



## CHI EPSILON SIGMA

### ALPHA CHAPTER

#### *Our Mission*

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.

# Winter 2009

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## President's Article

Hello CES Friends,

Winter is here and the holidays are upon us. I hope health and happiness for all of you this holiday season!

It was great seeing every one at the Annual Support Staff Conference in October. Congratulations to all who were recognized for their hard work and dedication to Extension, especially to Carol Beatty of Trumbull County for this year's Excellence in Extension Support Staff Award. Congratulations on this outstanding achievement!

Sally Tanner from Kentucky, Mary Baronet of Louisiana, President of SRERSSA, – Southern Regional Extension & Research Support Staff Association, and I presented a PowerPoint slide to the 2008 SRERSSA Conference.

SRERSSA started officially in July 2007. North Carolina hosted this meeting of support staff and invited all CES chapters to attend. This was their first conference and an administrative representative facilitated the meeting. At this time, we have five CES states – OSU, Arkansas, Kentucky, West Virginia, and Louisiana. SRERSSA has four. Our presentation explained how we would like to outreach to our 10 bordering states in the next three to five years. In five to ten years, we would like to add 9 more states. We indicated how adding states would make us stronger. As we grow, our voices will be heard. We asked the question "Who Are We?" and our answer was "We are One Voice". We let them know that this was not a competition between CES and SRERSSA. We strive to collaborate and gather under one name for consistency and organizational strength. Some of the benefits are: professional collaboration and partnerships, high quality professional opportunities, network and support system, national recognition, opportunities to promote each state, and enhancement of all support staff.

Our dream is to collaborate with all of these states to discover and develop what we need to become a national organization. Our CES dream is to host the first National CES Meeting in the near future.

*continued on page 2*

Linda Newman and I attended the President's Association Meeting this past week. Dr. Keith Smith supplied names of contacts to assist in the reality of CES becoming a national organization. Linda discussed CES's community service project in which we sent 5 boxes to Glen Welling and our troops to have a Michigan – Ohio tailgate party. Dr. Keith Smith gave us a short update as many of the questions brought to this meeting were regarding that subject.

I would like to end with thanking all of you for helping send me to Nashville, TN. I met so many support staff from different states. Most of their offices are just like ours and run almost the same. However, the enthusiasm and excitement of being able to meet somewhere, with professional development and sharing of ideas was a wonder to experience. My hope to all of you is that you will one day be able to go and experience it for yourselves.

See you in January,

Kathy Mohler  
President, Chi Epsilon Sigma  
[mohler.1@osu.edu](mailto:mohler.1@osu.edu)

## **Staff Advisory Council Report**

By Teresa Funk, CES SAC Director

As your CES representative to the CFAES Staff Advisory Council, I am proud to bring you an update on what SAC is about, what we've been up to in 2008, and some of what we're hoping to accomplish in 2009. It is an honor representing you, the members of CES and I strive to serve as a voice for the concerns that you might have and to issues that effect you in your job - performance, effectiveness, pride, enjoyment and satisfaction.

### **• CFAES Staff Advisory Council's Statement of Purpose**

The Staff Advisory Council (hereafter Council) shall act in an advisory capacity to the Vice President of Agricultural Administration and Dean, College of Food, Agricultural, and Environmental Sciences (hereafter Vice President/Dean).

*The purpose of the Council is to:*

- Provide a formal vehicle for staff participation in the betterment of the College by shaping an environment that promotes mutual respect, builds teams, and creates a compelling place to work and learn;
  - o Increase the efficiency and scope of communication within the College and University by:
  - o Serving as the staff voice/liaison to the Vice President/Dean
  - o Relaying communication from the Vice President/Dean to staff,
  - o Facilitating staff-to-staff communication, and
  - o Broadening university-wide communication through its relationship with the University Staff Advisory Committee;
- Support the College motto of "challenging what is...achieving what could be, in attitude, process, and action".

*Continued on page 3*

- **New in 2008**

- o SAC was given the opportunity to review the CFAES Strategic Plan just before it's submission to the University. We held "emergency" meetings as we review the plan and discovered that Staff wasn't mentioned anywhere...just world-class faculty! We formed an outline with suggestions of how staff can and should be listed and implemented into the CFAES Strategic Plan and met with members of the CFAES VP Cabinet, including Dr. Bobby Moser, Dr. L.H. Newcomb, and Dr. Steve Slack. They listened to our ideas and suggestions and appreciated the way that we "stepped up to the plate and went to bat" for staff! The end result – STAFF is listed as critical portions of the CFAES Strategic Plan!

