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CFAES News

January 20, 2021

Travel Exemption Process

Non-essential domestic and international travel will not be permitted through **June 30, 2021**. Business essential travel may occur pending approval procedures as outlined below.

Essential Business Travel Process:

1. Prior to travel, initiate a Spend Authorization request in WorkDay
2. The Spend Authorization will route to the department/unit leader and Cost Center Manager for approval.
 - Department leaders will need to ensure travel is absolutely essential.*
 - CFAES Senior Fiscal Officer will review travels on a dashboard to ensure all are essential; questions/concerns will be directed to the department leader and/or traveler.
 - Business and Finance will conduct ongoing risk assessments and will reach out if there are COVID-19 related concerns.
3. Once the Spend Authorization is approved, travel can commence.

***Guiding Principles of Business Essential Travel**

(all 3 conditions must be justified by business reason and documentation attached to the “Spend Authorization” in WorkDay)

1. Business travel is absolutely necessary to University/College mission and why (robust business purpose required).
2. Business can only be accomplished by the traveler’s in-person physical presence and NOT virtually.
3. Traveler’s in-person physical presence does not create an unacceptable health hazard.

Please review the [CFAES Resource Guide for Business Essential Travel Approval](#). Questions should be directed to the department fiscal officer.

Next Round of Workstation Updates Begins 1/22

The next round of software updates are now available to install for OCIO-managed workstations via Software Center (for Windows PC) or Ohio State Application Self Service (for Mac).

The IT Service Desk will remotely deploy these updates on **Friday, January 22** which will require you to restart your machine and/or close applications. You can make these updates at your convenience prior to Friday via your appropriate software update application to avoid interruptions that could occur from an automatic update.

Proactively update your workstation at your convenience:

For Windows PCs using Software Center/Microsoft Endpoint Manager:

[Microsoft Endpoint Manager Knowledge Base Article](#)

For Macs using Ohio State Application Self Service/JAMF:

[JAMF Self Service Knowledge Base Article](#)

WorkDay Training and Support

1. Training: visit <https://enterprise-project.osu.edu/about-training> as well as the [Administrative Resource Center \(ARC\)](#) for job aides and resources.
 2. If you are still without answers after visiting the job aides and resources:
 - o For HR support contact: CFAESHR@osu.edu
 - o For Finance support, contact your fiscal officer. If additional support is needed, contact:
Desiree Lutsch.11@osu.edu or Lisa Simpson.613@osu.edu
 3. You can also contact [HR Connection](#) via email or phone call. Peak service times are 10:00 a.m. - 2:00 p.m. and an average call wait time of at least 10 minutes is to be expected.
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2021 Ohio State University Innovator of the Year Awards

The Office of Research and the Corporate Engagement Office are now accepting nominations for the 2021 Ohio State University Innovator of the Year awards. These awards recognize the outstanding innovation accomplishments of faculty, staff and students.

Categories include **Innovator of the Year**, **Early Career Innovator of the Year** and **Next Generation Innovator of the Year**. Each college may nominate up to

two candidates for each of the three awards. Please forward any CFAES nominations to Kaser.37@osu.edu by **6:00 p.m. Monday January 25, 2020**.

To learn more please visit <https://orapps.osu.edu/fundops/opportunity/4541>.

Zoom cloud retention deadline extended

It was previously announced that the Zoom cloud retention rate would change from 270 days to 120 days beginning Dec. 18. However, we have managed to extend the date of that change to **Feb. 5**. Now beginning Feb. 5, new meetings and webinars recorded to the Zoom cloud will remain for 120 days. Also, all existing recordings will be removed once they pass the 120-day mark. [Read more.](#)

Photo Contest on the Challenges of COVID-19

As part of its COMPAS program on COVID-19, the Center for Ethics and Human Values is sponsoring a photo contest for work depicting the ethical challenges of COVID-19 and its consequences. Cash prizes will be awarded to winning entries from Ohio State students, staff and faculty and community members. Deadline is **March 1**. [Read more.](#)

4-H Polar Mystery SPIN Club for grades 6-8

A polar scientist has gone missing and no one can find her. Using data and maps, you will pinpoint her location and help to discover who took her in this virtual 4-H Special Interest Club to be held on Zoom Mondays Jan. 25 to March 15 3:30 to 4:45 p.m. Register online [here](#). Offered jointly by Ohio 4-H, the Byrd Polar and Climate Research Center and collaborators at Rutgers University. [Read more.](#)

Join the Keenan Center for Entrepreneurship for a viewing and director chat of SHE STARTED IT

SHE STARTED IT gives a new face to the popular image of the tech entrepreneur: a female face. Ohio State's Keenan Center for Entrepreneurship is hosting a viewing and Q&A with the director of the film. Registered participants will receive a link to view the movie on their own time prior to the Q&A session **January 27 at 5:30 p.m.** via webinar. SHE STARTED IT follows five young women over two years as they pitch VCs, build teams, bring products to market, fail and start again, taking viewers on a global roller coaster ride all over the world. Along the way, it weaves in big-picture perspectives from women in technology. Learn more and register

today: <https://fisher.osu.edu/centers-partnerships/keenan-center/programs-and-events/she-started-it>

Advanced BioSystems Workshop

Growing the Bioeconomy in Uncertain Times

February 12, 2021 | 9 am - 12 noon (ET) | Virtual (via Zoom)

[Click here](#) for breakout discussion session and registration details.

