

SUMMER/FALL 2007



CES NEWSLETTER

PRESIDENT'S ARTICLE

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Dear CES Friends:

I hope everyone has experienced a wonderful summer. I experienced New York City for the first time in June, and I can't wait to go back. In fact, we are going back over the holidays to see the Rockettes' 75th Anniversary show and all the beautifully decorated stores. I can't believe summer is almost over and schools are back in session.

The CES Board met Wednesday, August 1. Discussion centered on details for the Support Staff Conference and Annual Meeting. I am excited to report we have a partial slate of nominating officers for 2007-2008. We are still looking for regional directors, so if you would like to be a part of our Board, we want you!!! Our next Board meeting is scheduled for Wednesday, October 17, so please mark your calendar so we can have 100 percent for this important last meeting before the Conference.

I hope everyone received and submitted the CES membership material sent by Becky Hooper. Encourage other support staff in your county or areas to join if they are not already a member. 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 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. Also, do not forget to apply for the Professional Development Award, since two \$200 awards will be available. 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 will realize the value these awards represent.

Don't forget to mark your calendar for the October 24-25, 2007 Support Staff Conference scheduled to be held at Fort Rapids Indoor Waterpark Resort. This is a beautiful facility and, even though the water park itself will be unavailable at the time of our meeting, there are still wonderful activities to amuse one and all.

I hope to see you all at the CES Annual Meeting and Support Staff Conference in October!

Carol Bunn

President, Chi Epsilon Sigma



ON-LINE VOTE FOR CONSTITUTION CHANGES

With the addition of a new board position & description for Mentor Coordinator, additional committees identified, addition of an Associate member and other changes in wording, it is time again to take a vote for changes to our Constitution.

As the Annual Meeting will be on a tight schedule it was our President's request that the voting process be done on-line. All members with voting privileges would have received by email a link to follow to take the survey vote and submit. A

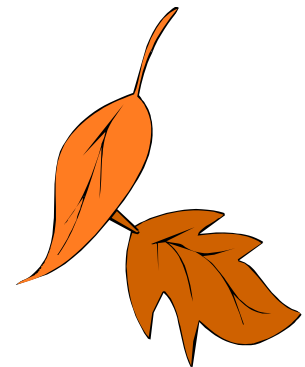
reminder to vote will be sent during the 30-day notice time. If you did not receive this link, please email Vickie Snyder at snyder.252@osu.edu and it will be reviewed to get the information to you.

Thanks to the folks at the Program Development and Evaluation Unit, Tom Archer and Kennetha Peebles, a Zoomerang survey has been prepared and sent out for all CES members to vote on-line. A hard copy was mailed to those Emeriti members who wish to

receive by mail.

To access the proposed document, click this link: <http://ces.ag.ohio-state.edu/proposed-handbook>

Confidentiality is kept by all responses going to the PDE Unit and a tally will be given so a report can be prepared for the Annual Meeting. The Deadline to vote is October 19 and so far there have been 40 votes cast.



MENTORING COMMITTEE REPORT

By Kaye Clay

Mentoring Committee Report:

The Mentoring Program for Support Staff is up and running. All of our trained mentors have been assigned a protégé in recent months. **We are desperately in need of new mentors!** Extension support staff have a wealth of knowledge, share this knowledge with a new employee. It is a very rewarding experience and you will probably make a friend along the way.

We are planning an online training for this fall. Please talk to your County Director and ask to be allowed to be a mentor to a new support staff employee. With the online training no travel expense is involved.

If you are interested in becoming a mentor, or just learning more about the program, email Kaye Clay at clay.89@cfaes.osu.edu.

EXTENSION SUPPORT STAFF EXCELLENCE AWARD

By Becky Hooper

Most of our CES membership is aware this is the inaugural year for the Extension Support Staff Excellence Award. The \$1,000 cash award will be given annually to a CES member who excels in support staff responsibilities. The award recognizes the importance of knowledge, skills and service and will serve as an incentive for recognition by the Extension organization. Funding is equally supported from Chi Epsilon Sigma and Extension Administration. The winner will be announced and the award formally presented October 24 at the Annual Support Staff Conference by Chi Epsilon Sigma's President and Extension Administration.

Committee members selecting this year's award recipient were:

- Chi Epsilon Sigma Past-President, Teresa Funk
- Chi Epsilon Sigma Membership Secretary, Becky Hooper
- Epsilon Sigma Phi Professional Development Committee Chair, Vicki Schwartz
- Extension HR Leader, Garee Earnest
- Master County Director, Judy Villard
- Extension Department Chair, Bob Furbee



2007-2008 SCHOLARSHIP WINNER

This is the second year CES has offered scholarships to waive membership dues and one scholarship for a member to attend the annual meeting. Criteria for scholarships was based on reduced financial support from a CES member's office, and the requests were supported by a letter from the applicant's county director. We are pleased to announce that Carla Wickham from Noble County is this year's recipient of the annual meeting scholarship. Carla is a CES director, representing the South East Region. Extension programming in Noble County is supported through levy funding, which limits the availability of money for staff to pursue opportunities out of the county.

