



Chi Epsilon Sigma

CES Newsletter

Spring 2008

May 14, 2008

A word from the President...

Dear CES Friends,

I hope you had a Happy Administrative Professionals Week! Thanks for all you do and for choosing to be valuable members of Chi Epsilon Sigma. I hope you are taking the time to enjoy the outdoors. On my way home from work each day I see tulips, daffodils, hyacinths, forsythia, trees beginning to bud out, and so many more exciting signs of spring. It makes for a wonderful and refreshing drive home.

Kathy Mohler, Vice President of CES and I attended the quarterly meeting of the Extension Associations Officers and Administration. Agenda items we brought to the table were:

1. May we conduct a Support Staff Conference in 2008? Response - yes, so the 2008 Support Staff Conference will be October 22nd and 23rd.
2. The Excellence in Extension Support Staff Award is \$1,000 but once taxes and benefits are removed - the award is considerably less. We asked Administration if they would be willing to increase their 50% donation to the award (and CES the other 50%) to include funds that would cover the taxes and benefits - so that when a person is presented the award, the person will receive the complete \$1,000. Keith Smith's response was - "Yes." I am very grateful for the support Dr. Smith gives to the award and CES overall.

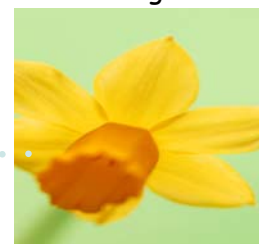
Lastly, Kathy and I updated everyone with the process of our organization going national. Administration and others in attendance shared with us information and resources that will help us in this process.

It was a very useful and rewarding meeting. We meet again this summer. If you have questions or concerns you would like us to bring to the table, please email me at hall.791@cfaes.osu.edu. I will then take the information to our next CES board meeting for discussion.

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A word from the President (continued)

The Spring Conference, May 15th Meeting is just around the corner. I asked Administration (by way of Linda Kutilek), if there were items of interest, I could pass on to you concerning the meeting. She and Bill Grunkemeyer shared with me ways we can best prepare ourselves for the meeting and a couple other points that are "good to know".

As I am sure all of you read in the Communiqué, we are encouraged to register as an entire office, rather than each individual doing so. What a great idea! This will save time - one person can quickly register the entire unit, instead of each person taking the time to go on and completing the form. Deadline to register is April 30th. If you would like to take a look at the agenda for the day, the link to the agenda is in the April 17th issue of the Communiqué.

What to wear, what to wear? The dress code for the day is business casual. And in answer to your next question - Does "business casual" include OSU and OSUE clothing ... YES it does. In fact we are encouraged to come in our best "scarlet and gray" attire!

If you are like me, you want to be prepared for the meeting. Linda and Bill shared with me the next two bullet points that will help me/us to do just that.

- Review the critical issues goals, strategies and actions steps. The April 17, 2008 Communiqué shared the best way to review these steps. It stated, "A good place to begin is by reviewing the most recent issues of the Extension Communiqué. The Feb. 26 issue gave an overview of the Strategic Plan, and each issue since then has included an update from one or more of the committees. Look for the final sections of the plan by early May. Also, check the web site at: <http://extadmin-cms.ag.ohio-state.edu/leadership/osu-extension-strategic-plan/strategic-plan-home-page/>."
- In early May we will be receiving the Strategic Plan, I encourage you to review it and familiarize yourself with it. I know for me if I take the time to review it prior to the meeting, it will help me to understand what is being presented that day.

As we review and prepare for the May 15th meeting, and as we participate in the event - we need to remember the purpose of the plan. And that is to "place Extension as the first contact by stakeholders for solutions to their issues". We have been a good resource to the people of Ohio in the past 100 years. In order to remain a valuable resource to the people, we need to grow and change so we meet their needs and provide the educational information to them in a convenient and useful means of delivery.

My final word (well, for this newsletter) on the May 15th Meeting/Strategic Plan is.... I encourage you (and myself) to keep an open mind to this new plan. If we do so, we will be open to listening to understand the plan and we will be able to participate in designing the successful implementation of this plan. Again I look forward to seeing on May 15th.

Until Next Time, I wish you sunny days!

Carolyn S. Hall, President

Administrative Professionals Week - April 21-25

This annual event was originally organized in 1952 as "National Secretaries Week" by the National Secretaries Association (now known as the International Association of Administrative Professionals) in conjunction with public relations executive Harry Klemfuss and a consortium of office product manufacturers. It was established as an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries

Day. The names were changed to **Administrative Professionals Week** and **Administrative Professionals Day** to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars, and individual corporate activities recognizing support staff with gifts of appreciation.

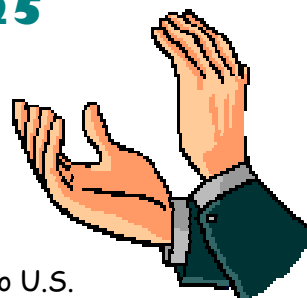
Today, there are more than 4.1 million secretaries and adminis-

trative assistants working in the United States, according to U.S.

Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

We have important jobs and are a valuable asset to OSU Extension. Congratulations on a job well done and keep it up!

