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| **Subject:** | Dean's Update |
| **Date:** | Thursday, June 10, 2021 at 9:00:29 AM Eastern Daylight Time |
| **From:** | CFAES Office of the Vice President and Dean |
| **To:** | cfaes-all@lists.osu.edu |

**Attachments:** image001.png, image002.png

CFAES Community,

As you may have seen, **fully vaccinated people no longer need to wear masks indoors**, except for in Wexner Medical Center facilities and on public transportation, in accordance with public health guidelines. Individuals who are not vaccinated are required to continue wearing masks indoors. More information can be found on the Safe and Healthy Buckeyes website. This message applies to Columbus and CFAES Wooster campuses. The statewide campus should follow guidance previously shared by OSU Extension regarding masks and local health guidance.

New travel guidance has been issued by the University and can be found here:https://busfin.osu.edu/news/2021/06/07/new-fiscal-year-2022-travel-guidelines. The travel approval processes, and additional policy updates can be found in the updates below.

We continue to plan for fall semester with increased activity in classrooms, labs, and across all our campuses. Our college leadership team is working on a reactivation plan for our Columbus and CFAES Wooster Campuses. To return to these activities, we need to have as many people vaccinated as possible. The university continues to strongly encourage everyone to obtain a vaccine. Details about vaccine sites and other information are available on the Safe and Healthy Buckeyes website.

Congratulations to Dr. Emily Bisdorf Buck, professor of agricultural communication in ACEL, who was inducted as an American Association for Agricultural Education (AAAE) Fellow and Dr. Tracy Kitchel, senior associate dean and director of faculty and staff affairs and professor of agriscience education, who was the surprise distinguished speaker at the AAAE annual conference.

Be well.
Dean Cathann Kress

Updates include:
- Travel Approval Process and Travel Policy Updates
- Requesting Technology for New Employees
- CFAES Will Transition to OneDrive Starting July 1 - Do Not Move Files Yourself
- Student Farm 2021 CSA is Now Open for Registration
- 2021-22 Faculty/Staff Parking Permits
- Nineteen Proposals Awarded Funding in the President's Research Excellence (PRE) Accelerator Grant Program
- Outreach and Engagement Grants Awarded
- How to Support Pelotonia
- Juneteenth Celebration Planned and Pride Month
- Upcoming University Events

**Travel Approval Process and Travel Policy Updates**
Travel Approval Process
1. Traveler confers with supervisor to determine if the travel is necessary and in line with the guidance

above. Departmental financial resources should be considered as part of the decision.

2. Traveler or designated department staff person enters a [Spend Authorization](#) at least 2-weeks prior to departure date for domestic travel, 6 weeks for international travel.

    · International Travel:  Travelers are required to sign the [International Acknowledgement of Understanding Form](#)and attach to Spend Authorization <u>prior</u> to submitting Spend Authorization for approval.

3. Spend Authorizations will automatically workflow to all required travel approvers (e.g. Cost Center Manager, Department Leader, etc.).

4. Once the Spend Authorization has completed workflow the traveler will receive a confirmation email noting the approval and health, safety and risk responsibilities.

    **NOTE:**  The University will continue to monitor compliance of Spend Authorizations for international travel and/or locations experiencing elevated exposure rates.

<u>Other Travel-Related Updates</u>
The University updated Travel Policies effective January 1, 2021.  The complete Travel Policy is located at ([Travel Policy 2.11)](#).

<u>Summary of Travel Policy Updates:</u>
- Updates to ensure University and traveler compliance with IRS tax laws (Procedure I.A, p. 3).
- Updates of parameters regarding travel expenses for spouses, partners, children, and guests of university
- employees (Policy Details II, p. 1, Procedure XI, p. 5).
- Requires the use of contracted travel suppliers (Procedure I.B-C, p. 3).
- Updates travel rewards and incentives guidance (Procedure VI, pp. 4-5).
- Updates personal travel in conjunction with business travel (Procedure VII, p. 5).
- Does not allow use of PCards for airfare (Procedure XVIII.A—Payment options, p. 6).

**Requesting Technology for New Employees**
Beginning July 1, 2021, you must use the [Technology Roll Off/ Roll On Request Item in ServiceNow](#). This form submits information directly to the IT Service Desk about technology needs. **The Roll-On portion of the form should be used by anyone who is responsible for technology needs for new employees**. This includes their workstation (monitor, keyboard, mouse), file share and print share access. You can also request a delivery date/time. These requests should be submitted as far in advance of a start date as possible to ensure equipment is delivered on time**. The Roll Off portion of the form notifies the IT Service Desk to pick up equipment for employees who are leaving their position and/or no longer need their current equipment, as well as remove their enterprise system access.** This also notifies the OCIO to stop billing on the technology that is rolling off. Both forms help to keep technology data in Service Now up-to-date and accurate. [Learn how to use the Technology Roll Off/Roll On Request Item.](#)

**CFAES Will Transition to OneDrive Starting July 1 - Do Not Move Files Yourself**
We recommend that you do not move files on your own. On the date of your migration, the OCIO will move

files that you own from BuckeyeBox to OneDrive, leaving a read-only copy on Box and reducing the risk of data loss. Learn other ways you can prepare for your migration on the Administrative Resource Center.

