

CES Newsletter

May
2003

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President's Article/Meeting with Our Director:

Dear CES Friends:

Spring is really here and the grass is growing faster than I can keep up with! It also seems as though our office is really busy with the new 4-H project year getting into full swing! It won't be long before the county fair!

Our CES Board of Directors and Officers met in April and discussed many items including the restructuring of the districts, budget and how it will affect our annual CES meeting, new representatives for the restructured districts, and whether we would be having an annual meeting this year.


I would like to thank Peg Meents, Vice-President and Pam Assenheimer, Northwest CES Director for participating in the Professional Association meeting with Keith Smith in late April. I was on vacation and unable to attend. Peg has compiled a report about the issues that were discussed at the meeting, although there seems to be no definite plans at this point.

The CES Board will be meeting again in August, and we should be able to firm up when election of officers will occur, and set deadlines for scholarships and the newsletter contest as well as finding if there will be some sort of annual meeting for professional awards, possibly by satellite.

Contact any of the officers or your district director if you have questions or concerns.

Have a great spring!

Karen Barnhart
CES President

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Report from the Association Leaders' Meeting of April 24th

By: Peg Meents – CES Vice President and Pam Assenheimer – CES Northwest District Director


Representatives from various Extension Associations met with Keith Smith on the afternoon of April 24. Keith updated the group as to the current State of Ohio Budget progress, and specifically recommendations with regard to Extension's funding. (House version included level funding ~ zero cuts, and they were hopeful that they might gain a small increase in funding from the Senate).

Of particular interest to CES membership are the plans for our professional in-service day/annual meeting. As many of you know, GO BUCKS has been cancelled due to budget concerns . . . but the administration has requested that those dates be held open for a possible Satellite Conference. An Administrative Survey has indicated that travel is a primary concern and therefore they intend to pursue options that would not necessarily require travel.

One proposed suggestion is that the various Associations might select one "gathering" site for those who would like to get together, and that these sites could then be linked with interactive video. It was also suggested that Association elections and other voting decisions could be done via the internet and results reported as a part of each Association's presentation. Awards could either be given "live" via the interactive video and/or recognition could be prepared in advance (picture of awardee, short video of work etc.) The Satellite Conference as discussed, would be a half-day program to include: an inspirational speaker; Administrative Update; time for each Association to address their membership, present awards and announce election results.

A second consideration to this proposal is the administration's desire to hold "district-wide" conferences (possibly in the fall – after the July 1 restructuring) for ALL extension personnel. Presumably, these conferences will focus on improving our "connectedness" and for CES members they would replace our statewide support staff in-service conference. Keith Smith clearly expressed his intent that these district meetings be given a high priority, even if that should mean closing county offices for a day so that everyone can attend.

The final decision with regard to these conferences will probably be made at a meeting on June 18th. In the meantime, if you have a suggestion or concern with regard to our CES Annual Meeting or plans for the support staff in-service, please contact Karen Barnhart.

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Gamma Chapter Report




The 4th Annual Meeting of Chi Epsilon Sigma was held on April 24 and 25, 2003 at the Kentucky Leadership Center in Jabez, Kentucky. The theme for the meeting was "What You Always Wanted to Know . . . But Were Afraid to Ask!" Those in attendance (96 people from 50 counties) were able to participate in five of the following break-out sessions: Communication – How Men and Women Communicate Differently; Massage Therapy; Nature Hike; Nature Stroll; Nature Craft; Humor, Diet and Exercise; Developing an Investment Strategy; Retirement Distribution Flexibilities; Keeping Work Fun in a Changing Environment; and Women's Health. Susan Minton, Assistant Professor of Communications at Lindsey Wilson College in Columbia, Kentucky was the closing speaker and spoke to the group on "Life's Best Kept Secret."

At the business meeting on Thursday afternoon, the following officers and directors were installed for 2003-2004: President – Carolyn Morris; Vice President – Donna Browne; Secretary – Mary Jane Gaines; Treasurer – Barbara Glanz; Analyst – Debra Combs; and Directors – Kathy Adams, Charolette Arnett, Susan Martin, Kaye Johning, Evonne Blackburn, Brenda Bevins and Cathy Howell.

