

Thursday, April 18, 2024 at 08:50:30 Eastern Daylight Time

Subject: Dean's Update
Date: Thursday, April 18, 2024 at 8:49:16 AM Eastern Daylight Time
From: CFAES Office of the Vice President and Dean
To: CFAES Office of the Vice President and Dean via Cfaes-all
Attachments: image001.png, image002.png

CFAES Community,

If you were unable to join us for the 2024 State of the College or would like to help continue our momentum by sharing our story, please reference the [State of the College video on YouTube](#). Congratulations to our [CFAES Awards recipients](#)! If you were unable to attend the ceremony, you can watch it at go.osu.edu/cfaes_awards. I would also like to thank everyone who helped make our recent Celebration of Students and Celebration of Research Week events a success.

Every year, Ohio State requires students and employees to complete online training designed to help them recognize, prevent and report sexual misconduct. The Report=Support! course (for employees) has been assigned to [BuckeyeLearn](#) transcripts. **Merit-eligible employees who do not complete Report=Support! by April 26, 2024, will not be eligible for annual merit increases that take effect in September 2024.** Student employees, graduate associates and other employees who are not classified as merit-eligible may be subject to unit-specific consequences for non-completion. Bargaining unit employees should follow their applicable collective bargaining agreements. Automatic reminders will be sent via BuckeyeLearn. Managers and Leaders will also receive updates via CFAES HR on a biweekly basis.

As of 4/16/24, our college's completion rate is 83.27%

- Faculty 91.13%
- Staff 93.55%
- Students 70.22%

More information can be found on the [Office of Institutional Equity website](#).

As we head towards summer, it is a good time to revisit the requirements related to combining personal travel with university business travel. Travelers opting to extend a university business trip for personal reasons (vacation, holiday, weekend, etc.) should be aware of the university policies and required procedures to be included when submitting a pre-trip Spend Authorization (SA). The pre-trip requirements promote transparency, accountability, and documentation for separation of business and personal travel expenses. At no time may any university funds be used to pay for any personal travel expenses (airfare, per diem, lodging, rental car, etc.). It is strongly recommended travelers seek guidance and assistance during trip planning to gain a full understanding of the university's requirements. Guidance can be provided by the department Cost Center Manager, CFAES Service Center and/or the CFAES Resource Guide located at <https://cfaesfinance.osu.edu/service-center-resource-guides>. Failure to disclose personal travel combined with business at the spend authorization stage may result in additional questions and reimbursement implications post-trip.

Sincerely,
Dean Cathann Kress

Cathann A. Kress, Ph.D.

Vice President for Agricultural Administration and Dean

College of Food, Agricultural, and Environmental Sciences

140 Agricultural Administration, [2120 Fyffe Road, Columbus, OH 43210](#)

614-292-4703 Office

kress.98@osu.edu



THE OHIO STATE UNIVERSITY

— *We Sustain Life* —