

Ohio Arts Council: Using Our Technology Effectively (or at least trying)

Julie S. Henahan
Executive Director

Applications

- Advocacy Plan
- Travel Database – Employee/Contractor
- Publicity/Event Application
- Digital recording
- Microsoft Project
- Time Sheet Spreadsheet
- Outlook Calendar

What is the Advocacy Plan?

- Intranet application developed by Ohio Arts Council staff in partnership with Ohio Citizens for the Arts
- Purpose of the Advocacy Plan application:
 - To communicate effectively with the general public, arts organizations, community organizations and arts education organizations throughout the state about arts advocacy year round.
- The advocacy plan application allows you to:
 1. Create the plan
 2. Work with and update the plan

Advocacy Plan Structure

- Allows you to create and adjust an advocacy plan.
 - The structure consists of the strategies and their related actions set in the order the creator chooses.

Advocacy Plan Structure

Advocacy Plan

Plan Name: *

Budget Process Advocacy Strategies

Time Frame: *

Biennium FY2008-09

Status: *

☒ Active ☐ Inactive ☐ On Hold ☐ Completed

Recent Admin/Update: Peter Beyer (11/20/2007)

Initial Admin/Date: Peter Beyer (2/23/2007)

Save

Strategies

Name	Number	Status
OAC and OCA implement a focused advocacy plan to support budget hearing process.	1	Active
Prepare grantee boards to serve as local and state arts advocates.	2	Active
OCA member organizations create and sustain an advocacy committee.	3	Active
Prepare and disseminate FY2008-09 budget talking points.	4	Active
Prepare the OAC and OCA Boards to advocate during the budget cycle process.	5	Active
Identify key legislators to advocate for the OAC budget or the Governor, Senate ...	6	Active
Invite 127th General Assembly to the Governor's Awards for the Arts and Arts Day ...	7	Active
Select high schools, geographically distributed around the state to serve as Art ...	8	Active
Distribute a "curtain speech" advocating for public funding of the arts and en ...	9	Active
OAC and OCA Boards host a reception welcoming the newly elected members to the 1 ...	10	Active
Enlist support organizations and community leaders in the legislative leadership ...	11	Active

Create a new Strategy

This screen allows you to create the plan by naming it and adding the strategies and actions.

Advocacy Plan

- Allows you to search plan and add progress comments insuring clear communication between involved partners.



View of Advocacy Plan:

Budget Process Advocacy Strategies			
1. OAC and OCA implement a focused advocacy plan to support budget hearing process.			
2. Prepare grantee boards to serve as local and state arts advocates.			
3. OCA member organizations create and sustain an advocacy committee.			
4. Prepare and disseminate FY2008-09 budget talking points.			
5. Prepare the OAC and OCA Boards to advocate during the budget cycle process.			
Actions:	Responsibility:	Timing/Deadline:	Progress:
a. Provide training, materials and advice via mail throughout the budget cycle process	OCA/Donna Collins	now-June 30	Add Comment Close Comments
	Comments by Donna Collins on 5/16/2007 Creative Industries information, legislative directories, and talking points were provied to Board members.		
	Comments by Donna Collins on 5/16/2007 Two meetings were held with leaders of the OAC and OCA to strategize about the budget (once while the budget was in House Finance and once while the budget was in Senate Finance). Leaders from both organizations took action and worked with others to make contact with legislators.		
b. Have OCA and OAC Legislative Committees meet to discuss the budget hearing cycle and assess approaches	OCA and OAC Boards, with Donna Collins and Julie Henahan oversight	March 20	Add Comment Close Comments
	There are no comments for this Action		
c. Tailor advocacy materials depending on the needs of the legislative committee	OCA/Donna Collins and OAC/Jami Goldstein and Mary Campbell-Zopf	Mach 23, 2007	Add Comment Close Comments
	There are no comments for this Action		
d. Provide general updates to all board members during the budget hearing cycle	OCA/Donna Collins and OAC/Jami Goldstein	ongoing-June 30	Add Comment Close Comments
	Comments by Donna Collins on 5/16/2007 Updates were provided at meetings and through E-Advocacy Action Alerts.		
e. OCA and OAC Legislative Committees to meet to assess outcomes	OCA, OAC with Donna Collins and Julie Henahan oversight	Sept. council meeting	Add Comment Show Comments
6. Identify key legislators to advocate for the OAC budget or the Governor, Senate President, Speaker of the House and Finance Committee Chairs to ask for and increase in OAC funding for FY2008-09 budget.			
7. Invite 127th General Assembly to the Governor's Awards for the Arts and Arts Day luncheon.			
8. Select high schools, geographically distributed around the state to serve as Arts Day Student Advocates.			
9. Distribute a "curtain speech" advocating for public funding of the arts and encourage arts and cultural organizations to five speech and call constituents to action during the budget cycle process.			
10. OAC and OCA Boards host a reception welcoming the newly elected members to the 127th General Assembly.			
11. Enlist support organizations and community leaders in the legislative leadership's communities (Speaker, President, and Finance Chairs).			
Timeframe: Biennium FY2008-09		Recent Update: 11/20/2007	

Allows you to open and work on individual sections separately.

