

Chi Epsilon Sigma News

Extension Support Staff Fraternity

Alpha Chapter

JANUARY – MARCH 2020

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Winter Into Spring and What It Brings



THERE IS SOMETHING INFINITELY
HEALING IN THE REPEATED REFRAINS
OF NATURE – THE ASSURANCE
THAT DAWN COMES AFTER NIGHT,
AND SPRING AFTER WINTER.

– RACHEL CARSON



**THE OHIO STATE
UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Hello CES!

I hope all of you are safe and well! It is with gratitude and joy that I welcome all of you to another year with Chi Epsilon Sigma!

As I sit at home typing this out during this uncertain time, I think about all the uplifting and supportive messages I have received and read throughout the years. The one that sticks with me the most right now is, in fact, a quote from Mr. Rogers:

“When I was a boy and I would see scary things in the news, my mother would say to me, “Look for the helpers. You will always find people who are helping.”

It is used so much these days that I almost laugh it off when someone says this, but now, they are words that I can’t shake from my mind – no matter the situation, there will always be people who take on the tough challenges, and help our communities make it through the rough patches. Today, we must be grateful for the current helpers: medical staff, small business owners, food service employees, farmers, and Extension staff, to name only a few.

Thank you, truly, for all you do for your communities. It is no secret that support staff are the backbone of Extension. OSU Extension simply could not provide for our clientele without your work ethic and drive for service. Many of you are still working incredibly hard right now to make sure your communities’ needs are met and doing what you can to provide support for your colleagues. From questions regarding financial management to fertilizer recertification, and everything in between, you are there to be the helpers our Extension community should emulate. I for one cannot express the gratitude I feel knowing that we have folks like you working for OSUE.

Please consider becoming more active on a TERSSA or [CES committee](#)! We could use YOUR input into YOUR organization! With your help, we will make 2020 a milestone year!

Also, please remember to practice social distancing, check on friends and family, take time for yourself, and WASH YOUR HANDS.

Have a safe and healthy Spring!

Adam Ziadeh

CES President

CES MEETING DATES/TIMES:

Zoom link will be sent out, F2F Gehres Room 4-H Center on campus
10am – noon

May 12th, September 1st, November 3rd

Early wishes for a Happy Administrative Professional’s Day/Week in April!

[CES Constitution and Bylaws](#)

CES Survey on Extension Annual Conference by Carol Wagner

CES members play a vital role in the day-to-day business in county and statewide offices throughout Extension. Knowing the importance of your positions to the Extension faculty and staff in your counties and departments, the CES board was hoping to find out how many CES members were actually able to make it to Extension Annual Conference December 16-18, 2019 in Columbus. Therefore the CES Board developed a Qualtrics survey to distribute amongst its members to obtain information about attendance and non-attendance of Extension Annual Conference. This information will be used to better advocate for CES members.

The Qualtrics survey was sent, via email, to sixty-three CES members on December 19, 2019. Of the sixty-three surveys sent fifty-three were completed. A summary of the results follows.

Of the 53 completed surveys:

- 37 were able to attend
- 16 were unable to attend

Of the 37 who attended:

- 11 attended one day (2/Monday, 2/Tuesday, 6/Wednesday)
- 9 attended a combination of two days
- 11 attended all three days

Those who felt supported in their request to attend

- 41 yes
- 2 no
- 7 did not request to attend

Top reasons for not attending

- 5 limited choices of breakout sessions
- 6 other (included: illness, retirement, family commitments, vacation, sessions held during days off)
- 2 cost/funding

Suggestions

- Consider timing of the event, week before Christmas is difficult to schedule
 - More support staff related sessions
- Way of expressing how important it is for support staff to attend

We would like to say Thank You to everyone who completed the survey! The CES board intends to use this information in discussions with LOD and Extension Administration during the planning of 2021 Extension Annual Conference. Suggestion and comments are welcome, please send to wagner.1142@osu.edu.



CES Purpose:

The purpose of this Fraternity shall be to maintain the standards and ideals, uphold the morale, prestige and respect of Ohio State University Extension Support Staff, to develop an effective working relationship and a spirit of fraternal fellowship among the present and emeriti employees of Ohio State University Extension and to encourage professionalism within Extension.

