Sun Safe Hats…

The Agricultural Safety and Health team will be placing an order for Sun Safe Hats, which makes great gifts for the outdoor sport enthusiast, water lover, farmer or gardener in your office or family. They are also great to wear on C-deck to those first few OSU football games! These hats have a wide brim, are light-weight, and quick drying. They will be embroidered with the new Block "O" logo. One-size fits all—and available in a fossil (lighter khaki) color. The cost is $30.00. (Mailing/shipping to your office is an additional $3.00 per hat). The order deadline is Monday July 21, 2014. To purchase please click on the form: Sun-Safe-Hat-Order-Form

If you have any questions, please contact Kathy Mann at mann.167@osu.edu or 614-292-0622.
Happy July Birthdays…

- July 4 Janet Myers-Extension Educator/CED, Madison County
- July 20 Beth Boomershine-Extension Educator, Franklin County
- July 24 Kathy Gamble-Office Associate, Knox County

Communique’ . . .

Please take a few minutes to read the most recent issue of the Communique’ at http://extensionstaff.osu.edu/communique. This issue includes:
- Commons Creating – A Leadership Skill
- Director’s Internal Advisory Committee
- OSUE Administrative Cabinet Recognition
- You Can Make a Difference at the 2014 Annual Extension Conference – Get Ready to Submit a Poster or Presentation
- Ohio State Branding – OSUE Stationery Reminder
- OSU Extension Team is Accepted to Present at the 2015 JCEP Leadership Conference
- Ohio State Human Resources Leave Policy – Vacation Donation
- PHA Completion Rates
- What Will it be Today: Conflict, Compete, Collaborate? Workshop – July 23
- Mission Possible: Positive Leadership Workshop – July 31
- The Changing Face of the Organization: Millennials in the Workplace – August 5 Online Workshop
- Women’s Wellness Weekend – August 15-18
- Personnel Update

Office Signage . . .

A reminder per Cheryl Buck’s email of July 9, County Offices should not submit a project request form for your office’s signage until the regional director contacts you. There is a planned rotation schedule being determined. An overview of the master schedule will be shared with CEDs soon.

Disruptive E-nnovation . . . (Source: eXtension Update)

eXtension Strategy Committee Chair Keith Smith, Ohio State University, reports continued efforts to report to ECOP at its Tuesday, July 22, 2014 meeting in San Diego about a plan for the future of eXtension. A networked learning framework, a cooperative governance model, and a new approach to funding are being discussed. After the ECOP July meeting where Smith, Elbert Dickey, eXtension Executive Director, and Dennis Calvin, eXtension Governing Committee Chair from Pennsylvania State University, will report, information will be provided to all Cooperative Extension Directors and Administrators. Each of the five Cooperative Extension regions has a representative on the eXtension Strategy Committee in addition to a regional representative to the eXtension Governing Committee working with this team. (Report courtesy Jane Schuchardt’s Monday Minute)

Dean McPherson’s Webinar

Dean McPherson’s monthly webinar is scheduled for this Friday, July 18 at 1 p.m. Please hold the date. More information will be sent this week about connecting to the webinar.
Equipment Inventory Reviews are Due This Month . . . (Source: Cindy Buxton)

For those offices with Capitalized Assets (those assets that cost more than $5,000 at purchase), you must submit a completed Annual Physical Inventory and Equipment Review Summary (PIERS) by July 31st.

• Not all offices will have something to report. In order to see if your office does have something first login to the University VPN (on-campus units can skip this step), then go to http://ereports.osu.edu/ and click the “log in” button. Enter your OSU Internet Username (name.#) and password. Once the eReports application launches, in the left-hand pane, use the following navigation trail by use the + signs to expand each level: Financials > Physical_Inventory_YR > FY_2014> FAES > Choose your DNode (D5502 for counties) (D550x for State Units), Click on your ORG number. Your PIERS appears in the right-hand pane as “amu116os.pdf”. Double-click on the report to open it. You can then choose to print.

• Note: if you don’t see your ORG it means you don’t have a report to file!

1. Review the assets on the report to make sure everything is accurate. Pay special attention to the Custodian and the location. Mark any changes to the report on the report itself. Check the tag number on the form and physically find the equipment in your office, make sure the tag number on the equipment matches the tag you find on the form. Sign the form and then have your Unit Director sign the form.

2. If you haven’t already done so please also take three pictures of the equipment (1 piece of equipment, 2 serial number and 3 asset tag) so that we can upload this into the Asset Management System. If you aren’t sure if you already did this email Wendy Michel.5@osu.edu and she can check for you. These pictures can be submitted directly to Michel.5@osu.edu.

You can use a camera or your phone to take the pictures. If you don’t have a camera or a photo capable phone in your office – its ok – just let Wendy know and we will make other arrangements for the pictures.

3. If the equipment is being transferred to another department or being retired you must also complete a Transfer or Retirement Form which you can find here: http://controller.osu.edu/forms/forms.shtm#am

Attention: Before you retire a capitalized item be sure to get permission via email from your Business Office Representative.

Return the form by scanning to an email: michel.5@osu.edu or fax 614-688-0529.