Travel Database – Employee/Contractor

- Purpose of the Travel application:
 - To track employee travel, budget, meetings, date, location and approval process.
- Intranet application only available for use by Ohio Arts Council staff.

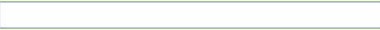
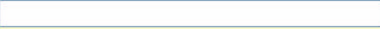
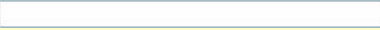


Staff may request to travel by completing the form. This form is searchable by field.

- Principal traveler
- Sponsoring office
- Travel dates
- Overnight stay?
- Other travelers
- Source of funds
- Estimated cost
- Destination
- Organization/city visited
- Origination source
- Expected attendees
- Desired accomplishments
- Travel justification
- Travel details

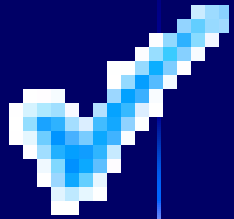
Travel Application Search Screen

[Admin Home](#) | [Logout](#)

Search Travel Requests	
Status:	Everything 
Principal Traveler:	
Travel Dates:	 Thru  (mm/dd/yy)
Overnight Stay:	☐ No ☐ Yes ☒ Both
Other Travelers:	
Funding Source:	
Destination Areas Criteria You may only select one search criteria at a time from this destination group section	
Destination Area:	
Organizations/Cities Visited:	
Origination Source:	
Additional Attendees:	
Desired Accomplishments:	
Travel Justification:	
Travel Details:	
Gifts Received:	
Final Report:	
Supervisor:	
Sponsoring Office:	
	

Travel Request Form

Travel Request	
Basic Travel Information	
Status: Creating	
Principal Traveler: *	
Office Sponsoring Travel: *	
Travel Dates: *	thru
Will there be an overnight stay?:	☒ No ☐ Yes
Other Travelers:	
Source of Funds: *	
Estimated Cost: *	\$
First Destination Details	
Please include all activities for this primary city destination stop of your trip. You are allowed up to 1500 characters for each text area.	
Destination Area (County/Region): *	
What organization(s)/Cities will you visit at this destination?: *	
Who originated the ideas to visit this destination?: *	
Who are the expected attendees at this destination?: *	
What are the desired accomplishments at this destination?: *	
You may create additional destinations once this initial request has been saved.	



Once request form is complete:

- The employee clicks the “send” button
- The supervisor is notified by e-mail
- The approval remains pending until the supervisor accepts/declines and sends the e-mail back to the employee.
- **The executive director and the deputy director are both notified before a decision is made on any out of state travel (this approval process takes two levels before travel status is updated).

The Publicity / Event Application

- Purpose of the publicity application:
 - To update our Web site, communicate with the public about agency events and to track registrations.
- Intranet application only available for use by Ohio Arts Council staff.

Staff can add or edit the following sections for each activity:

- Articles
- Public Events
- Venues
- Public Questions
- Group Signup for Events

The above categories are listed on the publicity application home page and are easily searchable.

Steps to advertising an event and tracking registration:

- Post the article (intranet view)

The screenshot shows a web browser window with a form titled "Article". The form is divided into several sections:

- Title:** Ohio Arts Council Announces Poetry Out Loud Recitation Contest
- Author:** Jaclyn Reynolds
- Publish Date:** 10/19/2007. A note indicates: "Date article will be shown on the web site".
- Summary:** The Ohio Arts Council is pleased to announce the inauguration of the 3rd annual Poetry Out Loud National Recitation Contest throughout Ohio. This is the first year the contest is open to schools statewide and the OAC is inviting schools to register now to begin preparation for the final state contest on Saturday, March 15, 2008. A character count shows 165 of 500 characters remaining.
- Article Text:** A large text area containing the following text:

Columbus, Ohio. The winner at the state level will receive \$200 and an all-expenses-paid trip to Washington D.C. to compete in the national competition. The state winner's school will receive a \$500 stipend for the purchase of poetry books. A runner-up will receive \$200, with \$200 for his or her school library. Additionally, a total of \$50,000 in scholarships and school stipends will be awarded to the winners at the National Finals.<p>