Thank You to the 2019 CES Board



The CES Annual Meeting is the highlight of the year for our membership and a great deal of effort goes into organization and planning. Thanks to the 2019 board members who were part of this effort. Recognition for new CES members, for members who have reached Years of Service milestones as well as award and scholarship winners is always front and center. Reports from our many committees round out the day.

A very special thank you to the board members who stepped in and made 2019 a very successful year for CES.

CES Webpage Updates



Once we get more time to address our webpages, we will ask for you to let us know what you see needs changed... for now bear with us as we tackle this project.

CES Community Service Project:



CES would also like to say **Thank You** to all who donated to the Chi Epsilon Sigma service project! This year we collected items for Ohio's Children's Hospitals, the items were divided and are being distributed to Children's Hospitals around the state. What a amazing collection for a well deserving cause. We plan to repeat this service project next year so start collecting now!

CES 2020 Executive Board

President – Adam Ziadeh, ziadeh.4@osu.edu, OSU Extension/ANR

Vice President – Carol Wagner, wagner.1142@osu.edu, OSU Extension Operations

Treasurer – Marianne Guthrie, guthrie.76@osu.edu, Ross County

Secretary – Kay Kramer, kramer.578@osu.edu, Union County

Membership Secretary – Paige Matney, matney.30@osu.edu, Lawrence County

Annalist – Vickie Snyder, snyder.252@osu.edu, OSU Extension Operations, Caldwell

Historian – Ashley Gerber, gerber.248@osu.edu, Holmes County

CFAES Staff Advisory Council Liaison – Terri Fisher, fisher.456@osu.edu, OSU Extension Administration

Support Staff Liaison – Lee Ann Johnson, johnson.82@osu.edu, OSU Extension Operations, Caldwell

Past President – Beth Young, young.1414@osu.edu, Butler County



President Adam, VP Carol, Annalist Vickie, Membership Secretary Paige, Secretary Kay, Treasurer Marianne, Historian Ashley and SAC Liaison Terri. Not pictured: Support Staff Liaison Lee Ann and Past President Beth.

2019 CES Extension Support Staff Excellence Award – Arlene Duffey



Arlene has been an active member of Chi Epsilon Sigma (CES) for 15 years. She was recognized with the Dorothy Rex Inspirational Award in 2017 and served as the Heart of Ohio EERA Director for Chi Epsilon Sigma from 2009-2012.

Arlene exemplifies what it means to be an outstanding support staff member. Throughout her 35 years of dedicated service to Extension, she has consistently gone above and beyond her requirements. Arlene has devotedly served the Madison County Extension office through personnel changes and budget cuts. In the past, there were times that Arlene was the only employee at the

Madison County Extension Office and she took on many responsibilities that are usually assigned to an educator or county director.

Throughout it all, she made certain that 4-H clubs were compliant with documents and trainings so that the youth in Madison County did not suffer. She is regarded by many in the community as the "face of Extension."

Additionally, Arlene is very active in the community. She writes regular articles for the Madison Messenger, a local newspaper, and has clerked for London City Council for 34 years.

Arlene is always looking for ways to grow and improve as a professional. Over the years, Arlene has attended many national and statewide conferences to advance professionally. In addition to CES and TERSSA functions, Arlene attends in-services and trainings related to 4-H and Master Gardener Volunteer management. She is always ready to attend new trainings for Extension related to university finances and 4-H Online management as well.

Arlene always finds a way to deliver quality service that contributes in a positive way to the county, even when she is faced with little to no resources to do so. She is always one step ahead of the game and seems to consistently fix problems before they can develop. Over the past 35 years, Arlene has developed deep expertise for where to go to find answers and has adopted systems to improve office efficiency and overall impact. She brings creativity, experience, and energy to the projects that she spearheads, whether they are everyday operations, new and innovative events, or rooted in deep tradition. **Congratulations Arlene!**

CFAES Staff Advisory Council: our liaison is Terri Fisher and the council meets 6 times in the year and are busy representing the 'staff' of the college. Please let Terri know of any concerns or celebrations that she can share with the council.
For current SAC news: <https://cfaessac.osu.edu> and for contacting info: <https://cfaessac.osu.edu/people>

Dorothy Rex Inspirational Award – Marianne Guthrie

Marianne Guthrie, Office Associate, Ross County earns the Dorothy Rex Inspirational Award. Marianne has held many leadership roles in Chi Epsilon Sigma. While she was serving as CES Director in 2014, a vacancy occurred in the CES President position; Marianne was approached to fill this vacancy. Of course, she had some reservations, but accepted the leadership role and guided the organization with a warmth that embodied “Life, Loyalty and Learning.” She served as President in 2014 and Past President in 2015.

