

# CES Newsletter

Winter 2006

## In This Issue

[President's Article](#)

[SAC Update](#)

[Secret Friend](#)

[Get Well Soon](#)

[Personal Glimpses](#)

[Congratulations](#)

[Constitution and  
Bylaws Committee  
Report](#)

[Condolences](#)

## President's Article

Hello CES Friends:

A little late...but welcome 2006 and all the new opportunities it brings with it!!

Also, a warm welcome to our new Chi Epsilon Sigma members! It's a new year and it's great to know we have a few new faces in our organization.

2005 again brought to us the opportunity to offer a conference for support staff! "Building Your Safety Net" was held October 27 – 28, 2005. A new location -Holiday Inn Worthington, a new format – 1 ½ days, a new partnership - Terri Gustafson and Extension Human Resources, wonderful conference donors – Amanda Hills Pure Spring Water, Coca Cola, Cost-Per-Copy, Cuthbert Greenhouse, Office Max, and Ohio Proud, a fantastic cap note speaker – Cea Cohen Elliott and "Laugh for the Health of It", and an outstanding planning committee helped make the 2005 Support Staff Conference successful. New for 2005's conference was the inclusion of non-Extension support staff from across CFAES. Although these numbers were quite low, we feel that this is a positive move and hope to be able to continue inviting them to the conference – it is a fact of life CFAES and Extension go "hand in hand" so why not network and put a face to those that you talk with but never get to meet!

The conference's success was primarily due to the many hours of tireless planning our committee members contributed to our team effort. Both CES and non-CES Extension Support Staff from across the state were tireless in the pursuit of the best we could offer. Our team members included: Carol Bunn, OSUE West Region; Carol Packer, ABE Center; Mary Gulas, OSUE Center at Piketon; Sue Beasley, OSUE Center at Wooster; Phyllis McMaster, Stark; Peg Meents; Hancock County; Shari Moore, Ashland County; Jamie Weiner, Extension Administration. In addition, we formed a CES-only planning sub-committee to focus on the ½ day "Extension Only" programming that included Jamie Weiner Extension Administration; Mary Gulas, Peg Meents, Jamie Weiner and myself.

It was a genuine pleasure to work with everyone in the planning and implementation of the conference and I feel was truly blessed with a fantastic committee and co-chair!

As president and vice-president, Carol Bunn and I will be attending the Association Leader's Meeting on March 23<sup>rd</sup>. We will again request the permission of our Administration to move ahead with planning of our 2006 totally-support-staff-owned conference. As CES members, please be thinking of sessions and speakers that you and your fellow support staff would enjoy and/or from whom you would gain knowledge for the job. As VP, Carol will be taking the lead with the planning committee and our desire is to provide professional development that is relevant to your work and life.

The Annual Meeting was held in conjunction with the conference and we have a new slate of officers to introduce to you. Please see the Secretary/Treasurer Report in this issue.

The first CES Board meeting for 2006 was held on Thursday, February 2 at the Franklin County Office. Special thanks to the Franklin County staff, as we do appreciate the warm welcome and wonderful conference room you offer to CES! Both 2005 and 2006 officers and directors were invited to attend this meeting so that information and instructions could be passed along smoothly. If you have any issues or ideas, please feel free to share them and we will make time to address them at our future meetings: May 4, August 3 and an October date that is yet to be determined.

I would like to say thanks to all the board members who graciously make time in their busy schedules to take on extra projects that will benefit all support staff in Ohio State University Extension.