Scholarship awards were presented to Tammy Coleman, Pike County, and Sharon Edwards, Webster County. Awards were presented as follows: Web Page – Judi Bates, Wayne County; Media – Karen Edwards, Taylor County; Distinguished Service – Mary Jane Gaines, Anderson County; New Achiever – Susan Martin, Grayson County; and Years of Service – Barbara Glanz, Jefferson County.

Highlights of the annual meeting may be found at our website <http://ces.ca.uky.edu/chies/>

The accommodations were excellent, the food delicious and everyone got to go home with a door prize – what more could you ask for!

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Personal Glimpse

Linda Rice – Campus Member

(written by Karen Oberrath, CES Campus Director)

The Columbus Campus spotlight is turned on Linda Rice, an Office Associate for the Extension 4-H Youth Development Department. Linda began her association with Extension three years ago, and shortly thereafter, she joined Chi Epsilon Sigma.

At work Linda provides significant support activities in the Risk Management and Event Planning divisions of 4-H. Specifically, in the risk management area, she schedules in-service and training workshops for volunteers who work with youth; coordinates the registration and logistics for all involved; and provides all the back-up services to make the training programs a success. In her own words, she is the one who “is behind the scenes and doing everything from helping with the planning to cleaning-up after it’s over.” Also in this area, Linda helps her supervisor implement the Extension policy which requires volunteers to be fingerprinted.

In the event planning area Linda works on all of the major 4-H Youth events including the Youth Expo, Volunteer Conference, and the annual Ohio State Fair. When she mentions her state fair work, it is so easy to see that Linda loves what she is doing. Her eyes will light up when she talks about editing all of the registration cards for the kids who will compete and then providing the printed cards and the score sheets for all of the events. And you can really tell she has fun when she compiles the award ribbons and the clock trophies that will go to the winners of the fair events. “The children all want to achieve those beautiful clock trophies...it’s so neat to watch!” By the way, it is really easy to find Linda’s work space in the 4-H Suite on the basement level of Ag Administration – just look for the desk that’s in front of the window where all of the beautifully colored ribbons are displayed.

When it comes to event planning, Linda is also responsible for compiling, editing, and distributing official handbooks like the Annual Events and Opportunities Handbook. “We’ve gone hi-tech now. We distribute the Opportunities Handbook on the Web.” This is no small task but Linda enjoys the challenge. “It feels really good to finish something that you’ve started. And I think we are getting better at it year after year – at least no one is complaining!”


Although Linda has been with Extension for only three years, she is not new to Ohio State. “I am in

my 20th year of work at the University.” She began her tenure at OSU as a worker in “probably one of the hardest places to work, the Ticket Office. People wanted tickets all the time and there weren’t many nice words spoken if they didn’t get what they wanted.” Linda left the ticket office and moved down the block to be the office manager for the Army ROTC program. “It sure is a much smaller place than Extension.”

Linda is the mother of four children, aged 26, 24, 22, and 11. She has four grandkids and one is on the way. Linda beams as she speaks proudly about her 11 year old son’s accomplishments with the viola. “He practices five times a day. He wants to do well at an upcoming competition that we’re going to at Ashland University. And he just loves dogs and animals but we don’t have any of our own right now. We volunteer together at the Delaware Humane Society so we can both get our fix of loving from animals!”

When asked what she currently thought about Extension and the people with whom she works, Linda replied: “I love my work in Extension and the 4-H support gals are just great. We have worked at getting to know one another through our support staff lunches and it really has helped us. We really can count on one another.” Linda is also very pleased with her membership in CES. “I am really glad I joined. It makes me feel a bit more special in such a large organization as Extension.” Linda has been trained to be a CES support staff mentor and although she has not yet been assigned to someone new, she is looking forward to helping in whatever way she can when the time comes.

Linda summed up her thoughts about Extension and CES with these final words: “I am finally happy at work...it has taken 20 years but I feel at home in 4-H even though I never was in 4-H myself. I’m happy I turned down some other offers and came here.”

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Pam Assenheimer – Wyandot County


I completed my 11th year with Extension in February. The first 10 years were spent in Seneca County as an Office Assistant. Unfortunately due to budget issues the county was forced to eliminate my position (as well as the 4-H Program Assistant position). As it turned out, the Office Associate in Wyandot County (a neighboring county only 25 miles away) accepted a position outside Extension. It worked out that not only would I remain with Extension but also be promoted to Office Associate. I recently joined Chi Epsilon Sigma and was elected as the Northwest District Director for CES.

