Heart of Ohio Newsletter
February 9, 2015

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Communique

A new issue of the Communiqué is now available online at http://extension.osu.edu/communique.

The topics include:
• Important W-2 Information – Ohio State Tax Reminder
• OSUE Promotion Guidelines Available and Other Updates
• Distinguished Staff Award Nominations – due February 9
• Distinguished Diversity Enhancement Award Nominations – due February 9
• Outreach and Engagement Grant Opportunities – Proposals due February 16
• University Outreach and Engagement Recognition Awards – Applications due February 16
• Tri-State Diversity Conference Diversity Champion Award – Nominations due February 16
• The Changing Face of the Organization: Millennials in the Workplace – February 17 Workshop
• Emotional Vampires at Work – February 19 Workshop
• Strengths-Based Selling – February 24 Online Workshop
• Performance Management and Coaching – March 2 Workshop

Where is Julie?

This week, Julie will be at the JCEP conference in Las Vegas. Others attending from OSU include Mike Hogan, ANR educator in Franklin County, and current national president of NACAA.

For more information on the conference, visit jcep.org
JCEP Professional Development Scholarship

Ohio JCEP Members – Don’t forget to submit your Professional Development Scholarships before the February 15 deadline!

Professional Development Scholarships - Current members of Ohio JCEP may apply for up to $750 to support participation in educational events/conferences/or online trainings, pursuit of an advanced degree, or special study assignments. Up to $2000 is available on February 15, May 1, and September 1 for Ohio JCEP members. Preference is given to applicants who haven’t received funding in the previous 2 years. The application is available at [http://go.osu.edu/jcepscholarship](http://go.osu.edu/jcepscholarship). It must be approved by a supervisor (usually a Regional Director or appropriate Assistant Director).

First Timer Scholarships – One $100 scholarship per Extension Conference is available for Ohio JCEP members to assist with fees to attend NACAA or NACDEP for the first time and are due June 1. (Scholarships for ESP, NEAFCS, and NAE4-HA are due September 1.) First timer scholarships are also located at the link above. (Additional scholarships may be available to be transferred from one conference to another, if there are not applicants for all conferences. For example – 2 new members attend NAE4-HA, but no new members attend ESP – the scholarship from ESP can be transferred to the NAE4-HA conference.

Completed forms should be sent to me by email (barlage.7@osu.edu) or fax 740-702-3209 no later than February 15. Supervisors’ approval can be emailed to me. A subcommittee of the Ohio JCEP Scholarship, Grants and Recognition Committee will make selections based on award criteria and members will be notified by early March.

Questions can also be sent to Lisa at barlage.7@osu.edu

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 15th Barb Brahm
Educator/regional director – Delaware County

February 17th Denise Flynn
Office Assistant – Pickaway
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

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.

11th Annual Tri-State Diversity Conference

February 19-20, 2015 (Greater Cincinnati Airport) Don’t miss the 11th Annual Tri-State Diversity Conference, February 19-20, 2015 at the Marriott, Greater Cincinnati Airport. This professional development opportunity is planned for community and classroom professionals who are interested in expanding their diversity competence. The Extension programs at Kentucky State University, University of Kentucky, Ohio State University and Purdue University collaborate to offer this award-winning conference that has become national in scope.

#HealthyHeart

Join OSU Extension’s Live Healthy Live Well Team for a Twitter Chat about Heart Health on Thursday, February 12, 2-3 p.m. Topics will include: Get Moving, The Healthy Fats, Halt the Salt, Get Enough Sleep, Eat More Vegetables and Fruits, Higher Fiber Foods and Your Heart, Take Time to Relax, and more! Participate by following the hashtag #HealthyHeart, and make sure your tweets include #HealthyHeart, too.