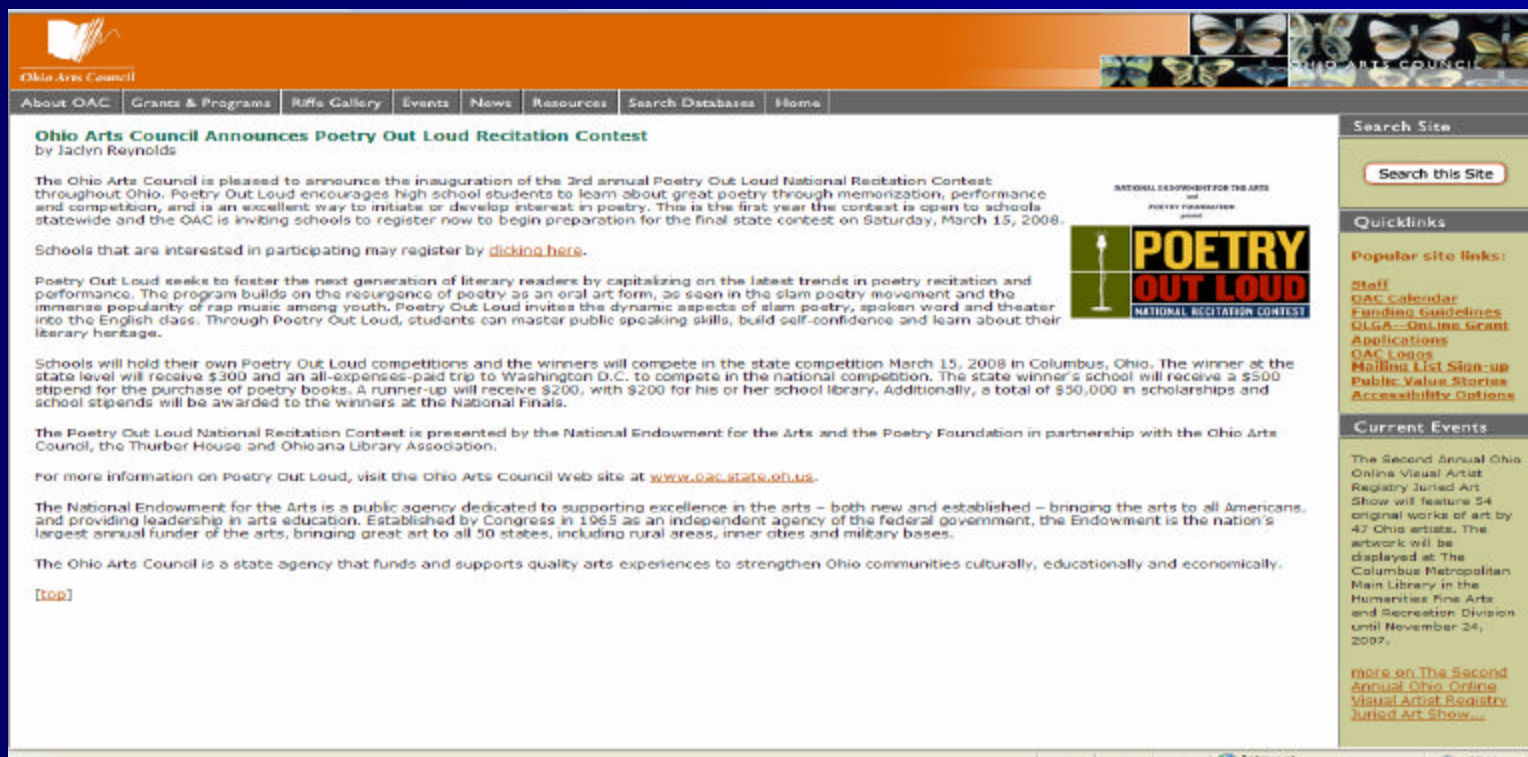
The Poetry Out Loud National Recitation Contest is presented by the National Endowment for the Arts and the Poetry Foundation in partnership with the Ohio Arts Council, the Thurber House and Ohioans Library Association. <p>

For more information on Poetry Out Loud, visit the Ohio Arts Council Web site at <a

A character count shows 4138 of 7000 characters remaining. A "HTML HELP GUIDE" link is visible above the text area.
- Categories:** A list of checkboxes for selecting categories:
 - ☐ Arts Learning - Artists
 - ☐ Arts Learning - Sponsors
 - ☐ Community Development
 - ☐ Deadline
 - ☒ General OAC Event
 - ☐ Governor's Awards for the Arts in Ohio
 - ☐ IMPACT Tour
 - ☐ Individual Creativity
 - ☒ mainpage_bottom
 - ☐ mainpage_left
 - ☐ mainpage_top

Steps to advertising an event and tracking registration:

- Post the article (public view)



