



Chi Epsilon Sigma Board Meeting

Tuesday, March 10, 2020 @ **10:00 am**
Nationwide & Ohio Farm Bureau 4-H Center
Gehres Room 214 (also available via zoom)

MINUTES

President Adam Ziadeh called the meeting to order, and the following individuals were in attendance:

In person: Lee Ann Johnson, Adam Ziadeh, Carol Wagner, Marianne Guthrie, Vickie Snyder, and Kay Kramer. Attending via Zoom: Terri Fisher, Brittany Rohr, Elaine Stottsberry, Tammy Newsome, Heather Keller, Arlene Duffey, Miranda McElroy, Christina Byrd, Angie Keshock, Lori Moff

Secretary's Report - Kay Kramer

Marianne Guthrie moved to approve the minutes of the November 12, 2019 CES Board Meeting. Lee Ann Johnson seconded the motion. Motion passed, and the minutes were approved.

The minutes from the December 16, 2019 CES Annual Meeting were reviewed to confirm names. Teresa Funk to be contacted to determine which entities received crayons and coloring books from the Community Service activity at Annual Conference. These minutes will be approved at the 2020 annual meeting.

Treasurer's Report – Marianne Guthrie

Marianne had emailed copies of the treasurer's report for review to all members. She provided updated financial reports to those present. Specific items of note:

- Proceeds from 2 of the silent auction baskets have not yet been received.
- CES will remain a line item in JCEP accounts, similar to the "User Defined" option in current eRequests system.
- Issue with 309154 CES Development Account – discrepancy between eReports and CES records related to payroll and benefits debits and credits. Marianne has been in contact to resolve.
- Silent Auction winner award requests have been submitted; no access to itemized transactions to determine if these have been paid.
- Admin continues to pay their portion of the Support Staff Excellence Award. Not likely that they will pay for the years we failed to collect their portion of the Award in the past, however.
- TERSSA dues: Marianne has emailed JCEP treasurer to confirm that TERSSA dues have been paid.

Carol Wagner moved to approve the Treasurer's Report, Vickie Snyder seconded the motion. The minutes were approved.

Officer Reports:

Past President – Beth Young – not present, none given

Vice President – Carol Wagner

TERSSA will be held September, 2020 in Kitty Hawk. Carol Wagner and Marianne Guthrie submitted a Staff Development Grant to help cover travel expenses. They were awarded \$1750 to offset travel expenses for the following individuals who expressed interest via the survey they sent out: Christina Byrd, Stephanie Knight, Missy Koenig, Sarah Mays, Carla Wickham, Faye Wilson, Marianne Guthrie, Sherry Hutchins, Carol Wagner, Vicki Myers, Kay Kramer, Pam Clark, and Deb Knowles. Jesse will oversee the fiscal operations and maintenance of financials for disbursement of the grant. Both Jackie Wilkins and Jeff McCutcheon are very supportive of the staff attending TERSSA. At present, a bus seems the most economical travel option. The more people that attend, the lower the per person cost will be. Only those specifically listed on the grant will receive those grant funds. Others, though, that did not reply to the survey to be included in the grant are still welcome and encouraged to attend.

Membership Secretary – Paige Matney – not in attendance, no report.

Annalist – Vickie Snyder

- Vickie sent out an email last week requesting articles for the upcoming newsletter.
- Adam is still working on the current issues with website access.
- The review of the Constitution, By-laws, and Handbook is underway.
- All officers will be assigned to chair a committee. All members will be encouraged to join a committee. If individuals are interested in membership in a specific committee, they should contact Vickie.

CFAES Staff Advisory Council Representative – Terri Fisher – no report

Historian – Ashley Gerber – not present, no report

Support Staff Liason – Lee Ann Johnson

- Lee Ann has begun sending birthday and work anniversary emails.
- She is also sending "Welcome messages" to all new Program Assistants and Support Staff. The message includes an introduction to CES/JCEP and a packet of onboarding documents.
- Lee Ann hopes to reach out more to Emeriti and asks for suggestions on how best to reach them. Contact her if any ideas. At this point, it doesn't appear that they appear on the membership list.

Angie Keshock requested that a list of committees and their contact information be sent to all members to encourage them to join.

It was also requested that the most current copy of the constitution and by-laws also be sent since they are not currently on the website while under review.

Vickie reiterated that some of the committees will be changing based on this review process. She also asked that a request for volunteers for the Constitution and By-laws committee be sent out. Beth Young will continue to chair that committee, and Angie Keshock will continue on the committee as well.

Committee reports:

Membership & Years of Service – Paige Matney – not present, no report

Nominating – Carol Wagner – nothing to report

Fundraiser – chair position currently vacant; will be chaired by one of the officers and members are welcome to join the committee.

CES Annual Meeting – Adam Ziadeh

Adam has responded to email request from ShaLise to join the Annual Conference Planning Committee.

