October
Calendar of Events
October 6
• COACH: Empowering Older Adults to Shop, Cook, and Eat for Good Health—the Individual Approach—Oklahoma County
• Fire Effects on Woody Vegetation—SE—Clayton, OK

October 8
• “Oklahoma 4-H for Century III—A Model for the Oklahoma 4-H Program” - OK County Ext. Office

October 9
• 4-H Volunteer Management System—OK Country Ext. Office

October 13
• Fire Effects on Woody Vegetation—NE—Tahlequah

October 15
• Fire Safety—Stillwater Campus (4 sessions on the same day—different times)

October 19
• FEWB Fall In-service

October 20
• Small Stock Carcass Composting Training and Organic Workshop—Stillwater
• Educating Non-Industrial Forest Landowners—McAlester

October 21
• Camping: Getting Back to Basics—Stillwater

October 22
• Growing Strong Families Impact Team—Central Oklahoma

October 26
• Wood Products Workshop—Stillwater

Send us Your Exchanges
We’d love to hear from you! Please contact us with any feedback. All efforts will be made to include your ideas in The Extension Exchange.

Email: joyce.martin@okstate.edu
Phone: (405) 744-7969

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So You Have the Sniffles...

Why We Should Sanitize More Than Just Our Hands—Reinforcing Office Flu Prevention

On the tile walls of each bathroom in our office building are signs in big bold letters that say, “Wash you hands! Avoid the flu.” Although understandably authoritative, how effective are these flu-induced messages when we come across them?

We have reached that season once again—the season of fearing the infectious seasonal bed-bug, better known as influenza. It keeps us bed-ridden for days, not only costing us our work attendance but also days worth of productivity.

Here on campus, there have been handouts, brochures, and more big bold orange signs warning people about the dreaded (continue reading ‘Flu’ on pg. 2)
virus, providing the usual “quick tips” on how to avoid its spread. Basic messages about the constant washing of hands and the frequent pump of anti-bacterial hand sanitizers dominate just about any place with a high level of people activity.

Although we are faced with the refreshing fact that it is easy to prevent the flu, our team wants to emphasize the most important things to remember while practicing these flu-prevention methods.

The Centers for Disease Control and Prevention says flu season lasts from November through April. That is at least eight months worth of constant reinforcement of flu prevention methods, which we all know we are bound to forget at least one or two.

We may not always remember to wash our hands every time, or take extra precaution about a sick colleague at a nearby desk. As temperatures start dropping and the Fall season starts creeping in, we take more notice of all the faint coughing and the interruptive sounds of noses blowing as we take a stroll down a hallway past random offices.

CDC reports that there are about 36,000 people who die from flu complications out of approximately 200,000 people who are hospitalized in the United States each year.

Lessening the chances of catching the flu through typical tips can additionally be reduced by keeping these next few things in mind.

Many know that the best way to prevent the flu is to get vaccinated every year. There are two types of influenza vaccines that protect against the seasonal flu, CDC says. The first type is the regular “flu shot” given with a needle, usually in the arm, and approved for people 6 months of age or older. The second type is actually a nasal-spray flu vaccine, but only for the use of “healthy” people from 2 to 49 years of age, according to CDC.

Now that the H1N1 virus has become an additional fear, staff is advised to stay consistent with flu-prevention routines.

In fact, there is even a vaccine to counteract the H1N1 virus, and it is intended to be used alongside the flu vaccine, not in replacement. CDC indicated that the vaccine will be available this month. Go to www.cdc.gov/h1n1flu/vaccination for more information.

Sanitize: You may recognize such brands as Germ-X and Purell, but whichever one you use will provide that needed kick for any unwanted bacteria. Most have a 99.9% effectivity, whether travel-sized (great for keeping in purses or pockets), or regular-sized (kept at the office for ready use).

Hand-sanitizers should be used as often as possible. Do not feel awkward after using them after common business greetings such as hand shakes or face-to-face meetings. These may not be part of the conventional professional protocols, but it is better to be safe than sorry. Spray sanitizers are great for de-germing office supplies that are in frequent hand contact such as staplers, computer keyboards, door and telephone handles. Many flu prevention quick tips tend to emphasize the need for treating hands to prevent the flu, but do not leave out the items that may possibly have more bacteria than what accumulates on our hands.

