



# CES Newsletter

## Spring 2012



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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.**

## *How Do We Do It?*

Dear Fellow CES members:

Day in and day out, Support Staff and Program Assistants are asked to perform a multitude of tasks: answer client questions, set up meetings, work with volunteers, serve on committees, direct clients to the appropriate program source, assist program staff, balance a spreadsheet, format marketing materials, solve computer issues, find solutions, learn and quickly adapt to the newest program, database, policy guidelines and juggle 3 beach balls with a phone on one shoulder while giving directions.

Okay, the last one was an exaggeration, but we have all had days when we felt that way.

How do we do it? By using our abilities and learned skills. The March 1<sup>st</sup> Communique states it well: "The abilities we have can inspire confidence. A person's talents, attitudes, skills, knowledge and style speak for themselves as one consistently accomplishes tasks." As we display our capabilities, we inspire ourselves, colleagues and clients with a "can do" attitude.

As CES members, we have the advantage of being connected with CES brethren. This is the best place to share your skills and knowledge with fellow support staff. You can sign up for Skype and connect to one another for quick answers to questions. You can share the little tips to save time, a unique way to solve a problem, or give a heads up on something you noticed a colleague may encounter. This increases our abilities to serve our clients. As we demonstrate our increased capabilities, our clients' confidence in Extension will continue to grow.

I am encouraged by the continued professionalism and stellar talents of CES membership. Day in and day out, no matter what we are called upon to do, we consistently display excellent talent, skills and attitudes to the betterment of Ohio State University Extension. You truly represent the best of Extension.

I hope you were able to sit in on the April 3<sup>rd</sup> CES Board meeting. The next scheduled meeting is: Tuesday, August 28th at the Ohio 4-H Center in Columbus. It will begin at 10 am and will also be available via Web ex. Log in information will be emailed to membership. Everyone is welcome to participate. I hope you can take the time to join us!

Again, my door is always open. I welcome your questions, phone calls, emails, and suggestions.

*Linda S. Good*

Chi Epsilon Sigma President

## Sandy Bryan Retiring after 28 Years

After 28 years with Ohio State University Extension, Sandy Bryan has announced her retirement the end of March. Sandy began working for OSU Extension as the "Litter Lady" - as a grant-funded PA teaching an in-school litter education program in Auglaize County. She then moved into the 4-H PA/Office Associate job in Auglaize County for 11 years. When she moved to Columbus in 1994, she began working for Marilyn Spiegel in FCS Administration, and has been there ever since.

All who have had the pleasure of working with Sandy have appreciated her great sense of humor, Buckeye enthusiasm, and willingness to go the extra mile (and then some) to get the job done.

***All our best to Sandy for a fabulous retirement journey!***



Sandy was a member of CES from 1996 to 2001. Then re-joined in 2007 and has been a member ever since. She served as Administrative Liaison 1997-1998, received a CES Professional Development Scholarship in 1999 and served on the Support Staff Annual Meeting Planning committee in 2004.

## A Note from Sandy

I have really enjoyed work for OSU Extension. I love helping people, so it proved to be the perfect fit for me! Whether it was 4-H Camp, the County Fair, the Homemakers or helping at State Fair . . . it's been a wonderful ride with lots of good people and lots of wonderful memories.

We've purchased a little cottage at Indian Lake and plan to spend lots of time there "tooling" around on our pontoon with our kids, grandkids and friends. Although we still have a home in the Columbus area, we eventually plan to retire at Indian Lake year round.

A special thanks to all my co-workers in Extension. You've all made my job easier by being so wonderful and helpful!

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## Your CES Board

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## Celebrating Administrative Professionals Day April 25, 2012

It's easy to be uncomfortable with holidays and recognition that make you the center of attention. Maybe it feels contrived, or self-serving, but it need not be. Administrative Professionals Day has a long history and celebrations crisscross the world.