Outside the Extension world, I stay quite busy with other part-time jobs and family activities. My husband, Dave and I have three children -- Adam (14), Alyssa (8) and CJ (3). We enjoy camping and spending time at the lake.

One part-time job is my role as Executive Secretary for Leadership Seneca County. I enjoy this job because the organization has helped to arrange for me to do a lot of the work out of my home in the evenings and on weekends. This allows me to spend time with my family and still keep up with the work load without totally burning myself out.

I am also a member of the Ohio Army National Guard where I just completed my 17th year of service, leaving only 3 more until I qualify for retirement benefits (at age 60). This is a very rewarding job where I serve as the administrative section leader. Although I only hold the rank of Sergeant (E-5), my opinions are valued, and I am considered a valuable asset amongst the many higher ranking individuals I work with and for. It is also reassuring to know that my unit is non-deployable which means we would not be called up to be sent into battle. The reason for this non-deployable status is that the unit I am assigned to is a training facility and many soldiers/units who are activated actually come there to train before they are deployed.

That is my life in a nutshell - never a dull moment.


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Helpful Sites

Visit www.avery.com/ideas for interesting information for your business and office, holidays, home, kids and school, nature and animals, special occasions, and sports and travel.

Another great source is the World Clock – Time Zones at www.timeanddate.com/worldclock where you can simply type in the city or country in the search box and get the current time as well as the date for the country you're interested in.


Source: Avery, "Great Results" publication, Sprint 2003

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Recognition

Marilyn Bloom, 4-H Advisor for the Ottawa County Stitchers and Critters, received a silver platter, recognizing her 50 years as a 4-H volunteer. She received this at the Ohio 4-H Volunteer Conference in Columbus on March 8, 2003.

Marilyn is one of our founding officers, previous Past President of CES and our current CES Emeriti Director.

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4-H Center

Clarence Cunningham, 1987 Honorary Member contacted the CES Board about making a donation to the Ohio 4-H Center Campaign. At the April CES Board Meeting, a unanimous vote was given to donate \$100 towards this campaign. The Board felt that the donation shows our support for the 4-H program and Extension.

A number of years ago the State 4-H Office donated a lighted display (and case) to our organization. This display has been used many times to promote CES. At the ESP National Conference last year, many positive comments were received about our professional looking display. Our organization could not have afforded this display on our own.

If you would like to make a personal donation or pledge to the Ohio 4-H Center, click on the clover graphic for a form to complete and mail to the 4-H Center Campaign.



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Campus Campaign

As a member of CES, we have an opportunity for you to provide additional support to our organization. Paraphrasing from information that we have all recently received about the Campus Campaign program, "this is a time to remind ourselves that as current or retired OSU employees and friends, we can contribute to our university projects, programs, and organizations" that hold special meaning to us.

By contributing to the CES Development Fund, you are making a statement...*I Believe in Ohio State*, I believe in OSU Extension and I believe in Chi Epsilon Sigma. Contributions are tax deductible.

If you can't find your pledge card, another can be printed at <http://www-bos.ag.ohio-state.edu/admin/bulletinboard.htm>

If you plan to participate in the Campus Campaign program, won't you consider designating a portion of your donation to the CES Development Fund, number 309154?

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Professional Development

Are you looking for that special training, conference or seminar to help you in your current position?

Computer classes:

A reminder that inexpensive computer classes are taught by our trainers in Communications and Technology. A listing of the courses offered and schedule of classes can be found at http://www.ag.ohio-state.edu/course_offerings/. You can also contact the trainers directly - Robin Green (green.461@osu.edu) or Bonnie Scranton (scranton.9@osu.edu)

Seminars by CareerTrack:		
Self-Discipline & Emotional Control (How to stay calm and productive under pressure) \$129 per person 1.800.556.3012 or www.pryor.com	Youngstown	June 5
How to Handle People with Tact & Skill (Must-know strategies for improving difficult workplace relationships) \$149 per person 1.800.556.3012 or www.pryor.com	Akron Canton Chillicothe Cincinnati Cleveland Columbus Dayton Lima Mansfield Toledo Youngstown Zanesville	July 31 July 30 July 30 July 23 August 1 July 29 and July 31 July 22 July 21 July 29 June 11 July 2 July 28
How to Balance Priorities & Manage Multiple Projects (Gain more control over your time, tasks, and priorities than you ever thought possible) \$149 per person 1.800.556.3012 or www.pryor.com	Akron Canton Cincinnati Cleveland Columbus Dayton Lima	July 9 July 8 July 18 July 10 July 2 July 17 July 16

