

SEPTEMBER 2023

SUMMER 2023
EDITION

The News

CHI EPSILON SIGMA Newsletter



Life. Loyalty. Learning

PRESIDENT'S NOTE: CHRISTINA BYRD

Hello CES,

Happy Summer! For many, this means time to relax, restore, and learn new skills. This is quite the opposite for Extension. It's our prime time. Despite the busyness of the season, I encourage you to take time for you and your family. Personally, I set a goal for myself to visit at least one MetroPark a month and visit a couple new to me county fairs. Professionally, I'm working on completing Career Essentials in Administrative Assistance on LinkedIn Learning. It's free with my library card. Speaking of continuing education, we had 111 people attend the May Support Staff Professional Development Day with 71 counties represented. I will not lie. Coordinating learning across 7 different sites as well as the presenters was way outside my comfort zone. Thank you to everyone who completed the post-survey. We heard you and are planning to incorporate more time for networking and bouncing ideas off one another. You know where to find me if you have suggestions for next year or want to be involved in planning. Enjoy the rays and have some fun,
Christina

Newsletter Highlights

A Message from the President

Remembering Dorothy Rex

TERSSA Conference Updates

2022 Years of Service and Award Winners

Membership & Awards Information

Join a CES Committee!



Remembering Dorothy Rex

**Chi Epsilon
Sigma
Founding
Member**



At age 97, Dorothy June Huggins Rex passed away on August 17, 2023.

Dorothy worked for 25 years at Ohio State University Extension in Knox County. During her final year at OSU Extension, she founded Alpha Charter Chi Epsilon Support Staff Fraternity.

[Click here to read her Obituary.](#)

Remembering Dorothy Rex

Testimonials



I remember taking the concept as Leader, Personnel Development, with Carlene to Extension Administrative Cabinet. The cabinet was very tentative at first but warmed up to the idea quickly when they sought the testimonials of people like Carlene, Dorothy, Irene, Marilyn, and others. I believed in the idea right from the beginning and believed we would have a better trained, more confident, organization if we involved our office staff as peers in our Extension organization. I salute these early leaders, such as Dorothy, who saw the vision for this important organization.

Keith Smith, Director of Extension Emeritus



Chi Epsilon Sigma did not just happen! It took many years with some 'thought' behind it. Several Extension secretaries (Bette Kidd, CPS, Caroline Park, Irene Moore, Carlene Hamilton, CPS, Marilyn Bloom Mohr and Dorothy Rex) were members of The National Secretaries Association and would find a way to get together at the annual meeting. A discussion always took place that we need to get an organization started for Extension Secretaries. Carlene kept reminding us that it will happen, but we have to wait to give administration time to realize this is needed! That day finally arrived with Dorothy Rex taking the leadership role. Dorothy did a lot of research to provide the Greek definition of Chi Epsilon Sigma. Dorothy hosted many organizational meetings at her Knox County office where we formed CES.

Marilyn Bloom Mohr, CES Founding Committee Member, CES Charter Member

Remembering Dorothy Rex

Testimonials



All Ohio State University Extension staff and administration owe a great gratitude to Dorothy Rex for her commitment to excellence and constant friendly demeanor no matter who she interacted with or what challenges she may have incurred. Chi Epsilon Sigma was her brainchild, and with her leadership and foresight it became a reality and continues to be a relevant organization not only in Ohio but now at the national level. I was privileged to be involved as one of the founding members after Dorothy reached out and asked me to join a small group of staff representing county, district and state positions. Under Dorothy's leadership we initially met monthly to discuss ways to bring comradery to all staff, acknowledge staff for their responsibilities by providing recognition and professional development opportunities, and ultimately scholarship dollars for continuing education. Gradually it turned into reality with full support from Extension Administration. Dorothy encouraged this small group to always look beyond what we felt were the possibilities. The six founding members developed a vision and mission, and from there a constitution and outline for what the fraternity would become. I feel none of this would have happened if it were not for Dorothy Rex. Dorothy's commitment to Chi Epsilon Sigma continued through her retirement years, and she leaves a legacy unmatched by others.

