



Chi Epsilon Sigma Board Meeting Minutes
Tuesday, August 24, 2021
10:30 am via Zoom

President Patty Corfman called the meeting to order at 10:30 am.

Roll Call:

Patty Corfman	Ashley Gerber	Paige Matney	Vickie Snyder
Terri Fisher	Kay Kramer	Lori Moff	Beth Young

An additional 13 CES members were in attendance: Debbie Bowman, Christina Byrd, Sara Chain, Meghan Cotton, Marianne Guthrie, Jen Hubert, Sarah Mays, Erin Miller, Vicki Myers, Linda Newman, Carol Wagner, Carla Wickham, and Drudy Yoakam,

Secretary's Report – Kay Kramer

Kay was not able to attend the June meeting. No minutes are available at this time. Notes were taken by Adam, and these will be posted to Teams and approved at the next meeting.

Treasurer's Report – Chris Comden

The August 11 Treasurer's report as prepared by Chris Comden was approved. Vickie Snyder moved to approve the report as posted in Teams, Paige seconded the motion.

Officer Reports/Committee Reports

- ***President / Annual Meeting Committee – Patty Corfman***
Patty met with Jeff regarding an in-person opportunity for CES to gather. Potentially a grouping of meetings throughout the state since some areas are already meeting. Likely would include meetings in several locations that include several Extension areas, but with a Zoom meeting combining all locations. Since Support Staff Conference is in October and EAC is December, it may be Spring until this happens.
- ***Vice-President/ Nominating Committee – Beth Young***
Beth will be reviewing the list of positions to determine which are due to be filled this year and begin to seek nominations.
- ***Secretary/ Membership and Annual Meeting Sponsorship Committee – Kay Kramer***
 - The committee plans to award 1- \$25 sponsorship for Extension Annual Conference. Since the budgeted amount is \$100, if there are multiple applicants, additional sponsorship(s) may be offered this year. EAC is virtual so no travel expenses and a lower registration fee than most years.
 - 2022 Dues are lower than in the past. JCEP Affiliate \$10, JCEP Full \$30, CES Support \$10
The committee plans to award the following:
 - 3 - \$20 sponsorships to Non-current members – JCEP Affiliate and CES
 - 3 - \$40 sponsorships to Continuing members to cover JCEP Full and CES

If there are a large number of qualified applicants, additional awards may be given up to the budgeted \$405 amount.

- Both sponsorships require supervisor signature indicating financial need.
- The application is being updated to reflect the new information. It will be publicized close to the October 1 JCEP Dues membership drive and the Extension Annual Conference registration announcements. Vickie Snyder is working with Jesse Buxton to determine the appropriate process for awarding the sponsorship funds and the appropriate wording for the application.
- There are changes needed for the Standing Rules. They no longer reflect the appropriate process and timeline. Kay will send that information to Patty Corfman as requested.
- **Treasurer/ Budget and Finance Committee – Chris Comden**
Chris unable to attend. Patty reported that Chris and Patty will be meeting with Melinda Ryan to discuss current CES funds and review accounts.
- **Membership Secretary / Extension Support Staff Excellence Award – Paige Matney**
Paige is working on a “cheat sheet” for the JCEP membership drive showing how to join CES and pay the appropriate dues.
She has also been reviewing the nomination form for the Support Staff Excellence Award and making the necessary changes.
She is meeting with the local vendor to order the plaques for last year’s award recipients.
- **Annalist/ Outreach Committee – Vickie Snyder**
If there are updates to the website, please forward them to Vickie.
She has been working to organize One Drive and Teams folders. The files in TEAMS are to be the “working” files. The files in OneDrive are the final, approved files that serve as the historical record and can be uploaded to the website. New Officers will be given access to both of these as they begin their roles.
Miranda McElroy has been posting updates to the JCEP Facebook page. Please send her any relevant information to post.
Vickie is updating the committee list webform prior to Annual Conference
News articles for the newsletter are due this week; slated to go out the 1st week of September
- **CFAES Staff Advisory Council Liaison/ Fund Raiser Committee – Terri Fisher**
The Staff Advisory Council will be meeting in person in September in Wooster. If there are items to be addressed, please send them to Terri.
She has sent a reminder about the Silent Auction fundraiser. Additional reminders for donations and participation will be going out in the future.
She will be contacting former committee members to see if they are interested in helping again.
- **Historian/ Recognition Committee – Ashley Gerber**
Ashley has been working on promotional materials for the Dorothy Rex and Support Staff Excellence awards. These will be ready to go out via email, in the newsletter, and on Facebook.
Angie Keshock has the historical boxes. Ashley will be getting them from Angie at some point to begin the scanning process. Vickie Snyder has suggested an in-person box opening meeting once they are available. There may be materials in the boxes that are missing from the website.
- **Support Staff Liaison / Professional Improvement and Activities Committee – Lori Moff**
Lori has been welcoming new people and sending birthday and anniversary congratulatory notes. Nothing specific with Professional Improvement this year due to the large number of trainings as we transition to Workday, OneDrive, and 4HOnline v2.

