Barb’s Notes and Quotes

Dear Southwest Region Educators and Staff:

Greetings! Performance review visits are complete and how exciting the last month has been in learning about all your outstanding programs. Everyone is doing a great job!

Welcome to Bonnie Forsythe, our new office associate in Champaign! Congratulations to Greg Davis who will be our Interim Director of Extension after Keith Smith retires at the end of June.

Dates to Remember:
- June 29 Kathy Oliver’s Retirement Recognition – 2-5 pm. Details later. All are invited to attend!
- December 8, 9 Annual conference

Be sure to take advantage of the various trainings available in the next few weeks. Have a great week!

Sincerely,
Barb

Faculty and Staff Resources . . .

The information that was posted on the Extension website under “For Faculty and Staff” is now available under “About” on the updated website -- http://extension.osu.edu/about. When you hover your cursor over “About” in the top tabs on the page, you’ll see links to the Policy and Procedures Handbook, our mission/vision/values (including the organizational chart), the Communiqué, Chi Epsilon Sigma, and the Ohio Joint Council of Extension Professionals – as well as direct links to the Business Office, Human Resources, Program Development and Evaluation, and other entities.
Projected Benefit Rates . . .
While many counties are currently submitting budgets, Brian McClain has shared with Bev the following projected benefit rates. Note: These amounts are projected.
- Faculty – 29.8% to 30.4%
- A&P – 36% to 37%
- CCS – 47.5% to 51%

EdgeU Tech Blog . . .
If you have not already subscribed to the blog postings of EdgeU Tech, you should consider doing so. Recent postings include:
- How to Write for Online Audiences
- Ohio State’s 2015 Innovate Conference is May 14
- Don’t Forget to Invite an Ed Tech!
- Digital Scholarship is Getting the Attention it Deserves
- CFAES Online Course Design Workshop

Visit http://u.osu.edu/extensionedtech to subscribe.

Also, more space is now available both on campus as well as Wooster campus for the CFAES Intro to Online Course Design Workshop on Wednesday, May 13. You can also participate virtually.

To register to participate in-person or virtually.

For more information, including how the OSUE Ed Techs are involved

Dates of Note – Mark Your Calendars . . . (Source: Dean McPherson)
The monthly webinar has been on sabbatical for the past couple of months (illness and other scheduled events), but I want to remind you that my regular monthly webinar will take place next week, Friday, May 15, from 1-2. Info on connecting will be distributed later this week.

I’ve also scheduled a unique webinar that I encourage you to place on your calendar. On Friday, June 5, I’ll provide a webinar from 2-3:30 pm to the college. Join me as I share updates, information, and decisions related to the status of reviews and implementation plans associated with college operations, Wooster campus integration, and facilities. A great deal of work will have been completed that positions our college for success, and I want to share this with you and answer questions you may have at that time.
Training Opportunity . . . (Source: Bev Kelbaugh)
Please consider taking advantage of this important training opportunity. If I could, I would make it mandatory.

We are offering Communications Training at the Southeast Region Office in Belle Valley. Last October these trainings were held in Columbus and Wooster – now bringing them to southern Ohio.

As I reviewed county highlights in the fall and reports on your major programs in your annual performance reviews, it is clear that many of our new as well as experienced educators could benefit from training in writing strong impact statements. Much of what I find in both of those reports are not impacts at all, and as the Regional Directors discussed this, we decided that we would help to schedule training to make sure that as you are planning and carrying out programming this year, you are asking evaluation questions to help you obtain the data and information to write stronger impact statements. I have discussed this with several of you as we met for performance reviews. This is your chance to get the training you need to do a better job. Without being able to show impacts for our work, maintaining future funding will be difficult if not impossible.

Here is an opportunity for ALL staff to work on completing a goal in getting Professional Development to increase your skills! Educators- support staff- all program staff- are all encouraged to make some time to keep your skills sharpened, and/or to acquire new skills…so please register today by clicking the registration link below.

Communications Training Registration

The Communications Team of Suzanne Steel, Mitch Moser and Martha Filipic, will be Training on: Impact Writing, Crisis Communications, Working with Reporters, & How to Make Videos with Your Smartphones & Tablets

Friday, May 29th - Southeast Region Extension Office
(16714 Wolf Run Road, Caldwell, OH 43724, (740)732-2381)
$15.00 fee includes Lunch & refreshments & materials. No partial day registrations.

