Northwest Region Touchpoint
October 19, 2015

Adding a Youth Flavor to Local Foods (Source: Hannah Epley) . . .

We are offering you another opportunity to participate in our “Adding a Youth Flavor to Local Foods” program on Sunday, November 15 at the Nationwide and Ohio Farm Bureau 4-H Center from 2-5:30pm. You may nominate (or just forward this email) to any teen who might be interested in participating. You can nominate them or they can RSVP by next Friday, October 16 by clicking on the following LINK. More information is below.

As you may recall, we hosted an event about local foods on September 19 for 4-H teens from
Happy October Birthdays …

- October 8 Ruby Randolph – Program Assistant, Sandusky County
- October 10 Cindy Dininger – Office Associate, Ashland County
- October 12 Chris Comden – Office Assistant, Defiance County
- October 15 Deb Knapke – Office Associate, Van Wert County
- October 25 Cheryl Barber Spires – Program Specialist, Northwest Region

Open Enrollment Starts Today . . .

Oct. 19-30

Open Enrollment

This is a reminder that Open Enrollment starts today, October 19 and ends Friday, October 30. Visit http://hr.osu.edu/oe during Open Enrollment and click on the “Enroll Now” button to review existing or make new elections.

In case you missed the recent Carmen Connect on the overview of benefit changes, it can be viewed at https://carmenconnect.osu.edu/p4dqmfg29b9/?launcher=false&fcsContent=true&pbMode=normal

CFAES Weekly Information Digest (Source: Ryan Schmiesing) . . .

Each week (Monday) we will be sending the following link that will include timely announcements and information for all college faculty and staff. It is our desire to create a single location for all news and announcements that come from the Dean’s office as well as reduce the number of emails coming to your inbox. Should you have information to share that is relevant to faculty and staff, please send to Joan Lieb or Ryan Schmiesing. http://u.osu.edu/cfaesadmin

Cindy Torppa’s Schedule for October 19 – 23

Monday: Campus
Tuesday: Campus AM – Region Office PM
Wednesday: Region Office
Thursday: Campus
Friday: TBA

Across the state, and it was so popular that we have decided to offer a condensed version of it again for those youth who could not participate. See the attached photo from the program and below are a few things that your fellow Ambassadors, TAC members, and other youth said about the event,

- “Until this event, I had no idea that OSU Extension and 4-H put an emphasis on local foods and that I could connect a 4-H project to this topic.”
- “This event will help me have a better conversation with the public to bridge the gap between what they do and do not know.”

We only have 25 spots available, which includes a travel stipend to assist with mileage and refreshments. Youth should consider inviting and carpooling with a friend, who is also a 4-H member between the ages of 14-18 and may be interested in local foods and/or becoming a teen leader within Ohio 4-H. Youth will be returning home with a bag of goodies to help promote local foods in your community, too!
Change of SPO Assignment for Extension 55xxxx and 57xxxx Orgs
(Source: Greg Davis)

Effective 10/12/15, the work handled by Bette Hartschuh (Sponsored Program Officer – SPO assigned to Extension since 2007) will be handled by Katie Groeniger (last name rhymes with ‘vinegar’). Katie has previous experience with the Ohio Department of Health (ODH), and in that role she frequently worked with local/county-level agencies throughout the state of Ohio.

Betty Hartschuh and Jared Port assisted in Katie’s onboarding, and all new work and work pending with OSUE or sponsors will be assumed by Katie. Katie can be contacted at:

Katie Groeniger
Sponsored Program Officer
Office of Research Office of Sponsored Programs
1960 Kenny Road, Columbus, OH 43210-1016
(614) 292-6643
Groeniger.10@osu.edu

CFAES Equity and Inclusion Has a New Website and Blog
(Source: CFAES Monthly)

In addition to the rebranded and refreshed CFAES Equity and Inclusion website that was recently launched, I am pleased to share the new CFAES Equity and Inclusion blog. The website contains information on topics related to equity, inclusion and diversity. College, university and external events are featured on the “Events” page. All current CFAES employees are subscribed. You can unsubscribe as you wish. Messages will come periodically, and I hope to use the blog as a forum to share information as well as to discuss current events related to diversity, equity and inclusion. You are always welcome to comment on any of the posts and are welcome to submit posts of your own. – Kathy Lechman

Amazon Business Account with a University Pcard
(Source: Cindy Buxton)

