

Director's Video Update

May 2021



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AND ENVIRONMENTAL SCIENCES

May Topics

- Governor's Update: What Does it Mean?
- RtO Survey
- RtO Guidance
- Federal Reporting – Vita
- CRM Roadmap Discovery Update
- Strategic Plan Update
- Values Workshop Update
- DEI Update
- Budget Outlook
- Legislative Update
- Mentoring Update
- April Challenge Winners – Hydrate Bottles
- Open Office Hours– RtO (Q&A)
- Other Q&A
- Thank you

Governor DeWine's Announcement: What Does this Mean?

Last week, Governor Mike DeWine [announced](#) that the state of Ohio's public health orders will be lifted, effective June 2. The university will continue to closely monitor guidance and adjust our safe and healthy protocols as needed.

Ohio State will be making the following adjustments to our mask requirements:

Outdoor masking: Effective immediately, fully vaccinated people do not need to wear a mask outdoors on Ohio State campuses (including our statewide county offices, research stations and field labs). The university continues to strongly recommend that unvaccinated people wear masks when they cannot maintain safe distancing. Note that individuals are fully vaccinated 14 days after their final dose of vaccine.

Indoor masking: Masks are still required indoors, with an exception for cases where individuals are working alone in their own office (not a shared workspace). The university will continue to closely monitor conditions with hopes to lift the indoor mask requirement in the fall, if the vaccination rate among the university community is sufficiently high.

NOTE: Kirk and I have a meeting with university leadership tomorrow to discuss specific needs for OSU Extension, such as camps, fairs, indoor programming, and statewide offices. Stay tuned!

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Return to Office: Survey

The Return-to-Office survey was launched on Friday morning, May 14 to 707 recipients.

We already have 451 responses!

The survey will close June 3. If you did NOT get an email from "Jacqueline.Wilkins@survey.osu.edu" on Friday, contact Debby Lewis to be added to the list (lewis.205@osu.edu).

The survey is anonymous, and results will be used to:

- Identify similar concerns and/or needs that can inform current approaches to RtO
- Aid in looking at evolving policies and approaches to supporting life/work balance
- Provide insight into the types of support and training needed/desired (e.g., managing stress, learning new technologies)

Just like the first survey, the RTO Survey results will be shared with everyone in both summary and raw data form with any possibilities of identification removed.

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Return to Office: Guidance (see May 7 News and Notes)

Flexible Work Arrangements (FWAs): Existing Telework Agreements will be replaced with FWAs approved by supervisors, effective June 1. Requests for telework, compressed work weeks, or other flexible work arrangements **MUST** be reflected in a formal Flexible Work Arrangement (FWA).

More information is spelled out in the April 22 message, as well as Ohio State's guidelines at <https://hr.osu.edu/policies/flexible-work/>.

- Flexible work arrangements are intended for longer-term situations/schedules (approximately 3 months), are predictable (e.g., telework every Wednesday May-July), and capture the agreement between the employee and the supervisor to assure the needs of the office are met, expectations are clear, and reporting of work is achieved.
- The request for a flexible work arrangement must meet the needs, requirements, and constraints of both the unit and the staff member.
- Flexible work arrangements are not guaranteed; they can change or be discontinued.

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Return to Office: Guidance (see May 7 News and Notes)

Professional Scheduling: Flexible work arrangement requests are not the same as an occasional need for flexibility. Flexible work arrangements last longer than two months. Professional scheduling is based on trust, and communication with colleagues is paramount. Supervisors and offices should be aware of professional scheduling plans. Be proactive and highly communicative with your colleagues and local team members.

Professional scheduling is based on trust. As such, communication with colleagues is paramount. You typically know in advance when you will be needing professional scheduling and should be proactive in communicating this with your office team and your supervisor.

Outlook calendars should be updated to reflect changes in schedules and communicated with the office so they can effectively communicate with clientele.

