OHIO STATE UNIVERSITY EXTENSION

SUPPORT STAFF VIRTUAL CONFERENCE 2020
Lead From Where You Are
OCTOBER 22-27, 2020

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

On behalf of the Support Staff Conference committee, we would like to invite you to join us for the OSU Extension Support Staff Virtual Conference: *Lead from Where You Are!* The conference will be held on October 22nd-27th, 2020. Topics include but are not limited to Workday, Fiscal Update, Microsoft Office Excel Basics, Time Management Tips Around Email Management, 4HOnline 2.0, and more!

Register at: https://go.osu.edu/ssc2020

Breakout Sessions Times:

Breakout Session 1: Thursday, October 22 ·   11:00am-12:00pm

Breakout Session 2: Thursday, October 22 ·   1:00pm-2:00pm

Breakout Session 3: Friday, October 23 ·   9:00am-10:00am

Breakout Session 4: Friday, October 23 ·   11:00am-12:00pm

Breakout Session 5: Monday, October 26 ·   9:00am-10:00am

Breakout Session 6: Monday, October 26 ·   11:00am-12:00pm

Breakout Session 7: Tuesday, October 27 ·   9:00am-10:00am

Breakout Session 8: Tuesday, October 27 ·   11:00am-12:00pm

How You Show Up: Positivity, Adaptability, and Improv (Keynote) 9:00am-10:00am

ImprovEdge is a local company from Powell, OH. A little bit about ImprovEdge, their facilitators come from a wide range of professional backgrounds, including professional services, business, improv, academic, legislative experience, and a variety of personal backgrounds including gender identifications, races, and ethnicities. You'll benefit from their depth of real-world business experience to understand how your organization works, paired with the creativity of improv training to keep you on your toes and thinking differently.

Zoom: https://osu.zoom.us/j/94634551066

OJCEP, TERSSA, and CES Overview 10:10am-10:35am

Are you looking to join an association for the year 2020-2021? This session will include a brief overview of the Ohio Joint Council of Professionals (OJCEP), Chi Epsilon Sigma (CES), and The Extension Research Support Staff Associations.

Presenter: **Christina Byrd** – Office Associate, Vice President (OHIO) of TERRSA, Franklin County; **Carol Wagner** – Office Associate, Vice President/President Elect of CES, OSU Extension Operations Team, Hardin County; **Chris Zoller** – Extension Educator, President of OJCEP, ANR, Associate Professor Tuscarawas County

Zoom: https://osu.zoom.us/j/97129218280

Breakout Session 1: Thursday, October 22 · 11:00am-12:00pm

Get Ready for Workday

General overview, including roles, training opportunities, and Q&A.

Presenter: **Janis Wolens** – Marketing and Comms Program, Project Manager; **Jason Hedrick** – Ext Edu/4-H Area Leader

Zoom: https://osu.zoom.us/j/92610397968

Excel 101

In this session, you will be introduced to Excel. We'll show you how to easily sort and filter data and perform functions like separating text into columns and combining data from separate cells.

Presenter: **Debby Lewis** – Resource Planning Analyst, OSU Extension Learning and Organizational Development

Zoom: https://osu.zoom.us/j/97059319516

Breakout Session 2: Thursday, October 22 · 1:00pm-2:00pm

Facebook 101

With more than two billion active users, Facebook is the single most used social media platform in the world. Facebook pages are one of the easiest ways to reach new audiences while keeping current audiences engaged and informed. In this session, we'll explore the basics of managing a Facebook page for Extension.

Presenter: **Danae Wolfe** – Program Specialist, Educational Tech, OSU Extension Learning and Organizational Development

Zoom: https://osu.zoom.us/j/95639086849

4HOnline 2.0 FAQ

4HOnline 2.0, like its former version, is the primary platform in which enrollment and programming data are tracked here in Ohio. Many offices rely on support staff to manage county data and this topic serves as a vehicle for support staff to learn about the new database version as well as share how they are personally using the database within their position. We will spend 60-minutes covering all FAQ's and will use this time for you to ask any more in-depth questions about the new database.

Presenter: **Kaylee Port** – 4-H Data Systems and Eval Manager, Manager Quality Data Reporting

Zoom: https://osu.zoom.us/j/96961228349

Breakout Session 3: Friday, October 23 · 9:00am-10:00am

Extension Operations Autumn Finance Update

In this session, Jesse Buxton will provide a general update on current topics in finance, including new software implementations of WorkDay, NelNet & Xero.

Presenter: **Jesse Buxton** – Fiscal Officer, OSU Extension Operations

Zoom: https://osu.zoom.us/j/94098838276

Extension Diversity, Equity and Inclusion Task Force Update

This session will be an update on the activities of the Extension Diversity, Equity and Inclusion Task Force. The Task Force is led by Laquore Meadows, Franklin County Area Leader, and Nicole Debose, Cuyahoga County Area Leader. The task force is comprised of Extension and CFAES staff from across the state.

Presenter: **Laquore Meadows** – Area Leader, Program Director, Franklin County; **Nicole Debose** – Area Leader, Program Director, Cuyahoga County

Zoom: https://osu.zoom.us/j/91446993513

Breakout Session 4: Friday, October 23 · 11:00am-12:00pm

Time Management Tips Around Email Management

If you struggle to stay on top of the mountains of email you receive, or you would just like to develop a few more techniques to effectively use your time when you handle your email . . . this session is for you! This webinar will demonstrate a variety of tips and techniques to effectively manage your email and time using Outlook. The session will cover Inbox management, using folders and categories, and integrating your email, task list and calendar. We will also discuss ways to get started and stay focused so that you can spend less time on email management.

