

## Ohio State University Chi Epsilon Sigma Meeting

September 29, 2000 - 9:30 a.m.

OSU Extension Office, Franklin County

Present: Karon Dellinger, Cheryl Engle, Michelle Edwards, Karen Barnhart, Shelia Blevins, Jill King, Marie Bouic, Vickie Snyder, Dawn Ford, Mary Detty, Linda Ferguson

Karon welcomed all present. Introductions were made. Minutes of the last meeting were read and approved with corrections. Treasurer's report was read. Linda will check the business office and request an updated report of the Development Fund.

Karon announced that Emeriti Representative Marilyn Bloom's mother died and today is the funeral. Karon will make sure that she receives a rose from our organization.

A report from Barb Brackman was read. She received an invitation to attend the Extension Service Staff Assoc. Conference on October 24, 2000 in Elkins, West Virginia. Since she is unable to attend, Karon Dellinger and Cheryl Engle will attend the conference in her place. Their room will be provided. Linda Ferguson made a motion that CES reimburse travel expenses. Vickie 2<sup>nd</sup> motion, motion passed. Karon plans to take a gavel to W. Virginia to present to them. Barb reported that, to date, we have three chapters - Ohio, Arkansas and Kentucky. By-law revisions were read as well as the status of nominations for officers and directors for 2000-2001.

Cheryl gave a report on the scholarship applications. Four people have applied to date. Since the numbers are so low, she will send out another e-mail to encourage more members to apply.

Evelyn Roediger, emeriti for retirement planning committee, resigned. Karon talked to a couple of retired people about replacing Evelyn but they're too busy. This led to a lengthy discussion about needing a better description or maybe updating duties in the standing rules/by-laws.

Sherri DeCant's position as CES Northwest District Director has been vacant since her resignation with Extension. Gail Ritzler from Northwest District Office is interested in the CES Northwest District Director position. Her name will be on the November ballot.

Karon mentioned that Sherri also served on the College Staff Advisory Council representing CES. CES was asked for recommendations to replace Sherri on that council. Jill mentioned that the CES VP would be familiar with support staff issues and would be a good liaison to represent support staff on this Council. Members voted to add "serving as CES representative on the College Staff Advisory Council" to the VP responsibilities in the standing rules.

Cheryl submitted two entries to "2000 Tools for Teaching Contest" - one in the Promotional Flier category and one in Computer Generated Graphics Presentation category.

Karon and Marie both mentioned that their agricultural agents want to join CES.

Sheila gave a report on newsletters, fliers, etc. submitted for the contest. Discussion was held as to how entries as team (one secretary, one agent) should be submitted. It was decided to recognize the secretary and mention that it's a team effort. Sheila is going to make a display of entries at our upcoming conference.

Dawn Ford extended the deadline for the next newsletter by two weeks.

Michelle called Kay Berning to find out when registration for Support Staff Conference will be mailed. Kay said she put them in today's county mail packet.

Michelle gave a report of the work being done for the Support Staff Conference. She asked Dawn to put a reminder in the newsletter reminding people to submit their office photos. Michelle plans to do a power point presentation with them. We looked at Michelle's proposed banquet budget. She wants to decrease the meeting time and change the order of the program to keep things moving and increase interest. Judy McFarland will play during the evening and Michelle suggested giving her a donation. Michelle and Cheryl have solicited donations for table favors. Cheryl suggested purchasing coffee mugs. They are \$2.99 each and we need to purchase a minimum of 144. We would put a sample of coffee in them, then put those in a decorated brown paper sack and distribute to each member present. The coffee is a sample of a fund raiser we'd like to do this next year. Karon asked for a vote. Membership voted to buy the coffee mugs and to sell the coffee. Also, we voted to pay banquet expenses of \$890.15.