	Mansfield Toledo Zanesville	June 30 July 17 July 1
Mistake-Free Grammar & Proofreading (Get a firm grip on grammar rules, learn to proofread with perfection and enjoy yourself in the process) \$99 per person 1.800.556.3012 or www.pryor.com	Akron Canton Cincinnati Cleveland Columbus Dayton Lima Mansfield Zanesville	June 4 June 3 June 5 June 5 June 12 and June 13 June 4 June 3 June 2 June 11
High Impact Communication Skills for Women (How to respond to any situation with confidence) \$59 per person 1.800.556.3012 or www.pryor.com	Youngstown	May 28
How to Deliver Exceptional Customer Service (A dynamic seminar that's a must-attend for everyone who communicates with customers) \$99 per person 1.800.556.3012 or www.pryor.com	Akron Canton Cincinnati Cleveland Columbus Dayton Lima Mansfield Zanesville	July 1 June 30 July 2 July 2 July 10 July 1 June 30 July 8 July 9

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Condolences

We would like to offer our condolences to Irene Moore (Emeriti member) in the loss of her husband and Ruby Anderson (Campus member) in the loss of her mother.

Also we'd like to send condolences to the family and friends of Mary Rae, (Emeriti member) who passed away April 20.




Thank you note received from Irene Moore:

To: Chi Epsilon Sigma

Thank you so much for your thoughtfulness and expression of sympathy upon the loss of my husband, Ralph. He was so supportive of my involvement with the Fraternity. My memories of those years of planning and realizing so many successes and "1sts" are very sweet. I am


so proud of what you are doing in CES. Keep it up! It is very important. May God bless you all.

Irene Moore

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Administrative Professionals Day

Thanks to Marilyn Bloom for providing the following information on Administrative Professionals Day. Marilyn is a member of the International Association of Administrative Professionals (IAAP). The following information was found on their website. There are many other articles of interest (fast facts about administrative professionals, key themes/trends in administrative support profession, administrative professionals hold primary role in the 21st century office, tips on staying ahead in a changing workplace, employers invest in training, power of professionalism, how to develop a training assessment for administrative staff, research and trends). Take a minute to visit their site at <http://www.iaap-hq.org/APW/apwindex.htm>

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History of Administrative Professionals Day


Source: <http://www.iaap-hq.org/APW/apwindex.htm>

History – This annual event was originally organized in 1952 as "National Secretaries Week" by the National Secretaries Association (now known as the International Association of Administrative Professionals) in conjunction with public relations executive Harry Klemfuss and a consortium of office product manufacturers. It was established as an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to **Administrative Professionals Week** and **Administrative Professionals Day** to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars, and individual corporate activities recognizing support staff with gifts of appreciation. Although the purpose of the celebration is sometimes altered, and even maligned, by other groups and individuals, a tremendous amount of publicity is obtained for the profession during this time.


IAAP suggests that employers observe Administrative Professionals Week by providing training for their administrative staff through seminars, continuing education or self-study materials. Another suggestion is to make a commitment toward delegating responsibilities that better utilize the skills of administrative professionals.

Today, there are more than 3.9 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. In Canada, there are 500,000 administrative professionals, which includes 402,600 secretaries, 11,900 executive assistants, and 94,000 clerical supervisors. Millions more work in offices all over the world.

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Belated wishes to one and all for Administrative Professionals Day!



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Humor

Several cannibals were hired by a big corporation. "You're part of a team now," said the CEO, welcoming them. "Please don't ruin things by eating any of your colleagues."

The cannibals promised, but a month later the CEO came to them. "Everyone is happy with your work. However, one of our secretaries has disappeared. Do any of you know what happened to her?"

The cannibals all shook their heads. After the boss left, the leader turned to his tribesmen and said, "You fools! For weeks we've been eating managers and no one noticed. Who's the idiot who went and ate a secretary!"

(Source: Reader's Digest, March 2003)

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