

## SUMMER 2014

CES BOARD	2
SAVE THE DATES	
THE POWER OF THE PAUSE	
TERSSA UPDATE	3
CES SCHOLARSHIP OPPORTUNITY	
SUPPORT STAFF EXCELLENCE AWARD PERSONAL GLIMPSE	4
EXPAND YOUR MIND AWARD OPPORTUNITIES	5



**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,*

Autumn is right around the corner ...changing of the seasons, changing of the clocks, changing the batteries in your smoke and safety alarms.

This year's Extension Annual Conference and Research Colloquium will be held December 9-11, 2014. The name change is just the beginning... Changing for the better will be an overriding theme. I encourage you to be an engaged participant in all the learning, the work, and the celebration that the Annual Conference will entail.

Our CES annual meeting is scheduled for 9:30 am on December 9. On the evening of December 9 at 5:30 pm, we will be holding our first ever Support Staff Night Out. Please plan to attend. Look for more information in the next month or so.

***Did you know as a CES member you are eligible for awards and scholarships?***

Check out this issue's articles for information about awards we will be presenting, board positions available and scholarships that could be yours for the asking.

Each year we hold a CES Silent Auction during the Annual Conference. This project supports the CES Extension Support Staff Excellence Award. Each county is being asked to donate a "Basket" in support of CES and specifically this award. See what you can put together from your county. The basket could highlight your county or any theme you choose. Be creative! Get involved! The basket auction will be held during the Conference on December 10.

Information about the 2015 CES membership drive should be in your email already. Take the time to complete the application, the attached Secret Friend information sheet (optional) and get the paperwork moving. And as a challenge, let's each recruit one new person to join CES this year.

I look forward to seeing you at the Chi Epsilon Sigma Annual meeting and at Extension Annual Conference and Research Colloquium.

*Marianne Guthrie*

President

# Save the Dates 2014 Annual Conference Colloquium and Association Meetings December 9-11 at the Ohio Union

## The Power of the Pause

When faced with adversity - such as missing a bus that makes you late for work or having a heated exchange with a friend - how do you normally react? Do you immediately let the incident take full control of your mind, body, and spirit? Is your day pretty much over from that point forward? Our reactions are often similar to how we step over the crack in the sidewalk. They happen swiftly, without thought, and with no regard for what we might be stepping into on the other side.

How different would your life be if your first response to an upsetting event was simply a pause - a long, thoughtful pause comparable in size to the Grand Canyon.

It's within the pause that you can quiet your emotions, gather your thoughts, and rationally consider the situation and the best way to respond to it.

### ***Do you pause when facing an upsetting event?***

*Author: Olsher, Steve (2013). "What is Your WHAT? Discover the One Amazing Thing You Were Born to Do. Wiley & Sons, Hoboken: NJ*

## Your CES Board

### **Marianne Guthrie, President**

740.702.3200

[guthrie.76@osu.edu](mailto:guthrie.76@osu.edu)

### **Michelle Moon, Vice President**

330.627.4310

[moon.317@osu.edu](mailto:moon.317@osu.edu)

### **Lisa Murphy, Secretary-Treasurer**

614.292.4191

[murphy.533@osu.edu](mailto:murphy.533@osu.edu)

### **Ann Meyer, Membership Secretary**

419.523.6294

[meyer.524@osu.edu](mailto:meyer.524@osu.edu)

### **Patty Corfman, Past President**

614.688.5601

[corfman.4@osu.edu](mailto:corfman.4@osu.edu)

### **Deborah Delp, Annalist**

513.695.2064

[delp.4@osu.edu](mailto:delp.4@osu.edu)

### **Crystal Ott, Historian**

614.688.1454

[ott.109@osu.edu](mailto:ott.109@osu.edu)

### **Lee Ann Hiatt, Mentor Coordinator**

937.372.9971

[hiatt.32@osu.edu](mailto:hiatt.32@osu.edu)

### **Amanda Forquer, Staff Advisory Council**

614.292.6942

[forquer.13@osu.edu](mailto:forquer.13@osu.edu)