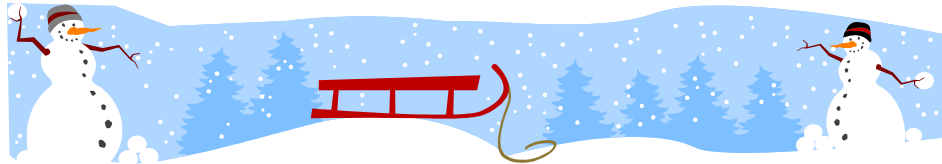
Keep in mind there are **'Members Only'** privileges available. I encourage you to submit items in the Newsletter and Brochure contest that CES provides. As you develop documents in your line of work, keep in mind that you could get recognition for your part in their development. See the CES Home Page for the link to the details. Future plans are to add links of the winning entries to our web page, as well as adding a new feature to the contest itself, web page design. Later in the year, do not forget to apply for the scholarships as two \$200.00 scholarships are awarded. If your office budget has been cut, and sad to say it's usually the professional development money that is the first to go, then you realize the value these scholarships present.

As your president for 2006, I promise you that I will continue to strive for excellence for the organization with my top priority being increased membership, our soon to be finalized "mentoring" program, and ideas and solutions to help all of us in our daily challenges to find time for home, time for work and time for self!

My current solution for this dreary time of year is to always smile...people can hear it over the phone and it will even make you feel a little better; spend time with family and friends, don't dwell on

the negative but focus on the positive and always remember that tomorrow is a new day! Taking a quote from Vickie Snyder, "make someone's day, keep a positive attitude, help someone from the heart, love someone who is not-so-loveable, try something new and remember"....and bubble baths help soak your troubles away!

Teresa Funk  
President, Chi Epsilon Sigma



## **Staff Advisory Council Report - 02/16/06**

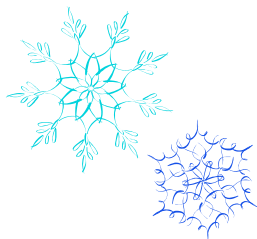
*By Teresa Funk, CES Staff Advisory Council Director*

CFAES Staff Advisory Council met on February 16<sup>th</sup> in Columbus. Currently SAC is focusing our efforts on:

- Proceeding with the creation and implementation of a Professional Development Initiative
- Our survey task force will be working with Tom Archer to conduct a Zoomerang survey to CFAES staff on the top areas of concern that you, CFAES's staff reported to us in our own survey last month. The purpose of the survey is better equip SAC with the key issues of the college's staff to bring to administration's attention.
- SAC will be working to bring more awareness of our existence and purpose to you, the staff of CFAES. We exist to serve as voice for you to administration. We're changing our approach from a marketing standpoint to one of awareness and we've come up with a few new ideas to let you know that we're here for you!
- Our website is being updated and should go live within a few weeks. I'll notify you with the link as soon as this is up and running.
- Other things on the horizon....Day with the Dean – keep your eyes out for e-mail announcements on this...what an opportunity to shadow Dean Moser for a day! The Shirley Brooks Jones Citizenship Award – keep those outstanding CFAES folks in mind and nominate them!

As your SAC representative, please send me your issues/concerns/ideas and I will gladly bring them before the council. The next SAC meeting will be held March 16 in Columbus. Remaining 2006 meeting dates are: May 18, July 20, Sept. 6 and a date in October that will be determined at a later date.

Thanks for allowing me the opportunity to provide a voice to your concerns as a staff member of CFAES!



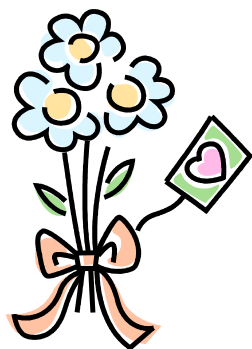
## Secret Friend Winter—Winter/Spring Update

*Lisa Murphy, Extension Business Office*

I would like to thank Vickie Snyder for the opportunity of conducting the Secret Friend revelation at the annual conference banquet. I wanted the revelation to be unique and profitable for the participants. I was quite disappointed that not one person won any money from the lottery tickets. I was hoping to put some extra Holiday money in someone's pocket.

Each year, during the membership drive, Chi Epsilon Sigma, offers the Secret Friend program. A member has an anonymous "friend" in which the can send small gifts or cards, for various events in their life, in hopes of giving a little cheer.

