Congratulations...

Congratulations to two of our Ohio Chi Epsilon Sigma members who were recently elected to national officer positions in TERSSA (The Extension and Research Support Staff Association). Linda Good, Office Associate, Miami County will be serving as President of TERSSA in 2016 and Patty Corfman, Office Associate, Southwest Region Office will be serving as Webmaster.

Fall Back...

Daylight Savings Time ends at 2 a.m. on Sunday, November 1. Be sure to turn your clocks back an hour.

Deadlines - This Week...

2015-16 CFAES Equity and Inclusion Mini Grants due October 30

The CFAES Office of Equity and Inclusion is happy to be able to support another round of mini-grants. Mini grant funds will support collaborative efforts between teams, individuals, or student groups with new projects or ideas that enhance diversity, equity, and inclusion in CFAES and the campus community. Proposed efforts should be consistent with the missions of Ohio State University and the College of Food, Agricultural, and Environmental Sciences.

Up to $2,500 in direct costs for one year and used by the end of June 30, 2016. Unused funds must be returned. Funds cannot be used for salaries, fringes, or work that would otherwise occur. Grant applications are due on October 30 by 5:00pm. To review the guidelines and access the application click here.
BaseCamp will no longer be available after October 30
BuckeyeBox is now the only university-approved file-sharing system that should be used. Any files you might have saved in BaseCamp should be saved before October 30. If you have questions about how to access BaseCamp or reset your BaseCamp password, contact Melissa Leaders (leaders.6@osu.edu) or call 614.292.2011.

2015 Extension Support Staff Excellence Award due October 31
CES and Extension Administration are committed to a partnership that recognizes a CES member who excels in support staff responsibilities. It is once again time to solicit nominations for the annual $1000 Extension Support Staff Excellence Award!

The award and process for selecting the recipient is patterned after Epsilon Sigma Phi’s Excellence in Extension Award for educators. The award recognizes the importance of knowledge, skills and service. This tremendous opportunity brings recognition to a staff member who excels daily in fulfilling responsibilities when serving customers and staff throughout our organizations.

Nominations may be submitted by a supervisor, faculty/staff, peer/co-worker, customer, or emeriti. Required documentation includes completion of online nomination form, letter of support from direct supervisor and two additional letters of evaluation and support. Any Extension support staff member who is a current active member of Chi Epsilon Sigma and has been a member for five years is eligible for nomination. If you are uncertain if your nominee has been a member of CES for the required five years, please don’t hesitate to contact Ann Meyer, Membership Secretary at meyer.524@osu.edu and she can verify that for you.

The award guidelines, criteria, eligibility, and selection procedures can be found at http://go.osu.edu/BAzJ
Visit http://go.osu.edu/2015CESaward to enter a nomination. Nomination deadline is October 31 by 5:00PM.

Please take the time to consider possible candidates for this award, and take action to nominate a top office professional. Presentation of the award will be on December 8, during the OSU Extension Annual Conference.

Newsletter, Brochure & Website Contest
This is your opportunity as a CES member to be recognized for your hard work and creative skills. Have you already created a newsletter or brochure this year? Send it in! Regardless of your placing, you will receive feedback and suggestions for improvement from the OSU Comm-Tech staff.

Submit up to three issues of a newsletter, flyer/brochure or web page you have developed. Entries may be educational, informational or promotional; typeset/typewritten; photocopied/offset printed. Entries will be evaluated for layout placement, treatment of graphics, printing, and use of color. Webpages will have additional criteria.

See our website for the official application at: http://extension.osu.edu/about/chi-epsilon-sigma/ces-awards-recognition
Application deadline: October 31, 2015. Send your entries to:
OSU Extension Pike County
Attn: Julie Evans
313 Mill Street
Piketon OH 45661

Dorothy Rex Inspirational Award
Established by founding member of Chi Epsilon Sigma, Dorothy Rex. Dorothy remains involved with CES as an emeriti. She was Ohio's first president of CES and played a key role in developing the Alpha Chapter of our support staff organization.

