In This Issue:

- A Belated Welcome
- Congratulations
- Position Announcement
- Get Well Wishes
- Deadlines Approaching
- Q&A with the New Director
- Web-based Survey Training
- Items from Our Finance Director
- Items from HR
- CFAES Weekly News Digest

A Belated Welcome...

to Brooke Moeller, Program Assistant, SNAP-Ed, Franklin County, who started with Extension on November 2.

Congratulations...

to our FCS Educators who recently attended the NEAFCS Conference in White Sulphur Springs, West Virginia. We are extremely proud of our Region’s participation. The following individuals made presentations and received award recognition.

Awards

- **Michelle Treber** (Pickaway), **Marilyn Rabe** (Franklin), **Shannon Carter** (Fairfield), **Candace Heer** (Morrow), **Carol Chandler** (SER), and colleagues – *Florence Hall Award*, “Live Healthy Live Well – Moving Forward with Technology” – 1\textsuperscript{st} Place National Winner and 1\textsuperscript{st} Place Central Region Winner (see photo)

- **Shari Gallup** (Licking) – *Communications Awards: TV/Video* - 2\textsuperscript{nd} Place Central Region Winner

- **Michelle Treber** (Pickaway), **Marilyn Rabe** (Franklin), **Carol Chandler** (SER) and colleagues – *Program Excellence Through Research Award* – 3\textsuperscript{rd} Place National Winner and 2\textsuperscript{nd} Place Central Region Winner
Florence Hall Award recipients

- Shannon Carter (Fairfield) and Shari Gallup (Licking) - Distinguished Service Awards (see photo)

Distinguished Service Award Recipients

Pre-Conference Session
Shari Gallup (Licking) and colleague – Dining with Diabetes Training

Concurrent Sessions (Ohio had 11% of total presentations)
- Carol Chandler (SER) and colleague – “Smart Start with Money, Teaching Preschoolers about Money”
Participation

- Membership and Mentoring Committee – Michelle Treber (Pickaway)
- Awards Sponsorship Committee (Silent Auction) – Michelle Treber (Pickaway)

Congratulations also to Susan Colbert, Program Director, Franklin County Expansion and Engagement, who was recognized in the latest edition of Who’s Who in Black Columbus. She and more than 50 other Ohio State faculty and staff members were honored for their outstanding accomplishments. Susan works in the University District area, where OSU Extension has played a critical role in the transformation of neighborhoods east of High Street, especially Weinland Park.

Position Announcement . . .
Program Assistant
Franklin County, Columbus, OH
JR# 413238
.5 FTE, Part-time, term
Post Date: November 7, 2015
Deadline Date: November 22, 2015
To Apply

Get Well Wishes . . .

We send get well wishes to Carol Chandler, Program Specialist, SNAP-Ed, who had double knee replacement surgery this past Monday. All reports from her family indicate that she is doing very well. As she will be going through physical therapy and then home for recovery and returning to work after the first of the year, please email or text her. She will eventually check messages and her daughter said she would love to hear from you.

Deadlines Approaching . . .

Marilyn R. Spiegel Excellence in Family and Consumer Sciences Extension Award (deadline Nov. 25)
This $1000 cash award recognizes an FCS Extension professional for significant programmatic strengths, major contributions, and innovative approaches achieved over the course of their Extension career. Nominations must be made by an OSU Extension peer or team.
Healthy People, Healthy Finances and Healthy Relationships Professional Development Awards (deadline November 25)
These $500 cash awards in each Healthy category, are available to help support the professional development and/or program development pursuits of OSU Extension professionals and/or recognize FCS professional’s work in these areas. The Healthy People award is named in memory of Mary E. King, FCS Educator, Crawford County who specialized in community nutrition education.

Annual Conference Registration (deadline December 1 – NO LATE REGISTRATIONS ACCEPTED)
The Annual Conference registration is now open at [https://go.osu.edu/EACregistration](https://go.osu.edu/EACregistration). The deadline for registration is December 1. No late registrations will be accepted. Conference information can be found at [https://go.osu.edu/2015EAC](https://go.osu.edu/2015EAC).

- One-day registration - $95
- Two-day registration - $145

Q&A with the New Director . . . (Source: Greg Davis)
Roger Rennekamp, our new Extension Director, will be joining us for the Extension Annual Conference on December 8 and 9. The conference schedule includes time with Roger on December 8 from 11:30 to noon. He is envisioning a modified Q&A format during this time; and as such, in the interest of maximizing the time available, I invite you to submit your questions in advance. Please send me the questions you’d like to see addressed by December 1. Send to davis.1081@osu.edu. Thank you!

Web-based Survey Training . . . (Source: Debby Lewis)
Please join the members of the Program Development and Evaluation Unit for a web-based survey workshop in Columbus on Monday, December 14 from 9 a.m. – 12:30 p.m. Seating is limited so please register soon at [http://go.osu.edu/WBtrainingCbs](http://go.osu.edu/WBtrainingCbs). See attached flier for more information.
Amazon Purchases . . .