The screenshot displays the Ohio Arts Council website. At the top, there is a navigation bar with links: About OAC, Grants & Programs, RFA Gallery, Events, News, Resources, Search Databases, and Home. The main content area features a headline: "Ohio Arts Council Announces Poetry Out Loud Recitation Contest" by Jaclyn Reynolds. Below this, a paragraph states: "The Ohio Arts Council is pleased to announce the inauguration of the 2nd annual Poetry Out Loud National Recitation Contest throughout Ohio. Poetry Out Loud encourages high school students to learn about great poetry through memorization, performance and competition, and is an excellent way to initiate or develop interest in poetry. This is the first year the contest is open to schools statewide and the OAC is inviting schools to register now to begin preparation for the final state contest on Saturday, March 15, 2008." A link "clicking here" is provided for registration. To the right of the text is a logo for the "POETRY OUT LOUD NATIONAL RECITATION CONTEST" featuring a stylized figure holding a microphone. Below the logo, a paragraph describes the contest: "Poetry Out Loud seeks to foster the next generation of literary readers by capitalizing on the latest trends in poetry recitation and performance. The program builds on the resurgence of poetry as an oral art form, as seen in the slam poetry movement and the immense popularity of rap music among youth. Poetry Out Loud invites the dynamic aspects of slam poetry, spoken word and theater into the English class. Through Poetry Out Loud, students can master public speaking skills, build self-confidence and learn about their literary heritage." Another paragraph states: "Schools will hold their own Poetry Out Loud competitions and the winners will compete in the state competition March 15, 2008 in Columbus, Ohio. The winner at the state level will receive \$300 and an all-expenses-paid trip to Washington D.C. to compete in the national competition. The state winner's school will receive a \$500 stipend for the purchase of poetry books. A runner-up will receive \$200, with \$200 for his or her school library. Additionally, a total of \$50,000 in scholarships and school stipends will be awarded to the winners at the National Finals." A third paragraph mentions: "The Poetry Out Loud National Recitation Contest is presented by the National Endowment for the Arts and the Poetry Foundation in partnership with the Ohio Arts Council, the Thurber House and Ohioana Library Association." A fourth paragraph provides a link for more information: "For more information on Poetry Out Loud, visit the Ohio Arts Council Web site at www.oac.state.oh.us." A fifth paragraph describes the National Endowment for the Arts: "The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts – both new and established – bringing the arts to all Americans, and providing leadership in arts education. Established by Congress in 1965 as an independent agency of the federal government, the Endowment is the nation's largest annual funder of the arts, bringing great art to all 50 states, including rural areas, inner cities and military bases." A sixth paragraph describes the Ohio Arts Council: "The Ohio Arts Council is a state agency that funds and supports quality arts experiences to strengthen Ohio communities culturally, educationally and economically." A "top" link is at the bottom left. On the right side of the page, there is a "Search Site" box with a "Search this Site" button. Below this is a "Quicklinks" section with links: Staff, OAC Calendar, Funding Guidelines, OLGA—Online Grant Applications, OAC Logos, Mailing List Sign-up, Public Value Stories, Accessibility Options. At the bottom right, there is a "Current Events" section with text about the "Second Annual Ohio Online Visual Artist Registry Juried Art Show" and a link "more on The Second Annual Ohio Online Visual Artist Registry Juried Art Show...".

Steps to advertising an event and tracking registration:

- Attach an event to the article (**intranet view**)

Article Link Text: 2008 Poetry Out Loud Recitation Contest

Status: ☒ Active ☐ Inactive

Save

Article Image Information

[Add/Edit Image Information](#)

Uploaded Image

NATIONAL ENDORSEMENT FOR THE ARTS
and
POETRY FOUNDATION
present



Resized for Default page

NATIONAL ENDORSEMENT FOR THE ARTS
and
POETRY FOUNDATION
present



Image Type: image/jpeg
Image Width: 200
Image Height: 154
Image "Alt" Text: Poetry Out Loud Logo

Related Public Events				
Event	Dates	Registration	Venue	Status
2008 Poetry Out Loud Teacher Training Workshop	11/10/2007 - 11/10/2007	Yes	Vern Riffe Center for Government and the Arts-31st Floor	Active

[Create New Public Event](#)

Steps to advertising an event and tracking registration:

- Create registration field (intranet view)

The screenshot displays a web-based registration form for a public event. The form is organized into several sections: a main event information section, an event registration details section, a registration options table, and a questions section.

Public Event
Ohio Arts Council Announces Poetry Out Loud Recitation Contest

Name: 2008 Poetry Out Loud-Teacher Training Workshop

Description: The Ohio Arts Council will host a workshop on Saturday, November 10, 2007 for teachers who would like to participate in Ohio's 2008 Poetry Out Loud Competition. This FREE workshop will be held from 1-4:30 p.m. at the Vern Riffe Center for Government and...

Event Dates: 11/10/2007 thru 11/10/2007

Venue: Vern Riffe Center for Government and the Arts-31st Floor

Category: General OAC Event

Status: ☒ Active ☐ Inactive

Save

Event Registration Details [Edit Registration](#)

Contact Name: Chiquita Mullins Lee
Contact Phone: 614/466-2613
Contact Email: Chiquita.MullinsLee@oac.state.oh.us
Registration Deadline: 11/7/2007
Max Signups: 50
Current Signups: 11 (Total includes both active and waiting status)
0 (Waiting List)
Event Cost: There is no cost for this Event.
Paypal URL:
Registration Comments: Please note: Each registration is good for only one teacher. If there are additional guests you would like to bring, please register them separately.
Status: Active

Registration Options

Option	Cost	Status
Approximate Number of Participating Students (Please put your answer in comment box below.)	\$0.00	Active
Grades of Participating Students (Please put your answer in comment box below.)	\$0.00	Active
I have a special need (Please let your special need in the comment box below.)	\$0.00	Active

[Create Additional Option](#)

Questions

I am a High School Teacher of...	Active
A. English	Active

Steps to advertising an event and tracking registration:

- Create registration field (**public view**)

School and Lead Teacher Registration

Step One of Three:
Fill out this primary contact registration form completely and click submit.