Nominations can be made via email to Kathy Gamble at gamble.2@osu.edu and must include the nominee's name and a brief explanation of how that member has been an inspiration to you and others. Dorothy herself will review the nominations. The application deadline is October 31st.

Excellence in CD Award Nomination due November 1
It is time to make nominations for the Raymond A. Schindler Excellence in Community Development Extension Award, newly named this year. Ray was one of the first Extension regional CD specialists who helped shape the Extension CD profession we know today. His contributions, from the earliest stages of the program area (early 1960s) to the present day as faculty emeritus, have been far reaching and impactful.

This $1,000 cash award recognizes a CD Extension professional for significant programmatic strengths, major contributions and innovative approaches achieved over the course of their Extension career. Submission deadline for nominations is November 1. The award will be presented during the OSU Extension Annual Conference.

Application packet and complete information about the award, including past recipients can be found at http://comdev.osu.edu/about-cd/community-development-awards
Please direct any questions to Brian Raison (raison.1@osu.edu).

Open Enrollment Ends on Friday...
This is a reminder that Open Enrollment ends this Friday, October 30. Visit http://hr.osu.edu/oe during Open Enrollment and click on the “Enroll Now” button to review existing or make new elections.

In case you missed the recent Carmen Connect on the overview of benefit changes, it can be viewed at https://carmenconnect.osu.edu/p4dqmfgq29b9/?launcher=false&fcsContent=true&pbMode=normal

The New College HR Website...
has launched and can be found at http://hr.cfaes.ohio-state.edu
New Mileage Log...

With the new travel policies announced on October 1 (see [http://cfaesfinance.osu.edu/](http://cfaesfinance.osu.edu/)) there is a new mileage log form that must be used starting with travel on October 1. September mileage can still be submitted on the old version of the form. If mileage for October is put on the old form, it will be denied in the eRequest and you will be asked to resubmit. This new form can be found at [http://cfaesfinance.osu.edu/forms#TV](http://cfaesfinance.osu.edu/forms#TV). Please note that you are required to deduct your normal commute from your trips. A simplified way to look at it is below:

<table>
<thead>
<tr>
<th>Starting Location</th>
<th>Ending Location</th>
<th>Less Commute Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headquarters</td>
<td>Headquarters</td>
<td>0 miles deducted</td>
</tr>
<tr>
<td>Headquarters</td>
<td>Home</td>
<td>Deduct ½ of normal round trip commute</td>
</tr>
<tr>
<td>Home</td>
<td>Home</td>
<td>Deduct full amount of normal round trip commute</td>
</tr>
</tbody>
</table>

If you have specific questions about how to calculate your mileage, please do not hesitate to contact your Business Office rep or Lee Ann and Vickie at the Region Office.

Flu Vaccinations Available to Faculty and Staff

Benefits-enrolled faculty and staff and their dependent family members (over 7 years old) may visit a network retail pharmacy (for example, Costco, CVS, Giant Eagle, Kroger, Medicine Shoppe, Rite Aid, Target, and Walmart) for their flu vaccination at no charge and without a prescription. Simply present the OSU Health Plan medical/prescription drug ID card, and the vaccine will be covered with no out-of-pocket expense. Please note: The flu vaccine must be administered by the pharmacist at the network pharmacy itself, not at the "clinic" associated with the pharmacy.

Benefits-eligible faculty and staff may obtain a free flu vaccination at a convenient on-campus location while supplies last. To register for a flu vaccine, visit [https://linktohealth.osu.edu](https://linktohealth.osu.edu). Faculty and staff may also visit their primary care providers for a vaccination. For more information, visit [osuhealthplan.com](http://osuhealthplan.com).

Schedule (week of October 26, 2015)

**Julie (740.708.0993 cell)**
- M – Columbus
- T – Madison & Columbus
- W – Fairfield & Columbus
- T – Leave
- F - Leave

Recognize an outstanding CFAES staff member at [go.osu.edu/OutStanding](http://go.osu.edu/OutStanding)!!

Heart of Ohio Newsletter – October 26, 2015