On June 1, 2015, Amazon began collecting sales tax on purchases made by all Ohio customers. The University is an instrumentality of the State of Ohio, whose purchases are exempt from Ohio sales tax. To maintain the benefit the University’s sales tax exemption while preventing any improper use, the University has established an Amazon Business Account to ensure only business-related transactions are treated as tax-Exempt.
Highlights:
● Units should maximize the use of University contracts found in eStores before considering Amazon.
● The OSU Amazon Business Account must be used for University business purposes only.
● No personal purchases may be made from a University email address (name.#) in the OSU Amazon Business Account. Using this tax-exempt account for personal use may cause the University to lose its tax exempt status and the individual may be held liable for fraud by the State of Ohio.
● All business-related expenses procured through the OSU Amazon Business Account must comply with University Expenditures, PCard, Purchasing and Internal Controls policies.
● Purchases from personal Amazon accounts are no longer permitted on a University PCard.
● Personal Amazon accounts should be set up with a personal email address, not your University email address (name.#)
● PCard Managers will be the only individuals permitted to use the account. All PCard managers will be given access to the system.

Instructions for PCard Managers:
All PCard Managers will be given access to the Amazon Business account, sometime in the next week you will receive an email directly from Amazon with instructions to access your account. Use these help documents to complete the process.
● Instructions: Finalize OSU Amazon Business Account Access as Requisitioner
● Instructions: Upload Tax Exception Certificate
● Form: OSU Tax Exemption Certificate
● Activating your account can take a couple of business days.
● If you do not receive an email from Amazon by end of day 10/23, email Jesse Buxton for assistance.

If you have any questions regarding this policy please contact the CFAES Group Administrators Jesse Buxton or Brian McClain. There is also a new University website to help answer your questions. http://u.osu.edu/amazonbusiness/
As some of you may recall, Greg Davis and Ryan Schmiesing first shared an update in mid-August about Communications’ work to update the Ohioline web site, which was one of the first web sites (if not the first site) launched by the College of Food, Agricultural, and Environmental Sciences.

The Ohioline web site update remains a priority for the college web team this fall, and we are making tremendous strides to get the site ready to go “live” in January 2016. This includes significant work on the fact sheet content that will be posted on the Ohioline site. As mentioned previously, the move to the Drupal 7 content management system will not affect how new fact sheets are submitted, peer reviewed, or created by personnel. However, addressing the overall age of existing content on the site – as well as review and validation of the current content – is an important aspect of this project.

During the upgrade, the last five years’ worth of fact sheets has been migrated to the new site. Editors in Communications are ensuring that the content in this group of fact sheets has been transferred to the new site in its entirety, including all tables, graphs and links within each fact sheet.

Once the new Ohioline site is live, revision requests for fact sheets posted on Ohioline during the last five years will be accepted. At that time, instructions for how to submit a project request to update existing fact sheets will be shared with all personnel.

Content on the existing Ohioline site that is older than five years must be reviewed for general relevance; then the content must be updated and reviewed before it can be posted on the new Ohioline site. I am working with our Extension assistant directors and other unit leaders to evaluate and handle this “older” content.

ITEMS AND DATES TO NOTE

- ALL of the current content on Ohioline will be available until the new site goes live.
- Between December 1, 2015 and mid-January 2016, we will not add any new content to the current Ohioline site.
- Most new fact sheets already in process and scheduled to be completed before December 1 will be posted and available on the current Ohioline site, as well as the new site.
- We plan to go live with the new Ohioline web site in mid-January 2016.

We will continue to update you on relevant details of this project as the site development progresses. If you have questions about the Ohioline update process in general or the fact sheet content review, contact me at buck.19@osu.edu or 614-292-4880. If you have questions about a fact sheet you already have in progress or an upcoming project, contact Dave Scardena (scardena.1@osu.edu) in Communications.

As always, thank you for your patience and understanding as we build a new Ohioline site that is fully functional and much more useful for our audiences.
OSU Extension Support Staff and Administration Hosting a National Conference . . .

Chi Epsilon Sigma (CES), OSU Extension’s Support Staff professional association, and OSU Extension Administration are sponsoring the 2016 TERSSA National Conference in Columbus, Ohio, on October 18 & 19, 2016. All Extension Staff are welcome and encouraged to participate in this professional development opportunity.

TERSSA – The National Extension and Research Support Staff Association is currently comprised of 7 participating states (Alabama, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Ohio). TERSSA is dedicated to improving the lives and careers of members by providing One Voice to improve the development of Extension and Research across regions through professional recognition, networking with states, administration advocacy and professional and personal improvement. Previous conferences have been held in Verona, Baton Rouge, Charleston, and Montgomery to name a few.

2016 marks the first time Ohio will host the conference... and we are excited to share in this MILESTONE with you and show our Buckeye Pride!

Visit this link to learn more about TERSSA and this upcoming Conference. Many thanks to Vickie Snyder, Office Associate, OSU Extension Southeast Region, for creating the presentation.

Not a member of CES or TERSSA? Check out the opportunities and download the membership form on the CES Webpage.