2007-08 Recitation Contest Instructions

For Poetry Out Loud Teacher Toolkits and other information, contact Ohio's POL project coordinator Chiquita Mullins Lee at 614/466-2613, 614/728-4455 or chiquita.mullinslee@oac.state.oh.us

Primary Contact Information for 2007-08 Poetry Out Loud Recitation Contest School Contact

Required fields *

First Name: * MR:

Last Name: *

Work Phone:

Home Phone:

Cell Phone:

Email Address: *

Position/Teaching Area: *

School Name: *

School Address: *
street, city, state, county

Participating Grades: *

Total Students Participating: *

Comments:

Steps to advertising an event and tracking registration:

- Keep track of who registered (**intranet view**)

Registration Comments: Please note: Each registration is good for only one teacher. If there are additional guests you would like to bring, please register them separately.

Status: Active

Registration Options

Option	Cost	Status
Approximate Number of Participating Students (Please put your answer in comment box below.)	\$0.00	Active
Grades of Participating Students (Please put your answer in comment box below.)	\$0.00	Active
I have a special need (Please list your special need in the comment box below.)	\$0.00	Active

[Create Additional Option](#)

Questions

I am a High School Teacher of...	Active
A. English	Active
B. Drama/Theater	Active
C. Other (Please put your answer in the comment box below.)	Active
I have a special need	Inactive

[Create Additional Question](#)

[Manage Signups](#)

Signups					
Name	Signup	Email	Paid	Status	
James R Brooks	11/6/2007	jbrooks@cleaules.org	No	Active	
Judy Groff	11/7/2007	jgroff@amanda.k12.oh.us	No	Active	
Richard Hague	10/20/2007	dickhague@ourcollmarion.org	No	Active	
Sherril L. Hufford	10/31/2007	hufford@mail.mcsch.org	No	Active	
Jacob King	10/26/2007	king_j@ccsdistrict.org	No	Active	
Lori Michalec	11/2/2007	Michalec.Lori@tailmadoc.k12.oh.us	No	Active	
Gretchen L Schroeder	10/25/2007	grstchenleigh12@yahoo.com	No	Active	
Carle A Thompson	10/26/2007	thompson_c@ccsdistrict.org	No	Active	
John Weddendorf	10/23/2007	john.weddendorf@avoca.us	No	Active	
Shauna K Whelon	10/31/2007	sehelon@usculineacademy.org	No	Active	
juliet m zavasky	10/31/2007	zavaskyi@mcsch.org	No	Active	

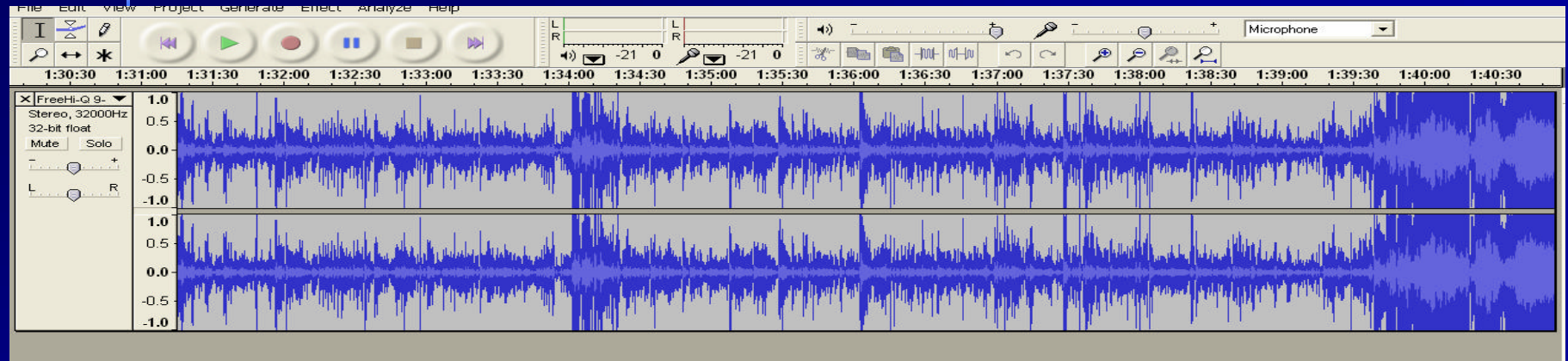
[Add Individual Signup](#) [Add Group Signup](#)

Digital Recording

- Moved from tape recordings to digital recordings for:
 - Better sound quality
 - Easy archiving and sharing with the public
 - Currently used for Council meetings

Moving toward compliance with the Governor's Executive Order to be more electronically accessible to the public.

Digital Recording Software



The Audacity software used is a free download and is easy to edit.

Microsoft Project Software

Purpose for the Microsoft Project Software

■ To manage:

- Major agency projects.

- SOAR II
- Listening Tours
- Strategic Plan 2011-2014
- Council Book preparation
- Etc.