For a list of Flu Shot Clinics around your area, visit www.aafa.org/flu.cfm and type in your zip code to get a listing.

Usually local pharmacies, such as Walgreens, CVS, Riteaid and even Walmart, offer flu shot services for a fee.

Know anybody who attends OSU? University Health Services is hosting a Flu Shot Clinic specifically for students for FREE. Faculty members are not included in the services.

The clinic is on Tuesday, October 6 starting at 8 a.m at the Student Union Starlight Terrace (Rm. 465)

If you have any questions, contact RN & Nursing Coordinator, Vonda Moore, at (405) 744-7287 or Vonda.moore@okstate.edu
Reminder:
OCES Apparel Order deadline is Fri. October 9 at noon
Pricing will increase if ordered after this date

Early last month, we sent out an email about OCES Logo clothing now available for purchase at a bulk rate (for group orders). Attached to the email was a catalog and order form listing all items and prices. Anyone who does not have a copy of the catalog can still get a copy upon request through email.

County, area and district personnel also have the option to request to have orders picked up by their secretaries at one of the OCES District Secretary Conferences. These conferences will be held October and November. Please remember to specify your district for delivery purposes. The delivery method will save you several dollars-worth of postage and handling fees.

All faculty and staff on campus must pick up orders (after October 21) at 520 W. 6th, Stillwater. Remember, you may make individual purchases if you wish, however, the use of P-cards or country or state funds are not allowed.

If you have any questions please contact
Stillwater Screenprinting at
(405) 372-7600

2010 In-service Training Sessions

We are now accepting proposals for the 2010 In-service sessions. State specialists are beginning to submit proposals, but we know that many Extension Educators have great programming ideas that should be shared with others.

If you would like to develop and present an In-service, please contact me by October 6 and I will be happy to assist you in getting your proposal submitted.
Attention: Now accepting concurrent session proposals

The 2010 Extension Conference Concurrent sessions will be held in the afternoon of Wednesday, January 20 and both morning and afternoon on Thursday, January 21.

We sent all state specialists and others an email September 28 with the proposal attached to be filled out and submitted by October 15 (See right). Please remember that each instructor should submit a brief biographical sketch along with the proposal. Several proposals have been received but many more are needed.

We look forward to many innovative educational sessions at this conference, as this venue will serve to reduce travel time and expenses later in the year for traditional in-service training opportunities.

We know county educators are very capable of presenting topnotch innovative program ideas. So put your thinking cap on and let us know that you are interested in presenting at this conference. We will be happy to send you the proposal form.

Impact team leaders will need to submit proposals for their sessions as well, so that all sessions can be included on the program agenda.

We currently plan to include the impact team sessions on the afternoon of Thursday, January 20.

If you have any questions, feel free to contact Joyce Martin by phone or email at (405) 744-7969 or joyce.martin@okstate.edu

This is what the proposal looks like, to be filled out, submitted and turned in by October 15.

Information on the proposal

Area and State Specialists, as well as County/District Staff are invited to submit proposals for In-service workshops at the Oklahoma Cooperative Service Conference on January 20-21, 2010. The theme of this conference will be announced later. Please consider sharing subject matter topics or innovative programming for the concurrent sessions. You will be contacted if your proposal is selected.

- Title of Workshop Inservice
- Instructor(s) Name(s)
- Full Mailing Address
- Daytime Phone/Fax Number
- Email
- Would you be willing to present the session more than once?
- Type of Room Preference
- Work description (75 words or less)
- Attach a Short Biographical Sketch
The Oklahoma Women's Symposium
Thursday, October 15, 2009
8:30 a.m. – 4:30 p.m.
Cox Convention Center, Downtown OKC

Megan Cowell, University of Oklahoma Program Specialist, wanted to get the word out about the upcoming Oklahoma Women's Symposium.

This will be a great opportunity, especially for potential speakers who are willing to take what they learn and apply it to future OHCE Keynotes, Leadership Trainings, FCS or OEAFCIS In-Services.