CES Standing Committees and Chairs

Annual Meeting Committee, President (Patty Corfman – corfman.4@osu.edu)

Nominating Committee, Vice President (Beth Young – young.1414@osu.edu)

Membership and Annual Meeting Sponsorship Committee, Secretary (Kay Kramer – kramer.578@osu.edu)

Budget and Finance Committee, Treasurer (Chris Comden – Comden.1@osu.edu)

Extension Support Staff Excellence Award Selection Committee, Membership Secretary (Paige Matney – matney.30@osu.edu)

Outreach Committee, Annalist (Vickie Snyder – snyder.252@osu.edu)

Recognition Committee, Historian (Ashley Gerber – gerber.248@osu.edu)

Fundraiser Committee, SAC Representative (Terri Fisher – fisher.456@osu.edu)

Professional Improvement and Activities Committee, Support Staff Liaison (Lori Moff – moff.1@osu.edu)

Constitution and Bylaws Committee, Past President (Adam Ziadeh – ziadeh.4@osu.edu)

Old Business

- JCEP Meeting Report from August 16 Board only meeting
Patty attended the meeting. The main discussion was the dues for JCEP. The dues for full JCEP membership are \$30.
The JCEP Outreach Committee was discussing having gift items at FSR to encourage committee participation.
JCEP meetings will continue to be virtual at this point.
- TERSSA Update – Christina Byrd
TERSSA Conference will be held in North Carolina in 2022, and Ohio in 2023.
The 2021 TERSSA Awards session will be held in conjunction with Ohio's Support Staff Conference as a separate session.
Most of the TERSSA officer positions are currently vacant and they will be electing new officers.
They are seeking a president from North Carolina for 2022.
Christina was encouraged to reach out to CES members to encourage TERSSA membership and see if any were interested in Board positions.
- Membership Dues – JCEP Dues
Additional membership clarification: Patty to follow up with Mark Badertscher to determine if the JCEP Affiliate Membership is open only to Support Staff, or if it is open to anyone based on the membership benefits they are interested in. She will also be reaching out to confirm the amount of Full or Affiliate membership.
- Report on Qualtrics Survey/ Remove Addendum and Timeline
The addendum and timeline are to be removed from the Constitution and Bylaws and be stand-alone documents. Patty reaching out to Adam to determine status of the process.

New Business

- Central State
JCEP is working on updating their constitution to replace mention of specific institutions (CSU, OSU) with just the term “universities”. They are seeking to bring in additional Central State members and encourage committee membership and involvement.
- Other New Business
Sarah Chain has moved to a new position with Farm Science Review at the Molly Caren Agricultural Center in London. She will be sending emails asking for help with the info booth, surveys, etc. Help is appreciated. Please watch emails and help as you are able.

Adjournment

Beth Young moved to adjourn the meeting. Ashley Gerber seconded the motion. Motion carried.

Upcoming CES Board Meetings

October 26, 2021, via Zoom

Submitted by:

Kay Kramer

CES Secretary

Action Steps:

Kay to send Standing Rules changes for Sponsorship committee to Patty.

Send anything that needs updated on webpage to Vickie Snyder

Send any updates to Miranda McElroy to post on JCEP Facebook page

Newsletter articles due to Vickie this week

Send any questions/concerns for Staff Advisory Council to Terri for September meeting

Patty to confirm JCEP dues and requirements for Affiliate membership with Mark Badertscher

Christina B to reach out to CES members for TERSSA membership, Board Members

Patty to follow up with Adam re: removal of addendum, timeline from Standing Rules and C & B to make them stand-alone documents