Becky Hooper, CES Founding Committee Member, CES Charter Member

Dorothy Rex, Micki Daniels, Marilyn Bloom, Becky Hooper, Irene Moore, and Jacqueline Mueck



Remembering Dorothy Rex

History

Founded in 1986 at Ohio State University Extension, the Alpha chapter premiered as the first professional association for support staff and program assistants within Extension and was patterned after Epsilon Sigma Phi.

Chi Epsilon Sigma is excited to look toward the future and continue to support and advocate for fellow support staff. Extension Administration looks to CES for input regarding not only support staff issues and concerns, but also regarding ways to enhance Extension's service to Ohio citizens.

The CES **Dorothy Rex inspirational Award**, presented each year, is given in honor of Dorothy. This award recognizes an individual who has been inspirational in their Extension position.

Until her recent death, Dorothy had continued to review nominations and make selections for the award recipients. In 2023, CES will assemble a committee for review and selections. Award nominations will open in October.

[Click here to read more about the Award and past recipients](#)

Dorothy Rex Celebration of Life

Windchimes were purchased by CES and delivered for the Celebration of Life for Dorothy Rex on Saturday, August 26th at the Mount Vernon Mulberry Street United Methodist Church.

This from her obituary: *Being the last of a large family, she felt she should close the door quietly, but securely with peace and grace to all.*

CES Spring Professional Development Day

111 professionals attended the May 23rd Support Staff Professional Development Day with **75 counties** represented!

"EVERYONE LEFT ANTICIPATING NEXT YEAR'S MEETING!"

"APPRECIATE THE LOCATION OPTIONS!"



"WE HAD SUCH A GOOD TIME!"

Champaign
County Meeting
Location

CES Spring Professional Development Day cont...

MAHONING COUNTY LOCATION



OPERATIONS - CALDWELL



JACKSON COUNTY LOCATION



DEFIANCE COUNTY LOCATION



CLERMONT COUNTY LOCATION

Recap of the Professional Development Day

Chi Epsilon Sigma (CES) sponsored a support staff professional development day at 7 sites across Ohio on May 23, 2023. CES officers served as site hosts. The sites were: Champaign, Clermont, Defiance, Jackson, Mahoning, Noble, and Seneca. Extension Leadership sponsored giveaways those in attendance. Sessions weren't recorded as an incentive for people to attend in person and be engaged. Giveaway items included an OSU wristlet, post-in notes, ink pen, and candy.

CHI EPSILON SIGMA would like to thank Extension Leadership and our presenters for their support!

Jesse Buxton: Nelnet Overview

Debby Lewis: Qualtrics

Emily Marrison: Time Management and Keys

ShaLise Simmons & Alyssa Young: Canva



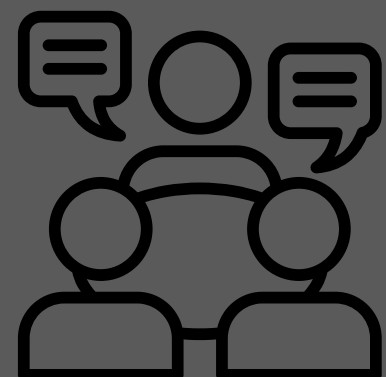
2023 Meeting Dates

AUGUST 22

OCTOBER 24

NOVEMBER 14

DECEMBER 4-6: TENTATIVE ANNUAL MEETING



Historian Request!

To help complete a collection of CES Annual Meeting Programs- asking members if they might have kept in their files any **programs from 2003, 2017 or 2019-** if any were created. Would accept an agenda if one is available! If you know no program was created for that year, please let us know that too (as in 2017- just have the agenda). Please scan and email to snyder.252 or mail to Vickie Snyder, 16714 Wolf Run Road, Caldwell, OH 43724.

