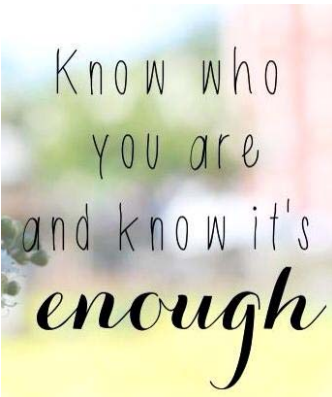


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**The purpose of this fraternity shall be to maintain the standards and ideals, uphold the morale, prestige and respect of Ohio State University Extension support staff, to develop an effective working relationship and a spirit of fraternal fellowship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

# Chi Epsilon Sigma News

## Extension Support Staff Fraternity

## Alpha Chapter



Fellow CES members,

Spring is beginning to lift its sleepy head off that pillow and show us the beauty of the season: the new beginnings, refreshing the now existent and planning for the future.

Planning for the future...like the next 100 years of Extension! What will it be, where will it be, how will it be in 100 years. What will be our roles and responsibilities, as compared to now? Lots of questions! Dr. Smith article takes us from this celebration to framing the steps involved in reaching the next milestone.

After having read the March 19 Communique, I searched out more information about Bob Johansen and his book *Leaders Make the Future: Ten New Leadership Skills for an Uncertain World* (2012). This is the article I had found:

[blog.execsearches.com/2010/09/24/ten-new-leadership-skills-for-an-uncertain-world/](http://blog.execsearches.com/2010/09/24/ten-new-leadership-skills-for-an-uncertain-world/).

Many of the skills that are mentioned are used daily by our Administrative Professionals. I encourage you to read the list, find one that resonates with you, and make that a goal to accomplish within a certain timeframe. That is building your professional development repertoire for the future.

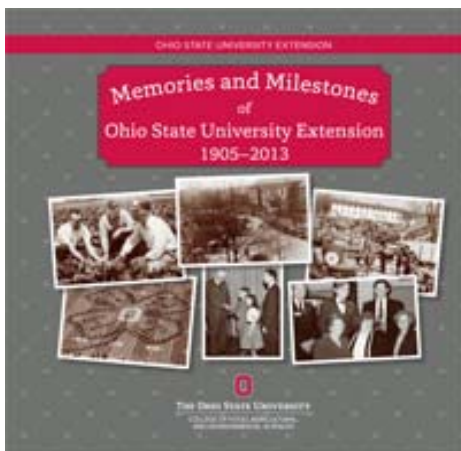
April 23 is Administrative Professionals Day. Stand up and give yourself a big round of applause. You are **stupendous**! You answer a multitude of questions (and that doesn't count from the clientele ☺); you organize, prepare and setup, then you tear down and clean up; you find solutions to problems; you adapt; you inspire! You are a very important part of your office structure. Have a wonderful celebration!

Also, on this day, the South Central Regional office is holding the 2<sup>nd</sup> Annual Support Staff meeting for our region. They applied for external funding through an Endowment Fund and also a Development Grant to make the meeting cost-free to county offices. Does your region have a support staff meeting? Check with your Regional offices and help them get started towards holding a Support Staff meeting. Locate some professional development funds, for which they could apply, provide ideas on what types of trainings you would like to have available. It is great for camaraderie, mental health, and it is a relaxing day.

Then, after celebrating yourself, plan on attending in person, or using Carmen, the CES meeting on April 24. The meeting time is 1:00pm in the Board Room of the Nationwide and Ohio Farm Bureau 4-H Center. Please mark your calendars and plan to attend. This is part of your Professional Development. Make it a goal for the year to attend all of the meetings. Your input is very important to the success of both Chi Epsilon Sigma and to Ohio State University Extension.

*Marianne Guthrie*

CES President



### Memories and Milestones of Ohio State University Extension 1905-2013

This book "...is not only a history of Ohio Extension, but a book about all the people who worked or were touched by Extension programs. --- Dr. Marilyn R. Spiegel

CES contributed a section to this publication. All employees were encouraged to pick up a copy at Annual Conference. If you haven't received yours or would like a copy for some one you know, it is available for purchase at eStores.

