

Subject: Dean's Update
Date: Thursday, May 27, 2021 at 10:17:45 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,

Congratulations to the College of Food, Agricultural, and Environmental Sciences faculty who were granted promotion and/or tenure at the May 19, 2021, meeting of the Ohio State University Board of Trustees and to the assistant professors and professional practice faculty who were reappointed at their current ranks after undergoing review during the 2020-2021 promotion and tenure cycle. We are proud of your accomplishments and celebrate this achievement with you. [Learn more.](#)

In a recent message, I referenced the MENTOR program. Just a couple of weeks ago, I had the pleasure of speaking at the Multi-institutional mEntoring Network for Transforming Organizational cultuRe (MENTOR) Kick-Off event. CFAES is participating in the [MENTOR](#) program thanks to the leadership of Dr. Mary Rodriguez, who recruited Drs. Joyce Chen, Francesca Hand, and Jera Niewoehner-Green to collaborate. Their project is named: Culturally Inclusive Mentoring of URM in CFAES and is a sub-award of MENTOR. Their focus is on creating collaborative capacity and advancement of inclusive and intentional mentoring practices. The team decided to focus on graduate-level mentoring so a cohort of faculty and PhD students could be created to engage around how identity, values, communication, and power influence mentoring relationships in disciplines where BIPOC, Latinx, LGBTQ+, and women have historically been underrepresented. 12 faculty and 12 graduate students have been recruited for the program. For graduate student participants, the program also aims to support underrepresented mentees in learning how to navigate the university system and prepare them for future faculty roles. To date, feedback has been gathered from graduate students on their mentoring experiences as well as their perceptions of graduate culture within CFAES and the team is outlining eight program sessions and compiling resources. The team will be co-facilitating the sessions with Heather Brod, an external consultant who was previously the Executive Director at the Center for Faculty Advancement Mentoring and Engagement at the College of Medicine as well as from support from the CFAES DEI office. We thank Drs. Rodriguez, Chen, Hand, and Niewoehner-Green for their leadership and commitment.

Please remember to check the [Safe and Healthy Buckeyes website](#), including the [Autumn Campus Reactivation page](#), to keep abreast of current guidance. Information about [vaccination opportunities](#) are also listed.

With the holiday weekend approaching, I hope you all take some time to step away from Zoom meetings, enjoy the outdoors, be with others, or whatever else it is that will help you refresh. I hope you all have a safe and relaxing Memorial Day weekend.

Be well.
Dean Cathann Kress

Updates include:

- Complete Mandatory Sexual Misconduct Prevention Education
- Memorial Day Holiday CABS Service
- CFAES Will Transition to OneDrive Starting July 1

- Workday Update, Training and Support
- Food and Meal Policy
- CFAES DEI Newsletter
- Rodriguez Elected as President of AIAEE
- Vaccine Clinic Open at Jesse Owens North Recreation Center
- Parking Upgrade/Downgrade Requests Due
- CFAES Staff Professional Development Awards Application
- Nominations for the 2022 CFAES Alumni Awards are due June 30, 2021
- Ohio State Launches Teaching and Learning Resource Center
- University Senate Staff Senator Applications
- Upcoming University Events

Complete Mandatory Sexual Misconduct Prevention Education

All CFAES faculty, staff and student employees must complete Report = Support! training by **May 30, 2021**. Everyone plays a key role in keeping Ohio State safe, and it's important to know how to identify, disrupt and report sexual misconduct. As soon as you can, please view your BuckeyeLearn transcript at buckeyelearn.osu.edu to complete the requirement. [Read more](#). This year, any merit-eligible employee who does not complete the course by **May 30, 2021**, will not be eligible for an annual merit increase. Student employees, graduate associates and employees who are not eligible for merit increases may be subject to unit-specific consequences for non-completion. Bargaining unit employees should follow their applicable collective bargaining agreements.

Memorial Day Holiday CABS Service

In observance of the Memorial Day holiday, there will be no CABS service, including the Med Center Express and Overnight On-Demand, on May 31. On June 1, the Overnight On-Demand resumes at 12:30 a.m. and the Med Center Express resumes at 5 a.m. [Read more](#).

CFAES Will Transition to OneDrive Starting July 1

The university is on a journey to streamline our cloud storage solutions by retiring BuckeyeBox by the end of 2021 and transitioning to Microsoft Teams and OneDrive for Business. Learn more about the project plan and timeline by visiting go.osu.edu/ByeByeBuckeyeBox.

Workday Update, Training and Support

The project has moved out of hyper-care and has been renamed Enterprise Business Solutions. Please visit the following website for help and support: <https://enterprise-project.osu.edu/workday-help-and-support>.

1. Training: visit <https://enterprise-project.osu.edu/about-training> as well as the [Administrative Resource Center \(ARC\)](#) for job aides and resources.
2. If you are still without answers after visiting the job aides and resources:
 - For HR support contact: CFAESHR@osu.edu
 - For Finance support, contact your Cost Center Manager (Fiscal Officer). They can then escalate

the issue if necessary.