Thanks in advance!



NEW CES Display Boards

Easier to transport boards were purchased by CES this year to have a permanent display of the CES 'Programs' from the previous 36 years' Annual Meetings and the back-side of the boards available for current newsy items or awards, etc. to be displayed at any CES event.

The boards come with a carry case and beg to be shown at meetings and events.

Important Dates!

- **NOVEMBER 2023:** REGIONAL DISCUSSIONS WITH EXTENSION LEADERSHIP (REPLACES EXTENSION ANNUAL CONFERENCE).
- **OCTOBER 1:** ANNUAL MEMBERSHIP DRIVE OPENS
- **DECEMBER 4:** JCEP ANNUAL MEETING AND AWARDS

Other News

- Watch for CES/TERSSA/JCEP **membership sign up in October!** The CES Board approved an **increase in dues to \$25** for the upcoming membership drive.
- The Ohio JCEP/ESP **Creative Works Awards applications** are now available! Visit <https://u.osu.edu/jcepespcreativeworks/> to access each of the applications and for more details about submission. **Submissions are due October 6 at 11:59pm!** Creative Works Awards are a great opportunity to showcase your talents and get recognized for your hard work! Many of the categories are things you likely have already done for your job, so you might as well be recognized for it! The applications are simple and easy to do!
- **HOLD the Dates for Extension Regional Conversations**
Fall Meetings – 5 locations across the state: November 13-17, 13th Champaign Co: 14th Piketon: 15th Caldwell: 16th Wooster: 17th Toledo
- Watch for info on **Annual Meeting** first week of December
- Introducing **Free Professional Development with LinkedIn Learning!** All Ohio State faculty, staff and students now have free access to LinkedIn Learning, an industry leader in online training. With a digital library of more than 18,000 courses covering a wide range of topics, this is an opportunity for you to grow your career skills and explore other personal interests. You get 24/7 unlimited access from any device to learn at your own pace. With sponsorship provided by the Office of Human Resources, the Ohio State Wexner Medical Center and the University Staff Advisory Committee, you can set up your free account today to access courses that are relevant to your current role or many other passions.

2022 Award Winner Spotlights

CES EXTENSION SUPPORT STAFF EXCELLENCE AWARD



ANGIE KESHOCK COLUMBIANA COUNTY

To truly understand the impact she has made in the community is to see the smiles on the faces of the volunteers she serves, their shared dedication and championing of Columbiana County youth, and the unwavering respect held by community members, youth, farmers, and stakeholders alike for her tireless work that has touched the lives of so many.

Angie has effectively taken the role of “office associate” and turned it into “Jack of all Trades”. While she continually excels in her roles of fiscal and office management, she does so while also working to advance community partnerships, train personnel in financial stewardship and Workday processes, and does an excellent job of seeking out opportunities in the county for implementing Extension projects and programming. For example, Angie is now the “Workday” guru for Area 10 and has created multiple fact and tip sheets (some which are now used on a state level) that have made our jobs and fiscal management more efficient. On a regular basis, she also draws from her respected standing in the county to start conversations with community partners, which have served as the foundation for newly established MGVS pollinator gardens, among others. Columbiana County had also been without an ANR Educator for nearly 20 years, and we were able to accomplish a 50% appointment at the beginning of this year in the county, largely due to Angie’s constant work with local leadership and funding sources. Simply put, if there is work to be done, Angie will make sure it is not only done well, but she will ensure that the Extension office receives recognition and positive highlight throughout the county.

No matter the day, situation, or personnel involved, Angie is consistently a source of positivity and encouragement. While many of us would find ourselves frustrated with a new learning curve or process during the transition from PeopleSoft to Workday, Angie always approached each challenge as a learning opportunity, and would sit down and take the time to walk us through even the simplest of tasks. For those in neighboring counties, she would (and still does many days) jump on zoom and assist those in need with her expertise and calming presence. Angie also assists as needed during programming prep and is quick to offer a fresh perspective that often leads to brainstorming and new ideas.