Secret Friends revealed at the 2005 banquet:

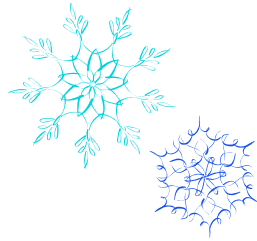


CES MEMBER	EXTENSION OFFICE	SECRET FRIEND
Michele Bird	Paulding	Susan Trizna
Sheila Blevins	Scioto	Jamie Weiner
Kaye Clay	Guernsey	Vickie Snyder
Kay Collins	Sandusky	Lisa Grubb
Linda Ferguson	Hardin	Kris Simpson
Teresa Funk	OSU AG/NR	Dawn Winkle
Lisa Grubb	Sandusky	Kay Collins
Jenny Lindimore	Morgan	Maggie Medley
Sheri Matheny	Columbiana	Gail Ritzler
Maggie Medley	EBO	Jenny Lindimore
Karen Miller	Highland	Kathy Mohler
Kathy Mohler	Miami	Karen Miller
Gail Ritzler	Toledo Sea Grant	Sheri Matheny
Kris Simpson	Huron	Linda Ferguson
Vickie Snyder	South East Region	Kaye Clay
Susan Trizna	Huron	Michele Bird
Jamie Weiner	Administration	Sheila Blevins
Dawn a Winkle	Huron	Teresa Funk



### Get well soon.....

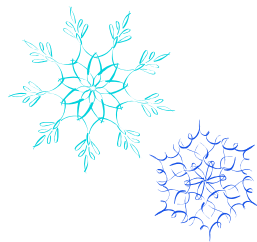
- *Marilyn Bloom – Emeriti* – fell at her church on December 22, 2005. She broke her right leg femur and kneecap and had to spend 3 weeks in the Rehabilitation Unit. She has to keep weight off her leg until March 20. We hope Marilyn is getting along well in her recovery.



## Constitution and Bylaws Committee Report

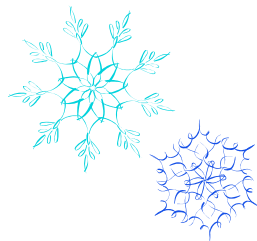
*By Vickie Snyder, Past President*

At Annual Meeting two items were presented as possible changes to the CES Constitution and Bylaws and an on-line vote would have been asked of the membership within 30 days. The proposed changes to the Chi Epsilon Sigma Constitution and By-Laws are still under consideration and will be discussed again at the next board meeting. Once the board agrees to move ahead with the vote, the changes will again be presented, this time to the members at large via the CES listserv. Then the link to the on-line vote will be made available after the 30 day period and an E-Vote will take place. Thank you for your patience as we weigh the pros and cons of our decisions.



## Condolences

- To Carol Bunn of West Region on the loss of her grandfather, Leo Connor, on Saturday, January 28<sup>th</sup>.



## Personal Glimpse

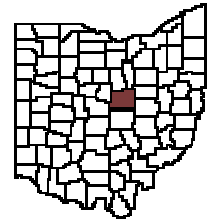
*By Kathy Gamble, Office Associate for Knox County*

Remember the movie Forrest Gump when his mother said life is like a box of chocolates. You never know what you are going to get. There you are grazing away on the chocolates and you think life is good and then you bite into a cherry cordial and as luck would have it, you find yourself wearing the sweet filling on your white t-shirt – what a mess! I've learned many new

skills and have worked my way through lots of “messes” since I began duties as bookkeeper at the OSU Extension office in Knox County.

Like a box of chocolates, this new phase of my Extension career is full of surprises and you just never know if your day is going to bring you your favorite confection or a cherry cordial!

I've worked for OSU Extension in Knox County for 18 years. My favorite area of Extension is agriculture and natural resources. Before that I worked for the Ohio Farm Bureau in Knox County and Farm Service Agency when it was known as ASCS. If you see a pattern here, that my life has involved agriculture, you are correct. My dad was a farmer, both in Knox and Coshocton Counties.