Budget & Finance – Marianne Guthrie – nothing to report

Outreach – Beth Young - none

Professional Improvement – Carol Wagner

Carol attended the JCEP Professional Development Committee meeting; primarily organizational and nothing to report

Constitution & By-Laws – Beth Young -no additional report

Membership & Annual Meeting Scholarship – Co-Chairs Paige Matney & Kay Kramer

No report. However, there was some discussion on the awarding of the Annual Conference and Membership scholarships. Linda Newman received the membership scholarship and 6 others received the Annual Conference Scholarship. 3 Annual Conference Scholarships are awarded to returning members, 3 to new members. The 2019 scholarships were awarded to the following new members: Kim Palmer, Cynthia Johnson, and Kelsey Gibson-Swartz. For returning members, scholarships were awarded to Carla Wickham, Ann Meyer, and Heather Keller. It was recommended that there be a change in the process to allow prepayment of the membership scholarships in the event that financial hardship prevents them from paying the dues at the time and they choose not to join. Marianne will follow up with the JCEP treasurer to be sure that the scholarship recipients were refunded.

Annual Conference Activities – Adam Ziadeh – nothing to report

Recognition – nothing to report

Mentoring – Ashley Gerber – no report; this committee will be disbanding

Excellence in Extension Award – Paige Matney & Beth Young – no report

Old Business:

JCEP Meeting Report from February 10, 2020 Meeting – Adam Ziadeh/Carol Wagner

- ❖ **Professional Development** – Adam Ziadeh/Carol Wagner –
 - The meeting was primarily organizational, with the bulk of the discussion focused on Onboarding for Educators and Program Coordinators. They hope to have onboarding for Support Staff in 12 -18 months. For the current onboarding cycle, 25 individuals hired in the last 3 years have confirmed that they will attend.
 - Theresa McCoy is the new director of the Learning and Organizational Development (LOD) Unit.
- ❖ **Personnel Committee** – Marianne Guthrie
 - The committee primarily focused on committee descriptions and determined that no revisions are needed.
 - They worked on a list of goals/priorities for 2020
 - Salary review in light of \$15 minimum wage
 - Area Leader Evaluation criteria
 - Evaluate current system to fill Extension positions

- Questions about Career Roadmapping

❖ **Membership/Recruitment Committee –**

- Jared Morrison, ShaLise Simmons, and Amy Elhadi are support staff for LOD. Are they eligible for CES membership? Adam to check if any LOD support staff are eligible to join.

Extension Annual Conference - Update on Silent Auction – Carol Wagner/ Lee Ann Johnson

- ❖ Photos have been uploaded to Box
- ❖ Operations was happy to assist with this activity, and will likely continue
- ❖ Final 2 basket winners are still to pay
- ❖ Great location for 2019 – housed in same room as vendors and posters; Jared and ShaLise are aware of this for planning for 2020
- ❖ Very happy with the donations received – Coloring books and crayons for Children’s Hospitals. This service project will continue for 2020. However, recommended that pick-up and distribution arrangements be made prior to the event.
- ❖ Need to work on a scrolling slide show of the winners to show during the final session rather than texting the winners.

TERSSA Annual Conference in Kitty Hawk, North Carolina

- ❖ Dates: September 22 – 25
- ❖ Registration: \$160 Early Bird by June 30, \$175 by August 1, and \$190 for late registration
- ❖ TERSSA website TERSSA.org for additional information
- ❖ Lodging: \$129/side, \$169 for ocean view, \$189 weekend rate for anyone wanting to stay longer
- ❖ Closest airport: Norfolk, VA
- ❖ Transportation estimates:
 - \$1021 per person fly to Norfolk, rent vans to Kitty Hawk
 - \$792 per person: drive 2 passenger vans to Kitty Hawk
 - \$990 per person charter bus for 10 people; \$828 per person if 14 people
- ❖ Contact Marianne for specifics on estimating costs

New Business:

TERSSA Update – Christina Byrd had stepped away. Carol Wagner presented the info below.

- ❖ Maine has been added, and Virginia Tech is considering.
- ❖ Ohio will host in 2021, need to establish a committee to begin planning dates and venue; good to have that info prior to the September conference
- ❖ ALL HANDS ON DECK!
- ❖ Admin is aware of Ohio hosting in 2021 and is encouraging participation in the 2020 Kitty Hawk conference
- ❖ Additional discussion: Need to begin to check availability of locations
 - Courtyard by Marriott
 - Geneva on the Lake
 - Lots of activities in the Cleveland Area
 - Rock and Roll Hall of Fame
 - Ball games?

Support Staff Liaison – Adam Ziadeh

- ❖ Lee Ann has been filling in the role of Support Staff Liaison, but not yet officially voted into this position. Carol Wagner moved and Vickie Snyder seconded a motion to officially approve Lee Ann for this role. Motion passed.
- ❖ Lee Ann is in this role in an official, but temporary capacity. Will need a new Support Staff Liaison upon her retirement.

