BaseCamp Notification – October 30 Deadline (Source: Greg Davis) . . .

This is a reminder that Friday, October 30, is the deadline to save any files that are posted in your BaseCamp projects. **After October 30, OSU Extension files posted on BaseCamp will no longer be available.**

BuckeyeBox is now the only University-approved file-sharing system that should be used. See the notice below for more information. Again – if you have questions about how to access BaseCamp or reset your BaseCamp password between now and October 30, contact Melissa Leaders (leaders.6@osu.edu; 614-292-2011).
Happy October Birthdays …

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

We Welcome . . .

Tony Campbell, Program Coordinator, Nutrient Management Plan Writer, who started in Paulding County on October 5.

We Welcome . . .

Linda Lauber, Program Coordinator, Nutrient Management Plan Writer, who started in Fulton County on October 19.

We Welcome . . .

Ken Mauer, Program Coordinator, Nutrient Management Plan Writer, who started in Wood County on October 19.

We Welcome . . .

Jessie Schulze, Program Coordinator, Nutrient Management Plan Writer, who started in Defiance County on October 19.

We Welcome . . .

Jerardo Soto, Program Assistant, EFNEP, who started in Lucas County on October 19.

Cindy Torppa’s Schedule for October 26 – 30

Monday: NAE4-HA Conf.
Tuesday: NAE4-HA Conf.
Wednesday: NAE4-HA Conf.
Thursday: NAE4-HA Conf.
Friday: NAE4-HA Conf.
Defiance County hosted the NW Cluster Professional Development Training on October 22. The NW Cluster includes Defiance, Fulton, Henry, Paulding and Williams Counties and 4-H Camp Palmer.

Teresa Johnson, 4-H Educator in Defiance County, lead the group with Real Colors Training. Real Colors is a user-friendly, intuitive tool that identifies four personality types common to all people – Gold, Green, Blue, and Orange. Participants gained an understanding of the four colors (each corresponding to a personality type); discovered where they fall as an individual on the Real Colors spectrum; learned to recognize characteristics of each of the four colors; and discussed with fellow participants what it’s like to be each color.

Comments from participants included:

“reminding us of differences and how to work with them”
“seeing my “strengths” and thinking about how our office colors work together”
“utilize knowledge in accepting/improving office relationships”
“recognize the strengths within my office staff to improve communications.”

This workshop was enjoyed by all!

After lunch we held a Q & A with Steve Lichtensteiger, where we learned several interesting computer updates and discussion was held on possible future training activities. All participants were given a stuffed ghost to take back to their office/home. This event was organized by Chris Comden, Office Associate, Defiance County, to complete a professional development goal. Everyone had a “Spooktacular” Day!!
Congratulations! . . .

to two of our Ohio Chi Epsilon Sigma members who were recently elected to national office positions in TERSSA (The Extension and Research Support Staff Association). **Linda Good**, Office Associate, Miami County, will be serving as President of TERSSA in 2016; and **Patty Corfman**, Office Associate, Southwest Region Office, will be serving as Webmaster.

Fall Back . . .

Daylight Savings Time ends at 2 a.m. on Sunday, November 1. Be sure to turn your clocks back one hour.

Flu Vaccinations Available to Faculty and Staff . . .

Benefits-enrolled faculty and staff and their dependent family members (over 7 years old) may visit a network retail pharmacy (for example, Costco, CVS, Giant Eagle, Kroger, Medicine Shoppe, Rite Aid, Target, and Walmart) for their flu vaccination at no charge and without a prescription. Simply present the OSU Health Plan medical/prescription drug ID card, and the vaccine will be covered with no out-of-pocket expense. Please note: The flu vaccine must be administered by the pharmacist at the network pharmacy itself, not at the "clinic" associated with the pharmacy.

Benefits-eligible faculty and staff may obtain a free flu vaccination at a convenient on-campus location while supplies last. To register for a flu vaccine, visit [https://linktohealth.osu.edu](https://linktohealth.osu.edu). Faculty and staff may also visit their primary care providers for a vaccination. For more information, visit [osuhealthplan.com](http://osuhealthplan.com).

Open Enrollment Ends on Friday . . .

This is a reminder that Open Enrollment ends this Friday, October 30. Visit [http://hr.osu.edu/oe](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/p4dqmfq29b9/?!launcher=false&fcsContent=true&pbMode=normal](https://carmenconnect.osu.edu/p4dqmfq29b9/?!launcher=false&fcsContent=true&pbMode=normal)
New College HR Website . . .

has launched and can be found at http://hr.cfaes.ohio-state.edu

New Mileage Log . . .

With the new travel policies announced on October 1 (see http://cfaesfinance.osu.edu/) there is a new mileage log form that must be used starting with travel on October 1. September mileage can still be submitted on the old version of the form. If mileage for October is put on the old form, it will be denied in the eRequest and you will be asked to resubmit. This new form can be found at http://cfaesfinance.osu.edu/forms#TV. Please note that you are required to deduct your normal commute from your trips. A simplified way to look at it is below:

<table>
<thead>
<tr>
<th>Starting Location</th>
<th>Ending Location</th>
<th>Less Commute Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headquarters</td>
<td>Headquarters</td>
<td>0 miles deducted</td>
</tr>
<tr>
<td>Headquarters</td>
<td>Home</td>
<td>Deduct ½ of normal round trip commute</td>
</tr>
<tr>
<td>Home</td>
<td>Home</td>
<td>Deduct full amount of normal round trip commute</td>
</tr>
</tbody>
</table>

If you have specific questions about how to calculate your mileage, please do not hesitate to contact your Business Office rep or Patty Corfman at the SW Region Office.