Marion County Highlights

The Marion County Extension Office is growing! By mid-year we hope to have double our number of staff! Last June we filled the SNAP -Ed position and this spring we will be interviewing for a half-time ANR Educator. It will be nice to have a larger staff and we are very appreciative of the increase in funds from the Marion County Commissioners. Our staff currently includes:

- Mary Longo - County Director and 4-H Youth Development Educator
- Kristin McNulty - Program Assistant, SNAP-Ed
- Connie Thomas - Office Associate.

We also currently provide office space for Greg Labarge and Steve Prochaska, Regional Field Specialists, Agronomic Systems.

4-H Youth Development

The Marion County 4-H club program in underway for 2015. Most of the clubs have met several times and are completing enrollment forms. The Marion County 4-H program has been very traditional the last several years, but is expanding into the schools in 2015 with Real Money, Real World and two clubs based in After School programs. We currently maintain 42 community clubs with nearly 800 youth members being led by 116 adult volunteers.
Marion County Highlights Continued

Greetings from Kristin McNulty, Marion County SNAP-Ed Program Assistant

I have been remarkably busy since starting my position over the summer, filling a two year vacancy in Marion County as the new SNAP-Ed Program Assistant. I have worked hard to re-establish some old connections through agencies that the former P.A. worked with, offering programming and conducting presentations to Turning Point, WIC, and Jobs and Family Services. I have also formed new partnerships with many of the area schools and the Boys and Girls Club, in addition to some newer agencies in the county that are also working to promote wellness and health, such as Marion Matters and Creating Healthy Communities. I can’t wait to see what successes are in store for our county and to expand SNAP-Ed Programming even further in the coming year!

Signage

On Campus Signage

If you are located on the Columbus or Wooster campuses and need permanent signage for buildings start by accessing Facilities Operation and Development Project Request Form https://fod-web-01.busfin.ohiostate.edu/secure/FODwebapps/prf/prf_1.aspx FOD will help you through the process of design and purchase for on-campus signage. The vendor for On-Campus Signage will be UniPrint.

Off Campus Signage

If you are located off campus and need signage you must work with CFAES Communications.

- Extension County Units are on an assigned schedule and will be contacted by their regional directors when it is their turn for design and purchase assistance. More information is available here.
- Other CFAES off campus units can request assistance from CFAES Communications via the Project Request Form:
  http://cfaes.osu.edu/commtech/project-request-form

Vendors for off-campus signage can vary.

- Internal Order at any dollar amount: UniPrint
- Under $5,000, submit an eRequest, Standard Purchasing Request to create a PO before ordering the sign. You can usually use any local vendor you want to use.
- Over $5,000 and not using UniPrint, ask your Business Office Representative for list of approved signage vendors
Devore to Serve as Interim CFAES CIO

Effective Jan. 1, 2015, Matt DeVore began serving as interim chief information officer (CIO) for CFAES. In this role, he will provide overall strategic direction for information technology services across the college. He will serve in the capacity through Dec. 31, 2015. Over the course of the year, the college will engage in a series of thoughtful conversations and planning sessions to identify the operational and structural components necessary for a collegewide information technology services unit.

Matt joined Ohio State in 2001 at OARDC, where he served as a systems developer/engineer. Since then he has taken on additional responsibilities and leadership, most recently serving as the head of OARDC Wooster IT. Prior to joining the university, he worked in network support and as a research assistant with two different businesses in northeast Ohio. Since joining Ohio State, Matt has been very engaged through a variety of committees, specifically on the Wooster campus, including serving as OARDC Staff Council chair in 2011. Matt will continue to be based in Wooster (131C Research Services) and also will work out of Kottman Hall when in Columbus.

Important Message Involving Tenure From Ken Martin

To request a review for promotion (Ed III or Ed IV) or request an untenured assistant professor faculty appointment, please submit your letter of request to Ken Martin, Department Chair, 2120 Fyffe Road, Room 3, Ag Admin Building, Columbus, OH 43210 or email the letter to: martin.1540@osu.edu. The letter must be received no later than midnight March 2, 2015.

Educators submitting a letter will receive a confirmation email along with additional instruction regarding submission of the dossier materials for review. Educators seeking a promotion are required to submit a Research in View dossier report for review by the Administrative & Professional Promotion Committee in the spring. Educators requesting an untenured assistant professor faculty appointment are required to submit a Research in View dossier report to be reviewed in the fall by the Promotion & Tenure Committee.

Based on the 2015-2016 Administrative & Professional Guide for Promotion, candidates will have the primary responsibility for preparing a dossier documenting his or her accomplishments using the outline provided by OSU Extension. Candidates must submit a letter of request to the Department Chair in the spring and provide a dossier for review by the A&P Promotion Committee. The candidate is strongly encouraged to have their dossier reviewed by their immediate supervisor prior to the spring submission. The final dossier is due in the fall. Candidates are evaluated by the A&P Promotion Committee with respect to assigned duties, considering the record of performance in meeting the criteria outlined in the promotion guidelines.


Should you have additional questions, you may contact your immediate supervisor, A&P Committee Chair, Eric Barrett, barrett.90@osu.edu or Ken Martin can be reached at 614-292-8793, martin.1540@osu.edu.
**Reminder – University Distinguished Staff Award Nomination Due Feb. 9th**

Just a quick reminder that the nominations are open until February 9 for the Distinguished Staff Award, which honors 12 outstanding staff members for their significant leadership, accomplishments and service to the university. Award recipients are selected based on how they have enhanced the quality of work life for colleagues or customers; provided outstanding service to university stakeholders; developed creative solutions to increase department or university operations; or demonstrated one or more of the university’s values. Read more and submit nominations at hr.osu.edu/special/dsa.aspx So don’t delay, nominate that deserving someone today!

**2015 National Extension Conference on Volunteerism: May 4-7, 2015, Portland, ME**

Designed for Cooperative Extension professionals who manage volunteers, the workshops, keynote presentations, poster sessions, lightening talks, and super seminars provide specific strategies for optimizing the benefits of the program for the volunteer, for the manager and for Extension. One highlight will be a panel of Extension volunteers who represent several non-traditional Cooperative Extension audiences, including cultural and economic diversity.


Registration opens January 18, 2015. Early bird registration fee (January 18 – March 6): $250 Regular registration fee (March 7 – April 15): $300 One day registration - $150 Be sure to book your hotel room right away.

**W-2 Information**

If you’ve signed up for online access to your W-2, your tax form is available from [w2express.com/](http://w2express.com/). For everyone else, your paper copy should have been mailed Saturday (1/31). For instructions on how to sign up for the online system, visit [controller.osu.edu](http://controller.osu.edu).