On June 1, 2015, Amazon began collecting sales tax on purchases made by all Ohio customers. The University is an instrumentality of the State of Ohio, whose purchases are exempt from Ohio sales tax. To maintain the benefit the University’s sales tax exemption while preventing any improper use, the University has established an Amazon Business Account to ensure only business-related transactions are treated as tax-exempt. Please follow the process below in order to comply with OSU policy.

Highlights:

- Units should maximize the use of University contracts found in eStores before considering Amazon.
- The OSU Amazon Business Account must be used for University business purposes only.
- No personal purchases may be made from a University email address (name.#) in the OSU Amazon Business Account. Using this tax-exempt account for personal use may cause the University to lose its tax exempt status and the individual may be held liable for fraud by the State of Ohio.
- All business-related expenses procured through the OSU Amazon Business Account must comply with University Expenditures, PCard, Purchasing and Internal Controls policies.
- Purchases from personal Amazon accounts are no longer permitted on a University PCard.
- Personal Amazon accounts should be set up with a personal email address, not your University email address (name.#)
- PCard Managers will be the only individuals permitted to use the account. All PCard managers will be given access to the system.

After your PCard Manager places your order with Amazon Business, you will need to process an eRequest. Below are steps you should follow:

1. Type in Amazon Business as the Vendor name on the eRequest
2. Attach itemized receipt (either online invoice or detailed packing slip mailed with package)
3. Attach Amazon Business Account order confirmation email (you will need to receive this from your Pcard Manager).
4. If you did not receive a packing slip you will need to make a comment that item(s) have been received.

Please contact cfaesbusiness@osu.edu if you have any questions or need clarification.

Holiday Gatherings . . .

As we approach the holiday season, many leaders wish to show their thanks and appreciation to the faculty and staff within the department. It is important that we continue to observe the highest standards of conduct in the use of university funds for business purposes and that we remain mindful of our resource stewardship. As a reminder:
All events paid for with University funds must have a bona fide business purpose. Celebrations of specifically the holidays are considered personal in nature, and therefore cannot be purchased with university dollars. A business discussion must be the primary purpose for the gathering.

For business events in which the leader of the department attends, all expenses must be approved by the Dean’s Designee, Ryan Schmiesing, via the ad hoc process in the financial systems.

Where possible, leaders should use discretionary funds to pay for meals provided to groups of university employees.

For additional detail on requirements and procedures, I encourage you to read the OSU Expenditures Policy. Thank you for your assistance in maintaining good stewardship of University funds.

**Items from HR... (Source: Amy Burns)**

**Advance Notice of New Tax Form for Employees**

In January 2016, faculty and staff will receive a new tax form called the 1095-C that will contain important information about their eligibility for Ohio State medical coverage. You will need to keep the form and file it with your 2015 tax returns. Even employees who declined to participate in Ohio State's medical plans during 2015 will receive a 1095-C if meeting certain eligibility criteria. A Form 1095-C will be sent to everyone who is:

- Enrolled in medical coverage at Ohio State.
- Considered a full-time employee who was eligible for Ohio State's medical coverage at any point during 2015.

Employees need to complete two action steps to ensure they receive Form 1095-C:

1. Confirm the home address on file is accurate.
   a. Go to Employee Self Service and click on Personal Information Summary. Select Change Home/Mailing Addresses. To make a change, click "edit" on the home address line.

2. Give consent to access the form online. Click here for directions.

Due to the holiday schedule, it is recommended that faculty and staff update their home addresses and give consent for online access by December 11, 2015. The Office of Human Resources will send employees a direct email on November 19 followed by a letter home in early December about Form 1095-C. Learn more, including FAQs, at hr.osu.edu/benefits/hcr_form1095c

**Benefits Confirmation Statements Available Through November 20**

Faculty and staff 2016 Benefits Confirmation Statements are available through Friday (11/20) online via Employee Self Service and will also be sent to the home addresses of faculty and staff. The statements reflect benefits elections for 2016. This is the final opportunity, outside of a qualifying event, to change 2016 elections. View your statement and make changes at Employee Self Service. Review plan details at hr.osu.edu/oe. Contact: Human Resources Customer Service at hr-Customer_Service@osu.edu
CFAES Weekly News Digest . . .
Please be sure to visit the weekly news that is sent from the Dean’s Office at http://u.osu.edu/cfaesadmin. This week’s items include but are not limited to:

- Spring Term Dependent Tuition Assistance
- Benefits Confirmation

Schedule (week of November 16, 2015)

Julie (740.708.0993 cell)
M – Columbus
T – Columbus
W – Columbus
T – Columbus
F - Virtual