### **Beth Young, Administrative Liaison**

513.887-3722

[young.1414@osu.edu](mailto:young.1414@osu.edu)

### **Kathy Mohler, Emeriti Director**

[katmohler@gmail.com](mailto:katmohler@gmail.com)

## REGIONAL DIRECTORS

### **Cathy Minor, North East**

513.887.3722

[minor.81@osu.edu](mailto:minor.81@osu.edu)

### **Tami Combs, South Central**

937.393.1918

[combs.155@osu.edu](mailto:combs.155@osu.edu)

### **Linda Good, West**

937.440.3945

[good.72@osu.edu](mailto:good.72@osu.edu)

**Visit our website!**  
**ces.osu.edu**

## TERSSA Update

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

Consider attending the 2014 TERSSA Conference in October 1 – 3 in Baton Rouge, Louisiana this fall.



This year's conference theme is:

### **Coming Together.**

Highlights include a tour of the Bluebonnet Swamp, a tour of the Burden Botanical Gardens with dinner on the grounds, and a variety of interesting conference sessions.

Register by September 25 at:

[TERSSA Annual Conference Registration](#)

Even if you can't attend, wouldn't it be great to see one of our CES members selected for an award!

### **2014 TERSSA Award Program**

All applications must be submitted ELECTRONICALLY by Friday, September 12, 2014.

#### **The Award of Excellence**

Nominee exemplifies a positive work ethic, upholds the values of TERSSA and excels at her/his job.

- Winner will receive an Engraved Desk Clock **and** a cash award of \$100.

#### **The Above and Beyond the Call of Duty Award**

Nominee goes above and beyond their formal duties for all stakeholders, shows compassion, vision and integrity,

- Winner will receive an Engraved Plaque **and** a cash award of \$50.

#### **The Executive Board Award**

Nominee demonstrates friendliness, an outgoing personality and a can-do attitude in support of the mission of TERSSA.

- Winner will receive an Engraved Plaque **and** a cash award of \$50.

The application form is available on the [TERSSA website](#).

Please read **and** follow each criteria/guideline to the letter. It could be the deciding factor in case of a tie.

**I know the deadline is approaching QUICKLY... But we do some of our best work during crunch times!**

## Take the First Step: Apply for a CES Professional Development Scholarship

*From its beginning Chi Epsilon Sigma has supported continued professional development for Extension Support Staff.*

CES offers two \$200 scholarships each year and the application process is quite simple.

If you have considered taking a class locally, attending an educational workshop or other training, then we want to encourage you to apply for a scholarship. Taking the time to advance your skills not only will benefit you, it will benefit your office. Get re-energized, get a fresh outlook on your daily routine, update your computer skills or learn how to juggle your many commitments. The choice of class is yours to make – fill out the application and give it a try. You will never know if you don't apply!

Just fill out the application found at <http://go.osu.edu/CESProfDevAward> & submit via e-mail, or print and mail to [Michelle Moon](#), Vice President and Chair, Professional Improvement Committee.

Awards will be presented at the CES Annual Members Meeting to be held on Tuesday, December 9, 2014 at the Ohio Union in Columbus.

## Dorothy Rex Inspirational Award

This award was established by a founding member of Chi Epsilon Sigma, Dorothy Rex. Dorothy remains involved with CES as an emeriti. She was Ohio's first president of Chi Epsilon Sigma and was instrumental in developing the Alpha Chapter of our Extension support staff organization.



Nominations can be made via e-mail to Kathy Gamble at [gamble.2@osu.edu](mailto:gamble.2@osu.edu) and must include the nominee's name and a brief explanation of how that member has been an inspiration to you and others. Dorothy herself will review the nominations.

**The application deadline is October 31<sup>st</sup>.**



## Support Staff Excellence Award Winners



### *Do you know someone who should be a member of this elite group?*

Consider nominating them for the Support Staff Excellence Award. The award recognizes the importance of knowledge, skills and service and will serve as an incentive for recognition by the Extension organization. Funded equally by Chi Epsilon Sigma and Extension Administration, this \$1000 monetary award recognizes the importance of knowledge, skills and exemplary service. Criteria includes sustained excellence in overall job performance, consistent demonstration of a cooperative and positive attitude, exemplary service in leadership positions, exceptional participation in professional development opportunities, and outstanding achievement or creative contributions in problem solving.