I encourage you to review this checklist I borrowed from Nancy Solomon's book "Impact!"

"Check as many as you'd like:

- ☐ Do you deserve to be honored?
- ☐ Do you deserve respect?
- ☐ Are your contributions worthy of being heard?
- ☐ Do you have substance?
- ☐ Do you have grace?
- ☐ Do you have wisdom?
- ☐ Do you bring value to the world?
- ☐ Do you deserve to be loved?

### Why ask these questions?

Because it's important that you respond yes to all of them so that others will too. We can only be seen if we first see ourselves. We can only be heard if we are willing to hear ourselves. We can only have impact if we deem that we are valuable. And it's a choice. Like everything else, we get to decide who "I" will be in my world. Not choosing means someone else will choose for us."

### Enjoy this day we share!

Remember the contributions you have made and those that will be...  
**and relish every bite of that last piece of pie!**

## Admins: the Pulse of the Office

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. Over that time, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget - particularly in this complex economy.

In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the front door to the Extension office for many



customers, clients and employees.

### About Administrative Professionals Week

Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances and is celebrated worldwide.

## Professional Development

### Opportunities at Your Desk

Webinars save time and money – no travel, no registration costs. If the time/date doesn't work into your schedule, the recordings can be viewed at your convenience. Go to this site to view previously recorded webinars on many topics, mostly instructed by our own Extension Tech Team: <http://lceast.osu.edu/webex-trainings>

Many CES members have already registered and have attended several webinars in the past and appreciated the savings- mostly of their time!

Plan to join us for any or all upcoming 1-hour webinar events:

[All webinars: 9 to 10 a.m.]

- Office2010 Excel, Wed April 18
- Office2010 PowerPoint, Thu, May 3
- Office2010 Publisher, Thu, May 17
- Office2010 Word, Thu, June 7
- Facebook PAGES, for business use, Thu June 21.

In the planning stages: Adobe Pro, Creating Forms with Adobe LiveCycle, and Adobe Photoshop.

If you have a topic you would like to have presented please let me know.

Anything that can be demonstrated on the computer should be possible to teach via webinars, our limitation is in finding an available and willing instructor.

Hope to "see" you at one of these webinars.

*Vickie Snyder*

CES Administrative Liaison

## Expand Your Mind using The Ohio State University Libraries

Don't know where to start when searching online? The Ohio State University Libraries offer a wonderful resource on how to more efficiently use technology. The webpage <http://liblearn.osu.edu/movies/> provides "movie[s] that] demonstrate key strategies for using important research tools." At just a few minutes long each, you can watch the tutorials at your convenience, and the skills you learn will save you time in the long run! This is a subpage of OSU Libraries' Net.TUTOR site, which has many additional resources, including online credit courses on technology that you can take for free with your OSU tuition waiver.

Check it out for yourself— <http://liblearn.osu.edu/tutor/>

*Special Thanks to CES Campus Director, Terri Fisher for this recommendation.*

## Campus Campaign

Recently we received information about the 2012 Campus Campaign. 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.

## The ultimate inspiration is the deadline. -- Nolan Bushnell

Nolan Key Bushnell is an American engineer and entrepreneur who founded both Atari, Inc and the Chuck E. Cheese's Pizza-Time Theater chain, employed Steve Jobs, built a bunch of robots, and pretty much invented the whole cocky-young-entrepreneurial-genius pose. [www.Inc.com]



## A glimpse at life as an Emeriti!



*What a statement to start my article!*

*After 25 years with Extension, I retired... Sounds quiet and relaxing, doesn't it?*

Instead, on August 1, 2011 (the day I retired) Maria my youngest daughter, her husband Blair, and my grandchildren Aaron 18, and Maggie 12 moved in with Chet and I... along with their 18 year-old Labrador Retriever Puck. We squeezed two households into one.

Pets were not new to us. Chet and I already shared our home with my one house cat Pudrow, 2 outside cats Stickers and Harley, and my two Yorkies, Karlie Simon and Brutus Buckeye.

