

CES Board Meeting

August 29, 2017

In attendance: Dawnn Brown, Marianne Guthrie, Paige Matney, Michelle Moon, Lisa Murphy, Crystal Ott

On Zoom: Terri Fisher, Ashley Gerber, Heather Keller, Sarah Mays, Faye Wilson, Beth Young

Guests:

Michelle called meeting to order @ 10:42 am.

Roll call on agenda.

Dawnn Brown-Secretary's Report:

Michelle presented and welcomed questions and corrections to meeting minutes from February 28, 2017.

Motion to accept Secretary's report was made by Marianne, 2nd by Dawnn. Report accepted.

Lisa Murphy-Treasurer's Report:

FAS Report: 061003 CES Support Staff Association

- Previous reported Balance: \$ 14,663.66
- **Current Balance:** \$14,613.66 (as of 7/31/17)

309154 Chi Epsilon Sigma

- Previous reported Balance: \$52.00
- **Current Balance:** \$143.00 (as of 7/31/17)

Huntington Accounts: (Savings & Checking accounts merged)

Non-Interest Bearing Checking

- Previous reported Balance: \$6,856.22
- **Current Balance:** \$6,856.22 (as of 7/31/17)

TERSSA:

116570 TERRSA

- Previous reported Balance: \$4,676.49
- **Current Balance:** \$4,676.49 (as of 7/31/17)
 - Lisa reported that Brian McClain, according to university policy, these funds do not need to be transferred out and can be used for CES expenses

Motion to accept Treasurer's report was made by Dawnn, 2nd by Faye. Report accepted.

OFFICER REPORTS:

Vice President-Angie:

Michelle presented Vice President's report.

Annalist-Faye:

Faye asked for suggestions for Winter newsletter.

Mentor Coordinator-Open:

Michelle mentioned this position opening and will help Angie fill it.

SAC Director-Terri:

Terri sent mobile charging banks as appreciation gifts to staff. She welcomes suggestions for future gift ideas.

COMMITTEE REPORTS:

Membership & Years of Service:

Paige introduced online process to join and renew CES membership. The process allows options for CES and TERSSA memberships. Demographic information auto populates but can be updated as needed. After selections have been made and registration/renewal is complete, a sheet can be printed for approver signature.

Professional Improvement:

Michelle presented Angie's report.

Constitution & By-Laws:

Crystal presented CES Handbook for review.

Marianne asked about website card; Crystal & Paige advised to direct inquiries to website for information.

Motion to accept Standing Rules with corrections was made by Marianne, 2nd by Paige. Motion approved.

Motion to approve CES Handbook was made by Michelle, 2nd by Marianne. Motion approved.

Recognition:

Crystal suggested we look at dates for recognition. As of now, everything is set up for deadline date of October 30, 2017. She will send information to Sarah.

Excellence in Extension Award:

Paige and Crystal are currently working on Excellence in Extension award and presented the current nomination form.

Crystal proposed a change to the required documentation on the form to request one letter of evaluation and support instead of two.

Paige suggested a rubric to help with judging in lieu of the list of criteria on the form.

Marianne recommended giving each criterion a 1-5 rating system.

OLD BUSINESS:

2017 TERSSA Conference Attendance

- Michelle thanked Marianne for her efforts in trying to get a bus from Ohio to TERSSA conference in North Carolina. Michelle & Linda Good decided it was not a good use of professional development funds.
- Linda mentioned the TERSSA conference is being held September 20-21, 2017 and additional information (registration, hotel, etc.) should be announced the first week of June.

OSUE Support Staff Onboarding Documents-Committee reporting

- Michelle has used the document.
- Crystal requested committee feedback to keep the document updated. Terri submitted information regarding hyperlinks that were not functioning.
- Crystal will seek JCEP's advice on how to house these documents.

CES & JCEP Committee report

- After JCEP information was reviewed online and the pros and cons were weighed, it has been decided that a committee of 6-7 CES members will be formed to discuss and decide if joint membership is necessary. Linda is currently chair of the committee. Crystal will invite Rob Leeds, JCEP president and Roger into committee discussions.
- Crystal approached JCEP president for their interest in joining together.

NEW BUSINESS:

- Marianne recommended there be more than one option to fill officer positions to justify the vote. She suggests reaching out to Regional Directors for nominations.
- Michelle mentioned changing the CES board meeting for November 2017 per a schedule conflict. She will send an email to membership with alternate dates for the November meeting.

Motion to adjourn meeting by Lisa, 2nd by Marianne. Unanimously approved @ 12:13 pm.