- o SAC Funding – SAC is an organization that was fortunate to have Dr. L.H. Newcomb as our "advisor" since its inception. We never had a budget but when we needed something, Dr. Newcomb practically always allowed our request. With Dr. Newcomb's retirement and subsequent arrival of Dr. Linda Martin, we felt that we should be pro-active and develop a budget plan for SAC. We discuss various issues with the Dr. Keith Smith regarding the Extension component of CFAES & SAC, Dr. Steve Slack and the OARDC component, and then met with Dr. Linda Martin, Associate Dean, CFAES to discuss our budget request, which provided three different budget options, each outlined with how the funding would be utilized. Dr. Martin was very supportive and suggested that we take this request to VP Cabinet ourselves. This was seemingly a daunting task as none of us had ever attended a VP Cabinet meeting, let alone, made a presentation. To say the least, we were very well received by all cabinet members; each one was very interested in what we are, what we have done in the past without a budget, and where we want to take the efforts of SAC! Bottom line, our budget request was approved and we strive to utilize each penny to the utmost value!

- O Staff Appreciation efforts were examined due to the challenges to deliver "appreciation tokens" in a timely manner to outlying offices. In addition to the Staff Appreciation Days held on both the Columbus & Wooster campuses of CFAES, the council decided to try to reach Extension staff in outlying offices at the May 15th "All Extension" meeting in Columbus at the Ohio Expo Center with "goodie bags" and by sponsoring breaks at both the Support Staff and Annual conferences. Our appreciation efforts are detailed below.

### **Staff Appreciation Efforts**

May 15th "All Extension" Meeting – SAC partnered with the CFAES "Campus Campaign" efforts and created "goodie bags" for all Extension staff that were distributed by County or Office at the beginning of the May 15th meeting. The theme for Campus Campaign was a bow tie and each goodie bag was tied with a red "bow tie"! The bags contained information about Campus Campaign, key CFAES Development Funds, candy, cookies and an appreciation note – all tied up with a red BOW TIE (the logo for Campus Campaign)!

### **Staff Appreciation Day – Columbus**

As part of Staff Appreciation Week 2008, the Staff Advisory Council held an ice cream social at the gazebo between Kottman and Howlett halls on main campus. A similar event was held at the Wooster campus. The remote extension offices were recognized at the May 2008 strategic planning meeting. The Staff Advisory Council was joined by the Staff Wellness group who promoted "Your Plan for Health" to attending staff members, and gave back massages to some lucky staff members, and the Student Wellness Center. The Staff Wellness group also provided health screenings to those in attendance. Attendees were also treated to a live performance from the band *Loosely Strung* while enjoying their treats and competing in games of both regulation and jumbo-sized corn hole.





**Support Staff Conference** - The CFAES Staff Advisory Council attended the CFAES Support Staff Conference on October 23, 2008 which was held at the Nationwide and Farm Bureau 4-H Center. The council supported a morning break and handed out healthy snacks to the 120+ participants of the conference. This is one of many Staff appreciation events held by SAC in 2008. We are looking to many more in the 2008-2009 year.

**Thank you to all CFAES Support Staff for everything you do for the organization!**



Pictured at left are Staff Advisory Council members just before the morning break on day two of the 2008 Support Staff Conference.

Back row, left to right: Liz Kinney – Horticulture & Crop Science, Mary Roberts – AEDE, John Beardmore – International Programs in Agriculture. Front row, left to right: Teresa Funk – Chi Epsilon Sigma (Ag & Nat. Resources Extension), Cindy Buxton – Extension Business Office, Jeanne Osborne – Animal Sciences, April Wax – Food Science & Technology, Trina Beebe – CFAES College Office.

**Annual Conference** - The CFAES Staff Advisory Council sponsored the morning break on the second day of the 2008 Extension Annual Conference on Thursday, December 18, 2008 which was held at the Ramada Inn in Columbus. This sponsorship was also one of many Staff appreciation events held by SAC in 2008 and effort to reach more Extension staff from across the state.

**2009 Appreciation Efforts** - Plans are underway for other appreciation efforts for 2009 as we struggle with the geographic, logistics, participation challenges for outlying offices. If you have any ideas or suggestion for “staff appreciation on a shoestring”, please contact me at [funk.67@osu.edu](mailto:funk.67@osu.edu) as I'd love to hear your ideas!