By the end of August, while getting pet supplies they hooked up with the Clark County Pet Rescue and fell in love with a Beagle/Cocker Spaniel whom they named Nicki. Nicki is now 7 months old and Maria and Maggie are working for Clark County Pet Rescue. Enter Sophie, a 5-week-old Beagle/Cocker Spaniel, who came up for adoption and joined the family.

It has been wonderful and exciting to have the kids back in Ohio after being gone for 14 years.

Chet has also retired now, and we plan to travel to California. We will be staying for a few months to sightsee and visit my three sisters.

Besides family, I am active in the Emeriti position on the CES Board. I am trying to find all of the addresses of the members who have retired. I work for the Clark County Board of Elections a couple times a year and treasure getting to sleeping-in most mornings.

Instead of having to get up at 5am, I now sleep until 7 am. A real luxury!

*Kathy Mohler*

Kathy's wanderlust got its start in Extension! She started her career in the Montgomery County office, moved to the Southwest District staff; then spent time floating between Clark, Montgomery and Miami Counties; landed in Miami County; and finished off her 25 years back at the Montgomery County Office.





## Report from the Association Presidents' Meeting

### Friday, February 28, 2012

The Association Presidents and Vice Presidents met with Dr. Keith Smith on February 28<sup>th</sup>, 2012. Dr. Smith was very appreciative of the questions asked and felt there was very critical discussion. The following are action notes from Dr. Smith:

"I wanted to follow up on our meeting held on Tuesday, February 28, 2012, to answer some of the questions that you had and also to tell you the action associated with the questions raised.

**Updated printable directory.** As you know from the meeting, we have an online directory. What we decided as well is that we need to make that more user friendly – the online directory and also make sure it can be printed. We are following up to make sure that happens.

**Mentoring Program.** It is currently in place with educators. Each educator is assigned three mentors. Linda Good said she was going to be looking at the mentor program for office associates and I would encourage her to do so. In regard to PCs and PAs, they really report to a County Extension Director and the County Extension Director provides the mentorship for them.

**Websites.** We discussed this topic in the meeting. Cheryl Buck was going to work with Communications and Technology, especially Suzanne Steel, in regard to the branding portion that would be updated seasonally. Stay tuned for updates there.

**Specialization.** Ken Martin will work with the ADs on clarifying and updating specialization for educators and making that more appealing as far as searching it on the web.

**Extension website still slow.** Cheryl Buck is taking that information back to Communications/Technology and asking them to help in speeding up the website.

**OSU:PRO to RIV.** I shared with Ken Martin the request that we continue to provide updates and clarification on the switch from OSU:PRO to RIV.

**Message to the system** on how to address calls coming into the office without an educator in a particular program area. As I indicated, Extension Administrative Cabinet is working on this question on March 8 and we will be providing a message to the system soon after March 8 on how to deal with these calls. We will also be updating the office associates by providing training/ in-service on helping them to respond to those calls."

Also: The first **Strategic Plan Review** meeting was being held at the same time as our meeting. All associations are represented. Final recommendations will be implemented. The Associate Presidents will be invited to participate (along with the Strategic Planning Committee and Administrative Cabinet) in a final review/discussion on August 8 & 9, 2012.

A big thank you to everyone who supplied questions! Keep them coming! The next President's Association meeting is scheduled for: May 17, 2012. Please send any and all questions to me by May 9<sup>th</sup> so we can get them listed on the agenda.

*Linda Good*

Chi Epsilon Sigma President

It is a great time to drop a note to your Secret Friend

...Put a "Spring" in her Step!