2022 Award Winner Spotlights

CES DOROTHY REX INSPIRATIONAL AWARD



PAIGE MATNEY
LAWRENCE COUNTY

Paige's positive nature and joyful spirit are the first things that pop in my mind when thinking of her. From day one in CES, she welcomed me and made me feel part of the organization.

I am nominating Paige Matney for the Dorothy Rex Inspirational Award due to her significant involvement in Chi Epsilon Sigma – Support Staff Fraternity. She is always willing to offer her expertise to help with anything needed. For example, she recently created a new CES video that can be shared with new staff as they start their career with Extension or can be shared with all support staff and program assistants during the OJCEP enrollment period. Hopefully, the video will “inspire” others to join Chi Epsilon Sigma. Paige also serves on many committees for CES, as well as, being a member of the TERSSA Conference Planning Committee. She is working very closely with the TERSSA President to organize the conference that will take place in Columbus in October 2023.

Paige's positive nature and joyful spirit are the first things that pop in my mind when thinking of her. Her infectious spirit is part of the reason I've gotten involved with CES. From day one in CES, she welcomed me and made me feel part of the organization. Five years later, I see her still serving and ensuring her fellow support staff members are recognized. I've not worked with Paige in the office; however, based on her dedication to CES I can only imagine that she brings the same enthusiasm to her office. This is important in an office of any size and in my opinion even more so in an office with fewer staff members. Simply put, it is very fitting that the person who has been working for years to ensure her colleagues are recognized be recognized herself.

2022**Award Winner Spotlights****CES DISTINGUISHED SERVICE AWARDS
EARLY CAREER 0 TO 9****ASHLEY GERBER
HOLMES COUNTY**

“Ashley has earned the trust of both staff and clientele, she exhibits a caring attitude and strives to be adaptable and most efficient with her time”

Ashley is the individual that laughs as she keeps the balls in the air, accomplishes tasks before others know they need them and finds true joy in serving others. I've worked with her closely during the last 4 years and found that she always goes above and beyond as she supports 3 program Educators and a program assistant. Her insightfulness allows the staff to provide the community with high quality programming and she does it with such a positive attitude. During these last few years, clientele and volunteers are not always easy to deal with, but Ashley finds a way to let them be heard and find solutions before they depart whether in person or on the phone. She treats all people with courtesy and respect and does what she can to meet their needs. She makes clients and guests feel welcome, but can also tactfully and politely handle conflict situations and unhappy clients. Ashley is the only support staff in the office so the tasks of workday, budget reconciliation, reports and P-cards are accomplished as she supports programs with marketing of programs, Extension Advisory Committee, and the growing demands in Holmes County. In short, she is strongly dedicated to the mission of Extension. She has earned the trust of both staff and clientele, she exhibits a caring attitude, and strives to be adaptable and most efficient with her 80% time. She has also served as an officer of CES, assisted in compiling a training document for new hires, organized an area 9 check in call twice a month with other support staff and is always willing to take time to help others. If you ask any of those who know Ashley, they commend her for her positive nature and get it done attitude. If you ask the staff, they will tell you that she's the glue in the office that keeps things organized and running smoothly. I can think of few others who excel in their positions like she does and I'm happy to nominate her for this early career award along with the support of the Holmes Co office.

2022**Award Winner Spotlights****CES DISTINGUISHED SERVICE AWARDS
MID-CAREER 10 TO 19**

**JULIE EVANS
PIKE COUNTY**

Our office could not remain operational and in existence without Julie Evans. Julie gives 110% to the Pike County office, staff, and residents.