## Exercise Your Mind!

### Check Out the Khan Academy ([khanacademy.org](http://khanacademy.org))

*Their Mission: To provide a free, world-class education for anyone, anywhere. Resources are completely free forever, regardless of whether you're a student, teacher, home-schooler, principal, adult returning to the classroom after 20 years, or a friendly alien just trying to get a leg up in earthly biology.*

Whether your brushing up on math concepts, helping a teen prepare for the SAT Exam, interested in learning more about the "Common Core" or just interested in expanding your understanding of Science, Art History, Macro Economics or Computer Science, you'll find something to pique your interest, or maybe even make you a hero to your kids!

*Special Thanks to Lisa Murphy, CES Treasurer,  
for this recommendation.*

## Save the Dates

2014 Annual Conference/Colloquium  
and Association Meetings  
December 9-11

## Your CES Board

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**Visit our website!**  
**[ces.osu.edu](http://ces.osu.edu)**

# The Cooperative Extension Centennial and OSU Extension -- Some Thoughts

-- Keith L. Smith, director, Ohio State University Extension

May 8, 1914 will mark 100 years since the signing of the Smith-Lever Act, which established the Cooperative Extension Service and set up a truly unique education partnership (and funding model) between the USDA and land-grant universities. What makes Extension so successful is our ability to take information to clients, not just from one's home state, but from anywhere in the land-grant system. Land-grant universities are well-connected, and the Extension system of adult and youth education has become a model for the rest of the world.

I have always been impressed by the foresight of Representative Asbury Lever (South Carolina) and Senator Michael Hoke Smith (Georgia) to create this system, this state-by-state national network of educators – and then trust that it would work. Taking university-based research and knowledge to the people is a simple premise, but it's far from a simple task to do that effectively – and yet, state by state, we've managed to do it justice. For Extension professionals – no question is off-limits for us to answer, no potential program seems too far-fetched if it will help someone, and we believe no audience is unworthy of our attention.

To extend knowledge in a way that makes a real impact, we must continually think about what we do. Every year of the last 100 years has been a year of growth for Extension. We may have started with a goal of reaching farmers, 4-H members and families right where they live, but we've since expanded the "definition" of what being a farmer, a 4-H member, a family or even a community means. When you think about it – our impact is truly priceless.

When I review the highlights and stories in *Memories and Milestones of Ohio State University Extension*, I am touched by the passion of ALL of our Extension colleagues for serving others. Nikki Conklin, Linda Kutilek and Chuck Lifer did a tremendous job of bringing to life the original work by Marilyn Spiegel and Jo Jones and adding to the rich telling of our collective memories. I'm also reminded that no question is truly off-limits for our clients; if you haven't checked out the anecdotes at the end of each program area chapter in the book, you're missing out!

The national convocation celebrates one moment in time,

while we have several exciting "moments" to look forward to in Ohio. We're planning for ways to include Centennial recognition during a number of events at the Ohio State Fair, Farm Science Review, the Celebration of Youth, the CFAES Fallfest and Ohio State Homecoming game, as well as the OSUE annual conference/Extension Colloquium to be held in early December.

And I'm really looking forward to seeing how the winners in OSUE2U, the 4-H-sponsored Extension Centennial Video Contest, tell their personal stories about the impact of Extension in their lives. Understanding Extension from the viewpoint of our youth will be an eye-opening experience, I'm sure.

Visit <http://go.osu.edu/OSUEcentennial> for more information about all of our Ohio-specific Centennial celebrations, and check back often for updates as planning continues for each event.

As we celebrate our Centennial, we should all be very proud of what Ohio has accomplished during the past 100 years. Extension is "cooperative" in our funding model, our partnerships with businesses and individuals, and our relationships with our clientele. Partnerships are vital, and we are in continuous communication with educators, program leaders, advisory committees, other state Extension services, investors, legislators, and other stakeholders. Extension functions are of significant importance to economic and social progress in Ohio, and I would argue they are just as important in other states.

