Greetings Extension Educators,

By the time you receive this newsletter, I will have completed three months of my term as President of the Association. As several of the past presidents have shared, “it goes quickly; enjoy the ride”.

It was my pleasure to represent the Ohio Association of Extension Professionals at the State Extension Advisory Committee in January where I co-taught, “Effective Strategies to lead a Strong Advisory Committee” with Dr. Gwen Wolford, Director Government Relations, and Susan Crowell, Editor of Farm and Dairy. Additionally, I was invited to present, “Why Professional Development?” and “What is OAEP?” for the Agriculture Extension Education 630 class.

In March, Mike Hogan, President-Elect accompanied the Ohio Farm Bureau to Washington D.C. for their congressional tour representing the Ohio Association of Extension Professionals.

There are many exciting things happening with our Association! If you haven’t noticed, we have a new logo and our web page has been updated to reflect these changes. Check it out at http://oaep.osu.edu

Happy Spring!
Cindy
In March, the Association Leaders’ had their first quarterly meeting with Keith, Ken and Linda. We had the opportunity to discuss the OSU Extension Strategic Plan and the May 15th all Extension conference. Following are some questions that are on employees minds.

Should we be concerned of what is going to be presented at the May 15th All Extension meeting?

NO! In the year 2014 we will be celebrating Extension’s 100th anniversary of the Smith Lever Act (1914), which signed into law funding for the Extension system. Building on our history of success in addressing the needs of Ohio’s citizens, the strategic plan is being designed to prepare our organization in the next six years toward that anniversary - it will help in preparing us to move forward in building an organization that can effectively and efficiently address the needs of Ohio’s citizens for the next 100 years to come!

Who should attend the May 15th meeting?

Everyone! This is OUR plan—it will take energy from every employee to make it successful and to carry us into the years ahead. Just as all are encouraged to be involved in creating the plan, we'll all need to be on board to make it a success.

STRATEGIC PLAN

Stay up-to-date on the latest with our Strategic Plan, check out [http://extadmin-cms.ag.ohio-state.edu/leadership/osu-extension-strategic-plan/strategic-plan-home-page/](http://extadmin-cms.ag.ohio-state.edu/leadership/osu-extension-strategic-plan/strategic-plan-home-page/) to inform yourself and find out who to contact if you would like to provide input on any of the various issues. If you thought it was too late to get involved in Extension's Strategic Plan - you're wrong! Strategic Issues teams are continuing to seek feedback and new members. If you’re not involved in the strategic plan yet – why not?? Some ways to get involved: Join a committee, provide feedback through the pulse survey, and volunteer your office staff meeting for a review and feedback opportunity on a section of the plan!! Your participation has been encouraged – it’s never too late to get involved!

EXTENSION PROFESSIONALS’ CHALLENGE

Bobby Moser, Dean of the College of Food, Agriculture, and Environmental Sciences challenged each Department Chair the following: “What bold, exciting, entrepreneurial and innovative programs are you doing in the department?” So, as Extension Professionals, what programs are you doing in your county?
**IMPACT AREAS**

As Keith shared in a recent Communiqué, OSU Extension has identified 4 new impact areas we will use to report our programming successes to our stakeholders. Because URS is our reporting tool, you will see this change reflected there. Each Extension Program entry requires you to make a forced choice of one of the new impact areas:

- Strengthening Families and Communities
- Preparing Youth for Success
- Enhancing Agriculture and the Environment
- Advancing Employment and Income Opportunities

As we move ahead, Extension will build on programming experience and success we have had in the past to address the issues of economy, education, and health facing the citizens of Ohio.

**GALAXY III IS COMING!**

Housing reservations opened on March 15 and the conference registration opens on April 15, with early bird deadline June 15. Don’t forget to get your T-number.