[Click here](#) for online registration

KEYNOTE ADDRESS

Developments in Bio-based Materials Markets

Doris de Guzman | *Tecnon OrbiChem/Green Chemicals Blog*

Targeting Solutions for Components of the Bioeconomy

Ajay Shah | *Ohio State University*

BREAKOUT SESSIONS | Concurrent facilitator-led discussions

Breakout 1: Biobased products and fuel

Facilitated by: Denny Hall, *Ohio State University*

Breakout 2: BioSystems logistics from crops to market

Facilitated by: Jill Adelsberger, *Cargill*

Breakout 3: Policy and governance

Facilitated by: Alexa Combelic, *American Soybean Association*

January OSU Leadership Center Workshops

January 21

[Give 'em the Pickle: Customer Service](#) online

Who are your customers? Good question. As employees, we represent our organization when providing service to the public and even our co-workers. Our job is to serve our customers. How do we do that? By giving them the pickle. Pickles are those extra things you do to make people happy.

January 27

[Communicating to be Understood](#) online

How we communicate with each other, whether it is a co-worker or spouse, can make or break a relationship. In this workshop we will explore how people communicate differently, and how you can use your strengths to build relationships with your team and increase people's feeling of being heard.

February 3

Team Dynamics

Dynamic teams are vital to the success of the organization, it signifies that the employees are working towards a shared vision. So many teams struggle to overcome challenges that may keep them from achieving these share goals. Dynamic teams capitalize on the strengths of each member. Join Beth Flynn of the OSU Leadership Center for this February 3rd workshop, and learn how to create a high performing team. For more information, [click here](#).

February 11

The Dark Side of Leadership: How to Avoid Being a Toxic Leader

We have all seen examples of toxic leaders, either in the media or in our personal lives. Together, let's dig deeper and pinpoint those characteristics to further define toxic leadership. Then, we can ask ourselves how do we avoid becoming one? How may our actions effect the people around us? Join the OSU Leadership Center on February 11th for this upcoming workshop you wont want to miss. [Here](#) is more information.

February 16

Communication and Conflict Management

Conflict is a part of our daily lives. How we manage conflict impact has a direct impact on the quality, our work. Effectively dealing with and using conflict as a positive tool is a major component of success in current or future leadership roles. Register today for this February 16th workshop. For more information, or to register, [click here](#). Jeff King, of the OSU Leadership Center is facilitating this workshop.

February 25

StrenghtsFinder

Do you know your five strengths? According to the Gallup Organization, "we spend too much time focusing on our weaknesses, trying to make them stronger rather than recognizing our strengths." When you focus on your weaknesses, you miss out on utilizing what you do best for your organization. Join Beth Flynn, of the OSU Leadership Center, for this February 25 workshop and learn about your strengths, and how to use them to increase your effectiveness as a leader. To register, or for more information [click here](#).

CFAES Return to Offices and Campuses Webpage

CFAES has several college transition teams actively synthesizing university guidance to localize for CFAES departments and Units. To help organize the information we have created a website for [CFAES Return to Offices and](#)

[Campuses](#). The information will be updated as new guidance surfaces. Please visit and bookmark the website for information and further updates.

Lean on Your Land-Grant Children's Incentive

We have a few packets left. If you have not signed up for a packet yet, visit: https://osu.az1.qualtrics.com/jfe/form/SV_6KhsnVuAUYgj97D. Want to help share some positivity – about our college, your family, and our response to the virus? Post photos of your children with their Lean on Your Land Grant COVID-19 Task Force “Essential Teammate” rewards on Twitter and Instagram. Use the hashtag #LandGrantTeammate. Let’s recognize all the good your children are doing in helping us continue to do our work—teaching, researching, securing Ohio’s food supply.

CFAES Principles of Community

We affirm our conviction that racism and inequality have no place in CFAES. Our [CFAES Principles of Community](#) serve as a base for managing these actions. We all contribute to our community and our collective experience. You are encouraged to download and post the principles, discuss them during meetings, share them with others, and most importantly, use them as a guide in all that we do to sustain life.

Submit content to CFAES News

CFAES News content requests should be emailed to Lora Vest vest.62@osu.edu. Please include a brief statement of importance of the content for faculty and staff.

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