Michelle was able to get OSU/Michigan football tickets and a long discussion was held on how we should give them away. It was decided to put them in one of the paper sacks holding the coffee/mug and not raffle them. Cheryl, Michelle, Karon and Linda are not eligible to purchase the "Gaitlinburg, Take Me Away" raffle but other officers and directors are. We will have the drawing for this trip at the end of the conference meeting on Friday.

Linda, Marie, and Mary volunteered to work the registration desk at the banquet. Michelle will have a display table. Michelle and Karon will send letters of invitation to the banquet to honorary members and guests. [Note: After the meeting, Marie reminded Linda that, according to the CES Standing Rules, the secretary/treasurer needs to mail invitations to honorary and emeriti.] If Kay did not include food donations for area pantries/persons in need in the registration packet, Michelle will e-mail or put a reminder in the newsletter about this. Sheila will make badges to identify directors and officers to designate them as raffle ticket sales persons.

We voted to make Linda Kutilek our honorary member this year to recognize her work with the mentoring program. Jill will buy a gift to present to her during the banquet and Cheryl volunteered to make a certificate if needed. Marie will order gifts for 10, 15, 20, etc. year members. Michelle and Karon will work with the hotel as far as banquet room arrangements. All officers and directors are to meet on Thursday morning after they've registered and before the first session. Also, they'll meet again before the banquet.

Dr. Keith Smith came to our meeting and heard Jill update information on the support staff mentoring program. Jill passed around handouts on "CES Mentoring Contacts". Linda Kutilek has asked CES for help. It has been decided that the CES State and District Directors serve as mentor contacts. Linda will have a mentor training session at the Extension Support Staff Conference in November. Jill suggested a meeting of CES State and District Directors with Linda Kutilek before the November training session to redesign/enhance the current mentor program for support staff. A follow-up meeting after the conference with Linda and the directors might also be needed to update the new directors coming on board. Jill will write an article for the next CES newsletter announcing the mentor session at the November Support Staff Conference.

Keith commented that mentors should not be just a technical person but even sounding board, and that we consider multiple mentors. Support staff have many responsibilities and those responsibilities vary among each support staff. A protégé can benefit by having more than one mentor.

Cheryl and Karon gave a power point presentation about CES that Cheryl developed. Keith commented that it was well done and that Cheryl had done a good job. He recommended that it be cut to 12-14 minutes for out-of-state presentations but that she could add more pictures for the annual meeting since it is a good way to offer recognition. Cheryl needs to pin point mission, service, etc. as main points. Keith suggested Cheryl go back further in highlighting the history of how CES got started. He suggested talking with Carleen Hamilton, who was very instrumental in getting the support staff conference started in Extension, which then led to organizing CES. Cheryl will follow up with Carleen. Nikki Conklin recommended showing the power point presentation next year before all extension conference and before membership drives. It was suggested adding background music to the power point presentation.

Marie updated Keith on CES membership. We have 157 total membership with 45 new members this year. Keith is interested in know what barriers are preventing people from joining CES - if office chairs are not supportive. He suggested that Karon attend a monthly district director's meeting and show the list of membership - which districts have most and least membership. Keith offered to get Karon an invitation to any meeting she wanted to attend. He reminisced about how, in the early 1980's, there was no support staff inservice. After several state inservices, the idea for CES was born to offer training, upgrading and recognition. It was suggested that those people who were instrumental in starting support staff in-services be invited to the conference this year.

Karon thanked Keith for attending the meeting and for his continued support.

Cheryl, Michelle and Linda will meet at the Northwest District Office on Thursday, October 19 to put together programs, etc. for the annual conference.

Jill will talk with the OSU Leadership Center staff about selecting resources to be donated to the Leadership Center from CES. Members agreed to donate \$100 from CES funds towards these resources. Jill will submit an article in CES newsletter listing these resources.

As Karon puts together the program for the banquet, she'll call membership to ask for help as needed.

Meeting was adjourned at approximately 1:30 p.m.

Respectively submitted by:  
Linda Ferguson, Secretary