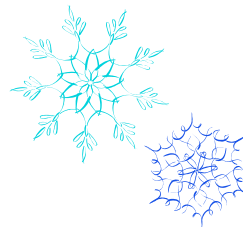
My dad instilled in me a strong sense of independence and self-sufficiency, both of which have served me well throughout my life. Other traits are a dislike of cooking, a lack of interest in fashion, and a love of books. I'm also a cancer survivor. I was diagnosed with breast cancer in the summer of 2002.

I live in an old house on 10 acres in Knox County, a few miles south of Mount Vernon. It's not the house of my dreams, but I love where I live. Weather permitting, I like to walk. Aside from that, I read every chance I get, as I have since I was 4 years old. I try to spend as much time as possible with my kids and grandkids. I did (finally) get tired of coloring my hair, so it's gray. Some day I'll have it lopped off, but not until it's long enough to donate to cancer patients. Not everyone is fortunate enough to live with a dachshund, but I live with one named Hailey, along with 4 cats, and my youngest son, Joel.

I have a few rental houses that keep me busy, and sometimes entertained with the antics of my renters. For the most part, being a landlord has been a positive experience.

I've been a member of CES, off and on, since 1988. The years I didn't join, I simply forgot to send in the renewal. In the '90s I served as Secretary/Treasurer and then East District Director. Last year I accepted the challenge of North Central Regional Director. I share those responsibilities with Lisa Troyer. I know we encourage professionalism with the support staff. That is the primary reason I am a member. I also like the spirit of friendship within the organization and learning from each other.

Thanks for the opportunity to share my thoughts. I hope you know me a little better.



### **Personal Glimpse**

*Kathy Bulka, Office Administrative Associate, Medina County*

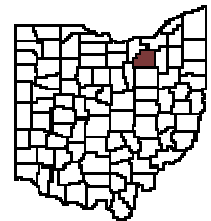
I have been an Extension Office Administrative Associate, including office manager, in Medina County since October 1985. I love my profession and the people I work with, which makes it a pleasure coming to work each

day. The Medina County staff is like my extended family. Prior to Extension, I held administrative positions with Ohio Bell in Parma and the Medina County Family YMCA.

In Extension, my main job responsibilities include generating and managing all personnel and fiscal records, assisting with the development, maintaining and monitoring of our county budget, grant-funded projects and donor funds, as well as recommending adjustments and generating reports. I perform all bookkeeping responsibilities, am responsible for all business transactions, and assist in management decisions.

Managing daily operations so that our office runs smoothly is also part of my job. I supervise, hire, test and evaluate the secretarial staff and train student secretarial interns. Providing leadership to administrative and program functions for all program areas, as well as coordinating logistics of Executive committee meetings, legislative events, staff development and educational programs/events are also part of what I do. I love learning and continually strive to further my education to update my skills.

**On a personal note,** I am proud to announce that I have been happily married to my high school sweetheart, Bob, for almost 38 years. We have lived in Medina County for more than 30 years; prior to that we owned a two-family home in Cleveland for seven years. I originally grew up in Cleveland with my family consisting of my loving parents, 2 brothers and 2 sisters of which I am the second oldest, and who I am extremely close with. We moved to Seven Hills, Ohio, where my parents still reside when I was 13.



My husband, Bob, has been employed as a heating and air technician for Summa Health System, St. Thomas Hospital in Akron, Ohio, for 17 years and 24 years prior at AT & T in Solon, Ohio, until the facility closed. We have been blessed with two children (Tami, age 34 and Scott, age 30.) Tami is a full-time mom to Calvin (age 3-1/2) and Jack (11 months) and lives in Medina and married to Mike for almost 7 years. Scott is single, lives in Medina and works full-time for Mike and Tami in their landscaping business. I am the secretary/bookkeeper for the business so you can say that this is a family-owned and operated one. When my children were young I was a full-time mom involved in their pre-school, elementary school and extra-curricular activities, including being a room mother for many years and helping as a pre-school aide--all of which I really enjoyed.

