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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.

CES Newsletter

Alpha Chapter

Spring 2013



Dear CES Friends,

Finally the weather feels like spring and the doves are going to be proud parents very soon. Warmer weather comes with many activities outside. I feel this might bring stress on us. However, at the same time, bring harmony to our souls along with warmth to our hearts.

Many new and exciting things have been going on since the last CES Board meeting. On Friday, April 19, I was invited by the South Central Region for their **"But for Extension Support Staff"** meeting to speak on behalf of CES. I was really impressed by the overwhelming way the regional office valued their support staff for all that they do. During the presentation, I spoke about the benefits CES offers to its members. I would like to thank our South Central Region, (Bev Kelbaugh/Regional Director, Lee Ann Johnson/Office Administrative Associate, and Vickie Snyder/Office Associate) for inviting CES to be a part of the celebration of their support staff. I met many sweet people at the meeting and I hope the non-members would feel encouraged to join our organization. During the meeting, Vickie Snyder received her plaque for the 2012 Support Staff Excellence Award. Way to go Vickie!

I would like to thank Susan Zies for speaking to the CES Board on behalf of **"Your Plan for Health"** updates.

I would also like to thank Graham Cochran and Karen Argabright for speaking to the CES Board on the **"OSUE Onboarding"** updates. They stated an interest in attending our next board meeting and I will keep you posted.

I want to let everyone know - there is a new payment request form available. The new form was created to stream line expenses to the correct fund's account. The new form should be on the CES website shortly.

There is also a new form for submitting requests to the CES Board. This form will allow the board the ability to have sufficient information to discuss and vote on the request. The form will allow the board to spend the time more efficiently by already having the details of the request. The form will be on the CES website as well. Deadline to submit the form to the CES President is 10 days before the next board meeting to ensure it gets added to the agenda.

The next CES board meeting will be August 13 starting at 10:00 a.m. at the 4-H

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Center. I would like to extend an invite to any CES member to join our board meeting in person or via CarmenConnect. I will be sending out the link for CarmenConnect closer to the meeting date.

Enjoy the warmer weather everyone!

Patty Corfman

President, Chi Epsilon Sigma

Mark Your Calendar

2013 Annual Conference

Wednesday, December 4

Ohio Union

CES Annual Meeting

Tuesday, December 3

Ohio 4-H Center

"Spring" into Action!

... Drop a note to your Secret Friend



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Visit our new website!
ces.osu.edu

Administrative Professionals Week

A Time to Celebrate and Reflect

Recognition in terms of inclusion, opportunities to make decisions and voice opinions, avenues for growth and increased responsibility, ongoing education and professional development – all have greater long-term value for office staff and the organizations they serve.

If you've worked in this profession for any length of time, you know that April is designated as the month for employers to recognize the hard work and efforts of administrative professionals. A specific day, the third Wednesday of the month warrants notice on the calendar as "Administrative Professionals Day." This national observation, with global reach, is thanks to the past voices of many former secretaries. These predecessors of today's administrative professionals worked tirelessly in the 1950s workplace for recognition of their contributions to organizational success.

Recognition is always a good thing. Everyone wants to feel that their work is appreciated. For that, admins should not be singled out. Organizations are filled with committed employees with varying levels of skill and knowledge who are critical to the operations and profitability of its business. All employees deserve recognition.

What makes administrative work different is that its worth is not always apparent. When admins do their jobs well, their efforts seem easy, seamless, and transparent and because administrative professionals rarely generate income for the business it's harder to measure their impact on the bottom-line. Unintentionally, administrative work can be overlooked and undervalued in many office environments.

If you are an administrative professional, you know administrative jobs are far from easy. Not everyone can do administrative work. It takes a special blend of technical sophistication and superb interpersonal skills to excel in these demanding roles. Yet, stereotypes and comprehension of administrative expertise remain a challenge for the profession.