Marianne again served the organization as CES Director in 2017-18. She was elected CES Treasurer for a two year term in 2019. During this time period, OSU Administration suggested that CES merge under the umbrella of the Ohio Joint Council of Extension Professionals. This was quite an undertaking but Marianne graciously served on many committees that helped with this merger.

Marianne also helped with the planning of the first National Support Staff Conference (TERSSA) that was held in Columbus in October of 2016. She worked tirelessly to solicit donations to help offset the registration cost for this conference, making it financially possible for many support staff around the state to attend.



To help in her professional growth, Marianne has received funding from the Southeast Region Endowment in 2015 (\$200) and a professional development award from TERSSA (The Extension and Research Support Staff Association) in 2016. She also received a Staff Appreciation Grant from the University during this time period. This reflects well with her growth as a leader, as an example to all support staff to strive to get out of their comfort zone to expand their horizons. She has earned our respect as we have seen her progression to a true leader.

Marianne has been employed with OSU Extension since 2002, has many friends and colleagues and is always looking for ways to help provide assistance to support staff and the organization.

Congratulations Marianne!

CES 2019 Annual Meeting Recognition

Years of Service Awards

- ✦ **5 Years** - Angie Keshock, Melissa Koenig, Erin Mancuso
- ✦ **15 Years** – Debbie Dunn
- ✦ **20 Years** – Teresa Funk

Membership Scholarships:

- ✦ New Members: Kimberly Palmer, Cynthia Johnson, Kelsey Gibson-Swartz
- ✦ Returning Members: Carla Wickham, Ann Meyer, Heather Keller

Annual Meeting Scholarship :

- ✦ Linda Newman, Clark County

OJCEP Blogs & Social Networking

- ✦ Missy Koenig

OJCEP/ESP Scholarships

- ✦ Kay Kramer - see Kay's write up on page 7.

Our Newest CES Members

- ✦ Laura Aulger, Ashland County
- ✦ Tosca Biles, Central State University
- ✦ Kathleen Blevins, Delaware County
- ✦ Debbie Bowman, Coshocton County
- ✦ Kelsey Gibson-Swartz, Wyandot County
- ✦ Cynthia Johnson, Delaware County
- ✦ Stephanie Knight, Logan County
- ✦ Deborah Knowles, Champaign County
- ✦ Renea Magrum, Sandusky County
- ✦ Miranda McElroy, Knox County
- ✦ Kimberly Palmer, Portage County
- ✦ Kenneth Stewart, Monroe County

A warm CES welcome to all of you!

CES Support Staff Liaison: New Board Position: Lee Ann Johnson

With the revisions adopted to the Constitution and Bylaws in 2019, it is an honor for me to serve in this new position as CES Support Staff Liaison. The duties of this new position are to build relations between CES members including making contact with new support staff employees.

To-date, since the beginning of the year, I have emailed birthday wishes to 12 of our CES members and work anniversary wishes to 12 members. In addition, 16 new support staff and program assistant employees have been hired in 2020. I have sent each of these new employees a welcome email which includes information on Chi Epsilon Sigma, OJCEP, a copy of the Support Staff Onboarding Outline (prepared by one of our committees in 2018), information on our Support Staff Facebook page and a contact list of our current CES Officers.

I am looking for additional ways to make connections and build relationships between CES and our members, new support staff employees as well as to our retiree members. If you have any suggestions, please do not hesitate to contact me at Johnson.82@osu.edu

OJCEP Scholarships- Application Deadline Approaching – May 1:

Kay Kramer, CES Secretary

Since the recent merger with OJCEP, CES members now have access to apply for scholarships for Professional Development. These scholarships, awarded 3 times each year, can be used for Professional Development activities. I was fortunate to receive one of these scholarships during the fall selection period in 2019. I used these funds to attend the Fair Entry Conference in College Station, Texas and it covered about one half the cost of the trip. Other fall recipients attended Leadership Adams County, California STEAM Symposium, the National Farm Viability Conference, and Disney Institute.