## DID YOU KNOW...

That CES President Elect Patty Corfman and CES President Linda Good teamed up with Accountant Jesse Buxton for a presentation at the Annual Conference last December entitled:

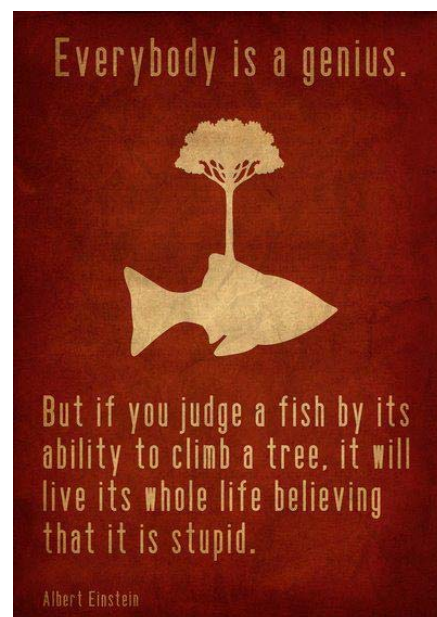
### Creating Program Budgets Via E-Reports

A facilitated lecture program with question and answer from attendees using power point presentation and handouts to teach the following:

- eReports overview and tips to view your reports
- eReports basics plus insider tips on extracting specific budget information
- A "How to" on comparing program budgets cost efficiency from year to year and program to program
- Question and answer session to share ideas and challenges
- Receive resource materials for your county office

If you missed it, you can check it out online at

<http://extensionhr.osu.edu/AnnualConf/annualconf.htm>



***Make this year count!***

**Don't miss  
a deadline!**

The Summer CES Newsletter will be available in August.

It will be jam-packed with information about yearend activities, our membership drive, and opportunities for recognition and awards.

- Think about that one person who you know should be a member of CES and be prepared to share membership information with them.
- Think about those around you who deserve to be recognized for their high quality work and efforts on behalf of Extension, nominate them.
- Think about how you would use professional development dollars and be ready to apply.

## SAC Offers 2012 Staff Professional Development Award

**Apply by May 15, 2012**

Do you need assistance to offset costs associated with professional development and staff career goals? This award can be used toward expenses -- up to \$200.

Your CFAES Staff Advisory Council (SAC) is now accepting applications for our staff professional development award. Follow the link below for a copy of the guidelines and application form.

The application is short and straightforward asking only two questions:

- Describe in detail how you intend to use this request, including a list of your anticipated expenses and any additional information we should know when considering your request.
- Describe the benefit to you, your department, the College and The Ohio State University.

Forms are due to Shelley Whitworth Staff Advisory Council, Professional Development Committee, OARDC, 209 Research Services Building, 1680 Madison Avenue, Wooster OH 44691. Recipients will be notified by the committee.

This award is made possible through Campus Campaign donations to the SAC Training Fund #312155.

For more information about SAC, click the following link:

<http://sac.ag.ohio-state.edu/>



## **CHI EPSILON SIGMA**

### **Board Meeting**

**April 3, 2012**

**Attendance: Attending** - Patty Corfman, Debbie Delp, Terri Fisher, Amanda Forquer, Lisa Murphy, Linda Newman, Kris Simpson.  
**WEB-X** - Teresa Funk, Linda Good, Marianne Guthrie, Jenny Lindimore, Peg Meents, Leah Meranda, Ann Meyer, Vickie Snyder.

### **Secretary & Treasurer Reports**

Both reports were given and accepted with changes.

### **Past President**

None

### **Membership Secretary**

Sent out the 2012 letterhead to Board

### **Annalist**

Spring newsletter is in progress - please send in articles. Web site now has a new shorter url thanks to Vickie Snyder. Remember your secret friend!

### **Administrative Liaison**

New shorter url is done - it is <http://ces.osu.edu>

### **Historian**

Still going through all of the archive boxes she was given. Throwing out some things and archiving others. Debbie Delp would like all old pictures.

### **Mentor Coordinator**

Need to contact someone to help figure out what she should be doing. Debbie Delp offered to help and also suggested she talk to Graham Cochran. Wondered what areas people would like to be mentored in?