Yes, we have a day on the calendar and most organizations do well in recognizing the day with cards or certificates, flowers, or perhaps a special lunch or event. We have enjoyed flowers and nice lunches over the years and appreciate the recognition. However, the recognition that mattered most is being considered part of the team, being included in important meetings, or participating in key discussions and decisions – feelings of significance and necessity. This is what motivated and inspired me EVERYDAY.

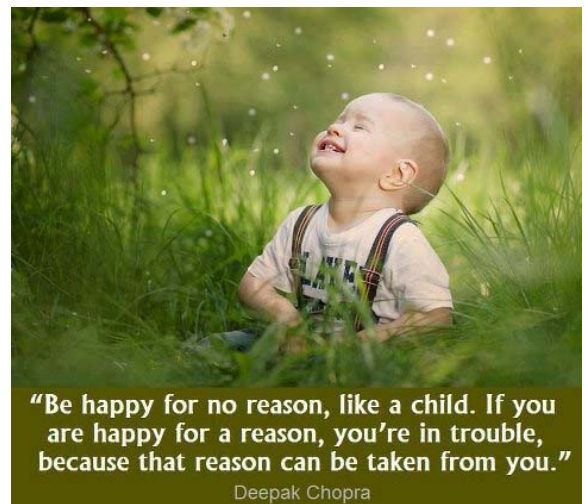
Source: Erin O'Hara Meyer, PHR, is President of Administrative Excellence, Inc.

CFAES Staff Advisory Council ***Professional Development Award*** **Application Deadline: May 28**

The CFAES SAC Staff Professional Development Award is funded through support from donations from current and former employees. It is offered to help supplement the costs associated with travel and fees for professional development opportunities for staff of the College of Food, Agricultural, and Environmental Sciences.

This is a one-time reimbursement for expenses related to professional development activities, not to exceed \$200.

Applications are available on their website: [2013 Application](#)



CES Personal Glimpse ■ Amanda Forquer, State 4-H Office

While growing up in Morrow County, some of my fondest memories as a child were when I participated in Extension activities (I didn't even know what Extension was at the time). I enjoyed tagging along with my brothers to their 4-H meetings at former State 4-H Leader Jim Helt's house, I learned to ride a bike at the fair in the show arena, and I attended lots of agriculture related events with my dad that were put on by Extension. I guess it was meant to be that I now work in the State 4-H Office as a Program Assistant.

While in 4-H I completed a few home economics projects, competed in public speaking and livestock judging, and showed market and breeding hogs, but my passion was showing cattle throughout the United States. I enjoyed showing, but my favorite part was interacting with all the remarkable people that I became friends with in so many states. These experiences drove me to attend Ohio State and receive my Bachelor of Science degree in Agriculture Communications and a minor in Animal Science.

In 2004, I began working for Extension in Crawford County. In 2007, I transferred to my current position at the State 4-H Office. I work primarily with Vicki Schwartz, Bob Horton, and Jane Wright. Some of my duties include: event/meeting planning, recruiting judges for Ohio State Fair events, managing the Ohio 4-H page in the *Ohio Country Journal*, designing the *Ohio 4-H Family Guide*, monitoring 4-H project books inventory, and various other tasks. In 2009, I received my master's degree in education with an emphasis in business and human resource development from the University of Findlay.

My husband of 8 years, Bill, and I reside on a farm in Mount Gilead. Bill was a good sport and moved from Columbus to the country when we got married. My parents and brother's farms are just down the road and we have great neighbors! A couple years ago we sold all of our cattle and now just use the farm for row crops.

We hope to one day get back into the cattle business though!

More from Amanda...

Having a "Buckeye Baby"



I must say, though not an easy day, the best day of my life didn't happen until November 13, 2012. This was the day that Bill and I welcomed our "bundle of cuteness" Daniel Nicholas into the world. While pregnant I had SEVERAL people tell me "oh, your life will never be the same" or "your life is going to change." They made it sound horrible because I liked my life the way it was! The part they never cared to share is that even though you have challenging days, your life changes for the better.

