somehow steal your password, they will not be able to access the systems without this additional code.

If you are already using BuckeyePass for Employee Self Service or any other system, you do not need to take any additional action. You will automatically be able to use it to access eReports.

If you have not yet signed up, go to the BuckeyePass link to register.
OSU Goes Electronic for Hiring Forms, Personnel Files
(Source: onCampus Today) . . .

As part of the HR Service Delivery initiative, Ohio State’s HR processes are becoming more efficient and effective with the implementation of electronic hiring forms and personnel records for campus faculty, staff and student employees. Standardized electronic hiring forms reduce data security risks by eliminating manual transfers of hiring paperwork and shortening the time to complete the hiring process. There also are reduced costs of printing and storage, ease of transferring records within the university and less duplicate paperwork.

读 more  Contact

NOTE: For instructions on handling of Extension personnel files, please refer to the email from Roger Rennekamp sent on 11/7/16 to County Directors – Subject: “Electronic Personnel Filing System Project”

Staff Appreciation Events During the Holidays
(Source: Cindy Buxton) . . .

As the holiday season approaches, and many of you are likely thinking about gatherings and/or events for staff, I wanted to make sure I reminded you of guidance regarding event expenditures.

- Holiday events are not allowable but staff appreciation events are – so be sure to reference that on the paperwork correctly.
- Units should spend no more than $30/employee for staff events. While this amount does not include rental fees for space, tables, etc., it does include all food, beverage, entertainment, games, and gifts.
- This amount is a maximum not a minimum as a leader you need to decide what is best for your staff and your budget.
- Please do not use commissioner appropriation or levy funds for these expenses.
- All expenditures need to be pre-approved by an individual one level higher than the unit leader CEDs should get RD approval, RDs should get Roger’s approval.
- Gifts to employees may have payroll tax implications – ask Cindy Buxton prior to purchasing.
- Gift cards of all dollar amount are taxable to employees.
PHA Deadline Approaching . . .

If you have not participated in a biometric screening in 2016 (and completed your Personal Health Assessment/PHA), November 30 is the deadline! Completing these requirements by November 30 will lock in the full 2017 premium credit and provide valuable personal health information for employees and spouses/same-sex domestic partners. Learn More

Distinguished Service Award Call for Nominations
(Source: onCampus Today) . . .

The Distinguished Service Award was established by the Board of Trustees in 1952 to recognize individuals who have rendered exceptional service to the university. Awards are not made on the basis of long, faithful, or loyal service alone, but rather for service that is truly distinguished. Recipients of this award have provided a broad spectrum of services to the university in both official and unofficial capacities. Nominations due by Friday (11/18). Read more Contact or 614-292-4953

Blog Links . . .

- CFAES Weekly News Digest – http://u.osu.edu/cfaesadmin
- Extension Director, Roger Rennekamp – http://u.osu.edu/conspectus/
- Community Development – http://u.osu.edu/extensioncd/
- OSU Extension Ed Tech – http://u.osu.edu/extensionedtech/
- Ag Law – http://aglaw.osu.edu/blog