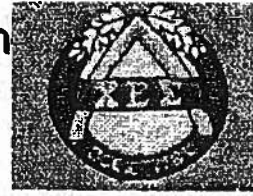


# Ohio State University Chi Epsilon Sigma Meeting

April 7, 2000



## Der Dutchman, Plain City, Ohio

Present: Karon Dellinger, Michelle (Edwards) Chambers, Cheryl Engle, Barbara Brackman, Mary Denny, Marilyn Bloom, Jill King, Marie Bouic, Sheila Blevins, Liz Barringer-Smith, Karen Barnhart, Debbie Stiles, Dawn Ford

CES President, Karon Dellinger, welcomed all present. Meeting commenced at 10:00 a.m. Introductions were made including CES officers, directors, and various committee members.

The minutes from the December 17<sup>th</sup> meeting were reviewed and approved. Treasurer's Report of \$3,293.80 was presented and approved. It was mentioned that the CES development account (539154) is not appearing on the FAS statement or campus campaign materials as an option. Jill King mentioned that she was co-coordinator for getting the campus campaign materials sent out to everyone in Extension. She also shared that a letter from Keith Smith was included with this information and in his letter he does mention the CES development account (539154). There was a list of Extension accounts included as an attachment with Keith's letter. Karon stated that she would check her campus campaign materials again and encouraged others to do the same.

### *Under "Old Business" ~*

Beta Barbara Brackman updated us on outreach efforts with other states. So far New Jersey, Indiana, West Virginia, Kentucky, and Arkansas are all inquiring about CES in Ohio. West Virginia has requested for Ohio to send CES representation to be present at their October 2000 Support Staff Annual Conference. Lee Ann Johnson is representing CES in Kentucky on April 26-27<sup>th</sup> for their Spring Conference. Our ~~Gamma~~ Chapter in Arkansas has been inquiring about a new installation ceremony that they might use in the future. Kathy Bulka's name was given as a referral from Barbara with regards to the new CES puzzle installation that Ohio CES used in 1999. Kathy and her husband created that puzzle for CES as a gift.

Our Fraternity is gaining exposure by sending CES newsletters to our Extension counterparts. We will continue that effort along with seeking new opportunities to exhibit our CES display for national exposure at upcoming Agent conferences, etc.

Barbara initially went through the Constitution and By-Laws with no changes. As the day went on, we amended that action to accommodate the new Historian position within CES.

Michelle (Edwards) Chambers presented the summary of evaluation results from the Chi Epsilon Sigma Annual Meeting held November 3, 1999. The majority of scores ranked from 45%-68% in the Good range that categorized the selection of food, physical arrangement of the room, and overall quality of the meeting. Some of the varied comments and suggestions stated keeping everything brief, starting the CES dinner on time, considering a speaker every other year, and the recognition ceremony dragged on too long. Positively overall, the evaluations stated that the installation ceremony was very nice, the before dinner mingling was very good, banquet meal and ceremony were great, meeting accommodations wonderful, and that CES holds a special place in many of my colleagues' hearts. All in all, a successful venture in 1999.

However, times are a changing. Michelle gave us a quick preview of some of the new ideas and procedural changes that will effect the 2000 banquet. To keep the evening banquet light and flowing, she proposed that CES Officers and Directors begin the annual meeting before dinner. Get as far as we can on the agenda before dinner is served. Then save the election and installation of next year's officers until after dinner. Some of Michelle's new program ideas include having a keyboard player perform music throughout the evening, gather photos of OSU support staff to include in a slide show presentation, and changing our typical CES raffle from a Longberger basket to a "Weekend Getaway for 2 Trip" to Gatlinburg, Tennessee. Many positive reactions were observed among the CES officers, directors, and visiting committee members.

Karon Dellinger briefly floored the issue of the new employee red folders that Kay Berning has to assemble throughout the year. No comments or objections were voiced over this issue, so OSU protocol and procedures will stand.

Karon proposed that we offer a year's magazine subscription to all CES members when renewing memberships. The question was floored, "Do we include this incentive as part of the membership drive?" Marilyn Bloom disagreed and voiced concern that we do not want to increase our yearly membership dues and if so, we could lose potentially new members. She suggested that we offer a listing of professional magazines that would be suitable for OSU support staff in our next CES newsletter. Motion denied.