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Return to Office: Guidance (see May 7 News and Notes)

Formal Accommodations: These should be requested asap via the HR process. Qualifying reasons for requesting a modification include certain health conditions, caring for family members, and child-care responsibilities. For more specific human resources and FAQs, visit <https://safeandhealthy.osu.edu/accommodations>.

If you know you will need an accommodation, begin the process now so the accommodation can be worked into the office staffing plan.

Re-evaluate after 3 months to determine if the accommodations are still needed, unless a different timeline has been determined by HR.

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Return to Office: Guidance (see May 7 News and Notes)

Flexible Office Arrangements: The primary responsibility for ensuring the office is open belongs to the office associate. However, when the office associate is off or not scheduled at the time of opening or closing or has a scheduled Zoom meeting or training, other office colleagues will provide that coverage and it will be made clear who is handling coverage for any specific time frame. There is an expectation that everyone takes lunch and is not required to cover the front door during the lunch break. Offices can be closed for the lunch period, but drop boxes must be available.

COVID has provided us a useful opportunity to re-evaluate how we meet our clientele needs while achieving LifeWork balance for our people. Take your lunch, work together to identify any staggered start and stop times, etc.

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Return to Office: Guidance (see May 7 News and Notes)

Ongoing Evaluation of Local Office Plans: All offices should be reviewing their office plans on a regular basis and making adjustments as needed and warranted, in conjunction with their area leaders. This will ensure that our offices are staffed appropriately, life/work balance is addressed, and the needs of our clientele and our people are optimally met. If you have any questions or need more specific information about how to approach planning for the return to offices, please reach out to your area leader or to Jeff McCutcheon (mccutcheon.30@osu.edu).

It is not a one and done... constant conversations and evaluation of how it is working locally is key!

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Return to Office – Final Notes

The News & Notes from April 22 and May 7 are valuable resources for working through the June 1 RtO planning.

Key Aspects--

No one should be 100% telework

- We are attempting to build in options for flexibility (e.g., compressed work weeks, predictable telework schedules, professional scheduling, staggered start/stop times)
- Some office plans will need to be updated as formal accommodations or FWAs are added or dropped
- **Ongoing communication within offices is KEY**

Note: OCIO will be working with everyone to determine strategies for returning extra equipment, switching out equipment, or adding equipment to IT billing

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Federal Reporting – Vita Requirements (reminder)

Per Greg's message on May 14 about *Extension Program Reporting Changes*, "if a portion or all of your position involves Extension-funded program responsibilities (except SNAP-ed/EFNEP positions), you have a responsibility to document your efforts in Vita. Your reporting enables us to meet federal requirements (that accompany the federal Smith-Lever capacity funding for Extension), inform annual performance reporting and review processes, and tell meaningful stories about our work to help Ohioans thrive."

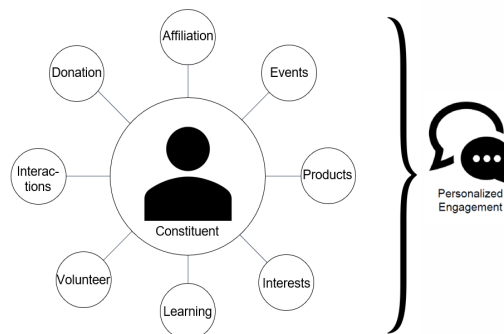
Office hours: The Learning and Organizational Development team will be available everyday May 24-28 from noon-1pm to answer any questions about that Vita message. No need to register; use this link --
- <https://osu.zoom.us/j/622635567?pwd=ZThPVElOOHBycTB0RUkrNkhmNG1Zdz09>.

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EXPLORING THE CUSTOMER EXPERIENCE and INTEGRATED REPORTING

Finishing the DISCOVERY sessions with approximately 16 user groups and over 100 platform users to determine needs in Extension and the college for making a more seamless experience for our consumers, regardless of how they enter our system.