- Work load

- Resource

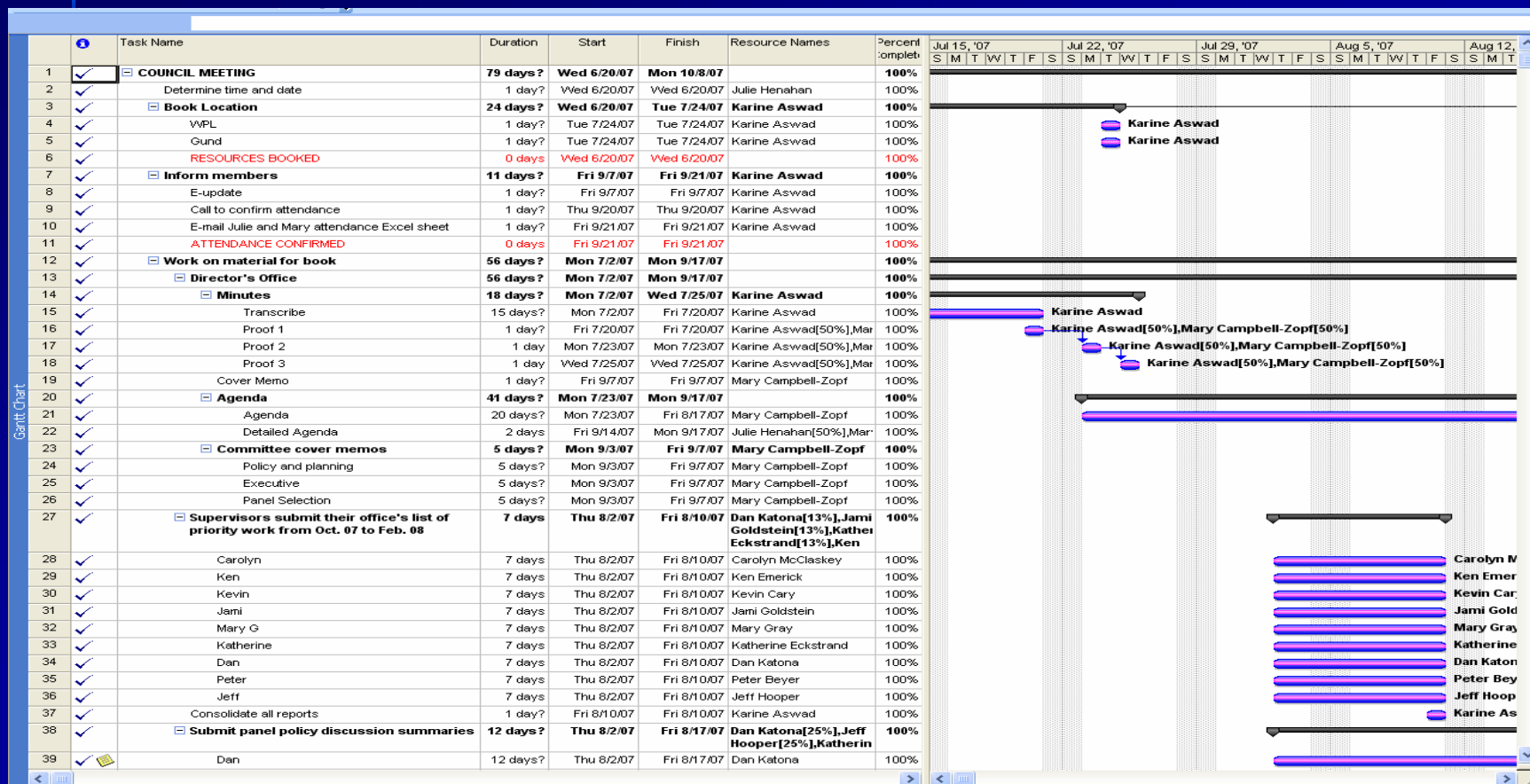
- Budget

- Hours worked

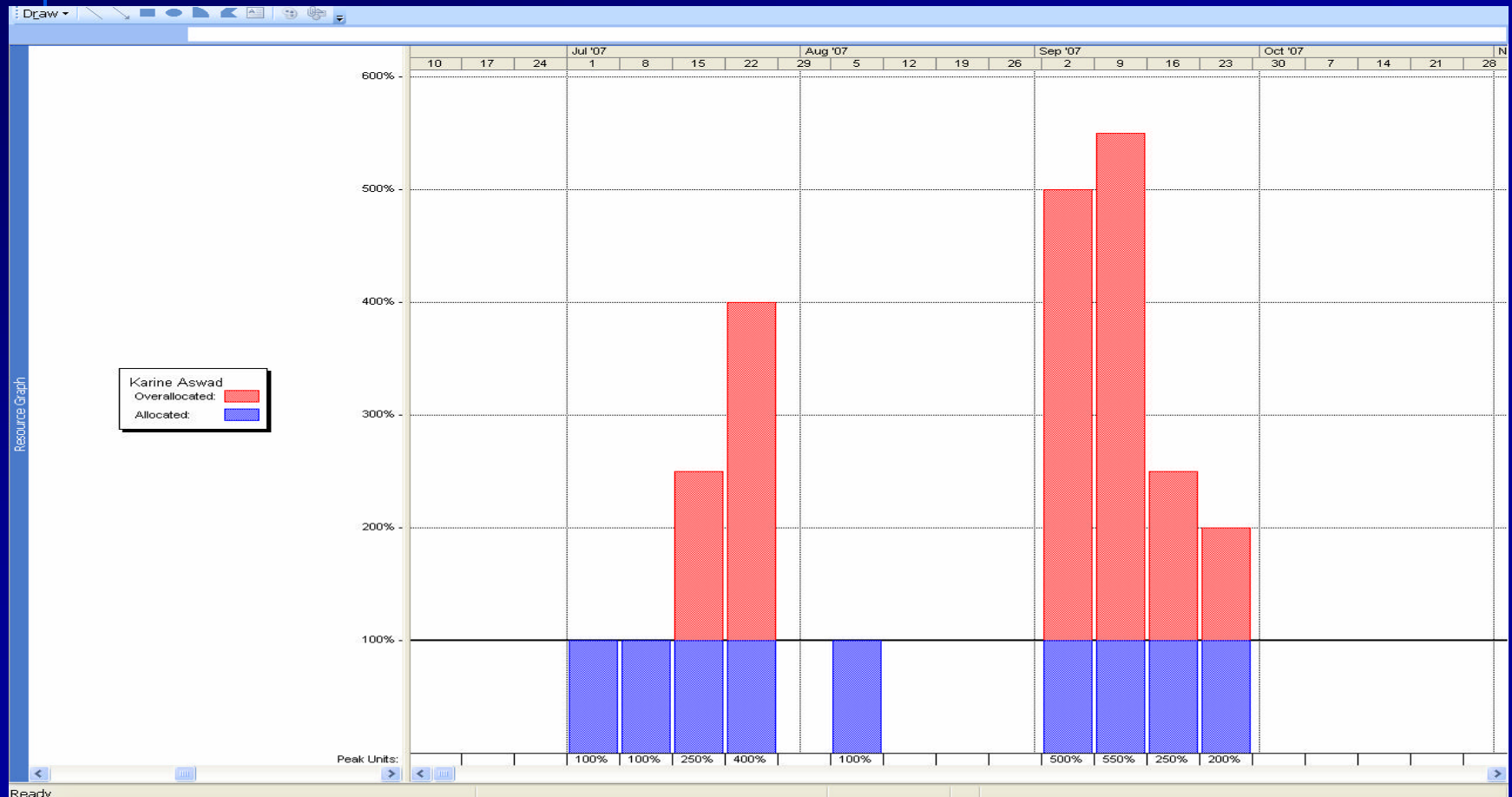