The application process is not a difficult one and involves a Qualtrics survey with general questions about your Extension employment history, membership in OJCEP/CES, the event you would like to attend, and a budget to participate in the personal development activity. In addition, the application asks for a brief description and objectives of the activity, its importance to OSU Extension, how you will use the results of the activity within Extension, and how you will share the results with other JCEP members. It is not a lengthy process, and the time invested can be well worth it if you are one of the recipients.

The scholarship reimbursement request is easily submitted: a single sheet reimbursement form, a single page summary of the learning experience, and a copy of the conference registration. Complete information and the application can be found at <https://Extension.osu.edu/about/ohio-joint-council-Extension-professionals/ohio-jcep-committees/scholarships-grants-and/ohio>.

May 1 is the deadline for the spring award application. Funds must be spent within 12 months of receiving the award.

The current period of teleworking may be an ideal time to research opportunities for courses, conferences, or other personal development activities that would be beneficial, and to apply for one of the scholarships.



Just Breathe:

Find the Peace in the Midst of the Storm – [Mindfulness](#)... Shannon Carter

I simply breathe in and out, slowly, deliberately. My favorite simple mindfulness tool is breathing out ever so slowly through a tiny opening in my lips... just let the air escape, as slowly and as completely as possible. Imagine breathing out through a straw. Better yet, get a clean drinking straw and place in your lips... practice breathing in through your nose, and exhale slowly and completely through the straw. This allows the next inhale to be slower and deeper and slows my breath rate down almost immediately. It's like putting on the brakes.

CES Silent Auction at Annual Conference

Chi Epsilon Sigma (CES) members and board would like to say **Thank You** to all who donated, bid, and won something in our silent auction. Due to the generosity of many, the total collected from the silent auction was **\$1431.00!** These monies are used to fund the Chi Epsilon Sigma Extension Support Staff Excellence Award, our highest recognition for support staff.

The Silent Auction has been part of a long-standing, but evolving tradition for CES. What started 25+ years ago as a raffle for a weekend get-away at an Ohio State Park, morphed into a raffle for a signed Longaberger Basket loaded with goodies, and has now evolved into a basket auction drawing donations from CES members, county offices and state level departments.

We appreciate our buyers, our window shoppers and those who made the effort to donate items!

Donors – THANK YOU!!

Defiance County Extension
 Demetria Woods
 Linda Good
 Carroll County Extension
 Teresa Funk
 Noble County Extension
 Noble County MG
 Marianne Guthrie
 Lake County Extension
 Christina Byrd/TERSSA
 Harrison County Extension
 Pike County Extension
 Beth Young
 Vickie Snyder
 Lee Ann Johnson
 Office of Advancement
 Kate Shumaker
 Ashtabula County Extension
 NACDEP Ohio
 Pat Brinkman
 Dave Shetlar
 Logan County Extension
 Jackie Kowalski
 Fulton County Extension
 Valente Alvarez
 Operations Team

Buyers – THANK YOU!!

Robert Concitis
 Jackie Wilkins
 Chris Kendle
 Kate Shumaker
 Lisa Barlage
 Beth Young
 Linda Good
 Michelle Treber
 Kathy Tutt
 Francis Nicol
 Lee Ann Johnson
 Chris Zoller
 Jane Wright
 Jo Williams
 Judy Villard-Overocker
 Jesse Buxton
 Amanda Forquer
 Christina Byrd
 Dee Jepsen
 Kay Kramer
 Julie Fox
 Dianne Shoemaker
 Kelsey Gibson-Swartz
 Alice Bateson
 Gwynn Stewart
 Christine Olinsky

Not in any particular order...



Special Thanks to our basket donors for their generous spirit and creativity!

The highest selling basket/items were as follows: #1) *Italian Gift Basket*, donated by Operations Team, sold for \$115 #2) *Winery Basket*, donated by Lake County Extension, sold for \$100.00 #3) *Come Play at the PEAK!*, donated by Logan County Extension, sold for \$75.00. These donors will receive \$50, \$30, and \$20 respectively for donating the top 3 selling baskets! Operations Team donated their winnings back to CES.