The 1st and 2nd Vice Presidents for the various program associations and ESP would like to take this opportunity to invite you to share fun, fellowship and great food during the State's Night Out event to be held at the 2008 Galaxy III in Indianapolis, Indiana. This special evening that we will share together as a state delegation will be held on Tuesday, September 16 from 6:00 p.m. to 9:00 p.m. We will be dining at the Weber Grill Restaurant ([www.webergrillrestaurant.com](http://www.webergrillrestaurant.com)) located in downtown Indianapolis beside the Embassy Suites Hotel.

As it is attached to one of the designated conference hotels, we feel that you will find it to be in a very convenient location. The Weber Grill Restaurant is an upscale casual restaurant specializing in steaks and classic American barbecue prepared over authentic Weber kettle grills. The Weber Grill in Indianapolis is the fourth of its kind and the only one outside of the Chicago area.

The cost for the evening will be $45.00 and includes the meal and listed beverages, applicable taxes, and gratuity. If you intend to bring a child with you, they can join us and choose a meal from the $5.95 child's menu which includes items such as ribs, pizza, chicken, and hamburgers. If you require a vegetarian meal,

**2008 EXTENSION PRE-CONFERENCE AND ANNUAL CONFERENCE**

This year’s OSU Extension Pre-Conference will be held on Tuesday, December 16th with the Annual Conference on Wednesday December 17th and Thursday, December 18th. All three days will be at the Ramada Plaza Hotel and Conference Center on Sinclair Road in Columbus (formerly the Midwest Conference Center). Stay tuned for more details!
COMMITTEE REPORTS

NOMINATING COMMITTEE – David Marrison, Chair

Spring has sprung! Consider applying for a board position. The deadline is April 21st. Serving on the board is a fantastic experience and you have a chance to work with some great people throughout the state. Please contact David Marrison at marrison.2@cfaes.osu.edu if you are interested.

PUBLIC RELATIONS COMMITTEE – Sally McClaskey

The Public Relations Committee is working on several activities to promote OAEP. A new table top display will be created incorporating the new OAEP logo. Along with this, the OAEP informational brochure is in the process of being revised. The committee is also considering promotional items with the new logo that can be given to new employees and used as giveaways at events. The committee is also seeking a team of volunteer photographers. Rather than task one individual with photographing OAEP events throughout the year, it was decided that better coverage of all activities could occur by using the talents of several people. If you are interested in assisting, please contact PR Committee chair Don Ordaz at ordaz.1@osu.edu. Our next meeting will include plans for hosting a refreshment break at the 2008 County Commissioner's Day in Ross County. We will meet via WebEx on June 9; new members are welcome, please contact Don if you would like to join us.

PROGRAM COMMITTEE – Tricia Callahan, Director Miami County

The Program Committee is looking forward to providing several programming opportunities this summer and fall. The committee is working hard to establish resources for identifying Extension Specialists and for hosting some Extension-wide networking opportunities.

By late summer the committee should have some resources developed to help Extension professionals identify Extension Specialists in their program area. Additionally, the team hopes to help establish some conference calls with various specialists so that Educators can spend time conversing and asking questions. These opportunities will most likely be offered as video conference calls.

Additionally, the committee will soon be publishing dates of networking opportunities that will be offered around the state. These networking opportunities will be available for Extension professionals to share and get valuable resources from their colleagues. Each professional will be asked to bring 1-2 programs, ideas, etc for sharing or collaboration. The morning would be spent separated by program area allowing each program area to have round table discussions revolving around sharing programming ideas and gathering resources. No one program would be focused on, everyone would have an opportunity to share with one another. The afternoon will be spent for cross-program collaborations. This would be a great time for county offices that have good cross-programmatic ideas to share with others. Many offices are looking for ways to do programming as a team. Stay tuned for dates and locations!
The 2007 fall OAEP Professional Improvement Scholarship was used to offset a majority of the training cost to become a certified facilitator for Real Colors®. To utilize the Real Colors® program in teaching, one must be a certified facilitator. The Real Colors® Personality Instrument is a simple, intuitive system for identifying the four temperaments (Blue, Gold, Green, or Orange). It provides users with an effective tool for understanding human behavior and how to better work with others.