Cheryl Engle discussed the role of CES at the Northwest District Spring Conference in Lima on April 14<sup>th</sup>. Since the Northwest District has the lowest number of CES members, District Director Richard Martin requested that Cheryl have a part on the day's program. So Michelle Chambers and Cheryl would be co-presenting the new Chi Epsilon Sigma Fraternity powerpoint presentation during break-out sessions at northwestern Ohio's Spring Conference. Cheryl passed around printed samples of the powerpoint presentation for everyone to see. This was a special project that Cheryl created as a representation tool for Chi Epsilon Sigma. Much positive feedback was received and comments were made that this will become our official CES preview when outreaching into other states. Barbara Brackman mentioned the visual importance of conveying the CES message to other states along with sharing our success stories. Barbara even volunteered to solicit our CES presentation to the Planning Committee for the South District's Spring Conference on May 18-19th. Jill King also volunteered to try to get CES on the agenda for the State Spring Conference. However, the South District Spring Conference is Extension Agents only and the State Spring Conference is all-inclusive but only ½ day with a full agenda. Michelle Chambers will be setting up the CES display at the State Spring Conference.

Michelle and Cheryl agreed to give a formal presentation of the CES slide show at our next CES Officers and Directors meeting on September 29<sup>th</sup> that will include Extension Director Keith Smith. We hope to envision Director Smith with our future mission and support staff concerns. Our strategy is to gain even stronger support from Director Smith that will funnel downward to the Extension County Chairs which will attract new memberships in the counties.

Jill King provided a mentoring update. Jill serves on the Extension mentoring committee representing all support staff and also serves as the state support staff mentor contact. The management of the mentoring program has evolved to the point that assistance is needed. Chi Epsilon Sigma Directors could serve as mentor district contacts in helping manage the program for support staff out in the counties and districts. Some positive feedback was heard from the floor. Liz Barringer-Smith talked briefly of her successful match with a mentor/protégé. Liz said that the two of them hit it off from the start and that they both stay in touch to this day. Dawn Ford also spoke of her two mentoring experiences. Dawn experienced both success and some challenges. Initial matches are paired by submitting bio sketches. The data needs to be more closely aligned with the county and district levels of OSU Extension business. Dawn's first

successful mentoring match was linked county secretary-county secretary. Her more challenging match paired her with a county secretary-district secretary. This match was not as compatible due to the environmental differences. Dawn said that neither of the pair could truly understand what the other was going through due to job structure. Both Dawn and Liz would recommend this mentoring program to new hires and would support future endeavors. It was also mentioned that the CES by-laws should be amended to reflect the new mentoring responsibilities as a part of the CES Director's duties. Sheila Blevins asked if the CES Directors could see a description of this role. Jill will work with Linda Kutilek to provide this information and share with all the CES Directors.

*Retirement Planning Inservice*

Karon Dellinger read a letter of resignation from CES retiree, Evelyn Roediger. Her emeriti position will be solicited for recruitment from Dorothy Rex, Betty Ward, or new retiree, Nancy Woodward from Logan County. Marilyn Bloom will make the initial contacts to gain acceptance of this vacated role.

*Now for the "New Business" ~*

President Elect, Michelle Chambers, talked in more detail about the upcoming CES Annual Meeting being held this year on November 2, 2000 at the Radisson Airport Hotel. She recently sent the letters of invitation to Administration for the CES banquet. Michelle is also serving on the Support Staff Annual Conference Planning Committee as our CES spokesperson.

In terms of program development . . . . . since food was an issue on last year's evaluations, Michelle will be e-mailing the CES officers and directors the menu choices for the banquet as time approaches near. Michelle asked if any Extension homemakers group could make the centerpieces/table favors for the CES dinner. The listeners unanimously agreed that we could find someone in Extension to assist us. The CES bookmarks that were given out at the G.O. Bucks Annual Conference were also mentioned as a nice attribute to the banquet. Barbara Brackman volunteered to create and update these bookmarks for this year's fraternity members.

