CFAES Colleagues:

Although our days look different than what we are used to, we have a great team of people in our college. Today, we are finishing our first week back with students and things went well thanks to all of you. I want to recognize a couple of recent good news stories from our college. In the midst of our transition, ATI was named among the best trade schools in America (finance.yahoo.com/news/best-trade-schools-america-184944603.html), and Ben Brown and Brooke Beam were named in AgGrad's 30 under 30 for 2020. Also, a current natural resource management major, Caleb Hineman, was announced as the new Undergraduate Student Government (USG) Vice President. Please join me in congratulating all.

I recognize that each of you are juggling many different things both for your professional life, and your personal life. I also recognize that things keep changing and there's a lot of information and processes to change. We remain committed to helping you as much as possible.

Today's update includes the following headlines:

- **Hiring Pause Guidance**
- **Discretionary Spending**
- **Grading Policy Changes**
- **General Announcements**

Hiring Pause Guidance

As shared in the March 25th On Campus today, the university has implemented a hiring pause. Below we have recapped the overview of the impacts of this decision for our college in addition to provide clarity and action steps surrounding the reference to any applicable exceptions.

- All positions that have accepted offers with confirmed start dates will proceed as normal. HR Consultants will coordinate onboarding logistics with hiring managers and serve as the point of contact for general questions.

- No positions that were vacant as of noon on March 20, 2020, should be filled *unless an offer has already been extended.* Those positions may be filled if a candidate accepts by Friday, March 27, 2020, and has an identified start date. HR Consultants have a list of candidates that fall in this category and will reach out to hiring managers.

- No new positions should be created without prior approval

- Any hiring through June 30, 2020, should focus on maintaining adequate staffing levels in these essential service areas within CFAES:
    - Law enforcement and public safety

    - Facility utilities

    - Residential support

Key faculty positions

- Key research positions
- Others determined to be essential by the university

We understand that there are many needs for hiring across our college, as a result we are following up with department and unit leaders to provide a procedure for submitting requests to continue or create recruiting opportunities.

Discretionary Spending
Beyond the temporary hiring pause, we are asking all employees to limit discretionary spending, including procurement activity. The President has directed every area of the university to make all attempts to retain as much of our current (FY2020) budget as possible. We will be implementing some additional guidelines to aid with this process over the next week.

Grading policy changes for Spring 2020
The university has approved several changes that give undergraduate students new options for grading this semester. These changes, include:
- Extending the deadline for you to request the Pass/Non-Pass option (PA/NP) until April 17, 2020
- Expanding the range of classes eligible for the PA/NP option to include GE courses (the option previously was available only for electives)

In addition to these provisions, and only for the current semester, CFAES will allow undergraduate students to choose to have major or minor courses graded on a PA/NP basis. A request for each course will need to be made by April 17 to elect the option. We will be communicating this to students and through social media.

General Announcements

The KX COVID-19 Hub and COVID Discussion Forum (Hosted by the Knowledge Exchange Team)
In partnership with CFAES Research and Extension, the CFAES Knowledge Exchange is launching the KX COVID-19 HUB and COVID Discussion Forum: u.osu.edu/kxcovid19
- An online discussion forum for CFAES/OSU Extension faculty and educators to ask questions of their CFAES colleagues, share resources and programming approaches, and offer coping mechanisms for dealing with uncertainty.
- A support resource to help identify reliable, science-backed, and defensible sources for COVID-19-related information.

Note: The Hub is not intended to be a public site. The Hub is designed to facilitate internal discussions between researcher and educators generate new ideas and solutions and expedite the translation of information.

Contact Tim Haab, KX Director, at haab.1@osu.edu, or Kim Winslow, KX Program Manager of Knowledge Integration, at winslow.52@osu.edu with questions or details.

Reduced Custodial Services and Waste Pickup

Facilities Operations and Development (FOD) has locked most research, academic and administrative buildings on the Columbus campus and is working to best understand the needs for those that must remain operational for critical services.

Beginning on Monday, March 30, through such time that the university returns to normal operations, FOD will not provide custodial services and waste pickup in unoccupied buildings. Patient care, critical research and select Student Life facilities services will continue as normal.

IT Services and Support Available 24/7
During this time, please continue & do not hesitate to reach out to the IT Service Desk for IT related issues. For phone, email, and self-service requests, support is available 24 hours per day, 7 days per week. Even with the large shift to teleworking, we are still effectively coordinating replacements of faulty equipment at specific set times on campus.

IT Equipment and New Hires
At this time, OCIO requests your patience and understanding as we are all experiencing interruptions to our normal operations. All requests for IT equipment for new hires will be handled on a case by case basis to determine the best way to facilitate each request. Hiring managers should expect contact from an OCIO associate in advance of the requested date of dispatch for any equipment to provide instructions on how equipment can be picked up or shipped to the employee, which will include instructions on next steps once the equipment is received. All onboarding technology requests should continue to be made through the college-wide Technology Request Form, which can be initiated by your Human Resources Consultant. For all questions related to IT equipment, please contact the IT Service Desk.

Securing your Zoom Session
Unfortunately, we have heard that some faculty have experienced "Zoom Bombing," where students have shared inappropriate content to class participants, or those outside the university have gained access to Zoom sessions and shared unwanted content. Please consider using the tips at the following link to prevent this from disrupting Zoom presentations.
resourcecenter.odee.osu.edu/carmenzoom/zoom-meeting-security

COVID-19 Used for Phone and Phishing Scams
Criminals are opportunists, and unfortunately many will take advantage of the fear and uncertainty surrounding COVID-19 (Coronavirus) to launch phone scams and phishing campaigns. Please see the guidance below; a good reminder from our tech community:
https://it.osu.edu/news/2020/03/18/covid-19-used-phone-and-phishing-scams

Drop-in Training
The OSU Extension Learning and Organization Development (LOD) team wants to help you with questions about technology tools that you can use for telecommuting and for digital content delivery. We know that many resources are available at Ohio State, and we want to take the time to answer questions and share our strategies that we have used as Extension workers, presenters, facilitators, and educators. Learn more at: lod.cfaes.ohio-state.edu/covid-19/training

Thank you for your continued understanding and collaboration during this challenging time. We will continue to share updates and information with you as we have it.

COVID-19 Resources
- [Information about coronavirus and the university's response](#)
- [Guidance for students, faculty and staff](#)
- [Resources for faculty - keepteaching.osu.edu](#)
- [Resources for students - keeplearning.osu.edu](#)
- [Resources for staff - keepworking.osu.edu](#)
- [Human Resources information and guidance](#)

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