TERSSA – The Extension Research and Support Staff Association

TERSSA coming to Columbus Ohio in 2021

In November 2019, Christina Byrd was sworn in as TERSSA President-Elect. This means Ohio will have the honor of hosting the national conference in 2021. Our very first time to host was in 2016 when Linda Good was TERSSA President. Christina and 2021 CES President, Carol Wagner, will serve as the conference planning chairs. They will need all hands on deck to ensure our guests have a professional development opportunity full of fun, learning and networking. Planning for the conference has taken a step back as we all adjust to our new normal.

As a first step in planning, please take a moment to complete this survey.

Please feel free to reach out to Christina or Carol with any questions or suggestions.

Save the Dates:

**TERSSA Board Mtg: May 21st-
watch for Zoom invitation to come out**

**2020 TERSSA Annual Conference
Kitty Hawk, North Carolina,
September 22-25**

TERSSA FACEBOOK – www.TERSSA.ORG

2020 TERSSA This Fall

A small passenger bus will be headed to Kitty Hawk in September, thanks to a Staff Career Development Grant of \$1,750 submitted by Carol Wagner and Marianne Guthrie. We still have room for a couple more! Contact Marianne Guthrie.76 if you are interested in catching a ride.

This national conference opportunity benefits support staff in multiple ways, from networking with other states, to professional recognition, as well as personal and professional development. Won't you join us?

TERSSA

Current Participating

States: Alabama, Kentucky, Louisiana, Maine, Mississippi, Missouri, North Carolina, Ohio, South Carolina and Virginia Tech

Why be a member of TERSSA?

As with program staff (4-H, FCS, CD, AG), national associations and conferences provide the opportunity to add to our professional development, network with our peers, expand Extension knowledge, and broaden our world view.

Mission Statement: The Extension & Research Support Staff Association will improve the lives and careers of members by providing one voice to improve the development of Extension and Research across Regions through professional recognition, networking with states, administration advocacy and professional and personal improvement.

Membership Dues: \$15.00 payable with CES and OJCEP dues in the fall

Volunteer on a CES Committee

The Executive Board of Chi Epsilon Sigma will each chair one of the 10 CES Committees. We are recruiting for volunteers on all of these committees. There is a fit for you... YOU can make a difference and have a great time doing so! CES welcomes all support staff to a professional development opportunity to grow with us! Consider each committee, find an interest that sparks something in you, [sign up for more than one!!](#) Committees have the option to meet via Zoom- this to encourage all support staff that have limited time and/or travel dollars to know that we value your time and your input- we NEED YOU! [Committee descriptions](#) can be found on our CES webpage and a table is provided on the next page of this newsletter. Please sign up by May 4th.

Secret Friend Activity for CES Members

The Secret Friend Activity is designed so CES members can get to know fellow members better. You are invited to participate in this informal, voluntary arrangement. You are encouraged to commit to sending (anonymously) notes, cards and remembrances throughout the year.

The information you provide will be shared with a fellow CES member that will get matched to you as your Secret Friend and you will receive an information sheet as well for another CES member who participates in this activity. Let your imagination be your guide, not needing to spend much money, just be thoughtful in your sending. It is always fun to be on the receiving end, so in fairness to all involved, we ask you to be considerate in keeping the spending at a minimal amount. Remember, "It's the Thought That Counts!"

To become another member's Secret Friend, please fill out the Secret Friend Webform, an Information Sheet is provided on the last page of this newsletter- to give you something to write down your thoughts on before you fill it out.

Once all webforms are collected, matches will be made and your Secret Friend's information will be emailed to you. The reveal of who was matched with who – will take place at the CES Annual Meeting.

So... shhh... keep it secret and enjoy these months of sending happiness in the mail!

Deadline for entering will be April 13, 2020.

