

# Interim Director's Update June 2020

Dr. Jacqueline Wilkins



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COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

## Topics for Today

- ☐ Return to Office Update /Campus Repopulation
- ☐ In-person Programming
- ☐ Travel Update
- ☐ Return to Office Survey
- ☐ Budget Updates
- ☐ Teams and Task Forces
- ☐ Personnel Directory
- ☐ Buckeye Funders
- ☐ Employee Spotlight
- ☐ Extension Annual Conference
- ☐ Knowledge Exchange

**I am in awe of all you are doing...**



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## **Return to Office update/Campus Repopulation**

- We have received over 75 plans for county office phased re-openings
- The majority of plans involve staggered and alternating scheduling and open to the public by appointment approaches
- We continue to receive plan modifications as needs change in counties, this is encouraged– the goal is to meet the needs of the counties AND our employees
- Following the holiday, we will be planning phased re-opening of non-county offices– we are awaiting final planning information from CFAES HR and will be in touch soon about draft plans due July 10.

**No office should feel pressure to be open 8 hours per day/5 days per week. Much of our work should very much still be telework right now and in the foreseeable future.**

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## In-person Programming

### 4-H Club Activities

We have received approval to move forward with in-person 4-H club activities in preparation for county fair participation following specific guidance.

- Key components include physical distancing, masks, and sanitizing.
- Virtual activities is still the best option and should be continued, when possible.

The guidance is posted on the state 4-H website ([ohio4h.org/families/stay-connected](https://ohio4h.org/families/stay-connected))

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## In-person Programming

### All-Extension Programming Exemption in Progress

We have requested approval to move forward with in-person activities for all Extension programming with COVID-specific guidance. **However, NO APPROVAL HAS YET BEEN RECEIVED.**

- As we approach the holiday weekend, we will NOT have something to announce that will be in effect July 7<sup>th</sup> and result in any return to in-person programming beyond what has already been approved.
- Our college leadership team is waiting to get the latest information from the University and State of Ohio.
- By the end of next week, we will plan to have more guidance to share with you for in-person programming and events for the period starting July 13<sup>th</sup>.

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## Travel Restrictions

Travel without exemption ban will continue until Dec 31.

What this means:

- We will not be able to attend in-person conferences or other out of state events until the ban is lifted.
- Exempted research and Extension activities are currently eligible to travel and for mileage reimbursement.
- Travel to offices counts as typical commute and is not part of the restriction or covered by mileage reimbursement.

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## Return to Office - OSU Extension Survey

- **747 invites; 711 completed responses = 95% response rate**
- **All quantitative data are being sorted by areas and sent to Area Leaders who will then share and discuss with all of you.**
- **All qualitative comments (approximately 4,000) are aggregated by question across the organization and will be shared (has been checked for any identifying information and, if found, has been deleted).**
- **All data will be in a Box folder for you to access.**
- **Release date = July 1 through July 7**
- **CFAES survey is underway now.**

**All of your responses and words are important to us!**

**Questions? Email [mccoy.860@osu.edu](mailto:mccoy.860@osu.edu)**

**Special thanks to Debby Lewis of the LOD Team!**

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## College Budget Update

The college can expect a **general fund reduction of \$6.4M** based on estimated impacts from both the state share of instruction (SSI) and tuition as well as a **reduction of \$10.4M for our two state line items for research and extension. We do not expect a reduction in our federal capacity lines that support research and extension, therefore the blended reduction on base funds is approximately \$17M (13%).**

We are actively working with the leadership team to implement necessary spending reductions which will rely on attrition, savings from travel, equipment and other operational spend. Our college finances were very healthy coming into the pandemic and we are confident that we will be able to navigate through this difficult time.