This year's Scholarship Committee was represented by Jamie Weiner, Becky Sloan, and Becky Hooper. There were no requests for membership dues, but we do encourage members to keep this opportunity in mind for next year.



CES CONTEST UPDATE

One of the perks of being a Chi Epsilon Sigma member is that you are eligible to apply for one of two \$200 Professional Development Awards that this organization offers every year! If you are interested in this award please contact Carolyn Hall at 419-422-6106 for more details. All applications must be received by Thursday, October 4, 2007.



The Brochure/Flyer, Newsletter and Web Page contest entry deadline has come to a close and I am happy to report that we have a total of 18 entries. Special thanks to Shelia Blevins for accepting the entries, getting them to the judges and taking care of the awards. It will be very exciting to see the entries at the Support Staff Conference.

Good Luck to all who have submitted entries. See you at the CES Annual Meeting and the Support Staff Conference.

Linda Newman
Historian

EMERITI UPDATES

By Becky Hooper

Marilyn (Bloom) Mohr, retired CES member and officer and former support staff person in Ottawa County, was married last November in a very traditional GO BUCKS wedding. She and her husband Dan have not let the grass grow under the feet since that time. In her own words, she tells us a little about what they have been doing and the travels they have taken. Don't we wish we could all enjoy retirement to the fullest as Marilyn and Dan have been able to do!

BIRTHDAYS

- | | |
|------------------------------------|-----------|
| • Melissa Hudelson, Miami County | June 4 |
| • Peg Meents, Hancock County | June 4 |
| • Carol Waggoner, Madison County | June 25 |
| • Amy Koscielny, Montgomery County | July 14 |
| • Dawn Feller, Hardin County | August 14 |



PROFESSIONAL DEVELOPMENT AWARD INFORMATION

**By: Carolyn Hall, Vice President of CES and Chair of Professional Development Award Committee,
Office Administrative Associate, OSU Extension Center at Lima**

Chi Epsilon Sigma is once again sponsoring two - \$200 Professional Development Awards. This is only available to CES members.

The process is simple and your chances are great! The guidelines and form to apply can be found at ces.ag.ohio-state.edu.

As in previous years, Dr. Keith Smith and last year's winners will be reviewing the applications and selecting the winners of the 2007-2008 awards. The winners will then be announced at the Annual CES Meeting and Brunch on October 24th. This is an excellent opportunity -- both for recognition and for the chance to gain some monetary help -- in order to pursue additional professional development.

Begin your search for a professional development workshop, class, or seminar you would benefit from attending in 2007.

Following are potential workshops/classes that may interest you:

- ☐ www.compumaster.net
- ☐ www.skillpath.com
- ☐ www.franklincovey.com
- ☐ Your local community college
- ☐ Contact a local secretarial association for ideas
- ☐ Then get the approval of your immediate supervisor (if you would need to attend during work hours).
- ☐ Complete and submit the attached application by Thursday, October 4, 2007.



If you have any questions, please feel free to drop me a note at hall.791@cfaes.osu.edu or call me at 419.422.6106.

Take advantage of this wonderful opportunity. It's up to you to pursue your own professional development...Let CES help!

Apply today and good luck!!

STATS FOR CES MEMBERSHIP 2007-08

		Last Year's Numbers
Renewals	78	69
New	12	19
Emeriti.....	20	21
Honorary	18	18
Total	128	127



NEW MEMBERS!!!

Welcome

The officers and directors of Chi Epsilon Sigma extend a heartfelt welcome to our new members in 2007-08. We believe CES will be enriched from your participation and hope as the years progress each of you will be willing to become involved by serving on the board or volunteering for committees. We all have talents that can be shared, and your membership in this professional organization allows the opportunity for talents and skills to be enhanced professionally and personally. Looking forward to seeing you at our annual meeting in October and introducing you to the membership. Welcome aboard for this year's ***All Hands on Deck Conference!***

Anna Bernard	Campus	State 4-H
Laura Butts	Campus	HR
Jennifer Kiel	Campus	Administration
Sarah Leidheiser	Campus	State 4-H
Elizabeth Meere	Campus	FCS Admin
Angela Sifford	Campus	Comm Tech
Sally Bluck	South East Region	Ross
Christine Brubaker	West Region	Henry
Melissa Hudelson	West Region	Miami
Amy Koscielny	West Region	Montgomery
Brenda Sandman-Stover	West Region	Greene
Tracy Grody	West Region	Preble