Get ready for BuckeyeBox retirement by taking courses in Microsoft 365 applications. Our goal is to move all academic units and students to OneDrive before beginning of fall semester and all users by the end of 2021. OCIO has arranged training sessions led by Microsoft instructors to help you get up to speed. Read more.

**Student Farm 2021 CSA is Now Open for Registration**
The 2021 CSA (Community Supported Agriculture) is open for sign-up. The team has been working hard all year to prepare for this growing season, and the work is starting to pay off. Tomatoes, strawberries, lettuce, peppers and cucumbers are just some of the fruits and veggies starting to grow.

Please use this link to register. It also gives more details regarding the CSA, what can be expected in each bag, and how payment will work. ***Please read through it before signing up.*** If anyone has any questions regarding the details or needs clarification, please reach out to Jillian, our CSA manager - horan.63@osu.edu or (440) 567-5261

**2021-22 Faculty/Staff Parking Permits**
Beginning June 14, faculty and staff may order 2021-22 parking permits, which are valid beginning Aug. 1. All 2020-21 permits expire July 31 and do not automatically renew, so be sure to order your 2021-22 parking permit prior to Aug. 1 if you will be parking on campus in August. Read more.

**Nineteen Proposals Awarded Funding in the President's Research Excellence (PRE) Accelerator Grant Program**
The President's Research Excellence (PRE) program provides seed support for cross- and interdisciplinary research projects that have the potential to attract external funding. Nineteen teams have been awarded funding through the Accelerator Grant program. These grants of up to $50,000 are for small teams formed to pursue curiosity-driven, novel, high-risk and high-reward research. Congratulations to CFAES recipients Renukaradhya Gourapura, Lisa Bielke, Leah Bevis, and Yael Vodovotz.

**Outreach and Engagement Grants Awarded**
The Office of Outreach and Engagement has awarded more than $215,000 to 23 recipients of 2021 Outreach and Engagement grants. Grants of up to $10,000 were awarded to support development of impact reports for programs, performances or exhibits; development of a public policy document or report; or support for a team to develop a grant proposal or finalize a manuscript for publication submission. Congratulations to CFAES recipients Douglas Jackson-Smith, Elena Irwin, and Carol Smathers.

**How to Support Pelotonia**
If you haven't signed up to participate in Pelotonia yet, there are a variety of ways to demonstrate your leadership — and you do not have to be a cyclist. You can also create your own fundraising "challenge," volunteer, and encourage members of your academic area to join Team Buckeye. Every dollar raised supports cancer research – and most colleges receive funding through Pelotonia. Sign up through Pelotonia and be sure to register with Team Buckeye.

**Juneteenth Celebration Planned and Pride Month**

Juneteenth is celebrated each year on June 19th to commemorate the end of slavery in the United States. While President Lincoln issued the Emancipation Proclamation, which freed more than three million slaves living in the Confederate states, in 1863 the news did not reach slaves who were living in Texas until June 19th, 1865. Upon learning that slavery had been abolished, the former slaves began to celebrate and Juneteenth has been observed each year since. Read more about Juneteenth.

Save the date for the upcoming virtual Juneteenth celebration, hosted by the Diversity Council, from **11:45 a.m.–1 p.m. on Thursday, June 17**. The event will feature a drum call with local artists and remarks from several Ohio State leaders. Register for the event.

Pride Month is also celebrated in June to honor the Stonewall uprising that took place in Manhattan, NY at the end of June, 1969. The uprising was staged by patrons and supporters of the Stonewall Inn to resist the police harassment and persecution that LGBTQ+ Americans were commonly subjected to and has since served as a significant tipping point for the U.S. LGBTQ+ movement. Pride events are held during this month to celebrate and recognize the accomplishments that members of the LGBTQ+ community have achieved and their impact in the world. Read more about Pride Month.

Recommended Articles and Resources include: The Historical Legacy of Juneteenth, How to Be an Ally to LGBTQ+ People, Juneteenth Reading List, What is Juneteenth?

**Upcoming University Events**

- At noon **Thursday (June 10),** Strategies for Helping Students to Identify and Read Scholarly Articles will explore activities to help students identify and engage with scholarly sources.
- At 10 a.m. **June 15**, Planning for Your Online Course will offer strategies for creating supportive learning environments and meaningful student engagement.
- At noon **June 17** Strategies for Teaching Ethical Information Practices will offer strategies for minimizing plagiarism and that emphasize the value of information sources and citations.
- At 10:30 a.m. **June 24**, Exploring CarmenZoom: The Basics will demonstrate how to set up a Zoom meeting, from creating passwords to recording a class session or lecture.
- At 10:30 a.m. **June 30**, Exploring CarmenZoom: Engage Your Students will offer tips for gauging student understanding in synchronous Zoom class sessions, including how to use the polling and reaction features.

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