Presenter: **Marie Ruemenapp** – Outreach Specialist, Urban & Regional Planning Program, Michigan State University

Zoom: https://osu.zoom.us/j/96315057198

Qualtrics and NelNet: A Partnership for Tracking Registrations

In this session, we'll share how to create an online program registration using Qualtrics including best practice for: adding session times/quotas, payment options, and email triggers. We'll also explain the URL re-direct link to NelNet and how to set one up. If you would like to view the recording of Jesse's "Intro to NelNet" training from Sept 10 prior to this session, please visit http://go.osu.edu/Intro2NelNet

Presenter: **Debby Lewis** – Resource Planning Analyst, OSU Extension Learning and Organizational Development; **Jesse Buxton** – Fiscal Officer, OSU Extension Operations

Zoom: https://osu.zoom.us/j/94515488303

Breakout Session 5: Monday, October 26 · 9:00am-10:00am

Extension Operations Autumn Finance Update
In this session, Jesse Buxton will provide a general update on current topics in finance, including new software implementations of Workday, NelNet & Xero.
***Presenter:* Jesse Buxton** – Fiscal Officer, OSU Extension Operations
Zoom: https://osu.zoom.us/j/92198577703

Identity, Power and Privilege
What does it mean to have privilege? How do your social identities (e.g., race, gender, class, religion, sexuality, etc.) grant or deny you privilege? How do you know when you have it and when you don't? How can we use our privileges to break the cycle of oppression? This webinar will explore these questions, offering participants an opportunity to delve deeply into their social identities through a process that reveals how we all simultaneously have and lack privilege. Participants will begin to uncover sources of bias that have been reinforced through the cycle of socialization, identify ways to strive for allyship with minoritized identity groups, and learn how implementing even the smallest of steps toward equity, inclusion, and justice can transform an individual into an agent of change in their communities.
***Presenter:* Leo Taylor** – Program Manager, Diversity, Equity and Inclusion
Zoom: https://osu.zoom.us/j/98427795979

Breakout Session 6: Monday, October 26 · 11:00am-12:00pm

Digital Content Strategy
With so many platforms to choose from, how do you know which platforms are right for your audience? In this session, we'll explore the landscape of digital engagement methods and uncover how you can create a content strategy that will leave audiences engaged and entertained.
***Presenter:* Danae Wolfe** – Program Specialist, Educational Tech, OSU Extension Learning and Organizational Development
Zoom: https://osu.zoom.us/j/96882943025

Identity, Power and Privilege
What does it mean to have privilege? How do your social identities (e.g., race, gender, class, religion, sexuality, etc.) grant or deny you privilege? How do you know when you have it and when you don't? How can we use our privileges to break the cycle of oppression? This webinar will explore these questions, offering participants an opportunity to delve deeply into their social identities through a process that reveals how we all simultaneously have and lack privilege. Participants will begin to uncover sources of bias that have been reinforced through the cycle of socialization, identify ways to strive for allyship with minoritized identity groups, and learn how implementing even the smallest of steps toward equity, inclusion, and justice can transform an individual into an agent of change in their communities.
***Presenter:* Leo Taylor** – Program Manager, Diversity, Equity and Inclusion
Zoom: https://osu.zoom.us/s/96400304252

Employee Assistance Program (1:00pm-1:30pm)

The Ohio State Employee Assistance Program (EAP) is an important component of Your Plan for Health for benefits-eligible faculty, staff and their eligible family and household members, EAP provides tools and resources to help address mental health and emotional well-being. In this 30-minute session, you will learn what the EAP offers, who can use our services trainings we offer, employee EAP online resources and how to schedule a confidential counseling appointment.

PLEASE REGISTER TO ATTEND THIS SESSION: The Appt Code is FAES.
*The Zoom link will be provided once you register at the EAP linktohealth URL below.
https://linktohealth.osu.edu/LinktoHealth/eventDisplay.xhtml?dswid=1606&dsrid=224&eventId=671041&client=OSU&passcode=%3CAny%3E

Breakout Session 7: Tuesday, October 26 ·   9:00am-10:00pm

4HOnline 2.0: Beyond Enrollment

4HOnline 2.0, like its former version, is the primary platform in which enrollment and programming data are tracked here in Ohio. Many offices rely on support staff to manage county data and this topic serves as a vehicle for support staff to learn about the new database version as well as share how they are personally using the database within their position. We will spend 60-minutes covering topics that go beyond enrollment within 4HOnline. This time will serve as a time for you to ask any more in-depth questions about the new database.

Presenter: **Kaylee Port** – 4-H Data Systems and Eval Manager, Manager Quality Data Reporting
Zoom: https://osu.zoom.us/j/91320779295

Excel 102

In this session, you will be revisiting Excel. We'll show you how to use Excel to summarize, analyze, and package your date into a sharable report.

Presenter: **Brian Butler** – FCS Eval Program Director, OSU Extension Learning and Organizational Development
Zoom: https://osu.zoom.us/j/96740428523

Breakout Session 8: Tuesday, October 27 ·   11:00am-12:00pm

Get Ready for Workday

General overview, including roles, training opportunities, and Q&A.
Presenter: **Janis Wolens** – Marketing and Comms Program, Project Manager; **Jason Hedrick** – Ext Edu/4-H Area Leader
Zoom: https://osu.zoom.us/j/92610397968

Closing with Dr. Jackie Wilkins, OSU Extension Director (1:00pm-1:30pm)
Zoom: https://osu.zoom.us/j/94946560530

Can't decide which session to attend? All sessions will be recorded for later viewing and will be housed on the 2020 Support Staff Conference: Lead from Where You Are webpage.