Below is some information about the symposium taken from its official promotional brochure. If you would like more information, call (405) 325-5101 or e-mail mcowell@ou.edu

Why you should attend

• Day long conference designed to empower women in our state

• A forum where women can share strategies to successfully manage the diverse and complicated challenges they face, while working and raising families

• Attendees will gain invaluable insights on a full range of issues affecting all women— in the workplace, at home and in the community.

Visit www.cafe.ou.edu/women for more information

How to Register:

Register online at www.cafe.ou.edu/women
Fax the form on our Web site to (405) 325-7164 or Call (405) 325-6034.

Cost $35 per person
Registration, Continental Breakfast and Exhibits begin 7:30 a.m.

Speakers:
Robin Marsh – Emcee
Annette Klososky
Jennifer Howard
Linda Haneborg
Sherri Coale
Charlotte Lankard
Melissa Garcia
Monique Terrell
Mary Ann Bauman
Cathy Keating

Sponsors:

“The Time is Now ...
Reinvent, Reinvest & Reshape Your Life”
Joyce,
My coworkers and I are wanting to order some of the OSU Extension Promotional Apparel from Stillwater Screenprinting and are wanting to know if they will be doing the bulk ordering again this fall. We hope it can happen again. I am very excited to look official and professional at my first event in late September. If you have any information on this, please let me know. I appreciate it very much. And one more thing, Great Job on the Newsletter. We all looked very sharp and sophisticated OSU Educators. And we have all commented through e-mail to each other about how good the Orientation was and how much we all loved our "Go Pokes" picture that you used in the newsletter. Thank you.
-From Brandi Watkins; 4H/Youth Development; McClain County

Days after Brandi sent this email, we sent out a message much like the top article on page 3, about the new OCES Promotional Apparel. Thank you Brandi for your feedback. We look forward to hearing more of your Exchanges in the future!
-From the Staff and Program Development Team

Joyce, Carol Laverty, CED, would like to know if we are allowed to purchase shirts for us to wear as extension employees—using the grant money we had left over from a Health Rocks grant that we keep in our M&O agency account.
-From Mandy Bowles; Secretary; Harper County

Mandyn Bowles sent this email Sept. 29, asking a question that we figured would be beneficial to know for all staff. We forwarded the email to Suzanna McNatt, OCES Senior Financial Coordinator, and she responded with the following answer:

No, basically because the employee receives a personal benefit from the clothing ... so it must be paid for personally and not with any kind of Extension funds, grant funds, state funds, etc.

-From the Staff and Program Development Team
Quick Tips for the Workplace

Organizing Our Lives with Microsoft OneNote
The Staff and Program Development office recently discovered Microsoft OneNote—yes, we might be a little late on this. However, we are so happy we chose to explore such a smart and savvy invention. Microsoft OneNote is basically a computer version of a notebook or agenda, which we know many organization-fanatics are going to love. Don’t know if you have it? When downloading the most recent versions of Microsoft Office, such as 2007, OneNote is usually included in the package alongside Power Point, Publisher and Word. Consider the dividers in a binder separating multiple piles of paper, the equivalent of OneNote’s one-click-away tabs. Organizing personal schedules on the computer with OneNote solves the annoying problem of running out of room while writing in the tiny boxes of a planner book.

Use the Google Search Bar on Your Internet Toolbar
Need some info on something? Save an extra step from “Googling” by directly typing the Key Word(s) on the Google Search Bar usually located at the very top (or right corner) of most Internet toolbars such as Mozilla Firefox or Internet Explorer. Most people do not realize it is there, but now that we’ve told you, you can put it to use! The Google Search Bar is there to make your info searches easier.

Backup Your Important Files
External hard drives or USB memory sticks may be convenient for easy file transport, but do remember to back those files up, saving them in a computer desktop or a separate disk. When carrying tiny or external gadgets, there is always a chance that important files can be lost forever by the gadget getting broken, water spilled on it, or in one staff members’ case, forgetting to remove the memory stick from your pocket before you laundry.

This Month’s Wise Owl Words of Wisdom
“A successful man is one who can lay a firm foundation with the bricks others have thrown at him.”
-David Brinkley, Former TV Newscaster

Until our next exchange!