Everyone has a distinct temperament spectrum comprised of the four colors: Blue, Gold, Orange and Green. The workshop helps participants learn how to identify a person's Real Colors® and gain insight into the things that are most important to them, discover the secret of what motivates them, and much more. The objectives of the Real Colors® fundamentals workshop are to:

- Help participants discover their personal strengths.
- Teach participants to recognize the strengths of others and to build instant rapport with people.
- Learn the most effective methods of speaking to different people and to hear what people are really saying.
- Discover the different ways individuals process information and to appreciate and value the viewpoints of others.
- Be able to apply Real Colors® principles in all areas of their lives.

Certify participants to teach the Real Colors® principles to others.

The training workshop was an intensive three day, hands-on learning environment. As participants we gained knowledge of the Real Colors® program and the research behind it, as well as learning activities to use with groups. The facilitator training was conducted by a professional trainer from National Curriculum & Training Institute®, Inc.

As a trained facilitator, I plan to teach Real Colors® as a part of the Annie’s Project Workshops being offered throughout Northern Ohio during the winter of 2008. Also this winter, I will be teaching Real Colors® as part of the Young Dairy Manager Workshops. The Real Colors® program will help the participants to better understand their own personalities and also how to work with other personalities, building on each personality’s strength. They will also better understand how to accommodate for another’s personality characteristics, which may be different than their own.

Beyond the 2008 winter workshop teaching, I plan to utilize the training to teach a portion of the Leadership Ashland retreat, work with Master Gardeners, and other county volunteer groups. I am also planning to teach the program in Ashland County for community organizations and local businesses, as well as in other counties as requested. The program will have a charge for materials, but will be offered at the lowest possible cost to encourage others to utilize the program.

Julia Nolan Woodruff
OSU Extension, Ashland County
I would like to thank the Ohio Association of Extension Professionals for awarding a travel scholarship to attend the 2007 National Farm Management Conference in Rochester, Minnesota on June 11-13, 2007. This conference brought members of three national professional associations together to share farm management programming and expertise. The three associations which sponsored this event were: North Central Association of Extension Professionals, National Association of Farm Business Analysis Specialists, and National Farm & Ranch Business Management Educators Association.

The major objectives of this professional improvement activity was to learn about successful farm management education programs being conducted in other parts of the United States and to network with other Educators and Industry Professionals. These activities will allow me to continue to develop farm management educational materials and programs. During the conference, I was able to attend a variety of seminars and keynote presentations, an exhibitor show highlight farm management computer software, a FINPACK financial management workshop and was able to network with farm management professionals from across the country.

Five OSU Extension Educators (Chris Bruynis, David Marrison, Barry Ward, Don Breece, and Dianne Shoemaker) who specialize in farm management programming were able to attend this conference.

During the conference, I was able to attend many feature and breakout sessions on a variety of management topics applicable to my specialization in farm management. Featured speakers shared how globalization is affecting American agriculture and how educational professions can help their farmers plan for the transition of their farm business to the next generation. Some of the specific break-out sessions I was able to attend during the conference included sessions on transition planning, benchmarking financial measures for farms, Value added business ventures for farm families, grain marketing, human resource management, financial risk management, and tools for distance delivery of farm management education.

I was also able to view and try-out a variety of the farm financial computer programs available to farms and agribusinesses. Some of the computer software programs I was able to view and “test-run” included: Centerpoint Accounting, Red Wing Farm, PC Mars Accounting Software, Farm Works, and Farm Biz.

This professional improvement activity was especially important to the leadership function that David Marrison and I have as co-leaders for the Ohio Ag Manager Team. During two breakout sessions were able to learn how other states are coordinating their farm management team activities. It was especially interesting to learn how Minnesota is using CAMTASIA to develop farm management web lesson modules for clientele and to learn more about Iowa State’s Ag Decision Maker web site. During the past several years, Ohio has reduced the number of District/Regional Farm Management Specialists to one. This magnifies the need for county-based Educators to increase their knowledge and understanding of the issues facing managers in the agriculture industry. This conference allowed us to network, listen to other farm management specialists, and bring a list of new ideas back for our team to consider. We also have a whole host of ideas for management articles for the Ohio Ag Manager electronic newsletter which is published each month for producers, Agri-businessmen and Extension Educators.