Julie attends to every request that is made of her with urgency and attention that is beyond what is asked or required. Her abilities and skills to assist colleagues with projects, exhibits, displays, newsletters, flyers, promotional materials, and any other needs are well above what are standard office skills. The day-to-day tasks that she encounters range from answering phone calls, assisting others and providing information, serving as a resource to county residents, creating marketing materials for colleagues, and assisting with 4-H activities no matter what time of day or day of the week. On many occasions, Julie has taken on the task of organizing, planning, and presenting at events throughout the year when needed. Our office existed without a 4-H educator due to our budget being reduced by over \$100,000 by our county commissioners. With this void, Julie agreed to divide many of the 4-H responsibilities along with the educators in our office to maintain a high-quality level of 4-H activities and programs. Our office could not remain operational and in existence without Julie Evans. Julie gives 110% to the Pike County office, staff, and residents. She has a wealth of knowledge and experience working with technology and digital design. Her ability and willingness to assist county educators with developing and creating materials to be used in county and state programs has proved to save time for the educators. Julie often assists and provides training to other office associates from surrounding counties. This allows those counties to have effective and efficient operations, as well. Her productivity has manifested in twice winning the CES newsletter award and numerous professional association awards for the educators including regional and national newsletter awards. Her proposal was once selected to present a concurrent session at Extension Annual Conference. Julie has assisted CES through her involvement in the Silent Auction and Communication Awards. As the chair of the communication awards, she was informed that Communications & Technology would no longer provide the judges for this activity. Julie mobilized her resources and found new judges and coordinated the activity in a thorough and professional manner. Julie is a life-long learner. She sets performance goals to improve her knowledge and understanding of Extension; especially in areas of business operations and software programs. She has a proficient skill set in day to day operations as well as assisting educators in management of funds for grants and special projects. Julie is viewed as a "go to" person for graphic design and 4-H database management in southern Ohio. She has trained and mentored county support staff for other counties.

2022 Award Winner Spotlights

CES DISTINGUISHED SERVICE AWARDS ADVANCED CAREER 20+ YEARS



LORI MOFF
MAHONING COUNTY

"We are so thankful to have someone who is so dedicated to making sure our services and programs are the best we can offer."

Lori has been a staple of the Mahoning County Extension office for 32 years. She is honestly not just a fantastic Office Associate, but a great person. When I was applying for my position at Extension I heard from others in my network who have worked with her or interacted with her in the past that I would really enjoy working with Lori. You know someone has a great reputation when you hear great feedback before even getting into your position. She is organized and diligent. She makes sure everyone in the office has what they need and she is always going above and beyond. You know if you have any questions she will always know the answer or at least where to go to find the answer out. She is a great listening ear and makes sure people in the office feel appreciated. She keeps the moral at work up because she is so reliable and everyone knows that she is always going to be able to help. She doesn't just make sure the basic office work is done, she is making sure that our Extension office is ready for anything. Even with new, sometimes complicated financial tracking and documents she is the one who figures out what needs to be done to make sure everyone in the office has what they need. Everyone who comes in the office knows who Lori is because she has built a reputation of being the friendly, knowledgeable person in the office. We are so thankful to have someone who is so dedicated to making sure our services and programs are the best we can offer.



TERSSA UPDATE

Register for the TERSSA Conference in Ohio this year! [Click to register](#)

The conference is open to all support staff regardless of TERSSA and/or Chi Epsilon Sigma membership status

The last day to book lodging is September 17th!

go.osu.edu/TERSSAhotel

So many great topics and tours jam-packed into 3 days!

Take a look at the agenda here and then register quickly! Don't miss this fun opportunity in the great Buckeye state!

