

Subject: Dean's Update
Date: Wednesday, January 20, 2021 at 2:06:28 PM Eastern Standard Time
From: CFAES Office of the Vice President and Dean
To: cfaes-all@lists.osu.edu
Attachments: image001.jpg, image002.png, image003.png

CFAES Community,

We have started getting questions about COVID-19 vaccines, below are a few highlights. More information about the vaccine and details on vaccine distribution can be found on the [Safe and Healthy Buckeyes Website](#).

- Ohio State will follow distribution and priority population guidance from the Centers for Disease Control (CDC) and the Ohio Department of Health (ODH). (For example, this week, those over 80 can now receive a vaccine.)
- Those with pre-existing or other health conditions should consult their physician.
- Voluntary testing remains available. For more information, consult the [testing website](#).

We should continue to wear masks, maintain physical distancing and adhere to other [guidelines](#).

As a reminder, the CFAES Awards Ceremony and State of the College will be held virtually on Friday, January 22, 2021. The awards ceremony will premiere [here](#) at 9:30 a.m. and the State of the College will begin at 11:00 a.m. [here](#).

Be Well.

Dean Cathann Kress

Update Includes:

- Completed Daily Health Check Required for Entry to Recreation Facilities
- Remote Work Options Encouraged Through Spring 2021 Semester
- January 29 Payslip
- Travel Exemption Process
- NYT Columnist David Brooks, Panel to Speak Thursday
- Respectful Dialogue Toolkit
- Inclusive Excellence in Hiring
- 2021 Ohio State University Innovator of the Year Awards
- Proposals Sought for Seed Fund for Racial Justice
- Upcoming University Events
- Guiding Students to Wellness
- Organize Your Course in CarmenCanvas
- Next Round of Workstation Updates Begins 1/22

Completed Daily Health Check Required for Entry to Recreation Facilities

Anyone accessing recreation facilities in Columbus or CFAES Wooster, including for academic classes, will need to show a green status from their Daily Health Report to proceed through the access control point. Those who do not have a smart device can visit the recreation facility front desk to complete the health check on an iPad, which will include a temperature check before entry is allowed. Please remember a mask covering the nose, mouth and chin is required. [Read more](#).

Remote Work Options Encouraged Through Spring 2021 Semester

The university will continue to offer flexible work arrangements, including remote work options where appropriate, to faculty, staff and student employees through the end of the spring 2021 semester. This practice will support employees balancing home and work responsibilities and help minimize the spread of COVID-19. Leaders and managers are encouraged to provide flexibility and remote work options to the fullest extent while ensuring that

operational and educational needs are met. Continue following the Safe and Healthy Buckeyes protocols and wear masks, maintain physical distancing and adhere to other guidelines to stay safe at work and at home. [Read more.](#)

January 29 Payslip

The next monthly payslip will be issued from WorkDay on January 29, 2021. Employees will notice differences in payroll practices and on the payslips they receive each pay period. **The information displayed on payslips will change from what previously displayed prior to WorkDay and you will also notice differences in the way your pay is calculated.** These details are captured in the Payslip Factsheet listed below. Payslips should be viewable in Workday on January 27 for the January 29 pay day. Going forward beyond January 2021, payslips will typically be visible 5 days before pay day.

► **What you need to do:**

- Review the [Workday Payslip Factsheet](#) to learn about changes impacting employee pay.
- Learn [where to view your payslip](#) and review the [Manage Your Pay Options job aid](#) on the Administrative Resource Center

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.

NYT Columnist David Brooks, Panel to Speak Thursday

Join the next Education for Citizenship discussion on **Thursday (Jan. 21)** to learn about a movement to weave together our polarized social fabric. Speakers will include New York Times op/ed columnist David Brooks, Ohio State President Kristina M. Johnson, Athletics Director Gene Smith and a panel of leaders from throughout the university community. “Becoming Weavers in a Divided Nation” will take place from 5:15 to 6:30 p.m. and is sponsored by the Divided Community Project. [Read more.](#)

Respectful Dialogue Toolkit

The [Education for Citizenship Initiative](#) provides resources that will be useful to students, faculty and staff. In particular, instructors seeking resources for creating inclusive classrooms, modeling respectful discourse and responding compassionately to difficult discussions are encouraged to explore the [Respectful Dialogue Toolkit](#). Additional strategies, goals and resources are also available for holding constructive dialogue about race, difference and inequity.

Inclusive Excellence in Hiring

This 75-minute training on **Jan. 26** provides an overview of best practices for recruiting a diverse candidate pool. Although this program primarily focuses on faculty searches, much of the content applies to staff searches as well. Participants will examine the role that various forms of implicit bias can play in screening applicants and identify ways that intersecting social identities create an unlevel competitive job market. Strategies for targeted recruitment of historically underrepresented minority applicants will be addressed. [Read more.](#)

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>.

Proposals Sought for Seed Fund for Racial Justice

Ohio State has opened applications for the second round of funding for the Seed Fund for Racial Justice. Grants will be used to seed innovative research approaches and creative ideas that will contribute to the elimination of racism and solve its underlying causes and consequences. Proposals should result in or create a clear path to substantive change in policies, practices, programs, and processes in our systems, and in tangible human behaviors and societal outcomes. Concept papers are due by Feb. 26. [Learn more.](#)

Upcoming University Events

To continue conversations from November's university-wide assessment conference, two additional workshops are open to instructors in the coming weeks:

- At 3 p.m. on **Jan. 26**: [Tools for Assessing Online Instruction: Measuring Teacher "Effectiveness"](#)
- At 10 a.m. on **Feb. 9**: [Centering Equity and Inclusion in Assessments, Part 2: Engaging in Equity-minded Approaches](#)

Guiding Students to Wellness

Join the Student Wellness Center for a 2.5 hour workshop (10 minute break in the middle) designed specifically for faculty, staff and graduate/professional students at Ohio State. Participants will learn the skills needed to effectively guide students to wellness through active listening, motivational interviewing, goal-setting and best-referral practices. Learn more about the workshop and register for a spring semester session. [Read more.](#)

Organize Your Course in CarmenCanvas

The Keep Teaching Carmen course template helps instructors organize materials to support student learning with minimal confusion. Think of the template like the furniture and equipment already provided in a classroom — the template furnishes the online learning environment with the tools instructors and their students need to succeed. [Read more.](#)

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](#)

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