OSUE Promotion Guidelines Available and Other Updates


The Department of Extension will be submitting a request to the dean of the graduate school for exclusion of those faculty and senior A&P employees who are pursuing degrees within the College of Food, Agricultural, and Environmental Sciences. If you are a faculty member or senior A&P professional who has recently enrolled in a degree program offered by the college where you hold an appointment, contact Ken Martin (martin.1540@osu.edu), department chair, no later than February 20.

**P&T Committee Members for 2015** The Promotion and Tenure Committee will include: Nancy Bowen-Ellzey, Barb Brahm, David Civittolo, Greg Davis, Robert Horton, David Marrison, Andy Londo, Chris Penrose and Judith Villard-Overocker (chair). The alternates are Theresa Ferrari and Jackie Kirby Wilkins.

**A&P Promotion Committee Members for 2015** The Administrative and Professional Promotion Committee will include: Nate Arnett, Lisa Barlage, Eric Barrett (chair), Brad Bergefurfd, Rob Leeds, Lisa McCutcheon, Marilyn Rabe, Brian Raison, and Treva Williams. The alternates are Mary Beth Albright and Amy Stone.
Don’t miss this opportunity to improve the lives of Ohioans. Community Connectors is one of the key education initiatives announced by Ohio Governor John R. Kasich at his 2014 State of the State address to support Ohio’s schools by fostering increased student mentorship by bringing together families, community organizations, faith-based organizations, businesses and others in support of our schools and to mentor students.

Community Connectors provides $10 million in 3-to-1 matching grants that will help give more Ohio students access to role models who can help motivate and inspire them, as well as help them develop skills that lead to success in school and the workplace.

Applications will be accepted through 5:00PM March 6, 2015.

For more information, go here.

Frequently Asked Questions

More information about the program can be found at CommunityConnectors.Ohio.Gov. Please email info@communityconnectors.ohio.gov if you have any questions.

Karen Bruns Retirement Open House

Please save the date: Wednesday, March 25th from 3-5pm in Agricultural Administration Auditorium, for an Open House to recognize Karen Bruns for her years of service to OSU Extension and The Ohio State University. RSVP: go.osu.edu/brunsreception. Questions: Terri Fisher, fisher.456@osu.edu
Business Office Trainings

The Business Office will be hosting training courses over the next few months. These are available for any CFAES or University employee that would like to attend.

Please note some courses have requested Pre-Requisite training. This pre-training is not mandatory, but the course will have more meaning if you do. If you have recently taken these trainings it is not necessary to take them again.

All of the courses below are offered free of charge.

Registration Link: http://cfaesfinance.osu.edu/training/2015-business-office-training
Questions? Email Cindy Buxton Buxton.65@osu.edu

Course Summaries

1. Special Buying Considerations - learn some of the advanced rules for purchasing items at the University. We will cover restricted items, key dollar amount thresholds and vendor setup issues.
   
   Method: Online Course via Adobe Connect
   Date of Event: March 24, 2015, 1:30-3:30pm
   Pre-Requisite Training: Introduction to Buying Tools Slides and Video 1:45:19
   Last Date to Register: Mar 16

2. New Director or New Fiscal Employee Basic Training - This course is an overview of all fiscal functions for new fiscal employees and new Unit Approvers/Directors. This is not a detailed review, but will provide the basic terminology and topics for new employees. (Repeated as In Person course below)
   
   Method: Online Course via Adobe Connect
   Date of Event: April 8, 2015, 1:00 - 4:00pm
   Pre-Requisite Training: None
   Last Date to Register: Mar 31

3. New Director or New Fiscal Employee Basic Training - This course is an overview of all fiscal functions for new fiscal employees and new Unit Approvers/Directors. This is not a detailed review, but will provide the basic terminology and topics for new employees. (This is the same training as above but offered in person with more in depth discussion of topics)
   
   Method: Columbus, Location TBD
   Date of Event: April 16, 2015, 9:00am - 4:00pm
   Pre-Requisite Training: None
   Last Date to Register: Mar 31
4. Internal Audit Recommendations - This course will cover some recent recommendations from internal audits conducted at the University.

   Method: Online Course via Adobe Connect
   Date of Event: May 21, 2015, 1:30-3:30pm
   Pre-Requisite Training: None
   Last Date to Register: May 13

5. County Budget Preparations - This course will cover finding information to create calendar year budgets, including running advanced eReports and using historical budget templates.

   Method: Online Course via Adobe Connect
   Date of Event: June 18, 2015, 1:30-3:30pm
   Pre-Requisite Training: GL 6 eReports - OSU Carmen self-enrollment Accessing eReports Slides and Video 22:08 Reading eReports Slides and Video

Pcard reallocation deadline early this month

Due to the short February month the last day for reallocating all transactions is the 26th -- please strive to have everything entered in and approved by 25th so they can be completed in time. It’s best to enter in each purchase as they are made so there isn’t a backlog at the end of the month--leaving plenty of time if questions arise.

Dependent Eligibility Verification Advance Notice

Approximately 6,900 Ohio State employees will be required to verify their dependents’ eligibility for Ohio State health benefits by April 16.

In 2010, all faculty and staff covering dependents on an Ohio State health plan were asked to complete a certification questionnaire attesting that covered dependents met all of the eligibility criteria. Individuals who previously attested to eligibility will be required to provide documentation to verify eligibility. Those who do not verify eligibility by the April 16 deadline will lose coverage immediately.

The university has contracted with Xerox HR Solutions (Xerox) on the verification process. Xerox will be contacting you if you are one of the 6,900 employees chosen for verification.

The Office of Human Resources has put together a FAQ document for those affected who have questions regarding the process. http://hr.osu.edu/benefits/hb_dependentcertification If you have additional questions, you can contact the Office of Human Resources Customer Service at service@hr.osu.edu or 614-292-1050/1-800-678-6010.

Ohio State is committed to offering high-quality health care coverage while being good stewards of its resources by managing costs of its benefits programs. Covering ineligible dependents may be unnecessarily increasing plan costs by millions per year based on an average annual per dependent cost of more than $4,600.