Source: <http://www.iaap-hq.org>



Professional Development Award By Kathy Mohler

What a privilege to offer once again the opportunity to apply for one of the two \$200 Professional Development Awards that Chi Epsilon Sigma makes available each year to You . . . a CES member!!!

The process is easy and your chances are great! Dr. Keith Smith and the previous winners, along with the chair of the Professional Improvement Committee, will be making the final decision. The winners

will be announced at the Annual CES Meeting in October. This is an excellent opportunity for the recognition and also for the chance to gain some monetary assistance to pursue additional professional development opportunities. Begin your search for a professional development workshop, class, or seminar that you would benefit from attending in 2008. Take advantage of this wonderful



opportunity! It's up to you to pursue your own professional development . . . Let CES help!

More information will be coming in the Summer edition of our newsletter or you can call Kathy at (937) 224-9654.

Staff Advisory Council

By Teresa Funk

Spring has sprung and Staff Advisory Council (SAC) is busy planting and cultivating lots of ideas to bloom in the coming months to serve the staff of CFAES. It is my great pleasure to represent the members of Chi Epsilon Sigma on SAC and I do my best to act as voice for Extension Support Staff in all that SAC works toward.

Day with a Dean: We are working toward another Day with Dean for 2008. We are hoping to revamp this event to become Day with a Dean, allowing Dr. Linda Martin to spend time with staff members. Possibility of having two "Days with A Dean", one during Spring Quarter and one during Fall Quarter.

Wellness: Again, SAC held a Wellness Day at Piketon - Apr. 2nd to be exact. All available times for PHAs were filled. Thanks to Mary Gulas, CES and SAC member for helping coor-

dinate this event with Tim Butcher, SAC member and CFAES Safety Officer. In addition, the Wooster Wellness Fair was held on April 9th with another excellent participation rate!

Staff Appreciation: SAC is currently working with CFAES Administration to be able to offer Staff Appreciation events two times in 2008.

We are working to coordinate something for the May 15th Extension meeting in Columbus (Ohio Expo Center) to seize the opportunity so many OSUE Staff will be in one place at one time!

seize the opportunity so many OSUE Staff will be in one place at one time! In addition, we will most likely hold Staff Appreciation events in Columbus and Wooster sometime in May and of course, we'll repeat for Staff Appreciation Week during the Summer.

Look for more details in the coming weeks. We're always looking for ideas and creative ways to help all of the OSUE County, Region and Center offices better participate, so please send me your ideas - I'm all ears!

Communications: An events link has been added to the SAC web site at <http://sac.ag.ohio-state.edu/> so feel free to check us out!

Survey: We are hopeful to be able to fine-tune the 2006 Staff Survey with more targeted questions so that we can better understand the pulse of the CFAES Staff. Look for more information via e-mail and please participate in the survey - your voice will be heard!

As always, please feel free to contact me (614-292-4077 or funk.67@osu.edu) to discuss any concerns or question you

"You get the most out of others when you give the best of yourself."

— Harry Firestone

Personal Glimpse from Campus Director

By Lisa Jinks

Anna Bernard not only keeps all of the 4-H financial accounts in order, she also keeps the entire state office on their toes. As she describes her animated personality, she says "speaking in monotone is just too boring for me". Anna has been working at the state 4-H office for nearly two years serving as the accountant. Before her start with 4-H, she worked at OSU Medical Center as a temporary employee. Working in the Comprehensive Cancer Center as an accountant for several research doctors, Anna decided she was hooked on Ohio State. She expressed, "I had such a wonderful experience at the Medical Center, that I never want to work anywhere else

but OSU". Anna is a new member to CES, joining in 2007.

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Although Anna has lived in many places throughout the country, she says Sacramento, California is her most favorite.

After finding her way back to Ohio, she started college at

Franklin University at the age of 40, majoring in Accounting. While it is a somewhat unconventional start to her career, she values the importance of education and graduated in 1998 with her Accounting degree. Anna has worked extremely hard to streamline the accounting process within the state 4-H office and right through to the 4-H programs in each county. In talking with her on the importance of her job, she states "I have tried to develop and build a relationship with every county Extension office in the state". Outside of work, Anna enjoys gardening, spending time with friends and family and dabbling in real estate on the side.

Resignations

- **Jamie Weiner**, Assistant to the Director resigned in March. We wish Jamie well in her new job.



Chi Epsilon Sigma

*Promoting
Professionalism &
Excellence Among the
Employees of Ohio
State University
Extension!*



We're on the Web!
<http://ces.ag.ohio-state.edu>

Chi Epsilon Sigma was 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's logo symbolizes the three L's: Life, Loyalty, and Learning. The circle is endless, which signifies the endless number of friends you will make in this organization.

Newsletter/Brochure/Webpage Contest By Linda Newman

I hope that everyone is having a wonderful spring. It is hard to believe that in only four short months entries will be due for the Newsletter/Brochure & Webpage contest along with the nominations for the Dorothy Rex Inspirational Award. So now is the time to be thinking about your entry into the contest and who has been an inspiration to you. Please check out the CES webpage for all of the contest information.

Linda Newman
Historian

