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OSU Extension County Websites – Upcoming Training Opportunities

As you may know, the OSU Extension county websites are now based in the Drupal 7 content management system. The county website structure and content types are unique to the county sites. CFAES Communications has added monthly Drupal training sessions in 2015 for the OSU Extension county websites.

This training is open to new Extension employees, those who will be handling website responsibilities for their county, or those who would like a refresher. This training will cover the basics of Drupal 7: how to create and edit pages, news items, events, people, and the general guidelines for content placement. Any Extension employee who will be adding or updating content on your county website is required to attend a training session before he or she is given access to the county site.

The Extension county website training sessions will be held on the fourth Friday of each month from 9am to 1pm, starting on February 27. Space is limited and the sessions will be filled on a first come, first-served basis, so email Bonnie Scranton at scranton.9@osu.edu about which session you would like to attend and which county site you will be editing after training. Visit www.go.osu.edu/training for more information.

USDA Grants

More than $160 million is available through USDA grants. To learn more, go to http://www.nifa.usda.gov/funding/afri/afri.html
$10 Million Grant Opportunity, deadline March 6, 2015

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.

Interim Assistant Director Announcement – via Keith Smith

I am pleased to announce that Patricia Bebo has graciously accepted the appointment of Interim Assistant Director of Family and Consumer Sciences. Pat will assume the responsibility of Interim Assistant Director effective April 1, 2015 and will continue until a new Assistant Director is hired. Please congratulate her on her willingness to serve in this capacity.

Happy February Birthdays!

February 4th - Lisa McCutcheon
County Extension Director – Licking

February 8th - Arlene Duffy
Office Associate – Madison

February 12th Jennifer Dulaney
Program Assistant – Franklin

February 12th Shari Gallup
Educator – Licking

February 14th Amy Barr
Program Assistant - Delaware

February 15th Barb Brahm
Educator/regional director – Delaware County

February 17th Denise Flynn
Office Assistant – Powell

February 12th Barb Hidebrand
Office Associate - Morrow
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
Business Office Trainings continued

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

Research Audit Scheduled – via Bruce Mcpherson

I want to make you aware of an upcoming audit that is being conducted by the OSU Department of Internal Audit. They have initiated new processes and procedures related to research activities, and it is now time for our college audit. Internal audit will be randomly selecting OSP projects in the coming weeks from across all mission areas.

As part of this audit, the Auditors may contact Principal Investigators and their Research Assistants to schedule interviews or gather additional information. These interviews/meetings should last no more than 30 minutes (usually only 15 minutes), and the Auditors will make arrangements to meet the Principal Investigators, research assistants, technicians, and graduate or undergraduate students involved in the research activity, at their labs or offices. Please cooperate and assist the Auditors with their requests.

Note: the Auditors have the authority to view all records, including those that may be deemed confidential.

Should you (faculty, staff or students) be contacted by a representative of Internal Audit, it is important that you follow-up with them in a timely manner and meet with them, as requested, and provide any documentation they seek to review.

If you have questions regarding the audit, please contact Eric Bode (.42).

Thanks in advance for your cooperation with this important activity.