Phase 1 Explore Customer Relationship Management (CRM). Salesforce adopted by Ohio State and numerous peer institutions

Phase 2 Identify priorities, benefits, and potential risks
Discovery with Summit Technologies

Phase 3 Roadmap for processes, platforms, people
Leverage existing and new investments

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NEXT ROADMAP DISCOVERY SESSIONS

- Government Affairs
- Advancement
- Workforce Development
- Reporting
- Data Integration
- E-Learning
- Extension Publications/Products
- Operations
- Events
- Extension Communications
- Knowledge Exchange
- Partnerships
- Master Gardener Volunteers
- IT

Contact: Julie Fox, Director of Strategic Initiatives & Urban Engagement
 fox.264@osu.edu
<https://go.osu.edu/extension-crm>

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Strategic Approach to Our Future Organizational Review Timeline

2014 – 2020

- [VP Conversation on the Future](#) (2014-2015)
- [OSU Extension Strategic Plan](#) (2014-2019)
- [designEXT](#) (2017-2019)
- [Program Reviews](#) (2019-20)
- Road Shows (2019)
- Pulse Surveys (2019-2020)
- Task Forces (DEI, LifeWorks)

Organizational Review (Analyst)

Key data and themes aligned with the planning framework
 -Program Reviews
 -Draft Urban Plan
 -Past Annual Reports
 -Pulse Survey and Road Show Data

**Reviewed by
Extension
Cabinet and
followed up
with ELT work
session to
move to action**

Pulse Surveys & Interviews

Timely input on critical issues

State and Local Advisory Committees

Guide vision and
priority development

Listening Sessions Regional Visits

Clarity and Focus
Annual Conference



Past

... COVID-19 Reflections & Transitions ...

Future

Strategy is the continuous co-aligning of the organization and its environment (Thompson, 1967).

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Values and Keys for Extension:

Approximately 30 sessions completed

Have you attended a Values-Keys workshop? If not, there is still time! There are two make-up sessions with facilitators T McCoy and Rob Leeds.

The makeup sessions will be held on:

May 26, 9:00-10:00 a.m.

May 27, 1:00-2:00 p.m.

Register for the May 26 session at

<https://osu.zoom.us/meeting/register/tJEtduyurjlqGN3axkTHHv0X0xPMiO0R6Lkg>

Register for the May 27 session at

https://osu.zoom.us/meeting/register/tJcscuurzMTnHcd3GLE0rYGa3Cb-jl_IQ4V

For more information, please contact T McCoy at mccoey.860



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Budget Update

- Additional Cares Act Funding anticipated to include support for local governments. We are hosting a CCAO work session in June as the commissioners begin to plan for how these dollars can be used in Ohio.
- The state budget is in progress – the House substitute bill was released April 13th. The House has shown support for Extension and we expect to see an increase of approximately \$1 million in the forthcoming biennial budget. However, this still is slightly below the pre-pandemic budget and we will need to continue to be good stewards of what we have.
- County budgets continue to show resiliency during COVID-19 (Avg. 3% increase)
- Continued hiring pause is helping but continue to submit critical position requests and student worker requests
- Continued frugality in operational spending (e.g., Annual conference virtual)

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Government Affairs Update

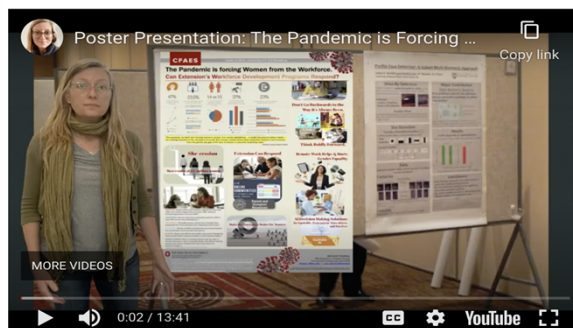
- The formerly scheduled Legislative updates will resume in June and occur on a monthly basis. Invitations will be sent to all legislative stewards, area leaders, and the JCEP Public Issues team. The goal is to hold these every 1st Thursday of the month. Look for an email later this week.
- The JCEP Public Issues Team is working with the Government Affairs office to design and deliver training for our legislative stewards (and others) on working with elected officials. Stay tuned!
- The Congressional Assistants Tour is tentatively scheduled for August 12-13