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## Extension Budget Update

- We have completed our various scenarios for absorbing cuts (5, 10, 15, and 20%) in our counties and at the state.
- The grand majority of counties are reporting that they are confident they can handle the anticipated cuts for FY20 and are working closely with their area leaders and Operations to plan for FY21.
- The state Extension office has reviewed all budgets and feel comfortable, given the current information available, that we can absorb the anticipated cuts through vacancy savings (hiring pause is helping), travel and equipment savings, and other operational savings (e.g., virtual annual conference).
- **If anything changes in this assessment, we will be sure to let you know as soon as possible.**
- **Our primary focus is retaining our talent– that's you!**

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## Budget Steward Training Tomorrow

The Budget Steward Proposal Planning Training was moved to 7/1/2020 at 3pm.

Budget stewards and area leaders received a calendar invitation which includes the Zoom link.

<https://osu.zoom.us/j/93670794294?pwd=cnlvenl3dERaY1o5K3UzbEtzWTRDZz09>

We will record this training and have a video and materials available if you are unable to attend.

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## Transition Teams

- Our college has several transition teams (including Work/Life/HR, Academics and Student Experience, Operations and Research/Extension Missions) actively engaged and currently synthesizing guidance from OAA, OHR, and FOD to provide localized guidance to departments and units. **I represent Extension on all but the academics team.**
- This includes direction for repopulating campuses and offices over the summer and through the autumn semester.
- **Anticipate a tool kit soon for ongoing planning for return to office/telework.**
- More guidance will be ready in the coming weeks.

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## Diversity, Equity, and Inclusion Task Force

- Approximately 25 members + Cabinet and HR
- Held a joint dialogue with Cabinet and task force meeting on June 3 (CFAES leadership and Office of Institutional Equity participated)
- Held regular task force meeting on June 15
- Will be meeting monthly
- First focus is on looking at ourselves as an organization
- Considering first steps for action– many great ideas generated
- **Stay tuned!**

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## LifeWorks Task Force

In partnership with the CFAES Human Resource team, this committee will address, at minimum, the following activities/initiatives:

- Develop a charter for the task force;
- Establish goals;
- Provide input on policies/procedures intersecting with life/work (e.g., professional scheduling, telework, flexible work agreements, etc.);
- Identify practices and that promote optimal life/work;
- Assist with the identification, in collaboration with our Extension, college, and university partners (e.g., JCEP professional development and personnel committees, LOD, CFAES HR, OHR), tools and strategies for professional development, continuous learning, and support for Extension professionals around life/work;
- Expand the partnership and organizational awareness with the OSU Employee Assistance Program and Your Plan4Health.

**Co-leads are David Marrison and Jenny Lobb**

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## Personnel Directory

- OSU Extension *Personnel Directory* is changing.
- Old directory system is offline for a couple of weeks.
- Replacing items that didn't work, conducting accessibility testing, finalizing query options
- Updated directory will launch on **July 15**
- We will need help from all Extension staff to update your "person" info on your county or unit website.
- Information will be emailed to the all-Extension listserv today with detailed instructions.
- Questions – Cheryl Buck (.19)

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## The Buckeye Funder--4-H Camps Reaches Lofty Heights



Nearing the end of the campaign, the camp focused Buckeye Funder received over \$170,000 from well over 1,000 unique donors. What a tremendous effort to offset fixed camp costs this year when in-person camps had to be cancelled. A special thank you goes out to our CFAES advancement partners and our 4-H professionals and families for rallying the troops.

To see more about each camp's friend raising efforts and goals, visit: <https://buckeyefunder.osu.edu/g/4hcamps>

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## Ohio State University Extension Fund

### Fund Number: 316964

The OSU Extension fund supports priorities of Ohio State University Extension at the discretion of the State Extension Director or his/her designee.



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## Employee Spotlight

### 4-H Educators Receive National Awards

- Sue Hogan, 4-H educator in Franklin County, National Excellence in Urban 4-H Programming Award;
- Jennifer Morlock, Program Assistant in Wood County, Promotional Package-Individual Award;
- Travis West, 4-H educator in Vinton County, National Excellence in Afterschool Programming Award.

