



Chi Epsilon Sigma Board Meeting

Monday April 16, 2018 @ 4:00 pm
Howlett Hall
2001 Fyffe Ct., Columbus OH 43210
Room #295 (also available via Zoom)

Minutes

Beth Young, 2018 CES Vice President, called the meeting to order.

Attendees in Columbus:, Beth Young, Marianne Guthrie, Linda Good, Carol Wagner, Sarah Mays, Sarah Chain, Teresa Funk, Lee Ann Johnson, Vick~~y~~^{ie} Snider
Attendees via Zoom: Heather Keller, Ashley Gerber, Terri Fisher, Brittan~~y~~^y Rohr, Adam Ziadah, Linda Newman, Elaine Stottsberry
Guests: Cindy Torpa

Secretary's Report: Linda Good

Minutes for February 19, 2018 CES Board meeting were approved and requested to be posted to the CES website
Minutes from Annual Conference CES meeting were compiled and reviewed by Angie and Beth. They will be submitted prior to 2018/2019 Annual Conference for board approval.

Treasurer's Report: Marianne Guthrie – will be forthcoming

Financial report: 061003 CES support staff association
Previous balance: \$4,411.68
Current Balance: [\\$4,411.68](#)
309154 CES – Previous Balance - \$5411.00
Current Balance: \$ 7,828.14
116570 OSUE TERSSA Conference
Previous reported balance: \$4,676.49
Current Balance: \$4635.41
Huntington Bank checking account:
Previous reported balance: \$ 6,856.22
Current balance: \$6, 717.96

Marianne reported she is working with the Business Office on the easiest way to do Balance Transfers. Also, Mariann~~ea~~^{ea} and Lee Ann are checking to see if the \$50.00 2017 TERSSA Conference Scholarship was processed to North Carolina. Penny Rachal, Mississippi, was the recipient of the scholarship.

Motion to approve the Treasurer's report - moved by Lee Ann and seconded by Linda

Guest: Cindy Torpa, Director of LOD Team, was introduced to the meeting attendees. Cindy reported the LOD team supports Support Staff professional development -and wants to work with CES to provide more professional development opportunities. Jared Morrison and Amy ~~Ehtati~~ are making arrangements to do a focus group to gauge opportunities, offerings, and in the best format. Jared/Amy will be sending an email to set up a meeting. Focus group attendees are encouraged to gather ideas prior to the meeting. Beth Young will connect with Jared concerning the focus group.

Professional Development discussion – some ideas shared:

- Quarterly professional development webinars focused on Support Staff needs (if this receives positive response, the CES board would conduct a survey of membership to gather topics).
- Add a separate day (prior to OSU Extension Annual Conference) for Support Staff Professional Development. CES would lead in planning this day.

Cindy shared some of the responsibilities of the LOD Team:

- Support Staff professional development
- Educational Technology Blog
- Work with Area leaders
- Digital Engagement strategy

A list of past year's Support -Staff professional development sessions suggested by Extension Support Staff ~~wasas~~ shared with Cindy and Columbus attending board members. The Board expressed their appreciation of Cindy taking time to meet with us and share LOD information.

Officer reports:

Past President: Michelle Moon –nothing to report
Vice President: Beth Young – nothing to report
Membership Secretary: Paige Matney – working on getting the membership list up to date
Annalist: Faye Wilson - none
Administrative Liaison – vacant
Historian – Sarah Mays – none
Mentor Coordinator – Ashley Gerber – none
SAC director – Terri Fisher - none
Campus Director – Adam Ziadeh - none
Southwest Director – Carol Wagner - none
Southeast Director- Lee Ann Johnson – Lee Ann is planning to send out a “hello” and Introduction.
Northeast Director – Heather Keller - none
Northwest Director – Emily Cordes - none
Emeriti Director – Teresa Funk – will reach out to Emeriti members and compile updated contact information.

Committee reports:

Membership & Years of Service – Matney - nothing
Nominating – Young - none
Fundraiser – New ideas for 2018? In planning, Teresa will be taking location and date into consideration. If Support Staff has a professional development day prior to Annual Conference, a hands on breakout session might be well received. Possible recipient: Children's Hospital.

CES Annual Meeting – Keshock – See report concerning Cindy Torpa above.
Budget and Finance – Guthrie – is in the process of putting together a budget committee.
Outreach – Moon - none
Professional Improvement – Young - none
Constitution and Bylaws – Moon - none
Membership and Annual Meeting Scholarship – co-chairs Paige and Linda. Linda is planning to email Paige to see when/what needs to be accomplished.
Annual Conference Activities – Keshock none at this time
Recognition – Mays none
Mentoring – Gerber none
Excellence in Extension Award – Matney, Moon none

Old Business:

OSUE Support Staff Onboarding documents – committee reporting Angie, Crystal and Ashley – The Support Staff Personnel Onboarding Process Outline for New Employees is in the box if anyone would like to review. If you do not have access, please contact Crystal. It was suggested that the box file have a co-owner as back up.