WWW.TERSSA.ORG

AGENDA & INFO

October 17 - 20, 2023 Columbus, Ohio



REGISTRATION COST:

Early Bird(7/1): \$175.00 Regular(8/1): \$185.00 Late(9/1): \$195.00

HOTEL & VENUE INFORMATION:

FAIRFIELD INN & SUITES

3031 Olentangy River Rd, Columbus, OH 43202
(614) 267-3111

Rate: Standard Double Room \$149.00

Book By Visiting: go.osu.edu/TERSSAhotel
Last Day to Book: September 17, 2023

NATIONWIDE & OHIO FARM BUREAU 4-H CENTER

2201 Fred Taylor Dr, Columbus, OH 43210

AGENDA:

TUESDAY, OCTOBER 17 - FAIRFIELD INN & SUITES

5:00 - 7:00 PM Registration & Check In
5:30 PM TERSSA Executive Board Meeting
7:00 PM Meet & Greet (Networking & Community Service)

WEDNESDAY, OCTOBER 18 - NATIONWIDE & OHIO FARM BUREAU 4-H CENTER

Breakfast on Your Own (Hotel does provide complimentary breakfast)
8:00 - 8:30 AM Registration & Check In - NATIONWIDE & OHIO FARM BUREAU 4-H CENTER
8:30 AM Welcome
9:30 AM TERSSA Business Meeting
Break Out Sessions: Time Management, Diversity, Digital Presence
12:30 PM Lunch - Provided
The Ohio State University Campus and Stadium Tour with a Surprise Guest
5:00 PM Return to Hotel
*Dinner on your own

THURSDAY, OCTOBER 19 - NATIONWIDE & OHIO FARM BUREAU 4-H CENTER

Breakfast on Your Own (Hotel does provide complimentary breakfast)
8:30 AM Welcome - NATIONWIDE & OHIO FARM BUREAU 4-H CENTER
9:00 AM Science of Chocolate - Mary Pohlschneider
Rotating Sessions (Bug Mobile, Tech Bus, Smoothie Bike)
11:30 PM Lunch - Hofbrauhaus House
2:00 PM OSU CFAES Waterman Farm Tours
5:30 PM Dinner - NATIONWIDE & OHIO FARM BUREAU 4-H CENTER

TERSSA 2023 Awards Reception
Special Guest Speaker - Shirley Brooks Jones
Entertainment & Networking

FRIDAY, OCTOBER 20 - FAIRFIELD INN & SUITES

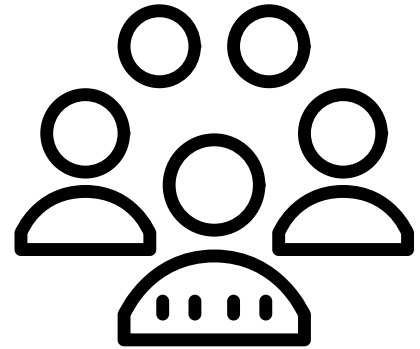
Breakfast on Your Own (Hotel does provide complimentary breakfast)
Thanks for joining us, safe travels home!

TO REGISTER VISIT: GO.OSU.EDU/23TERSSA

QUESTIONS - PLEASE CONTACT TERSSA PRESIDENT
FAVE WILSON
FAVE.WILSON@OSU.EDU

*CASUAL DRESS ATTIRE RECOMMENDED
Conference transportation will be provided to and from the venue and hotel. Transportation schedule will be provided

SAVE THE DATE!
TERSSA ANNUAL CONFERENCE
OCTOBER 17-20, 2023
COLUMBUS, OHIO



JOIN A COMMITTEE!

**CES MEMBERS,
PLEASE CONSIDER
JOINING A COMMITTEE
AND STAYING
INVOLVED IN THE
ORGANIZATION!**



**FOR A LIST OF COMMITTEES,
VISIT THE CES WEBSITE AT
EXTENSION.OSU.EDU/ABOUT/CHI-EPSILON-
SIGMA**



CES Leadership

Nomination season will begin soon! To view current board member positions and duties visit,
<https://extension.osu.edu/about/chi-epsilon-sigma/ces-leadership>



CONSTITUTION AND BYLAWS

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.