As we launch the next 100 years of Extension programming, how we work, whom we work with, how we fund our work, and how we show our true impact will continue to evolve. And I look forward to seeing how OSU Extension evolves as well!



**Celebrate 100 Years  
of Extending Knowledge  
and Changing Lives**

visit: [www.Extension100Years.net](http://www.Extension100Years.net)



## TERSSA Update

TERSSA is a national organization that has the opportunity to facilitate an annual meeting for all states to be empowered and refreshed through professional development seminars and face-to-face contact with our peers.

Plans for the 2014 TERSSA Conference, October 1 – 3 in Baton Rouge, Louisiana are underway.



This year's conference theme is:  
**Coming Together.**

Planned highlights include a tour of the Bluebonnet Swamp, a tour of the Burden Botanical Gardens including dinner on the grounds. Speakers and conference sessions are still being planned.

Watch for details later this spring.

## The Women's Place at The Ohio State University

[womensplace.osu.edu](http://womensplace.osu.edu)

Teresa Funk was awarded a Professional Development Award for a Leadership Series sponsored by this group. She piqued my curiosity, and got me interested in learning more...

Thought I might not be the only one. --DD

## Campus Campaign

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

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

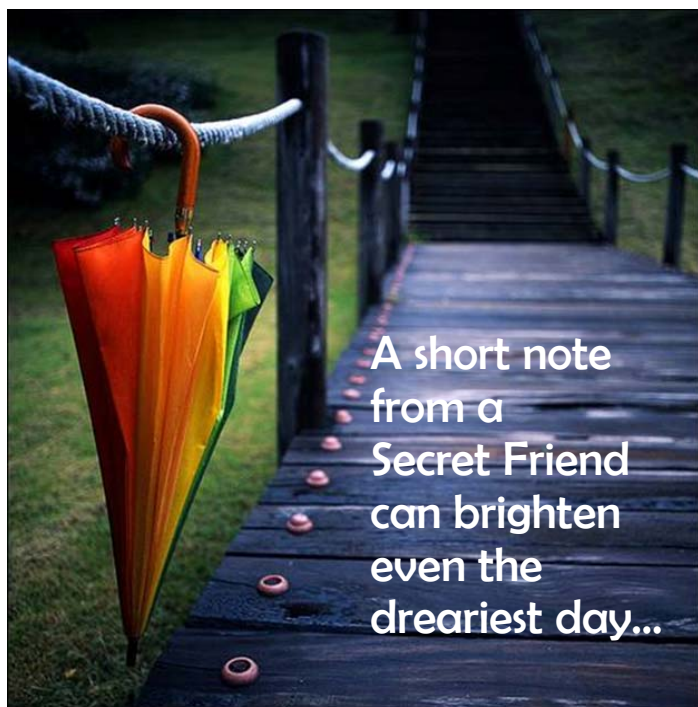
## In the Spotlight

Beginning in 2014, TERSSA will "spotlight" one member of the organization in an effort for us to become familiar with those with whom we are networking.

**Look who was selected for TERSSA's very first "Spotlight"**

**... Our very own Linda Good, Office Associate in Miami County and West Region Director for CES. Linda is currently serving her second year on the TERSSA Finance Committee. She also served as Chair of the Nominating Committee in 2013.**

<http://www.aces.edu/dept/associations/terssa/TERSSASpotlight.php>



# Administrative Professionals Week

## *A Time to Celebrate and Reflect*

### Priorities: You Should Be at the Top of Your List

By Bonnie Low-Kramen

True Stories: (Names have been changed.)