**Congratulations!!!!**

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## Extension Annual Conference Date Update

- Hold Dec 7, 8, **and** 9 for the virtual annual conference this year.
- **Dec 9 is an added date since the first announcement.**
- Planning committee still working on the schedule, theme, and specific plans.

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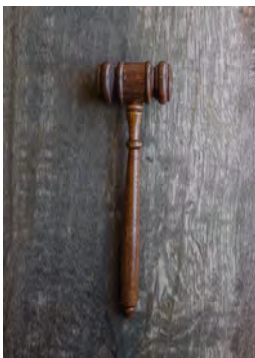


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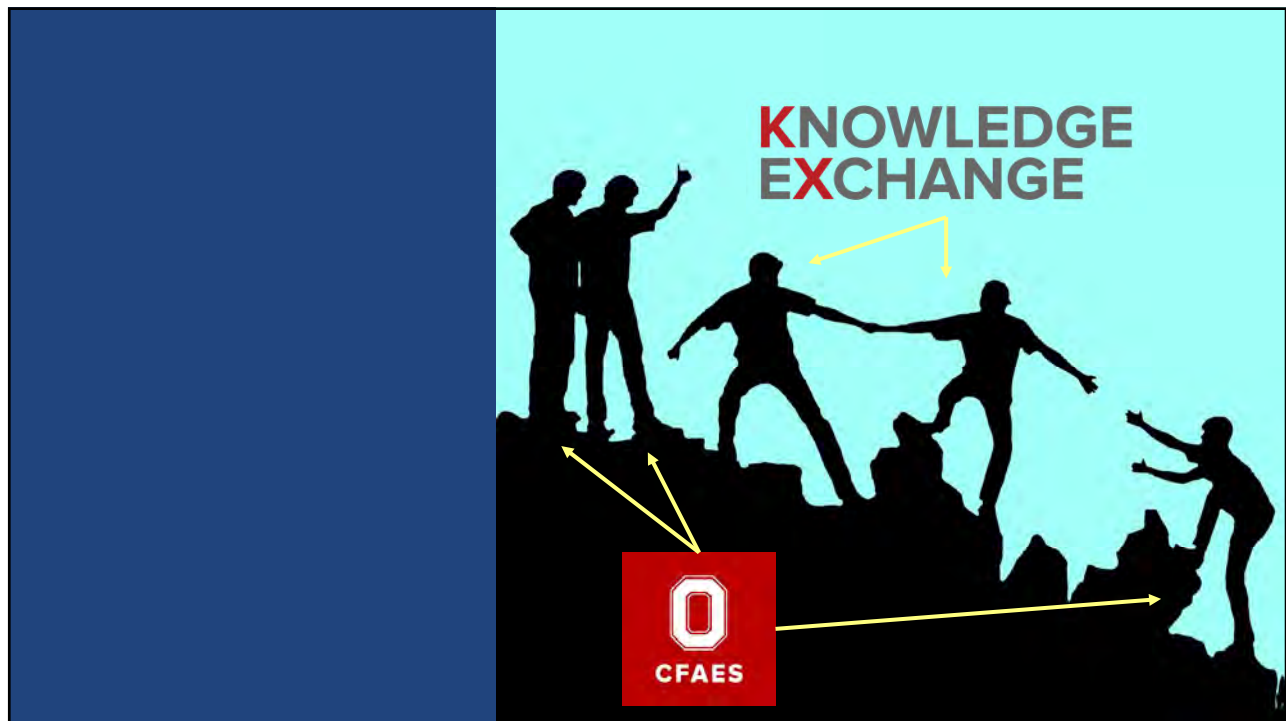
**“Through extension, land-grant colleges and universities bring vital, practical information to agricultural producers, small business owners, consumers, families, and young people.”**

- NIFA, USDA

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Diving into  
the site....  
(a sneak  
peek!)