### **SAC**

The week of August 23 is Staff Appreciation Week, and they are working on plans.

### **Campus Director**

No report

### **Emeriti**

No report

### **West Region Directors – Leah Meranda & Ann Meyer**

Nothing at this time.

### **Northeast Region Director - Kaye Clay**

Kaye has resigned from Extension so a replacement is needed.

### **South Central Region Directors – Marianne Guthrie & Jenny Lindimore**

Nothing at this time.

### **Strategic Planning Committee**

Very intense, hard working committee meetings. Have to be completed by mid July.

### **CES Retreat Committee**

The committee has discussed that because of time away from office that this may be an every other year event. Another option would be to piggyback it along with a professional development session.

### **Fundraising Committee**

Working on deciding company and items to go with. Committee will decide timing on when these items will be offered to Extension staff.

### **Annual Conference**

December 5 at the Ohio Union.

### **Professional Development Committee**

Flyers are done for the StrengthsFinder Workshops. Cost will be \$20 for CES members, and \$25 for non members. Patty Corfman will send out flyers next week. There will be a minimum of 10 to hold the class.

### **Old Business**

None

### **New Business**

The By-laws need to be reworded to reflect that a member must be a CES member for at least 1 year before they are eligible for ANY award including Years of Service. Linda Newman made the motion and Lisa Murphy seconded - Motion passed.

CES needs to become more involved in the Dorothy Rex Award so that it continues. Dorothy donates a book and Kris Simpson suggested that the Board present some type of plaque or memento to the recipient. Kris will get a prototype and have it for the next meeting.

### **Meeting adjourned.**

### **Executive Session**

The discussion was about the JCEP model that Linda Good, Patty Corfman, Linda Newman, and Kris Simpson have been involved with. After discussion of the pros and cons, Lisa Murphy made a motion that we not join with ESP and OAEP (JCEP) at this time. Ann Meyer seconded. Motion passed.

General question - Can we take new members at any time during the year - answer was yes.

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## **CES to Host Spring StrengthsFinder Workshops**

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These StrengthsFinder Workshops will be facilitated by Beth Flynn of the Leadership Center and are open to ALL Extension employees, and participation is NOT limited to support staff or CES members.

### **What is StrengthsFinder?**

It is important to know what talents you possess and what you bring to the table. Each of us possesses her/his own unique set of talents. According to the Gallup Organization, "we spend too much time focusing on our weaknesses, trying to make them stronger rather than recognizing our strengths." When you focus on your weaknesses, you miss out on utilizing what you do best for your organization, community and family.

Prior to the workshop, participants will take the Clifton StrengthsFinder inventory (assessment) to learn their five strongest talents. By focusing on your strengths, you increase your effectiveness as a leader, employee, family member and citizen.

Cost will be \$20 for CES members & \$25 for non-CES members. Cost includes: Strengths Finder Assessment and light refreshments.

**Watch for registration information coming soon.**

<b>Where</b>	<b>Date</b>	<b>Time</b>	<b>Host(s)</b>
Wayne Co. Ext. Office	Monday, May 7 <sup>th</sup>	1:00 pm — 4:00 pm	Cheryl Fischnich
Hancock Co. Ext. Office	Tuesday, May 8 <sup>th</sup>	9:00 am – 12:00 Noon	Peg Meents
Warren Co. Ext. Office	Tuesday, May 15 <sup>th</sup>	9:00 am – 12:00 Noon	Tonya Adkins/Debbie Delp
Ross Co. Ext. Office	Thursday, May 17	9:00 am – 12:00 Noon	Marianne Guthrie
Jefferson Co. Ext. Office	Friday, May 18	9:00 am – 12:00 Noon	Teresa Funk
Morgan Co. Ext. Office	Tuesday, May 22	9:00 am – 12:00 Noon	Crystal Ott/Jenni Lindimore