Again, I would like to thank OAEP and the Professional Improvement committee for providing me with a scholarship to attend this valuable farm management conference.

Chris Bruynis
Extension Educator, Wyandot County
Purpose: To provide incentive and expense support for current members of Ohio Association of Extension Professionals pursuing professional improvement activities that will increase their expertise and effectiveness.

Maximum funding awarded per individual is $500.00. Scholarship stipends totaling up to $1500.00 will be awarded in June and again in December for a total of $3000.00 annually. Only one award per individual per year is permitted. Preference will be giving to applicants who have not received funding in the previous two years. Funds must be spent within 12 months of receiving award.

Procedures
An awards committee, appointed by the chair of the OAEP Professional Improvement Committee, will review applications and make final approval of the awards. Return applications by April 30 for the spring awards and by September 30 for the fall awards. Stipends will be payable upon receipt of an expense report and a written summary (1-2 pages). The summary must be submitted to the OAEP Treasurer and OAEP Professional Improvement Committee Chair within 60 days after training or event, and suitable for publication in OAEP News.

About OAEP
The Ohio Association of Extension Professionals (OAEP) is the state professional association for Extension Professionals. Membership is open to any OSU Extension personnel with an Administrative and Professional (A&P) or Faculty appointment. Active membership of this association shall carry with it the privilege of holding any Board position in the association and of voting on all matters coming before meetings of the association. (Members of OSU Extension Administrative Cabinet and civil service employees are excluded from membership.) OAEP has two main objectives: One is the professional improvement of its members. The other is the improvement of the Extension organization as an educational delivery system for county, state and federal Extension Programs. There are six standing committees that give guidance and direction to the issues of interest to OAEP. The six standing committees are professional improvement, recognition, public relations, policy, personnel, and program.

For more information contact:
Cindy Shuster,
Phone: 740-743-1602
2008 OAEP President,
e-mail: shuster.24@cfaes.osu.edu
Greetings Extension Educators,

WOW! What an exciting time to be an OSU Extension employee. With the unveiling of the Strategic Plan, our new Signature Programs, and plans for our next 100 years, it’s invigorating.

At our June board and committee meetings, Keith and Linda from the Extension Administrative Team and Garee from the Human Resources Team participated in a dialogue with Extension Educators addressing the numerous questions you submitted. There were a total of thirty-six questions submitted. Unfortunately, our one-hour dialogue did not permit time for all of the questions to be addressed, thus, Keith plans to address those unanswered questions in upcoming issues of the Communique.

Additionally, at our June board meeting, the 1st Vice Presidents announced several regional and national winners from Ohio. Congratulations to all of our state, regional and national winners.

The State Extension Advisory Committee met on June 10th. Members of the Advisory Committee are exciting about the Strategic Plan and have vowed their support.

Happy Summer!

Cindy Shuster,
FCS, Extension Educator,
You Bet I am. And you?

Cindy Shuster, Associate Professor, Extension Educator, FCS, Co-County Director

A 2005 study released by Families and Work Institute, *Overwork in America: When the Way We Work Becomes Too Much*, reports that one in three American employees are chronically overworked, while 54 percent have felt overwhelmed at some time in the past month by how much work they had to complete. The study of more than 1,000 wage and salaried employees identifies for the first time why being overworked and feeling overwhelmed have become so pervasive in the American workplace.

The leading persistent and pestering problem for tens of millions of Americans is being too busy. Being too busy plagues the best and brightest people in this country. While no one has total control over his or her life, most people have more control than they exert.

Here are 10 steps to take control over your life for a renewed Extension career.

1) **Rekindle your passion for Extension.** Think about what ignites your passion. Reflect on those times that you’ve burned the brightest – busy and excited, yet peaceful and harmonious. The happiest and most productive people are passionate about their life and career. They radiate an infectious enthusiasm that makes “busyness” a pleasure rather than a problem. Remember why you chose Extension as a career.