- Staff assignments

- Upcoming deadlines

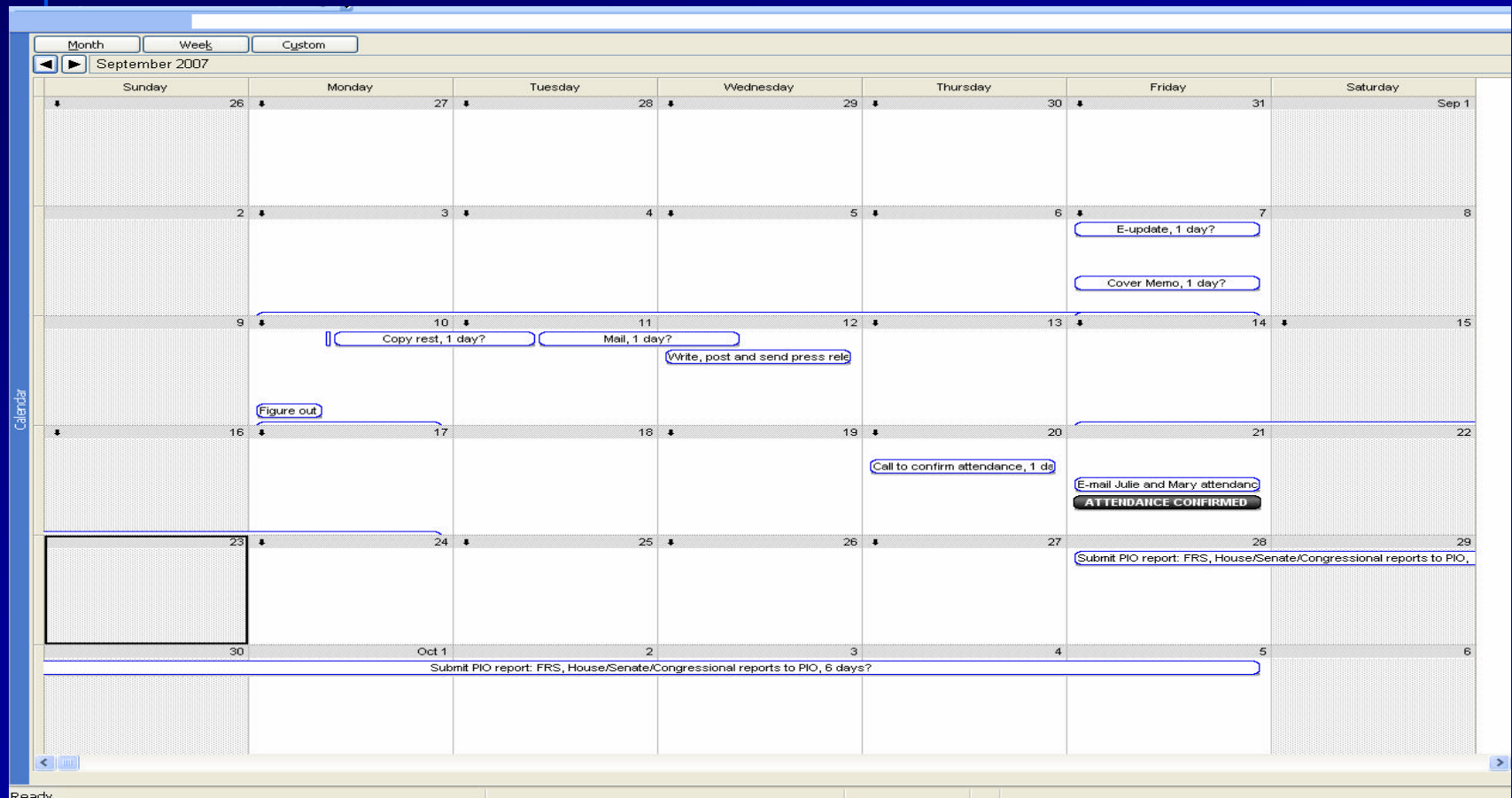
Gantt Chart (project overview)