While pregnant there were several things that Ohio State offered me that was very beneficial to me in preparing for Daniel that many of you may find valuable too. Ohio State has a program

called *Buckeye Babies*. This program is designed to give you support throughout your pregnancy to aid in having a healthy full-term baby. They provide health coaching before and after your baby arrives. Pregnancy and childbirth classes are available and they even provide Ohio State staff (even county staff) a free breast pump!

Another benefit is that Ohio State allows you to take 12-weeks of leave to get settled in with your new baby. Keep in mind, six of those weeks come out of your accumulated time-off, but it is still a great benefit! For me, I found the best option was to start back to work at 50% for six weeks before coming back full-time. Also, I am very fortunate to have supervisors that allow me to work four 10-hour days each week instead of five 8-hour days. With having a two hour commute each day, this is a huge value to me. Plus, it allows me to have another entire day to spend with my little boy other than just the weekend.

I hope these few tips help you plan for your *Buckeye Baby*!

Campus Campaign

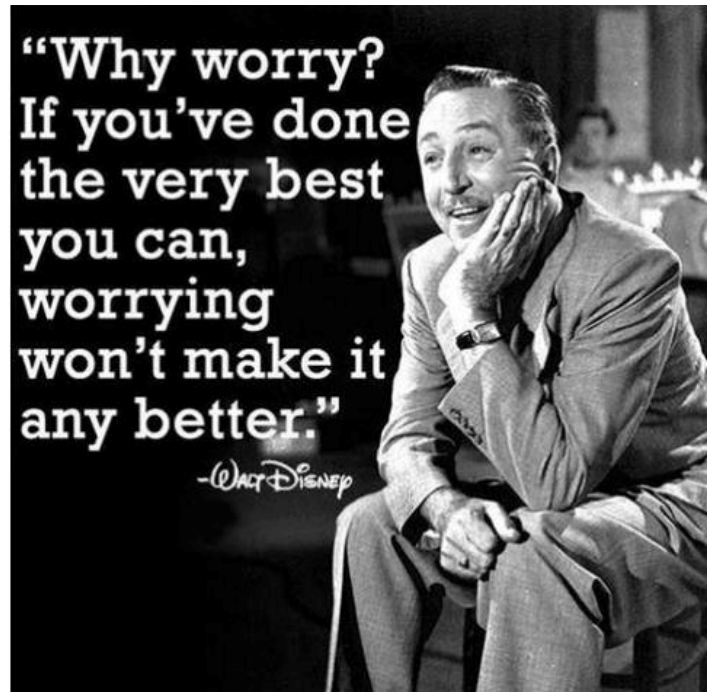
Check out their website for details

Each year, through Campus Campaign, you are asked to support the university through contributions to a program, scholarship, research, or patient care endeavor that means the most to you.

Making a monetary gift is a wonderful way to show our support for the many things this university does... and payroll deductions are relatively painless.

The campaign wraps up at the end of April, but there is still time to consider making a contribution.

Should you choose to select the CES Development Fund, the fund number is 309154.



Get Your Email ■ and the Clutter Within ■ Controlled

No, clutter isn't restricted to your living space or place of work—it's present in the digital world, too. There are several things you can do to keep a cluttered email box from ruling your day and getting back to a productive, well-managed lifestyle and workday:

- **Create a virtual file cabinet for your inbox.** Use folders and functions such as color-coding and flags to divide, sort and conquer your email. Some of the sorting can be automatically handled by your email system. Most allow you to set up "rules" for incoming emails and automatically direct them to specific folders or mark as spam.
- **Speaking of spam, make sure to flag emails that come in under the spam filter radar.** That way, they will be properly dealt with in the future.
- **As tempting as it may be, don't subscribe to every newsletter or promotional email list that you encounter.** If you do subscribe to any of these, have a specific folder to keep them separate from other email. And if you'd like to pare down your current incoming newsletters and promotional emails, don't hesitate to use the "unsubscribe" button.
- **Address the import messages at hand.** Don't let them hang around your inbox because eventually, they'll get pushed to the bottom of the list and forgotten. Also, if there's an opportunity to answer

any email in two minutes or less, do it!