- Allison from California announced, "I haven't had a vacation in nine years." Barbara (43 years old) from Texas responded, "I haven't had a real vacation ever."
- Cindy from Illinois shared that she has not seen her best friend in three years because of work commitments.
- Debbie from New Jersey paid for my workshop and for the night's stay at the hotel even though it was a legitimate training expense that was reimbursable. After the workshop, Debbie decided to tell her manager about the workshop and asked for reimbursement. He didn't hesitate, said "yes," and asked that next time she would like to take a workshop he would prefer to be asked ahead of time.
- Ellen from London commented that she hadn't had a physical check-up in over two years.

Why? What exactly is stopping us from taking a vacation, enjoying our friends, asking our managers to support our professional development, and taking care of our health? After all, it's our choice. Isn't it?

Of course, what these stories have in common is an age-old elephant in the room. In a profession that is over 95 percent female, women rarely put themselves at the top of their priority lists. We permit fear to stop us from doing and saying what we know is right. In our non-stop virtual world on steroids, with pressures coming at us from all directions, it is important to take a fresh look at how we are using our time.

If any of this is resonating with you, I strongly suggest making a new list called "Me." Make a list of all the goals you have that are going to be made a priority. Talk to your spouse, partner, family, friends, and even your manager and co-workers about your list and they may just surprise you with their full support and encouragement. They will root you on to go for it, whatever "it" is. They may even have additional helpful ideas for you.

What We Defer	What We Tell Ourselves	The Reality
Vacations	"I'll wait till a better time."	There is no better time. The world and your office will still be there when we get back. Humans, like computers, need to be recharged.
Overdue difficult conversation with manager or co-worker	I hate confrontation. I'll just be quiet and maybe the problem will go away or maybe I'll quit."	Suffering in silence is not the answer. The tension and stress is not worth it. Say, "Can we talk?"
Doctors' Appointments	"I'll do it next week. It's too busy in the office. It's too hard to get an appointment."	It won't happen without a plan. Start with the most important appointments first. It's not about if, it's about when.
Professional Development Classes and Conferences	"I don't have time. I'm afraid to ask my manager. I don't want to appear like I don't know something."	To stay valuable and marketable in today's workplace, training classes in both soft and hard skills are a necessity, not a luxury. Submit a reasonable proposal to your manager and have the conversation.
Time with Family and Friends	"I'll get to it soon."	Time is flying. Make yourself a priority.
Exercise	"Next week."	Start small. The older we get, the less we need to eat to maintain the same weight!

Taking the risk to let other people in on your goals is very important. It makes them more real simply by discussing them with others.

Putting yourself at the top of your list will feel uncomfortable – at first. Lean in and be an active participant in your 24/7. Investing time, money, energy, and focus on your own personal and professional goals is an important use of your resources.

You are worth it!



**About the Author:** Best-selling author of *Be the Ultimate Assistant, A Celebrity Assistant's Secrets To Working With Any High-powered Employer*, **Bonnie Low-Kramen** worked for 25 years as the Personal Assistant to Oscar winner Olympia Dukakis. A long-time IAAP member, her passion is about improving the American workplace through the training of assistants. Web: [www.bonnielowkramen.com](http://www.bonnielowkramen.com) Twitter: @BonnieLowKramen

## 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*

## CFAES Staff Advisory Council

*Submitted by Amanda Forquer, CES SAC Representative*

### ***Professional Development Award***

The CFAES Staff Advisory Council Staff Professional Development Award 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. Applicants have one year to use the award, July 1, 2014 – June 30, 2015. This award is funded through support from donations from current and former employees.

**Applications will be available later this week. Watch for an email announcement with links to the application and deadlines.**

### ***CFAES Road Trip***

The CFAES Road Trip is traveling to The Ohio State University's Stone Lab for a day long trip on June 6. Stone Laboratory is the oldest freshwater biological field station in the United States and the center of Ohio State University's teaching and research on Lake Erie.

Staff will have the chance to participate in a Science Cruise on Lake Erie, a tour of Gibraltar Island, and will visit the Aquatic Visitors Center.

Watch your email this week for more information and the chance to register.

**Plan to participate in this FREE opportunity.**

