

CES Board Meeting

May 10, 2016

In attendance: Dawnn Brown, Amanda Forquer, Linda Good, Lee Ann Hiatt, Angie Keshock, Paige Matney, Peg Meents, Michelle Moon, Lisa Murphy, Crystal Ott

On Carmen: Ashley Gerber, Faye Wilson, Beth Young, Jeannie Stenson

Crystal called meeting to order @ 10:05 am.

Roll call on agenda

Dawnn Brown-Secretary's Report: There were two corrections to February 10th meeting minutes:

- 1) Peg Meents was not present at February meeting;
- 2) correct balance for HNB Account is \$7,266.22

Motion to accept meeting minutes with corrections by Michelle, 2nd by Peg → so moved

Lisa Murphy-Treasurer's Report: Lisa shared Treasurer's report. Lisa mentioned there was a cleanup on the accounts to separate the silent auction proceeds from the member recognition. She made changes to the format of the balance report to reflect flow of funds.

- The silent auction proceeds were placed into 061003 account.
- The excellence award was paid from the development fund.
- Peggy asked the location of the TERSSA funds, Lisa advised that some of these funds were deposited to 309154 and the rest to 061003.
- Linda Good asked Lisa to clearly identify TERSSA money flowing to both accounts; Lisa agreed to research the deposits from Oct 2015 for clarity
- Linda stated there's a separate account for TERSSA, 116570, for out of state registrations; in state registrations should flow through 061003

FAS Report: 061003 CES Support Staff Association

Previous reported Balance: **Current Balance:** \$15,861.87

309154 Chi Epsilon Sigma

Previous reported Balance: **Current Balance:** \$3,636.36

Huntington Accounts (Savings & Checking accounts merged)

Non-Interest Bearing Checking

Previous Reported Balance: **Current Balance:** \$7,266.22

OFFICER REPORTS:

Peg –Annalist: Peg mentioned the CES Newsletter will be released when TERSSA schedule is confirmed. She also suggested there be an additional newsletter released for summer and fall and will follow-up with CES webmaster, Patty Corfman.

Peg has acquired new responsibilities at work and may lose the access to update the CES website. Michelle suggested CES access be linked with centralized webmaster, Patty Corfman for review. Crystal will inquire about new website process and premise for the change.

LeAnn-Mentor Coordinator: LeAnn and Michelle will work together to draft paperwork for mentoring for Cabinet review.

Amanda-Staff Advisory Council: Amanda shared the CFAES branded pad folios to be given as gifts to staff; these will replace bookmarks given out previously. The pad folios will be sent to the county offices for staff distribution.

Amanda shared there will be an on campus ice cream social on Thursday, June 9, 2016. Vice Provost McPherson is proposing to do more on campus activities including road trips to main campus and road trips to regional campus offices.

Development award applications are due June 1, 2016.

Outstanding You program launched in October 2015 was designed to send appreciation notes to fellow colleagues. The notes of appreciation are located on the staff website and once submitted is received by the recipient and the Dean's office.

Applications for the Above & Beyond awards for recognition are due August 2016.

Lonnie King is CFAES Interim Dean.

DIRECTOR REPORTS:

Ashley -Campus Director: Ashley had no new members to report.

Tonya -Southwest Director: Tonya gave a report on the Southwest retreat. Chocolate key rings were created as gifts for retreat participants.

Faye Wilson-Southeast Director: Faye mentioned 32 support staff attended the Lancaster activity. There were 7 door prizes available.

Angie Keshock-Northeast Director: Angie announced the Northeast retreat to be held on June 1, 2016 in Massillon. The region has four new hires to reach out for CES recruitment.

COMMITTEE REPORTS:

Marketing: Marketing Committee report was presented to membership (see handout).

Membership: Paige presented the 2016 CES Years of Service Awards (see handout). The goal is to have one regular CES member to join committees.

Treasurer: Lisa mentioned there are two expenses for fund 061003: \$375 for tote bags and \$50 for candy & bags

Development: All are encouraged to support staff conferences.

Mentoring: LeAnn and Michelle will work together to draft paperwork for mentoring for Cabinet review.

TERSSA 2016 Annual Conference: Linda presented information and updates for TERSSA Conference (see handouts). She is looking into creating a TERSSA video.

Michelle will reach out to county convention bureaus to donate pads and pens as giveaways. Michelle also passed around an example of the TERSSA brochure.

OLD BUSINESS:

TERSSA: Linda advised that the handling of extra funds will be discussed at next TERSSA meeting.

Regional Support Staff Conferences: Michelle stated currently grants can be used for both office staff and program assistants. She mentioned that program assistants taking advantage of JCEP benefit should not be allowed to double dip with CES participation.

Crystal believes program assistants can benefit from CES benefits however depending on function may benefit from JCEP participation.

NEW BUSINESS:

Ashley received resources from Ed Tech to create a CES promotional video to include clips from staff.

Amanda suggested the video be no longer than 3 minutes and good videos can be created with a quality camera without purchasing studio time.

Hardin County has state of the art equipment for video creation.

Michelle mentioned including clips from Annual Conference.

The video could also include clips from TERSSA conference.

Ashley will email PowerPoint to Crystal.

ADJOURNMENT:

Motion to adjourn meeting was made and seconded. Unanimously approved.