State Food Policy Summit – June 4 . . . (Julie Fox)

The State Food Policy Summit, sponsored by the John Glenn School of Public Affairs, will be held on Thursday, June 4 from 12:30 to 3:30 p.m. at the Nationwide and Ohio Farm Bureau 4-H Center. The Summit will be preceded by an early afternoon session that is free and open to members of local food policy councils. This session is intended to provide training and resources for local food policy councils and their members as well as create opportunities for networking and coalition-building. This session will include a civic engagement training focused on developing diversity, a presentation on balancing policy and programming, and an extended time focused on coalition-building. We hope to have representation from all local food policy councils so please feel free to share this information with your colleagues and encourage them to save the date.

Technology Help

With the increasing use of social media, Youtube, and other forms of technology as a means of communication, James Stiving will be creating videos to assist you in using them to help your programming. The videos will be posted on a Youtube channel soon to be announced. The topics that James has extensive experience with are:

- U.osu.edu
- Facebook/Twitter
- Adobe Creative Suite (photoshop, InDesign, Illustrator, Premiere Elements)
- Video editing (iMovie, Camtasia)
- Box
- Youtube

If you need anything before the videos are posted, please send an email to James at Stiving.3@osu.edu, or call him at 614-292-0877.
Professional Development Opportunities in Human Resources

Working through Difficult Conversations (for Managers)

Do you sometimes avoid difficult or challenging conversations? Is it hard to decide where to start? Do you have the same conversation more than once with the same person?

Working through Difficult Conversations provides tools and practice to help you increase your skill and comfort in engaging in difficult conversations. Learn how to prepare in advance, start the conversation effectively, and maintain a productive environment. We will also cover how to handle conversations that become difficult in the moment and how to anticipate and respond to other's reactions. The workshop includes videos, discussion, practice in a supportive environment, and a participant guide with selfreflection questions, examples, and tip sheets.

Offered: Friday, May 15, 9:00 am-11:00 am

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 pm

Conflict of Interest Disclosure Process Now Available

The university requires certain faculty, staff and students to complete an annual financial disclosure to comply with federal and state conflict of interest regulations, accreditation requirements and faculty/staff COI policies. The 2015 disclosure process is now available. Individuals required to provide information about their financial relationships with external entities will receive an email with instructions on completing this requirement. Submit your COI disclosure by Friday (5/22). -- > Contact: 292-4284 or Conflictinfo@osu.edu, or 247-5833 or compliance-integrity@osu.edu

Happy April Birthdays!

April 10th – Becky Barker – County Extension Director – Morrow County
April 13th – Melissa Swearingen – Information Associate – Licking County
April 17th – Marilyn Rabe – Educator – Franklin County
Introduction to Online Course Designs

Presented by CFAES and the Office of Distance Education and eLearning on May 13, 2015 from 9 a.m. – 2 p.m. Learn about University and College resources available to assist you in academic or Extension course creation. View current successful online courses in the College and hear from instructors about the good, the bad, and the ugly in developing online courses.

During the session, you’ll learn:
• Strategies for online learning • Extension and academic teaching
• eBooks versus iBooks
• Quality Matters rubric: how the rubric can shape the course design process
• Activities: possibilities and discussion on approaching online lab classes
• Instructional content: not recreating the wheel
• Grading and/or measuring competencies: using rubrics, managing workload, options for assessment activities

Please register to reserve your space and help us with food plans by May 7 at the following link: https://www.surveymonkey.com/s/W8KJCH3

• Columbus campus: Kottman Hall 447 (food provided) (limit 20 participants)
• Wooster campus: Skou Hall 30 (food provided) (limit 35 participants)
• Carmen Connect: carmenconnect.osu.edu/cfaesonline (unlimited participation)

Research in View Help Documents

The Office of Distance Education and eLearning have the following Research in View (RiV) Help Documents posted on their website:
• Research in View - Help Materials
• Research in View Tools Help
• Ohio State University Promotion & Tenure Materials
• Ohio State University Extension - Help Materials To view, go to: http://resourcecenter.odee.osu.edu/research-view/research-view-help-documents
Financial Items Due

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 eCOI.
   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