2) **Learn how to orchestrate your job’s many demands.** Learn how to spot when you have reached your limit and need to slow down; learn to prioritize, delegate and set boundaries. When you put the needs of your job before your personal life, you put your life at risk. To become more productive and effective at work while enjoying a fulfilling personal life, you’ll have to give up the juggling act and let a few balls drop. Learn and practice strategies that help you to “work smarter, not harder,” for example, use the O.H.I.O. technique – only handle it once in reference to mail, office memos, e-mails, items to be filed, etc.

3) **Focus on what you do best and stick with it.** If you are stubbornly persistent in trying to make a failed project succeed, consider how you could more effectively spend your time. Too often, people waste years trying to get good at what they’re bad at instead of trying to do what they’re good at. Don’t try to do too much, or you will do nothing well. In today’s great buffet of career opportunities, it is easy for the eyes to grow bigger than the stomach.

4) **Get ahead by letting go . . . letting things go is a good goal too.** People and organizations add activities, but they rarely subtract. When you bring in something new, throw out something old. Get rid of people and projects that drain you, while cultivating those that are replenishing. A “no” to one thing is a “yes” to something else. It may seem difficult at first, but if you get in the habit of cancelling what doesn’t really matter, you’ll be amazed at how much better you feel and how much more energy you have. When you eliminate what drains you, you make the space for what’s really important.

5) **Take time to get organized . . . prioritize.** Plan how you use your time. Create structures and systems in your life that help you get organized. This might mean a new filing system, or a personal assistant you hire for five hours a week to do errands, or a part of an evening you set aside solely for conversation with your spouse, or a time you book into your schedule for exercise.
6) **Break out of solitary confinement.** Collaborate with colleagues. The benefits of collaboration are seen in Stacie Brice’s view of teamwork: “Partnerships are the intentional co-mingling of talents and energies, the giving of all each partner has to offer, for the reaching of a common goal and the mutual benefit of all concerned” (quoted in Richardson, 2000).

7) **Embrace change.** Change is a process, not an event. Technology is one of the biggest changes we’ve seen in the last two decades. Technology is both a blessing and a curse. In a recent *Fast Company* story, it was reported that the average United States office worker receives over fifty phone calls a day, thirty-five e-mails, and over twenty voice-mail messages, not to mention interoffice memos, faxes, and letters via regular mail. Learn how to use technology, rather than allowing it to use you, so that it improves our human connections, and does not replace them.

8) **Practice patience.** Patience is merely impatience stretched to its limits.

9) **Consciously and deliberately preserve time to connect with what matters most to you.** Preserve important connections. Unless you consciously and deliberately preserve time for, say family dinner, or lunch with a friend, or Sunday dinner at Grandma’s, or golf or free time with your spouse, unless you consciously and deliberately preserve time to connect with what matters most to you, your connection with whatever it is will erode. You can be so busy that you don’t even take the time to decide what actually does matter most to you, let alone make the time to do it. One way to put this into perspective is to calculate the number of Saturdays you have left in life. Based on the life expectancy for your gender (74 for men and 79 for women), take that number, subtract your current age, and multiply by 52. The end result is the number of Saturdays you have left in life (assuming you live to projected life expectancies). How do you want to spend your remaining Saturdays? The more time you give away, the less you have for what matters most to you.

10) **Seize the Day . . . Embrace the here and now.** The greatest damage from being too busy is that it prevents people from setting their own temperature, controlling their own lives. It’s like the story of frogs in water. If you put a frog in a pot of boiling water, he will try to jump out. But if you put a frog in a pot of cold water and heat it up slowly, you will end up with a boiled frog. Too often we don’t realize that the temperature is rising until it’s too late. Enjoy each day as if it were your last.