Our **ABSOLUTE** pride and joy are our two precious grandsons with whom we spend an immense amount of quality time. Bob and I are in seventh heaven when we are with the boys, which is very often. We are so fortunate that we are a close-knit family and enjoy spending so much time together. Family has always been a priority and important to me.

Bob and I started the Medina Buzzing Bees 4-H Club years ago when Scott was 9 and were advisors for 10 years. (I was the organizational advisor and Bob was my right hand.) Animals always reserved a special place in our hearts, and although we only have one cat now, we've had four dogs, rabbits (60 at one time), ducks, chickens, and goats--mainly due to Scott's involvement with 4-H.

Bob and I are currently volunteers for the Operation Homes Program in Medina County, which is an organization consisting of 11 churches and community groups working together on a rotating basis to provide food, shelter and friendship to the homeless in our county. We are host site coordinators for our church where we host our homeless friends five weeks a year. This program is extremely worthwhile and rewarding, and we work closely with about 50 of our church volunteers each host week to keep the program running smoothly.



We also enjoy the outdoors—walking, hiking, biking and camping. We love sight-seeing , traveling, theater, all types of entertainment and dancing.

**On a professional note--** I have served as treasurer for the Medina County Family-A-Fair Committee for the past 14 years and am a mentor for OSU Extension support staff. I was a member of IAAP (International Association of Administrative Professionals) for ten years in Wayne and Medina Counties serving in many leadership roles. Other past committees include: Ohio State University Extension Leadership Center Advisory Committee, Medina County Career Center Computer Office Technology Advisory Board and Medina County Home and Flower Show Committee. I am community oriented and love Medina County and all it offers.

I am honored to be a charter member of CES where I have served in many capacities in a 6-year leadership role, including president during the 1995-96 year. The opportunities to serve in this fraternity have been rewarding and challenging experiences for me—ones I shall never forget. Through the years, I've had the privilege and pleasure of meeting and working with so many wonderful people statewide in different capacities. I highly recommend anyone serving in a leadership role within the fraternity. It's the best way to become involved and know what CES is all about. It provided me the opportunity to serve on many committees, ones I'm sure I wouldn't have been part of if I weren't in these roles.

Our CES group is like a family. The many valued friendships I've shared and growth gained personally and professionally will be long-lasting. CES will always hold a special place in my heart and is truly the BEST fraternity ever, and I am glad to be part of this dedicated team of professionals.

In closing, I feel that my life is wonderful, fulfilling and rewarding, and I thank God everyday for all my blessings.

## Congratulations.....



At our Annual meeting the following people were recognized:

### ***New Chi Epsilon Sigma Members:***

- Debbie Dunn – Muskingum Co.
- Carolyn Hall – Center at Lima
- Kate Lobley – OSU Leadership Center
- Linda Newman – Clark County

### ***New Emeriti:***

- Carol Wheeler
- Nancy Hawk



**Web Page Winner:** Veronica Wilcox of Vinton Co.

**Newsletter Contest Winner:** Vicki Myers of NC Region

**Newsletter Contest Honorable Mention:** Peg Meents of Hancock Co.

**2005 Chi Epsilon Sigma Phi Scholarship Winners:**

- Kaye Clay of Guernsey Co.
- Veronica Wilcox of Vinton Co.

**Years of Service:**

5 Years – Kris Simpson of Huron Co., Lisa Troyer of Center at Wooster, Brenda Snyder of Logan Co. and Tammy Whitt of Scioto Co.

10 Years – Trudy Gore of Muskingum Co., Beverly Holsted of Brown Co. and Gail Ritzler of Sea Grant

15 Years – Sherry Rogers of Brown Co.

20 Years – Karen McDougall of Hancock Co. and June Tilton of Richland Co.

25 Years – Barbara Brackman of Center at Piketon, Deborah Bruce of Belmont Co., Carolyn Hall of Center at Lima and Marilyn Reed of Van Wert Co.