**Watch for the application which will come by email in late September.**

*Make your Secret Friend Smile Today! It will ripple out to all who see that grin...*



Remember to sign up for our Secret Friend program in 2015.

Just complete the information sheet included in the membership packet.

You will receive information about your secret friend and a "getting started" packet in December.

**Secret Frienders - I am SO sorry about the sand dollar... I was worried it might break. Never guessed it would get pulverized!**



## Recognize This Shady Character?

Hello! My name is Lee Ann Hiatt and I have been the office associate in Greene County for the last two years. I take great pride and pleasure in serving the community. I have six children and eight grandchildren who never let my life get boring! I like sports, gardening and kindness in others.

In the last two years, I have been fortunate to travel with the SAC field trips to the South Centers and Stone Lab.

The South Centers are amazing! The scope of the services they perform for their local community, and the opportunities they afford others to launch new and successful enterprises make an amazing difference in the lives of Ohio families. There I made connections with other OSU folks who have been a great resource in my county.

Stone Lab was awesome -- full of activity and beautiful water...an oasis of research. I was able to meet a lot of colleagues from across the OSU spectrum, and it reinforced my sense of our shared community. . And I got to share it in the wonderful company of a fellow CES member, Deb Delp!

I appreciate CES and the support it gives to the "front line" of Extension (although a lot of what we do is behind the scenes!).

## Expand Your Mind

Visit the eXtension Learn site at for a broad array of options:

<https://learn.extension.org/>

Here's a sampling of sessions available within the next week. They are brought to you by eXtension and are open to anyone.

### The Ins and Outs of Adolescent Brain Development

**Friday, September 12, 2014 at 11:00 am EDT**

Why do teenagers act the way they do? Some of the reasons for common adolescent behaviors, such as risk-taking and making less-than-wise decisions sometimes, relate back to their brain development.

### Give Care. Take Care.

**Wednesday, September 17, 2014 at 11:00 am EDT**

While caregiving may present itself as a natural extension of one's relationship, some of the tasks associated with caregiving may be new or different for both the caregiver and service member.

### Easy as PIE: Grant writing as a collaborative process

**Wednesday, September 17, 2014 at 2:00 pm EDT**

Join this webinar to learn about the importance of effective collaboration for transforming an idea into a funded project. Participants will learn strategies to: 1) collaborate on the development of ideas, 2) follow a systematic process to transform ideas into powerful narratives, and 3) understand the perspectives of reviewers and potential funders.

### Online privacy tune-up: Facebook's settings

**Thursday, September 18, 2014 at 2:00 pm EDT**

Sharing things on a social network (e.g., Facebook) shouldn't lead to a surprise of who gets to see it. Yet, the surprises are what make most people feel that their privacy is being infringed. It's not that we don't want to share, it's that we want to understand exactly how and with whom we are sharing.

*Sign in with your eXtension ID, Facebook, Twitter or Google account so that you can Follow an event, get updates/notifications, and add your thoughts for any event.*

## Don't Miss Out!

***Your Work Deserves To Be Recognized!***

### 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). 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. Complete details and the application are posted on our website: [ces.osu.edu](http://ces.osu.edu).

**Application Deadline: October 31, 2014 (postmark)**



## Is This the Year You Take the Step?

Talk to anyone who has spent time on the CES Board. It is a rewarding experience that connects you to others in Extension who believe in the value of our organization and the important role support staff play in its success.

**Michelle Moon**, CES Vice President is developing the slate of candidates for the election this fall. New board members will be announced and installed at the Annual Meeting in December. If you are interested, contact her directly for more information.



## Did You Know...

*An excerpt from the December 20, 1986 Minutes, CES Board Meeting:*

"Membership fees were discussed. The concern of pricing ourselves out of the market was brought up. The decision was to STAY at \$15.00 annually."

## What cost \$15.00 in 1987 would cost \$31.46 in 2014.

*Inflation calculator, US Bureau of Labor Statistics*