

# CES Newsletter

**Spring  
2005**

## President's Article

Just as Spring is in the air, so is the excitement as we see new life being breathed into some existing opportunities:

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  - Mentoring – The committee has been working on a proposal to get the program not only functioning again, but with additional avenues of obtaining information vital to our jobs
    - Web page of frequently asked questions (and answers!) by support staff
    - An Ohio map to indicate the location of trained mentors, this visual will also include a listing of strengths of mentors if anyone of us as support staff have a particular question then contact can be made to someone who has a strength in that area
    - One-on-One, revitalize this portion of the program as we still believe that this is very important but know unless there is an evaluation process and follow-up that this too can become ineffective
  - Web Page Design element – being added to our Newsletter/Brochure Contest, the committee has set up the structure so CES can add another dimension to the contest whereas on-line work can now be honored, for members (and non-members at a fee)
  - CES Web Page
    - A Search Engine has been added, so

## Professionals Day

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now information can be more easily located and utilized

- My desire is to add a Professional Development page, *would you please share with us ideas of links that you have found helpful in growing in your job:*
  - Links to helpful tutorials
  - Links to specialized trainings
  - We will link to OIT
  - We will link to BEST classes
  - Links to helpful tips, as on organizing your office space, organizing your work day, communication, etc. and etc.....
- Professional Development:
  - HR is promoting Spring dates in 5 locations around the state for a day of professional development
  - HR is promoting an all-college Support Staff Conference, October 28
  - Teresa Funk has volunteered to step into the role of Committee Chair for the planning of the Support Staff Conference (decision soon on whether we will join in with HR on October 28 or plan our second, all-support-staff planned conference)

As you can see, CES is alive and well!!! I challenge each of you as members to find a way to promote CES from now through enrollment in August. Let's see CES not only stay alive, but growing and sharing a wealth of opportunities. *We value your input, please respond to Kaye's article and send in your "What Support Staff Need to Know" suggestions.*

Thanks, from the bottom of my heart, for all you are doing and I hope that CES can breathe some new life into the old routine!

Here are a couple of anonymous quotes:

"Every job is a self-portrait of the person who did it. Autograph your work with quality."

*"Don't measure yourself by what you have accomplished, but by what you should have accomplished with your ability."*

"A picture is worth a thousand words, but it uses up three thousand times the memory."

As April, Administrative Professionals Month, comes to a close, I hope you have:

- had the opportunity to meet with your supervisor in the evaluation process
- received an indication of appreciation for a job well done
- indulged yourself in a form of professional development
- 

If not all of these, then at least one! And if not in April, lay some ground work for this to become your goal in the next month or two.

May your job be fulfilling today, and rewarding in the future!

Vickie Snyder  
2005 CES President

## **A New Way to Win**

Jamie Weiner

The annual CES contest that highlights the achievements of members that have worked the past year on projects like brochures and newsletters is now adding Web pages to the mix. If you've worked on a Web page or site this year and would like to get feedback and a chance to win the contest, watch for the information coming out soon on how to do so. It will be distributed along with the information on the continuing brochure and newsletter contest.

The Web page need not still be active, but had to have been online between the dates of July 1, 2004 to June 30, 2005. Web entries will be evaluated for layout placement, treatment of graphics, user-friendliness and use of color. Other judging criteria include ease of use and overall appearance.



## **2004 CES Honorary Members**

by Peg Meents

Two distinguished OSU Extension colleagues were granted honorary membership to Alpha Chapter Chi Epsilon Sigma at the 2004 annual meeting.

Steven Lichtensteiger currently serves as a Computer Systems Specialist, via OSUE West Regional Operations office at Findlay, Ohio. Steve was born and raised on the family farm in Northwest Ohio and has a B.S. in Agricultural Engineering from The Ohio State University. He has worked for OSU Extension for 19 years. He spent ten years in the Van Wert County office where he was very closely involved with agronomic research and the Farm Focus farm show. For the last nine years he has been working in computer support for county Extension offices in Northwest Ohio. Steve has been directly involved with our organization by offering technical support to several of our “projects” – and was particularly helpful in facilitating the on-line voting that our association has done in the past two years.

Our second honorary membership recipient was John Victor. John is a Senior Graphic Designer for OSU Extension Office of Communications & Technology. He has served as a judge for the Chi Epsilon Sigma Newsletter and Brochure contests for several years, and his positive and constructive comments really offer needed feedback to our members.



Know someone that you feel deserves to be recognized as an honorary member of Chi Epsilon Sigma??? It is not too soon to drop a note to one of the 2005 CES officers or directors to place a name for consideration.