*Linda Kutilek Lou Fairman*

Two nominees for this year's CES Honorary Member were voiced on the floor ~ Barbara Ludwig and Richard Martin. It was agreed that since District Director Richard Martin is retiring June 30<sup>th</sup>, that we would like to award him as the 2000 CES Honorary Member. Dick has always been very supportive of Chi Epsilon Sigma and will be a nice addition to have in our ranks of Extension administrators.

It was determined that we will not have a speaker at this year's CES banquet. Barbara will get the officer and director nominations to CES officers and directors as soon as the information is available for 2000-2001 elections.

\* A suggestion was made while Michelle was summarizing the 1999 CES evaluations, to establish a new position within Chi Epsilon Sigma ~ Chapter Historian. This position will need to be voted on at the Annual Meeting in November by all CES members. Barbara Brackman will create the proposal to be put on the floor for the new position and divide CES duties between the Annalist and Historian. By-laws will also need to be amended to reflect this new Historian position if membership approves it. A motion was carried by Michelle Chambers and Dawn Ford 2<sup>nd</sup> the motion. Our upcoming CES newsletter will highlight this new opportunity for member awareness.

Vice President Elect, Cheryl Engle, is chairing the Professional Improvement Committee for this upcoming year. In addition, the committee is comprised of President Elect, Michelle Chambers, Carol Bunn from the Northwest District, and Lee Ann Johnson from the East District. Cheryl handed out the updated scholarship rules and application form to everyone. The Officers and Directors approved the existing requirements for 2000-2001. Our CES web-page will also be updated very soon by Cheryl to reflect the new scholarship information. A verbal reminder was given in regards to the current

Professional Development opportunity being co-chaired by Nikki Conklin and CES officers. Deadline for spring scholarship applications is Friday, May 5<sup>th</sup>.

Cheryl conducted a follow-up survey of previous CES scholarship recipients. The award winners in 1998-1999 were Lee Ann Johnson and Michelle Chambers and for 1999-2000 were Sandy Bryan and Donna Green. One of the recipients used her professional development funds to buy video resources for their office library. While another attended an Administrative Assistants Conference in Columbus and the other a Skill Path seminar workshop. Donna Green, a Program Assistant, is currently applying her professional development funds toward her Masters Degree this semester. All recipients were appreciative of the award and opportunity to better themselves personally and professionally. Cheryl asked them for their words of wisdom to other CES members. Here are their replies, "Take advantage of the opportunity!", "We seem to see the same names winning repeatedly ~ I am amazed that more people do not apply", "I am very appreciative of any financial assistance that will help me to achieve my education requirements of becoming an Extension Agent in the future."

Annalist Dawn Ford gave a short summary about the next CES newsletter. She is currently in the process of compiling articles and creating layout. If you have any ideas for articles, please get that information to Dawn as soon as possible.

Sheila Blevins also acknowledged that John Victor from Communications & Technology will assist her committee with the new, upcoming CES Newsletter Contest this summer. We look forward to reviewing the talent within OSU Extension and acknowledging winners in various categories. This contest will be structured very similar to the "Tools for Teaching" contest conducted for Extension Agents. We feel very positive about this new recognition opportunity for Support Staff.

Membership Secretary, Marie Bouic, communicated that Chi Epsilon Sigma's enrollment letter is currently being co-signed by Keith Smith and Barbara Ludwig. This correspondence will be ready to be distributed to all Extension support staff in July during the annual membership drive. Enrollment deadline will be sometime in August, 2000. Dues will remain the same at \$12/year excluding the magazine subscription idea that was mentioned earlier.

Pat Myers was unable to attend our meeting, but she is still heading the Secret Friend Program for Chi Epsilon Sigma. Recently, there was an e-mail message sent by Pat to remind secret friends of the essence of giving but also to make everyone aware that if support staff resign, please notify her and they will be re-assigned to a new secret friend until November.

Meeting concluded with lunch at 12:30 p.m. Pictures were taken of CES members that were present in a beautiful, Victorian setting. Watch the CES book of memories for future snapshots of activities.

Respectfully submitted,

Cheryl L. Engle  
Vice President Elect  
Chi Epsilon Sigma