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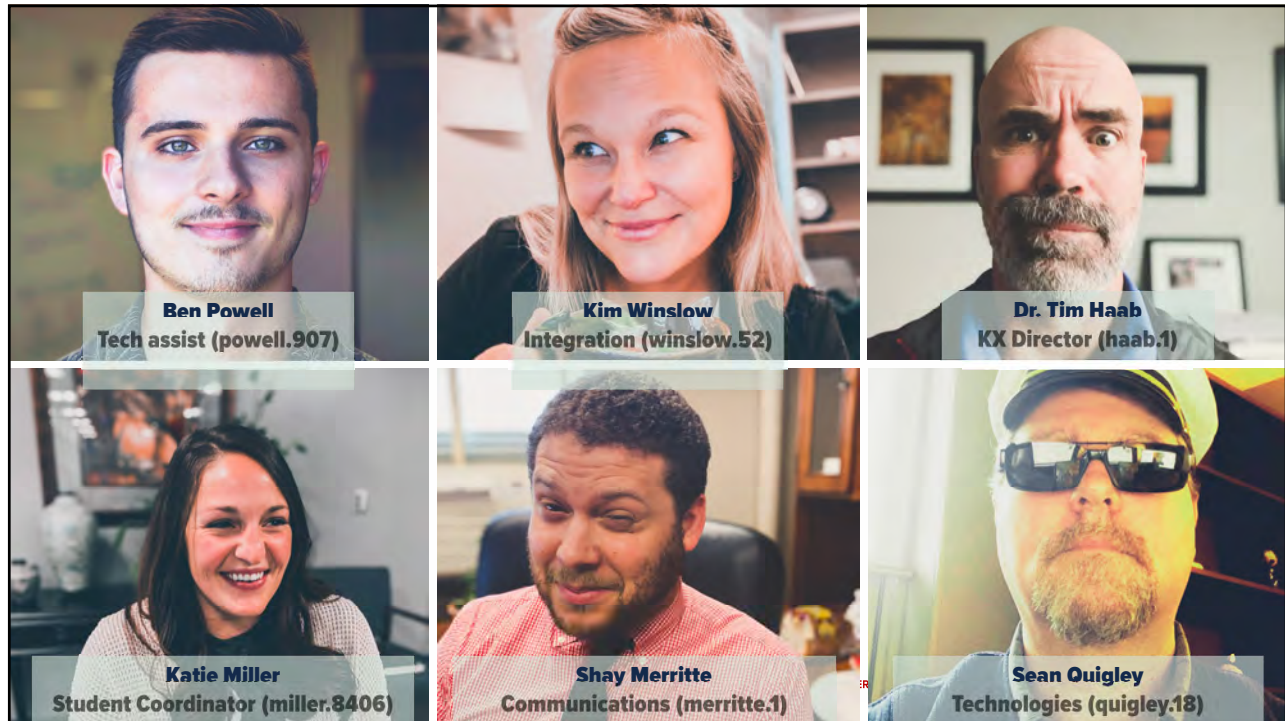
**KNOWLEDGE  
EXCHANGE**

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# Thank you!

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# Q&A

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As June winds down, we want to acknowledge Pride Month – when the world’s LGBTQ+ communities join together and celebrate the freedom to be themselves. In a landmark decision on June 15, the U.S. Supreme Court ruled that existing federal law forbids job discrimination on the basis of sexual orientation and gender identity, a major victory for the LGBTQ+ community and for all advocates of human rights. During this time of historic unrest, when the fight for equality has never been more visible, CFAES reaffirms our commitment to eliminate discrimination, promote equality and stand alongside our lesbian, gay, bisexual, transgender and queer (LGBTQ+) community. The Supreme Court ruling is a positive step, **but there is still more work to be done.**

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**Enjoy a well-deserved holiday weekend  
celebrating freedom for all!**



**Thank you for all you do!!!**

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