Agenda
9:00 Refreshments & Sharing
9:30 Program begins:
Impact Writing
Crisis Communications
Working with Reporters
12:00 Lunch - if there are questions on Branding, they can be addressed over lunch
1:00 Training continues:
How to Make Videos with Your Smartphones & Tablets
3:30 Safe Trip Home!
By John Murphy and Michael McMillan
From the book: The i in TEAM

One of our favorite exercises in team-building workshops is a simulated “survival” activity. We begin by having participants complete a paper and pencil instrument independently, ranking fifteen items in terms of their importance to surviving a crisis event (e.g. a crash landing in unknown territory like a desert, subarctic, or jungle region). The idea of the exercise is to examine how people make decisions, first individually and then as a team. Once everyone has completed ranking the items independently, we form teams and have them repeat the exercise using an interdependent, consensus process. In both cases, the participants select their items based on limited information and assumptions. It becomes quite clear that flawed assumptions can be disastrous in the exercise, just like in real life.

An interesting result of this simulation is that the teams consistently outperform their own average individual scores. In fact, most teams survive (according to a survival expert’s well-researched ranking), while most individuals do not. Why is this? What is the secret? It is clearly more than coincidence.

The answer is interdependent thinking—how can we help one another help one another? How can I help you help me? Where is the creative, win-win solution?

One of the most powerful creative problem-solving techniques we know is to find at least three options for each problem. It is simply too easy for someone to say, “Don’t come to me with a problem without a solution.” We all hear this from time to time. The wise leader suggests, “Don’t come to me with a problem without at least three solutions!”

Why is this important? Because when we explore additional options with an open mind, new insights appear. We may have originally assumed that option A would be best. By searching for an option B, and C, we are forced to think beyond the first “right” answer. This approach also helps teams break free of gridlock and impasse over option A or B. If we can’t agree or come to consensus, let’s look further. There are always alternatives.

Now the question becomes, which option are we likely to go with, A, B or C? We often ask this question in workshops and we regularly get a range of answers from A to C. The more common reality is option D, an option that was not even listed as a choice! When teams brainstorm multiple options to a problem, it is amazing how often the ideal solution is “none of the above” or “all of the above” in some hybrid fashion. Either way, this powerful team-building technique reminds us that we are better off focusing on interests and not positions. Interests are what we generally all have in common (like survival). Positions are conclusions we have made (most often based on assumptions) on how best to get there. Interdependent thinking reminds us to think we-opically and find solutions that are win-win for all. It does us little good to solve one problem and create two or three more problems in the process. High-performing teams use interdependent systems-thinking to unite cross-functionally, align with a shared vision and unite as one. Look carefully at great teams in action. You will see another i in play. It is called interdependence.
Training Opportunities . . . (Source: Amy Burns)

Training Opportunity: Managing Records
In partnership with University Libraries, Human Resources will host Paper and Bytes: Policies, Best Practices and Resources for Managing Ohio State Records. Participants in this workshop will become more knowledgeable about University policies, legal requirements and best practices concerning records retention, management and disposition.

Monday, May 18, 2-4 p.m.
Gateway Suite 430, 1590 North High Street, Room 425
What you need to do:
☑ Be sure to include the link for registration and additional information: https://hr.osu.edu/ole/HRStaffPD.aspx.
☑ Contact ohrc@hr.osu.edu or (614) 292-2800 with any questions.

Learning and Development Conversation Lab: Performance Review

This session offers tips and strategies for managers on conducting effective and meaningful performance reviews with staff. The lab will begin with a mini-presentation followed by an opportunity to practice a performance review conversation. Attendees are encouraged to bring general feedback examples to use during the skill practice portion of the workshop. RSPV here.

Thursday, May 14, 12-1:15 p.m.
Gateway Suite 430, 1590 North High Street, Room 425
What you need to do:
☑ Be sure to include the link for registration and additional information: https://hr.osu.edu/ole/HRStaffPD?catalog=&style=list
☑ Check out additional Learning and Development opportunities here.

Buckeye Wellness Innovators Program Seeking Applicants

Ohio State’s Buckeye Wellness Innovators program is seeking faculty and staff for its June 2015 class.

Applicants should have an interest in promoting health and wellness activities and initiatives to their colleagues. In order to participate, applicants must be current Ohio State employees, serve a two-year term, receive permission from their supervisor and attend the orientation on June 2. Visit buckeyewellness.osu.edu for a description of roles and responsibilities and contact Megan Amaya at amaya.13@osu.edu to register for the orientation on June 2.
What you need to do:
☑ Be sure to include the link for registration and additional information: buckeyewellness.osu.edu
☑ Contact Megan Amaya at amaya.13@osu.edu to register for the orientation on June 2.