

Subject: [cfaes-all] Dean's Update
Date: Friday, November 6, 2020 at 2:25:30 PM Eastern Standard Time
From: Cfaes-all on behalf of CFAES Office of the Vice President and Dean via Cfaes-all
To: cfaes-all@lists.osu.edu
Attachments: image001.png, image002.png, Request for Meeting Form 11052020.pdf, ATT00001.txt

CFAES Community –

As I write this, I recognize that there is considerable uncertainty in our lives, and I encourage each of us to keep practicing patience, compassion, and kindness. I know it's easier some days than others. COVID-19 cases are continuing to rise, especially in our rural areas, we do not have election results yet, the university is transitioning to Workday, we have less than three weeks of in person classes left, etc. There is a lot going on in our world and everyone is managing a lot of change. However, as I write this, I can see the sun is shining and I'm hearing we may have nearly a summer-like weekend ahead of us. I hope you will find time to relax, step back and refresh yourselves. As I met with others today, I asked how they planned to spend this weekend – a few of you are going to try to get some home improvement tasks done before winter, some are like me and are still trying to get some bulbs planted or be in their gardens, a few mentioned hiking. It's important to take a bit of time and step away from our screens and rest.

I'd like to thank those of you who have taken me up on my open office hours. Since I don't get to see as many of you by just bumping into each other on campus, I've appreciated the conversations. To sign up for my office hours, please complete the attached request in its entirety and send it to cfaesdean@osu.edu. For now, appointments will be held via Zoom for 15-minute sessions.

Now that the budget letters have been distributed to TIUs this past week, I wanted to update you on this year's budget. Our CFAES financial position remains strong with an overall equity of \$111M at the end of fiscal year 2020 and Advancement and OSP grant revenue continue to be bright spots for the college.

COVID impacts to the state of Ohio budget have resulted in a 5% (\$6.6M) reduction on our base funding lines (General Funds, OARDC, and Extension). There is potential for further reductions if state revenues are further impacted by COVID. We are monitoring that closely and have contingency plans developed. While academic units were asked to take a 10% reduction – it was on non-faculty budget lines. This resulted in an actual 3-5% overall reduction for the full unit budget depending on the percentage of the base budget that is dedicated to faculty salary and benefits.

Be well.
Dean Cathann Kress

This update includes:

- Bucks for Charity
- Post-Election Resources
- DEI Advisory Council
- Assistant Dean and Director of DEI Office Hours
- IT Update Windows Users
- Update Personal Information Prior to Workday Launch
- Workday Completion Timelines
- Open Enrollment Ends November 15
- Effective Date for Benefit Coverage Terminations
- Selected Employee Testing Program Expansion

- Applications Sought: Ombudsman for Graduate/Professional Students

Bucks for Charity

Today is the last day to support a cause that is important to you through [Bucks for Charity](#)! The campaign closes today, November 6. Visit bucksforcharity.osu.edu to make your pledge.

Now is the time to show you care! Join other Buckeyes to make a difference in the lives of Ohioans by donating via check, cash or payroll deduction and choosing to make a one-time or recurring donation. Bucks for Charity offers nearly [1,000 nonprofits](#) for you to choose from to support. Causes include food security, health and wellness programming and services, housing, animal welfare, education, advocacy programs or environment.

Together As Buckeyes, we unite to care for each other and our communities.

Post-Election Resources

In addition to the “Education for Citizenship Post-Election Dialogue Series,” the Divided Community Project also developed post-election guides specifically for [students](#) as well as for [faculty and staff](#). These guides can be used at any time and offer tips and information to help communicate effectively and accurately in the wake of the election. The university’s [Education for Citizenship Initiative](#) includes mental health resources and sessions for students, faculty, and staff. Additional election resources can be found [here](#).

DEI Advisory Council

Our Office of Diversity, Equity, and Inclusion is seeking nominations for faculty, staff, and students who are willing to become members of the CFAES DEI Advisory Council. The goal of this group is not to just give advice but to engage with peers and colleagues to help develop and further our college’s diversity, equity, and inclusion priorities. There will be tiered terms varying from 1 year to 3 years. We want to ensure all voices are heard so we are specifically seeking representation from undergraduate students, graduate students, faculty, and staff along with representation from all departments. If you are interested, please feel free to nominate yourself by completing [this Qualtrics Survey](#) by **December 1, 2020**. The Council will begin meeting early in 2021. If you have questions, please reach out to Kathy Lechman.1@osu.edu.