CES and JCEP Committee reports – Marianne, Linda and Beth attended as guests and observed JCEP Committee meetings (professional development, and resource management. Notes from those committee meetings:

- Resource Management Committee: JCEP proposed annual membership dues: For full Annual Ohio JCEP Members = \$65.00 state + CES dues + TERSSA dues. Benefits: Full access to Ohio JCEP Scholarships, awards, can hold office, support for attending JCEP/PILD conferences, full participation in Ohio JCEP Committees, membership enrollment managed by Ohio JCEP.
- Affiliate Annual Ohio JCEP Members = \$20.00 state + CES dues + TERSSA dues. Benefits: Limited Ohio JCEP Scholarships (\$550.00 budget for affiliate – only scholarships), can hold Ohio JCEP office to represent CES only, not eligible for Ohio JCEP awards (May be eligible as part of a tem if meet the requirement sand for state program area professional organization awards if a member), full participation in Ohio JCEP committees, but no Chair/Chair – elect roles, membership enrollment managed by Ohio JCEP.
- After lengthy discussion, the board overwhelmingly supported the proposed JCEP membership dues.
- Additional discussion concerning setting CES dues at \$5.00 per year. Considerations include: If an affiliate JCEP member – total would be \$25.00 (or the same as the current CES). Question on whether this amount would cover the existing CES professional development awards and the membership/annual conference scholarship. It will be up to the CES board to set the membership fee in upcoming meetings.
- Timeline for JCEP Membership fees: Committee will bring updated wording to the June 18th JCEP/ final wording by end of July/ Bylaw Change wording at the August meeting.
- Professional Development committee: LOD discussion on what training is needed, in what format, how to decide content and need. Suggested to offer 2 days of onboarding. Day 1 for basics (HR, Insurance, benefits, Buck ID, etc.) and Day 2 to educate new employees in Extension history, focus, goals and basically

why we are here. Consensus: If Onboarding is going to set up 2 days – make both days valuable.

- JCEP is planning to email a mid year membership invite to new Extension employees. Beth will care for [aa??](#) mid year membership invite to possible CES employees.
- JCEP board discussions: Dialogue with Dr. Rennekamp – DesignEXT is set up to better support counties, programs and customer service. Area Leaders will be attending a 3 day retreat and each county will be notified who their Area Leader is by Friday or Monday. Area Leaders begin responsibilities June 1.
- JCEP is investigating the possibility of conducting a JCEP Award Day the first week of December. A proposal will be compiled and sent to Administration for consideration.
- FYI – Fifth floor of the 4-H Center is being remodeled and will be shared initiative between Nationwide and OSU. Focus still being discussed.
- Branding news – There isn't an Extension Powerpoint. Please use the College Power point.

Membership Drive update/info: on hold for JCEP final membership decision

Report on TERSSA Conference: Linda shared - New Orleans, November 14,15,16
Contracts are still being signed. Other TERSSA news: Outreach and Marketing Committee are contacting prospective states. A TERSSA marketing display will be manned by Lee Ann at the upcoming NEA4-HA conference. Also working on a welcome video, new member email, sharing professional development opportunities across state lines (Beth Flynn has given her support), investigating the option of becoming a member of national JCEP, new TERSSA facebook page (search TERSSA2) and the TERSSA website is in the process of updates.

All Extension Annual Conference Update – -Dates: Tues, Wed, Thursday January 22, 23, 24, 2019. Seeking support for a Monday Professional Development Support Staff Conference.

Change of deadline for scholarships/membership drive – Decision by the CES Board to keep the deadlines the same as in previous years.

Community Service at Conference – New ideas for 2018? In planning, Teresa will be taking location and date into consideration. If Support Staff has a professional development day prior to Annual Conference, a hands on breakout session might be well received. Possible recipient: Children's Hospital. [Partial repeat](#)

Silent Auction at Conference – Raised \$977.

Other Old Business: none

New Business:

Plaques for Excellence Awards. – Teresa reported the current plaque does not indicate year of award and there are multiple fonts. Motion: order new engraved plates indicating recipient's name [And-and](#) year. Also make all the same font. Cost for 8 plates approximately \$80.00. Motion approved by Lee Ann and second by Carol. Teresa will take care of getting the plaque updated.

Cindy Torpa and Jared Morrison – Jared could not attend due to preparations for the Area Leader Retreat. Cindy's report is listed on page 1.

Adjournment: Adjournment was welcomed by all. Next meeting: June 18th, 4 pm. Location TBD