

CES Board Meeting

May 25, 2017

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

On Carmen: Terri Fisher, Lee Ann Hiatt, Heather Keller, Faye Wilson, Beth Young

Guests: Linda Good

Michelle called meeting to order @ 10:37 am.

Roll call on agenda.

Dawnn Brown-Secretary's Report:

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

Motion to accept Secretary's report was made by Angie, 2nd by Paige. Motion approved.

Lisa Murphy-Treasurer's Report:

FAS Report: 061003 CES Support Staff Association

- Previous reported Balance: \$ 24,486.65
- **Current Balance:** \$14,688.66 (as of 4/30/17)

309154 Chi Epsilon Sigma

- Previous reported Balance: (\$9,937.99)
- **Current Balance:** \$52.00

Huntington Accounts (Savings & Checking accounts merged)

Non-Interest Bearing Checking

- Previous Reported Balance: \$6,866.22
- **Current Balance:** \$6,856.22

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

OFFICER REPORTS:

Annalist-Faye:

Faye requested information from Michelle for the newsletter. Marianne recently sent helpful ideas to Faye for the newsletter.

Mentor Coordinator-Lee Ann:

She is looking to update Support Staff Personnel Onboarding Process outline.

COMMITTEE REPORTS:

Membership & Years of Service:

Paige suggested the membership application be updated to an online process. JCEP has made the move to an online process.

Marianne researched the Qualtrix system and believes it's a good option. The treasurer spreadsheets can be extracted from this system as well.

Nominating:

Crystal asked that the terms of membership need to be updated on the CES website. She suggests Angie work with Faye and send updated information to Patti Corfman.

Fundraiser:

Beth requested basket ideas for this year's Annual Conference.

Professional Improvement:

Angie spoke to Cindy Buxton regarding staff maximizing trainings offered through the Business Operations Center. She is looking for potential marketing strategies to familiarize support staff with CES and to increase membership.

Lisa suggested members visit the new employee orientation as a CES promotional strategy. A pamphlet handout may be helpful. Crystal agreed that a CES pamphlet would be good to handout at Day 1 orientation.

Crystal is looking to insure Regional Directors are consistently welcoming new employees. Beth advised to continuously send updated CES promotional flyers to Regional Directors.

Linda recommended an update to the CES video on the website.

Constitution & Bylaws:

Marianne, Paige and Crystal collaborated to update CES handbook.

Crystal asked for feedback to update the CES handbook. She requested members visit the Buckeye Box and create position folders. The position folders should include information pertinent to each officer's role. This will make it easier to onboard replacement members.

Crystal contacted Jared Morrison to discuss timeline for Annual Conference. Jared mentioned that committees have started to form and the conference will be held in January instead of December. Crystal will further discuss with Jared and how changes may affect CES Annual meeting.

Linda suggested the Standing Rules in the handbook be placed under the Membership Secretary's responsibility.

Michelle inquired about using flash drives for CES handbook. Crystal mentioned information is on website and flash drives may not be necessary.

Linda requested feedback on how changes work for new members. If favorable, changes can also be adapted to TERSSA.

Crystal suggested a small gift or certificate for new members instead of pens.

Crystal also mentioned updates to the Standing Rules handout. The Administrative Liaison position description has functions that are no longer relevant. The Mentor Coordinator functions need updating also.

CES may internally create mentors (one CES member mentoring another CES member). Angie and Lee Ann will work together to create the internal CES mentoring program. The mentoring program would be standardized to maintain consistency in sharing information (website, training, etc.) with new employees/members.

Mentoring:

Lee Ann is working on onboarding documents.

Excellence in Extension Award:

Paige is looking to restructure nomination process and recommended a rubric be created as a guide for judges to insure selections are more objective.

Linda suggested a weight system.

Paige and Crystal will work on a rubric/weight system for August meeting.

OLD BUSINESS:

2016 TERSSA Conference Finances-Final Report

- The TERSSA executive committee met at 9am on May 25, 2017 and reviewed final report.
 - Revenue= \$28,775
 - Expenses=\$22,622.59
 - Balance (revenue – expenses) = \$6,135.41

2017 TERSSA Conference Attendance

- Crystal collected a list of support staff interested in taking a bus to 2017 TERSSA conference. There are still TERSSA funds remaining from last year to assist with bus expense.
- 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.
- Crystal is not asking Administration for financial support but is seeking the support of the County & Regional Directors to allow support staff time off to attend TERSSA
- Michelle extended gratitude to CES members who served on 2016 Annual conference committees

OSUE Support Staff Onboarding documents

- Crystal announced that Karen Argabright will assist with updating the onboarding documents. Karen suggested creating CES onboarding documents to distribute to support staff.
- Crystal presented the current Support Staff Personnel Onboarding Process Outline and asked for feedback from CES members. The outline is also available in electronic format with hyperlinks leading to appropriate webpages.
- Terri will provide PowerPoint of History of Extension & History of Food and Consumer Science to include in onboarding documents.

Professional Development funds

- Michelle reviewed rules for appropriate spending of professional development funds. Per Crystal, purchasing books for professional development is not explicitly included or excluded.

Motion to allow the purchase of necessary books and materials for professional development courses was made by Marianne, 2nd by Angie. Motion approved.

CES & JCEP-Join together?

- Michelle revisited the question, "Should CES members join JCEP?"
- Crystal mentioned this question was posed because Roger asked why CES and JCEP were separate boards
- 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. Crystal will invite Rob Leeds, JCEP president and Roger into committee discussions.

NEW BUSINESS:

- Michelle mentioned updates are needed for the website. Crystal suggested Lee Ann gather changes and submit to Patti Corfman. Angie will also submit a list of updates.
- Marianne received the 2017 Professional Development award for CFAES Staff Advisory Council. She will place the \$200 award into the 2017 TERSSA conference funds.
- Crystal announced John Victor's retirement. In previous years, he served as a judge for the CES awards.
- Carol Bottoms, Southwest Director is retiring.

Motion to adjourn meeting by Lisa, 2nd by Marianne. Unanimously approved @ 12:14 pm.