## **Frequently Asked Questions**

By Kaye Clay

Greetings fellow CES members,

The CES Mentoring Committee is hoping to set up a Frequently Asked Questions (FAQ) website that Support Staff can utilize when they have questions and don't know who to ask.

This is still in the planning process, but we would like to hear from you! Have you had questions and been frustrated trying to find the answers? Would you utilize such a website? What are some problems you have encountered that you would share with the rest of us?

Some questions that come to my mind immediately are: how do I change my federal tax withholding? What is the best way to convert a Word Perfect project to Word. Are there shortcuts for exporting databases from Arc Data or Blue Ribbon into Access? Tips for troubleshooting email problems.

With downsizing, computer techs spread thin, etc. surely a website you can check first would be helpful. We are hoping that all employees, not just new hires, will benefit. We see the questions changing from time to time, so that new problems can be addressed.

If you are interested in contributing some questions (and answers!), please email them to Kaye Clay at [clay.89@osu.edu](mailto:clay.89@osu.edu). They will be compiled and presented at the next CES Mentoring Committee meeting.



Thank you for helping with this cooperative effort. Your input is appreciated.

Kaye Clay  
CES South East Regional Director

**Beyond OHIO – news from other affiliated chapters**

## of Chi Epsilon Sigma

Peg Meents

Greetings!

I'm new to this role and just beginning to "get my act together" and make contact with some of our affiliates. Mary Baronet of Louisiana did respond that their core committee would be meeting on Friday, January 28<sup>th</sup> and that they had many decisions to be made. Their initial membership drive was done in December and their association includes support staff from both extension and research. They have formed "Epsilon Chapter of Chi Epsilon Sigma". Previous correspondence would indicate that they were hoping to have a conference in May of 2005. Mary has promised to let us know their future plans.

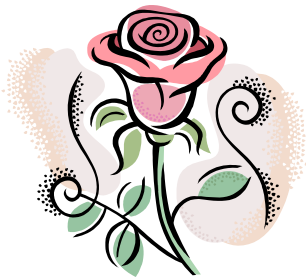
Hopefully we'll have additional reports for our next newsletter – while our own chapter seems young to me (after all – we're still in our TEENS).

*"Failure is not the worst thing in the world. The very worst is not to try."*

### Emeriti Update

Karon Dellinger – is President Elect of IAPP this year and will be President effective July 2005 for the 2005-2006 year. She spends lots of time with family and friends and keeping busy.

Edna Paige – is recovering from total knee replacement in both knees in February. It went really well and she is very grateful.



Lois Winegardner – has enjoyed retirement very much. She reads a lot and makes her own greeting cards on the computer. Right now her husband has cancer and she takes him to Oncology 5 days a week.

### Winners of the CES door prizes at some recent Spring Support Staff

## Conferences given by Human Resources

Spring Support Staff Conference (NC Region location) – April 20



*Vicki Myers, North Central Region Office*

*She received a wrought iron chair with a potted plant, watering can and garden gloves. Congratulations Vicki!*

Human Resource Muskingum Welcome Center In-service – May 4



*Lee Ann Johnson, South East Region Office*

*The basket was a "Making Memories" basket for the*

*scrap-booker at heart.  
Congratulations Lee Ann!!*

## **A Word from CES Scholarship winner for 2004-05**

With my scholarship from CES, I took the A+ Certification training in Columbus. Bonnie Scranton was the main teacher, but we received expertise from the region and campus technicians.

A+ Certification is a troubleshooting and repair course for computers. In the A+ Certification course, we installed, removed, upgraded, maintained, and troubleshot computer hardware and support Window 9x, Windows NT 4.0, Windows 2000, and Windows XP computers. This hands-on class was a fantastic learning tool. In one exercise, we took a computer apart and left on break. When we returned, we were solely responsible for putting the computer back together. To make the exercise more challenging, while we were gone, the technicians moved, exchanged, and added parts to each system. Our class was in October and November every other week on Tuesday and Wednesday with nine students including me.

The main benefit of this class is that I will be able to help my office and the regional Technician with keeping our computers running and updated. I love playing with computers and making them run smoothly. The added benefit is when I have studied enough, have taken enough practice tests, repaired some computers and finish building the one my son-in-law gave to me in pieces, I will be able to take and pass the test for my Certification.

Kathryn Ann Mohler  
OSU Extension Miami County  
Office Associate



## ***Administrative Professionals Day – April 27***

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.

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

**Best wishes to one and all for Administrative  
Professionals Day!**

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