Resource Graph (manage employee workload)



Calendar (manage deadlines)



Timesheet Application

- Aids the fiscal office by calculating employee time.
- Calculates:
 - Time
 - Sick leave
 - Personal leave
 - Vacation
 - Comp time
 - Overtime
 - Holidays



Work sheet (details)

Pay Period Ending: **November 10, 2007**

Week 1

Date	Day	IN 1		OUT		IN 2	OUT		IN 3	OUT		IN 4	OUT		ct/ot Daily	ct/ot WeekTD
		Hr	Mn	Hr	Mn		Hr	MN		Hr	Mn		Hr	MN		
10/28	Sunday															
10/29	Monday	8	45	17	10											
10/30	Tuesday	8	30	16	30											
10/31	Wednesday	8	40	13		13	45	17	15							
11/1	Thursday	8	45	17	30											
11/2	Friday	8		17	30									2.50	2.50	
11/3	Saturday														2.50	

Hrs Wkd	Leave Hours						Total
	Sick	PL	Vac	CompU	LWOP	Hlday	
8.42							8.42
8.00							8.00
7.83							7.83
8.75							8.75
9.50							9.50
42.50							42.50

Week 2

Date	Day	IN 1		OUT		IN 2	OUT		IN 3	OUT		IN 4	OUT	
		Hr	Mn	Hr	Mn		Hr	MN		Hr	Mn		Hr	MN
11/4	Sunday													
11/5	Monday	12		17	5									
11/6	Tuesday	8	50	17	10									
11/7	Wednesday	8	55	17	15									
11/8	Thursday													
11/9	Friday	8	50	17										
11/10	Saturday													

Hrs Wkd	Leave Hours						Total
	Sick	PL	Vac	CompU	LWOP	Hlday	
5.08							5.08
8.33							8.33
8.33							8.33
10.09							10.09
8.17							8.17
29.91		10.09					40.00

Karine Aswad
 \\oac-dc\home\aswadk\Timesheets\2007\Nov\Oct 28-Nov 10.xls\MY Ti
 11/19/2007 3:44 PM
 v2.8a

Hours over 40 for which you wish to be paid
 Overtime (SickLeave cannot be used to earn Over
 Time/Compensatory Time)

72.41	10.09					82.50
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Time sheet

Employee Name **Karine Aswad**
 Pay Period: **Sunday, October 28, 2007 to Saturday, November 10, 2007** Week of: **October 28, 2007**

	2007	Hours worked	Vacation	Sick Leave	Personal	Comp Used	Holidays/ Other	TOTAL
Sunday	10/28							
Monday	10/29	8.42						8.42
Tuesday	10/30	8.00						8.00
Wednesday	10/31	7.83						7.83
Thursday	11/1	8.75						8.75
Friday	11/2	9.50						9.50
Saturday	11/3							
TOTAL		42.50						42.50

Page 1 Week of: **November 10, 2007**

	2007	Hours worked	Vacation	Sick Leave	Personal	Comp Used	Holidays/ Other	TOTAL
Sunday	11/4							
Monday	11/5	5.08						5.08
Tuesday	11/6	8.33						8.33
Wednesday	11/7	8.33						8.33
Thursday	11/8				10.09			10.09
Friday	11/9	8.17						8.17
Saturday	11/10							
TOTAL		29.91			10.09			40.00

Signature _____ Supervisor _____

W:\ac-dc\hometaswadk\Timesheets\2007\Nov\Oct 28-Nov 10 11/19/2007 3:45 PM

Totals	v2.8a	72.41			10.09			82.50
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Intro & Help / MY Timesheet / TimeSheet /

Outlook Services

- Allows staff to check e-mails; update personal calendar and view staff calendars, contacts and tasks.
- Allows staff to create public folders for all to view.



Finis