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Diversity, Equity, and Inclusion

[The Pandemic is forcing Women from the Workforce. Can Extension's Workforce Development Programs Respond?](#)
(professional blog post)



https://www.youtube.com/watch?v=3ZU1XzE2s54&feature=emb_logo

- Extension Cabinet is reviewing DEI Task Force recommendations and has included them in the strategic planning next steps.
- We are reviewing the college DEI Action Council recommendations and identifying areas of alignment.
- We will be sharing our feedback on the recommendations at the next DEI meeting and identifying areas for rapid action as well as future steps, tools, and resources for making Extension a diverse, equitable, and inclusive organization.

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MINE Program: *Mentor. Impact. Network. Excel.*

Structure

- 1 Mentee assigned 2 mentors
- 1 program area/position type mentor
- 1 proximity/personality mentor
- **Big Five Personality** assessment used to facilitate matches

Support

- Annual training for mentors (May and October)
- Introduction module for mentees
- Quarterly Zoom drop-in for mentors and mentees
- Resources curated by common topics

Timeline

- **May – training and assessment**
- June – matching period
- August – formal launch
- Ongoing – new mentor/mentee assignments

Contact: Jared morrison.332@osu.edu or Amanda rysz.4@osu.edu

Q&A from Open Office Hours

Q: Can you provide any clarification on Flexible work arrangements and when it would be appropriate to telework or when something is professional scheduling especially for Educators?

A: We would like to incorporate "flexible work arrangements" as discussed in News and Notes and the Return to office survey. When discussing RtO plans, the May 7 News and Notes article titled Return-to-Office Planning Highlights makes a distinction between flexible work arrangements (FWA), formal accommodations, and professional scheduling. The needs of the community must be met, and there should be ongoing and effective communication within the office.

Q&A from Open Office Hours

Q. Is taking attendance at meetings and events still required?

A: Collecting participant information is still required, due to the possibility of needing to do contact tracing. This requirement will remain in effect until the Ohio Department of Health ceases COVID contact tracing.

Q: Sanitizing: What is the expectation in the office?

A: Guidance from Safe and Healthy Buckeyes recommends cleaning and disinfecting high-touch point areas and restrooms once a day in FOD-maintained buildings. While a reduction from autumn and spring levels, this approach meets CDC guidance. High touch points include door handles, faucets, handrails and other commonly touched surfaces in high traffic areas. A detailed overview and FAQ section are available on our [FOD COVID-19 cleaning webpage](#). You are certainly welcome to sanitize more often or agree as an office how to approach sanitizing areas like the printers, the kitchen, and other additional high-touch areas.

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Q&A from Open Office Hours

Q. Can we discuss with peers our vaccination status?

A: You can share your status with anyone you would like to, but you cannot share the status of others if they disclose to you, and you cannot ask anyone else's status.

Q. Can there be food consumption at meetings and events?

A: Box lunches and eating "socially distant" is acceptable. No buffets. Follow health and safety guidelines.

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Q&A from Open Office Hours

Q: Have you heard anything about the meeting room capacity being relaxed?

A. Guidance for university facilities (including conference room meeting spaces) are being considered in advance of fall course. In our own facilities, we follow the current recommended guidelines (30 sq. ft. is still in effect at this time).

Q: Food Preservation workshops: Can they occur?

A: All programming can occur but must follow the most recent health and safety guidelines.

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Winners of April Challenge

Congratulations!

Adam Ziadeh
Rhonda Mahaney
Allison Ostrander
Kelly Royalty
Jana Mussard



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May Showers bring



Take the time to enjoy!

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