2019 Secret Friends Revealed!

Sharing the list of CES Secret Friends from last year:

Christina Byrd	Beth Young
Ashley Gerber	Jennifer Lindimore
Linda Good	Ashley Gerber
Angie Keshock	Elaine Stottsberry
Kay Kramer	Linda Good
Jennifer Lindimore	Paige Matney
Paige Matney	Angie Keshock
Kathy Mohler	Christina Byrd
Elaine Stottsberry	Kathy Mohler
Beth Young	Kay Kramer

For 2020 Secret Friends, please note that there is a webform to fill out the information, if you cannot access the webform and/or this newsletter was mailed to you for no Internet available- please return the information sheet to:
Vickie Snyder, OSUE Operations Caldwell
16714 Wolf Run Road, Caldwell OH 43724

Tips for Secret Friend ideas:

- Cut out or print cartoons to send a giggle in the mail
- Keep note cards and pre-stamped postcards handy – spontaneous is just much fun as a planned event!
- Ideas for what can fit in an envelope:
 - 1) Tea bags
 - 2) Stickers
 - 3) Seeds
 - 4) Spices (in small packs)
 - 5) Patches
 - 6) Friendship bracelets
 - 7) Recipes
 - 8) Lottery Tickets
 - 9) Bookmarks
 - 10) Stamps
 - 11) Pop-Open Cards
 - 12) Small paperback book
 - 13) Art prints
 - 14) Postcards

CES Committees:	Chaired by officers ...with other officers Volunteers needed for all...
Please sign up by going to this webform: Volunteer on a CES Committee	
<i>CES Annual Meeting Committee</i> – Shall plan the details of the CES Annual Meeting held in conjunction with the OSU Extension Annual Conference.	Oversight by the CES President CES Executive Committee
<i>CES Nominating Committee</i> – Shall secure nominations from the CES membership and prepare a slate of all CES officer positions to be presented to the membership prior to the CES annual meeting.	CES Vice President CES Historian
<i>CES Membership and Annual Meeting Scholarship Committee</i> – Shall be responsible for soliciting applications for the CES Annual Meeting (1) and CES Membership (6) scholarships.	CES Secretary CES Annalist CES Membership Secretary
<i>CES Budget and Finance Committee</i> – Shall be responsible for developing and proposing the budget.	CES Treasurer Input by the CES President CES Past President CES Vice President
<i>CES Extension Support Staff Excellence Award Selection Committee</i> – Shall be responsible for coordinating this annual award including publicity, selection, securing the plaque and processing the paperwork for payment of this award.	CES Membership Secretary CFAES SAC Liaison CES Treasurer
<i>CES Outreach Committee</i> – Shall be responsible for keeping contact with other state CES chapters and promotion in new states.	<i>CES Annalist</i> <i>CES Past President</i>
<i>CES Recognition Committee</i> – Shall be responsible for securing nominations and overseeing the selection process for the CES Members Years of Service Awards, New Member Induction, and Dorothy Rex Inspirational Award. Explore other opportunities for recognition.	<i>CES Historian</i> <i>CES Membership Secretary</i>
<i>CES Fundraiser Committee</i> – Shall be responsible for all CES fundraisers.	<i>CFAES SAC Liaison</i> <i>CES Treasurer</i>
<i>CES Professional Improvement and Activities Committee</i> – Shall explore educational opportunities for professional development and will promote to support staff. Activities will also be explored to build CES membership relations.	<i>CES Support Staff Liaison</i> <i>CFAES SAC Liaison</i>
<i>CES Constitution and Bylaws Committee</i> – Shall be responsible for reviewing proposed changes and updating the CES constitution and bylaws and standing rules.	<i>CES Past President</i> <i>Input by the CES President</i> <i>CES Vice President</i>

SECRET FRIEND INFORMATION SHEET- USE THIS AS A GUIDE TO FILL IN THE [WEBFORM](#).

CES Members – here is a chance to get to know someone across the state, share some laughs, and make some CES memories! Please share a little insight that will help someone brighten your day!

Your First and Last Name:

Office Name: OSUE _____ County or Office:

Your full work address is:

Your full work email is:

Your full home address is:

Birthdate:

Wedding Anniversary:

Extension Anniversary:

Comfort Food:

Favorite Restaurants:

Something you like to do with your family:



Coffee, Tea or Hot Cocoa:

Chocolate or Health Bar:

Favorite Music:

Favorite Season(s):

Favorite spot in your home:

Favorite books/author:

Hobbies:

Most stressful time:

Makes you grin:

What you collect:

Favorite Dollar store buys:

Something you could use at your desk:

Your pets & their favorite items or toys:



Vickie Snyder, CES Annalist: snyder.252@osu.edu fill out [webform](#) by April 13, 2020

You will receive a “match” as soon as possible... Now, more than ever, we need to ‘connect’!