3. You can also contact [HR Connection](#) via email or phone call. Peak service times are 10:00 a.m. - 2:00 p.m. and an average call wait time of at least 10 minutes is to be expected

Food and Meal Policy

As we begin to return to some normal activities in the coming months, it is a good time to revisit the University policy for the purchase of food for various functions. The expenditure policy is the governing document that includes the purchase of food and can be found here: [OSU Expenditure Policy](#). The guiding principles for the purchase of food on university funds include:

- **Business Meals** - small group to discuss business and **at least one non-university person present**. The non-university person must have a documented business reason for being present. Examples include Advancement meeting with donors, interview candidates, etc.
- **University Functions**
 - Meetings with external stakeholders (Boards, Alumni, Volunteers, students, community groups)
 - Employee only functions such as workshops, orientations, seminars, retreats. These should be on an occasional and non-recurring basis. Providing food at a regular weekly, monthly or quarterly meetings of university employees is prohibited.
- **Non-University functions** – the university is hosting an educational conference/seminar of non-university participants and registration fees are collected. Examples include tax school, conferences, and seminars where departments host for industry-based discussion, research, extension.
- **On the job meals** - food can be provided to employees experiencing peak business periods when staff may be temporarily required to work non-traditional schedule, an extended schedule and/or continuously be on-site due to nature of event.
- **Overnight Travel Meals** – guided by travel policy, per-diem.

Please avoid the purchase of food for the following:

- Regularly scheduled meetings of university employees only.
- Stocking the office with snacks for use by university employees.
- Going-away parties for non-retiree departures (student employees).
- Holiday meals and lunches for departments unless there is a specific business purpose for the gathering, and it fits under the non-recurring gathering of university employees.

CFAES DEI Newsletter

Want to stay up to date with what is happening in the Office of Diversity, Equity, and Inclusion? Then sign up for the [monthly newsletter](#). The newsletter features upcoming events, information on professional development webinars, resources, and our [DEI Monthly Spotlights](#) where we celebrate the diversity of the CFAES student body by highlighting one student and one of our colleagues who are working to make CFAES and the community a welcoming place for all people. [Sign up here](#) to future issues of the DEI newsletter.

Rodriguez Elected as President of AIAEE

Mary Rodriguez, assistant professor of community leadership, has been elected president-elect of the Association for International Agricultural and Extension Education (AIAEE) for 2021-2022. She will take over leadership of the organization at the 2022 annual conference, which is scheduled to be held in Thessaloniki, Greece in April 2022. [Read more.](#)

Vaccine Clinic Open at Jesse Owens North Recreation Center

A COVID-19 vaccine clinic for students, faculty and staff is now open at Jesse Owens North Recreation Center. Appointments are encouraged and can be scheduled in MyChart but walk-ins are welcome. There will be a choice between Pfizer and Johnson & Johnson vaccines. Hours are listed on the [Safe and Healthy Buckeyes website](#). For questions, email [here](#).

Parking Upgrade/Downgrade Requests Due

The deadline to submit an upgrade/downgrade request for the 2021-22 parking permit year is **May 31**. Faculty may request a downgrade to the Central Campus B permit. Staff may request an upgrade to the Central Campus A permit. Faculty and staff not interested in an upgrade or downgrade may purchase their 2021-22 parking permit beginning **June 14**. [Read more.](#)

CFAES Staff Professional Development Awards Application

The CFAES Staff Advisory Council is excited to offer the 2021 Staff Professional Development awards! This award is to help supplement the costs associated with travel and fees for professional development opportunities for regular full-time or part-time staff members of the College of Food, Agricultural, and Environmental Sciences. This is a one-time reimbursement for expenses related to professional development activities, not to exceed \$500. Applications will be reviewed and awarded twice per year. The **deadline for the first round is June 11th, 2021**. [Learn more and apply.](#)

Nominations for the 2022 CFAES Alumni Awards are due June 30, 2021

The CFAES Alumni Awards are given annually in four categories:

- The **Meritorious Service Award** gives public recognition to non-alumni and/or alumni of the college who have been singularly significant in the college's quest for excellence.
- The **Distinguished Alumni Award** gives public recognition to those who have brought distinction to themselves and the college at large through their participation, commitment, and leadership.
- The **International Alumni Award** is presented to outstanding international agriculture alumni representing, supporting, and promoting the college and The Ohio State University across the globe.
- The **Young Professional Achievement Award** recognizes alumni for their early professional accomplishments. This award provides recognition for these individuals and serves as a stimulus toward further efforts by younger alumni. Honorees are to be no more than 35 years of age at the time of the award ceremony.

The award winners will be recognized at a celebration the first weekend of March 2022.

Please note that once you enter the webform you will not be able to save your progress, so we advise compiling nominations in a separate document and copying them into the webform. Don't delay! [Nominate](#) a deserving colleague or former classmate before time runs out on June 30.

Ohio State Launches Teaching and Learning Resource Center

The content developed for the Ohio State Keep Teaching website has moved to a more prominent home within the Teaching and Learning Resource Center. The website is a central hub for evidence-based teaching strategies, Ohio State-specific documentation on the university's eLearning toolset, and professional development opportunities for educators. [Read more.](#)

University Senate Staff Senator Applications

The University Staff Advisory Committee (USAC) is accepting applications for staff interested in serving on

University Senate as a staff senator. The University Senate has 141 voting members including faculty, staff, students and administrators, with the Senate's primary responsibility being to advise campus leaders on the key educational and academic policy concerns. Apply by May 31 at 5 p.m. [Read more.](#)

Upcoming University Events

- At 1 p.m. **Thursday (June 3)**, [Managing Course Files: Maximizing Instructor Workflow](#) will explain best practices for file management, including sharing materials in OneDrive and using Carmen File Manager.
- Starting **next Wednesday (June 9)**, a [Teaching Information Literacy](#) cohort will begin, meeting through July 1. Participants will receive guidance for using information literacy skills to improve student learning and identify gaps in student knowledge related to research, scholarship and information use.
- At 10:30 a.m. **next Wednesday (June 9)**, [Recording Lecture Video: Best Practices and Tools](#) will explore using CarmenZoom, Mediasite and PowerPoint. This session will also cover video production from start to finish.

Dean Cathann A. Kress, Ph.D.

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