

Subject: Dean's Update
Date: Thursday, December 2, 2021 at 11:40:12 AM Eastern Standard Time
From: CFAES Office of the Vice President and Dean
To: CFAES-all@lists.osu.edu
Attachments: image001.png, image002.png

CFAES Community –

As we head into the last few weeks of this semester, I want to recognize that this time of year can be stressful for everyone, and we all continue to deal with additional stressors and the many changes and challenges of the past year. Please remain thoughtful of the wellness of your colleagues and our students, and encourage anyone needing assistance to take advantage of resources such as the [Counseling and Consultation Service](#) (for students), [Employee Assistance Center](#), and the [Safe and Healthy wellness page](#).

Congratulations to Dr. Steve Neal and Dr. Jacqueline Wilkins, Food Systems Leadership Institute Fellows, honored during a virtual ceremony at the annual meeting of the Association of Public and Land-grant Universities (APLU). The Fellows were recognized for their accomplishments in completing the FSLI executive leadership development program and for contributions they have made to their individual organizations and the broader higher education and food systems. [Read more](#).

Be well.
Dean Cathann Kress

Updates Include:

- W-2 Distribution, TurboTax Online Enrollment
- Temporary Faculty & Staff Workspaces on Campus
- Join EPN on December 7 for a discussion of "Whose job is it to restore our region's streams and wetlands?"
- Student Evaluation of Instruction (SEI) Now Open
- Teams Chat Retention Times Change
- Planned Network Maintenance 12/4 – 12/5

W-2 Distribution, TurboTax Online Enrollment

Employees are encouraged to [opt-out](#) of receiving a paper copy of their 2021 Form W-2. An electronic W-2 ensures:

- Your W-2 is posted securely on workday.osu.edu
- You have the earliest access to your Form W-2
- You no longer have to deal with headaches and delays due to lost or misdirected mail
- You can easily print or download & save a copy to your personal computer or cloud application

Employees who use TurboTax to file their income tax return and who would like their W-2 information to upload to TurboTax must [enroll](#) via Workday to have their W-2 information sent to Intuit, a third-party tax filing organization that owns the TurboTax software, free of charge. Employees need to finalize their TurboTax enrollment and W-2 Distribution elections by **Friday, December 31, 2021**.

- Address Changes: The W-2 for terminated employees, and employees who choose to receive a paper copy of their form, will be mailed to the address on their Workday Worker Profile as outlined [here](#). To ensure employees will receive their mailed W-2 statements in a timely manner, employees need to update their address by **Friday, December 31, 2021**.

Temporary Faculty & Staff Workspaces on Campus

With many CFAES colleagues engaging in Flexible Work Agreements, the CFAES Operations team has identified and transitioned the following spaces on the Columbus Campus into temporary office hoteling:

- Agricultural Administration – Room 004
- Agricultural Administration – Room 102E
- Kottman Hall – Room 200
- Kottman Hall – Room 268

Remote or hybrid employees in need of a temporary workspace on the Columbus Campus can now visit the link below to make a reservation. There are a variety of workspace options to choose from when making your reservation including open tables, cubes, private offices with docking stations and monitors, and a team meeting room. More information on the spaces and a self-serve reservation system are available here: <https://go.osu.edu/cfaesspaces>.

Please note that employees will need to bring their own devices to work, and that these spaces are available by reservation only on a first-come, first-served basis. The hoteling spaces will remain unlocked and unmonitored at all times, so be sure to take valuables with you when you leave. Questions? Please contact Lisa Corbin (corbin.184@osu.edu or 614-247-6010)

Join EPN on December 7 for a discussion of “Whose job is it to restore our region's streams and wetlands?”

Effective wetland development and stream restoration requires earth-working and on-site management skills as well as an understanding of a site's biological, soil and hydrological properties. A complicated and critically important field with uncertainties and massive room for growth as flooding events and ecosystem loss through climate change drive a greater need for effective and long-term sustainability of our wetland and stream systems. Learn from Mark Dilley, professional wetland scientist, founder and co-owner, MAD Scientist Associates, and Brian Tornes, environmental division director and environmental engineer for Burgess & Niple, who will discuss the skills, trainings, and collaborations necessary to deliver a sustainable wetland and stream restoration project. Register [here](#).

Student Evaluation of Instruction (SEI) Now Open

The Student Evaluation of Instruction (SEI) is now available for full-term classes and opens Dec. 2 for second session classes. Notifications were emailed to instructors with active SEIs. Students can complete evaluations in Carmen, the OSU Mobile app or BuckeyeLink. Instructors should remind students of the importance of SEIs as this often leads to higher response rates. SEIs close at 11:59 p.m. on Dec. 9, or the day after a grade is posted for the student, whichever comes first. [Read more](#).

Teams Chat Retention Times Change

On Dec. 3, we will make updates to retention times for Microsoft Teams individual and group (channel) chats to align them with university retention policy and compliance. There is no expiration time on a Team or the data (files) contained within a Team. This will not change. [Read more](#).

Planned Network Maintenance 12/4 – 12/5

OCIO will be performing maintenance on the servers that handle wireless authentication services between 2 p.m. on Saturday, December 4, and 1 a.m. on Sunday, December 5. Redundancies in place will make it so osuwireless and eduroam will remain functional during the window, and WiFi@OSU will remain accessible through web browsers and previously registered devices. However, new device registration for Registered4OSU will be unavailable during the maintenance window.

Questions regarding this planned maintenance should be directed to the IT Service Desk by calling 614-688-4357 (HELP), emailing servicedesk@osu.edu or visiting [Self Service](#). Please reference change number CHG0072522. This change and other planned maintenance at Ohio State can be found on the [System Status](#) page.

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