Dear Southwest Region Educators and Staff:

Welcome to the first week of May! Our long awaited warm weather has arrived. Do take time to enjoy it!

Thanks for all the special efforts our Educators and Program Assistants and Field Specialists made to attend our Southwest Region Spring Conference. I hope you found it helpful in getting to know each other and learn about the great programs happening in our Region. We want to thank Nate Arnett and his staff for their gracious hospitality in allowing us to meet at Adventure Central. Thanks to the planning committee that helped put it all together: Sam Custer, Godwin Apaliyah, Betty Wingerter, Barb Hennard, Amanda Bennett, and Rebecca Supinger.

We appreciated having Keith Smith join us to share about the Culture Study and lead some discussion on it. He sent this note in regards to the retirement recognition we had for him: “Thank you – sincerely, for the little celebration at Adventure Central. I’m not asking for this kind of event and I’m trying to avoid them but I do appreciate the well wishes from your SW regional folks. All of the gifts are so much appreciated! Thank you!”

Don’t forget the Biometric Screening available next Tuesday, May 12 in Clark County. It would be a great time to check a task off your list!

I’m in the home stretch on performance visits! As I write, I have 2.5 to finish writing and 10 visits to complete. They are all planned this week! County interviews for Butler County FCS are on May 21. Hardin County FCS interviews are scheduled for June 22.

Please let me know of events you would like me to visit in your county. I’ll be finishing my county fair circuit in Miami Valley EERA in July and am looking for other events to come and see your teaching and programs. Thanks!

Have a great spring week! Happy Mother’s Day to all you Moms!

Best Regards,
Barb
"As I grow older, I pay less attention to what men say. I just watch what they do."
~ Andrew Carnegie

"Look for opportunities, not excuses."
~ Anonymous

"Human Beings are hope-shaped creatures. How you live today is shaped by what you believe about your future."
~ Tim Keller

"The best way to predict the future is to create it."
~ Anonymous

"We make a living by what we get, we make a life by what we give."
~ Winston Churchill
Professional Development Opportunities in Human Resources . . .

Working through Difficult Conversations (for Managers)

Do you sometimes avoid difficult or challenging conversations? Is it hard to decide where to start? Do you have the same conversation more than once with the same person? Working through Difficult Conversations provides tools and practice to help you increase your skill and comfort in engaging in difficult conversations. Learn how to prepare in advance, start the conversation effectively, and maintain a productive environment. We will also cover how to handle conversations that become difficult in the moment and how to anticipate and respond to other's reactions. The workshop includes videos, discussion, practice in a supportive environment, and a participant guide with self-reflection questions, examples, and tip sheets. Offered: Friday, May 15, 9:00 am-11:00 am

Managing@OSU

This is a free, 1-day program targeted toward new managers (new to OSU or new to management). We'll focus on building relationships through conversation, creating an inclusive environment, and understanding generational characteristics. Exchange ideas with managers from across campus on common challenges such as leading former peers and managing up. This workshop offers a 1-hour break for lunch on your own. *Lunch is not provided. Offered: Thursday, May 28, 9:00 am-3:30 pm

Research in View Help Documents . . .

The Office of Distance Education and eLearning have the following Research in View (RiV) Help Documents posted on their website:

- Research in View - Help Materials
- Research in View Tools Help
- Ohio State University Promotion & Tenure Materials
- Ohio State University Extension - Help Materials

To view, go to: http://resourcecenter.odee.osu.edu/research-view/research-view-help-documents
Financial Items Due . . . (Source: Cindy Buxton)
The Business Office mailed a few items out today in county or campus mail that may affect your unit. Please read below and watch for paperwork coming to you if applicable.

1. For All
2015 Ohio State Conflict of Interest Disclosure
• April 22nd Provost Joseph Steinmetz sent out an email regarding the 2015 Conflict of Interest Disclosure (e-COI). Many CFAES employees received this email and must complete the e-COI. There is a new travel section added this year which has caused uncertainty and confusion. This question is only asking about travel which was reimbursed to you by an outside entity, external to OSU. If your travel was submitted for reimbursement through OSU or OSP, this does NOT qualify to be included on your e-COI.
Questions: LeMaster.124@osu.edu or 614-292-6470.

2. For CFAES eReports Reconcilers that submit through the Columbus Business Office
PO Closure Report mailed
• Annually the Business Office reviews unused purchase orders. A list of POs that are expired and have had no activity since March 2014 was mailed to the appropriate units in county or campus mail. We will be closing these POs effective 5/31/15 unless we hear back from you. This helps to alleviate the encumbrance on your funds, reduce the University’s liability, and keeps your eReports clean.
Questions: Michel.5@osu.edu

3. For Extension County Units
Volunteer Insurance Letter and CIMA invoice mailed
• Purchasing insurance coverage for volunteers is required by OSU Extension and includes all volunteers, not just 4-H.
• Extension Administration will be supporting 50% of the membership fees, surplus lines tax and personal liability coverage.
• The membership fee for 2014-2015 is $95 per office and personal liability coverage is $2.00 per volunteer. There is a required surplus lines tax of 5% of the liability coverage as well.
• Please send this completed letter and adjusted volunteer numbers to the Business Office by 5/29/2015
Questions: Michel.5@osu.edu

4. For Extension eReports Reconcilers, Orgs 55xxx and 57xxx
Fund Maintenance Letters
• Annually we are required to review funds and close unnecessary funds to limit the University’s exposure to fraud. We are also required to report on inactive funds and those with a negative balance and to resolve issues with funds as needed. If your unit has any of these situations you will be contacted regarding the use of the fund numbers. A reply is requested no later than 5/29/2015. Note that not all units will be contacted, only those with zero dollar, unused or negative balance funds.
Questions: Buxton.65@osu.edu