You have a choice about your Extension career. You can either continue with the ways things are and hope it gets better, or you can do something about the things that are draining your time and passion. This will only happen if you take charge. Taking charge can mobilize you with enthusiasm and visions for a renewed career. It may involve risks, but don’t let the fear of risk keep you from exploring new horizons . . . turning dreams into realities . . . build a dream and the dream builds you.

**References:**


LaRoche, L. (2000). *Life is short – wear your party pants: Ten simple truths that lead to an amazing life.* Carlsbad, California: Hay House, Inc


eNEAFCS – Professional Development article, February 2008.
PUBLIC RELATIONS COMMITTEE – Don Ordaz

Spring is here and the Public relations Committee is hard at work promoting OAEP. A newly revised OAEP brochure has been printed incorporating our new logo and Extension branding. The new brochures and accompanying table top display with content from the brochure were proudly displayed at the May 15th Extension Strategic Plan Event in Columbus and was very well received. We will be speaking with OSU Extension HR asking to include our new brochure in the information (briefcase) given to new employees. In the near future a downloadable version (PDF) of the new brochure will be available on the OAEP website. Other tasks for the summer will be the purchase of a new table top display and OAEP logo promotional items. Our next committee meeting is scheduled for October 20th via WebEx. New members are always welcome; please contact Jennifer Hartzler (Hartzler.36@osu.edu) or me (ordaz.1@osu.edu) if you wish to join us.

We’re on the Web:
http://oaep.osu.edu

STRAATEGIC PLAN

Stay up-to-date on the latest with our Strategic Plan, check out
http://extadmin-cms.ag ohio-state.edu/leadership/osu-extension-strategic-plan/
stategic-plan-home-page/
PROFESSIONAL IMPROVEMENT COMMITTEE- Lisa Barlage, Extension Educator, FCS

Announcement of the OAEP Spring Professional Improvement Scholarship Winners and the NACAA First Timer Scholarship Winner-

The OAEP Professional Improvement Scholarship Sub-Committee is pleased to announce the winners of the Spring Scholarships: Melanie Hart, Greene County, FCS Educator; Jonah Johnson, Clark County, Ag & NR Extension Educator; Cindy Bond-Zielinski, Guernsey County, FCS Educator; Steve Brady, Warren County, 4-H Educator; Shari Gallup, Licking County, FCS Educator; and Susan Colbert, Franklin County, Community Outreach Educator. They will each receive $250 for Professional Improvement.

The recipient of the $100 First Timer Scholarship for NACAA is Marissa Mullett from Coshocton County.

Fall Professional Improvement Scholarship requests will be due in no later than September 30. First Timer Applications for Galaxy Conference are due in September 1. The Scholarship Applications are found on the Association web site at http://oaep.osu.edu/OAEPScholarships.htm. Please email or call myself or Professional Improvement Chair, Sherry Nickles (nickles.1@osu.edu) with any questions.

Congratulations to our winners, we had many more applications than we have had the past several years! Thank you to the OAEP Professional Improvement, Scholarship Committee members: Brenda Young, Jerry Mahan, Mary Beth Albright, Judy Conrad, and Nancy Snook.

Lisa Barlage
Extension Educator, FCS
Ross County
Ohio Already Winning Big at NACAA AM/PIC in July, 2008
Ohio will be represented well at this year’s NACAA conference in July. Ohio has had host of individuals accepted to present posters and presentations. Ohio had nine North Central Region Finalists (Jonah Johnson, David Marrison, Marrison Mullet, Andy Kleinschmidt, Alan Sundermeier, David Goerig and the Ohio Ag Manager Team) and two national winners in NACAA Communications contest. All will be recognized in July at the conference. David Marrison has won the NACAA Communications Contest for Published Photo and Marissa Mullet was a National Finalist for Computer Generated Graphics. The Transition Team has been named as a National Finalist for the Search for Excellence Award in Farm and Ranch Financial Management Award.

Respectfully Submitted
David L. Marrison, OAEP 1st VP for Agriculture & Natural Resources
Julia Woodruff, OAEP 2nd VP for Agriculture & Natural Resources

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