- **Create a schedule or routine for checking email.** Limit this to only 3-4 times a day and generally arrange the times at the start, middle and end of the day. Use a reminder system on your calendar so you don't forget to do this.
- **Keep your email program closed.** That's right—shut it down, or at the bare minimum, turn off your alerts and pop-ups. Think of it this way: It's very doubtful that any email you receive is life or death. If it's a matter that is of the utmost importance, you'll be receiving a call or a personal visit instead.

Email may be looked at as a necessary evil by many, but the key word here is "necessary."

It's a part of our lives and culture—

We simply need to show self-discipline in how we handle the process and the digital clutter that comes with it. If the right steps are taken and a consistent routine is established, an increase in productivity and time savings is almost assured.



**Don't let your email control you and your schedule.
Manage your mailbox and have a productive day!**

Source: Day-Timer, eTalk Newsletter, March 8, 2013

EXPAND YOUR MIND

Professional Development Free & On-Line

Has the cost of Professional Development kept you from participating in opportunities? Looking for an online learning experience in a new area?

Consider Coursera.org. This website offers 334 courses in over 20 categories created by 62 Universities from 16 countries online and it's free. Courses involve viewing short videos, taking interactive quizzes, completing peer graded assessments and interacting live with classmates and teachers.

(Note: at this time, a handful of courses receive college credit.)

For Apple device users – check out iTunes U.

Check it out for yourself—

<http://Coursera.org>

Contributed by CES Past President, Linda Good

Support Staff Specialization

A new resource specifically designed for you!

Chi Epsilon Sigma, in conjunction with OSU Extension Human Resources, has compiled a Specialization list for Ohio State Extension Support Staff. This list mirrors the educator specialization list that has been available for some time. The specializations are gathered annually along with the CES membership drive.

Are you the sole support staff in your department and in need of help? Ever feel isolated and/or frustrated because you are working on a project and in need of assistance? If only we knew of another support staff to call and ask questions. Now you can! The Support Staff Specialization List is a statewide listing of support staff and their top specialization. Now you have a resource at your fingertips for help, questions and support.

The Support Staff Specialization list will be accessible from both the CES (ces.osu.edu) and OSU Extension Human Resources (extensionhr.osu.edu) websites.

Please check periodically at these sites as launch dates for this specialization list are expected shortly.



Don't Miss Out!

Did you know as a CES member you are eligible for awards? This fall you will have an opportunity to apply for several awards that could help with your professional development. Here is a brief description of the awards to be thinking about before October arrives.

Webpage/Newsletter/Brochure Contest

Submit up to three issues of a newsletter, flyer/brochure or web page printed original, directed to a specific audience (in-house or external). Material may be educational, informational, or promotional; typeset or typewritten and photocopied or offset printed. Entries will be evaluated for layout placement, treatment of graphics, printing, and use of color, if a page is organized to speed retrieval of information, links provided, special effects (animation) used.

Dorothy Rex Inspirational Award

This award is given in honor of the founding mother of Chi Epsilon Sigma, Dorothy Rex, who is an Ohio State University Extension support staff emeriti. She was Ohio's first president of Chi Epsilon Sigma and she was instrumental in doing the background work for developing the first Extension support staff organization.

Extension Support Staff Excellence Award

Recognizes a superior support staff member that shows excellence in overall job performance, a cooperative and positive attitude, exemplary service in leadership positions, participation in professional development opportunities, and the ability to create and implement solutions that make operations more effective and efficient.

Professional Development Scholarships

Each year Chi Epsilon Sigma awards two scholarships to be used to attend professional improvement programs to enhance support staff members' role within Ohio State University Extension.

Contributed by Crystal Ott, CES Historian