Assistant Dean and Director of DEI Office Hours

The CFAES Office of Diversity, Equity, and Inclusion is pleased to announce office hours for the Assistant Dean and Director. Starting on Monday, December 7, virtual office hours will be Mondays from 10:00-11:00 and on Thursdays from 2:00-3:00. Please join by using: <https://go.osu.edu/assistantdeanfordeiofficehours>.

IT Update for Windows Users

A new updated build of the Windows 10 operating system is now available. This update is required to keep devices current and secure. Individuals may update to [update to Windows 10 1909 via Software Center](#).

This update requires you to reboot your device, which can take up to one hour to complete. **To avoid any disruptions in your work, we recommend you [install the update as soon as possible via Software Center](#).** If you do not reboot and install by **Thursday, November 12 at 5 p.m.**, the update process will begin automatically, and you will be forced to reboot. To update:

1. Open the **Software Center** on your computer by clicking in the search field to the right of the Windows start button in the lower left-hand corner of your screen and type "**Software Center**". Click on the **Software Center** app to open it.
2. Once the Software Center opens, click "**Operating Systems**" on the left side of the window and you should see "Windows 10 1909 upgrade."
3. Click the name of the update and click the install button that appears on the next screen.
4. You can choose to update immediately by selecting Restart now and clicking OK or delay the update for later. **Always save your work before restarting your device.**

If you have any questions about this change or issues installing please contact the [IT Service Desk](#).

Update Personal Information Prior to Workday Launch

Ohio State will use Workday, a new administrative technology, to manage employee information beginning Jan. 3. In preparation for Workday, please update your personal information in Employee Self Service by Dec. 11. By ensuring details such as home address, phone number and email are correct, your information will be accurate when Workday goes live. For a full list of important deadlines to help prepare for a smooth transition to Workday, please review the online calendar. [Read more »](#) [Contact »](#)

Workday Completion Timelines

Have you completed your assigned Workday training? Friday, November 13, is the University's target deadline for progress on the following:

- GOAL: 50% of managers completed Manager Training
- GOAL: 50% of employees have completed expected Core User training

If you are required to complete one or both of the trainings listed above, they will be assigned to you in BuckeyeLearn. Check your [BuckeyeLearn transcript](#) regularly for assigned trainings. Workday goes live on January 3. Additional training can be found on the [Work Day Training Resource Main Page](#). [View Workday to-do lists](#).

Open Enrollment Ends November 15

Open Enrollment for 2021 benefits is underway and ends Nov. 15. Open Enrollment is the annual opportunity to assess your benefits and review whether they will continue to meet your needs for the coming year. Make your elections at [Employee Self Service](#). Register for an Open Enrollment webinar [here](#). [Read more »](#) [Contact »](#)

Effective Date for Benefit Coverage Terminations

Beginning in 2021, if you experience an event that ends your eligibility for any benefit, the coverage for that benefit will end on the date of the event. For example, an employee whose last day of employment is on March 15 will have benefit coverage terminate at the end of the day on March 15. Deductions will be prorated based on the number of days an individual is covered in a pay period.

Selected Employee Testing Program Expansion

As part of the university's continuing commitment to employee health and well-being, the university is expanding the multi-pronged COVID-19 testing strategy to allow for testing employees from selected communities, based on patterns of COVID incidence and risk. The program is voluntary and employees who are eligible receive an email from the university explaining the process. Individuals who participate in the program are not required to self-quarantine while awaiting test results. [Read more »](#)

Applications Sought: Ombudsman for Graduate/Professional Students

Ohio State is establishing a new ombudsman position to focus primarily on supporting graduate and professional students. Like the ombudsman who supports faculty members, the graduate and professional student ombudsman will be a central, independent resource for members of the Ohio State community.

If you or someone you know is a tenured or recent emeritus faculty members who would excel in this role, which has a one-year, renewable term, please encourage them to apply by **Monday, November 16, 2020**. As the job description details, the ombudsman will need experience in university governance and be familiar with university rules, policies, and cultural norms — especially as they pertain to graduate and professional education. Information about the position is posted at oaa.osu.edu/ombudsman-grad-professional.

Dean Cathann A. Kress, Ph.D.

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