**2008 Shirley Brooks Jones Award** - The CFAES Staff Advisory Council held its annual luncheon on October 31, 2008 on the scenic fifth floor of the Nationwide and Ohio Farm Bureau 4-H Center. April Wax presented the Shirley Brooks Jones Award to Donald Ordaz of OSU Communications and Technology for his outstanding service to the organization this year. The Shirley Brooks-Jones award is offered annually by the CFAES Staff Advisory Council. The purpose of this award is to recognize staff members in the College of Food, Agricultural, and Environmental Sciences who excel in providing outstanding and ongoing excellence in services to faculty, staff, students and/or others through communication, fairness, problem solving and contribution to the common good. The award is named after Shirley Brooks-Jones who served the College of Food, Agricultural, and Environmental Sciences as a staff member for 35 years. Her employment commenced in 1954 with a secretarial position and ended with her retirement in 1989 from her position as Assistant to the Vice President for Agricultural Administration. During her tenure, she was very active in many college events, served on over 20 university committees and was known for outstanding service and making a significant difference for colleagues and customers. Shirley is recognized as the epitome of excellence. She is a role model for countless staff, faculty and students, and her name brings enormous prestige to this award.



This year's award recipient was Don Ordaz who is part of the OSU Communications and Technology group. Don is committed to superior service and ongoing support for Extension Administration, the Extension Business Office, Extension Human Resources, Community Development and many more people across our college. He is always available and helpful and is continuously proactive in trying to identify potential barriers to Extension's success. He is a model candidate for the award.

2008 Shirley Brooks Jones Award winner Don Ordaz is pictured at left with Shirley Brooks Jones (in light blue to Don's right) and several of his nominators. Back row, left to right: Greg Davis – CD, Debby Lewis – PD&E, Shirley Cook – CD, Karen Bruns – OSU Cares, Gwen Wolford – Government Relations, Kim Bahnsen – PD&E. Front row, left to right: Linda Kutilek – Extension Administration, Don Ordaz, Shirley Brooks Jones, Robin Green – Franklin Co. Extension.

**2009 Distinguished Staff Award nominations sought** - Human Resources is accepting nominations for the Distinguished Staff Award. The awards will honor 12 staff members for their outstanding leadership and accomplishments in service to the university. Nominations are due by 5 p.m. Monday (1/12/09). For additional information and an interactive nomination form, visit [hr.osu.edu/special/dsa](http://hr.osu.edu/special/dsa) or call 292-4341.

**2009 Distinguished Diversity Enhancement Award nominations sought** - The University Senate Diversity Committee, in partnership with Human Resources, is accepting nominations for the 2009 Distinguished Diversity Enhancement Award. This annual awards program will recognize up to five units or individuals that have demonstrated a significant commitment to enhancing diversity at Ohio State. Nominations are due Wednesday (12/31). For details and interactive nomination form, visit [hr.osu.edu/special/ddea](http://hr.osu.edu/special/ddea) or call 292-4341.

#### **2008 - 2009 Officers**

[Jeanne Osborne](#), Chair; [Teresa Funk](#), Vice Chair; [Cindy Buxton](#), Communications Director; and [Liz Kinney](#), Secretary/Treasurer

#### **Upcoming Events**

Next Meeting January 28, 2009, Columbus, Ohio

Piketon Health and Safety Fair, April 1, 2009 - Contact Mary Gulas for more information

- **Reminder:** If you have any ideas or issues that you would like for me to bring before the council, please e-mail me at [funk.67@osu.edu](mailto:funk.67@osu.edu) or call me at 614-292-4077 me prior to the next SAC meeting on January 28th!

**Check out** CFAES SAC webpage at <http://sac.ag.ohio-state.edu/>

I look forward to an exciting 2009 and ask that you contact me with your ideas, concerns, and issues so that I can bring them to the SAC table.

Best wishes for a happy, healthy and safe 2009!

Teresa Funk

### **Personal Glimpse**

By Lisa Grubb, North Central Regional Director

I started working in Sandusky County Extension as an office assistant in 2002. I assist with the 4-H program, FNP, and the Family and Consumer Sciences. My husband and I will celebrate our 20<sup>th</sup> Anniversary this December. We have 3 children, one 18 year old daughter and two boys 17 and 14. Our oldest son plans to join the Marines as an MP and leave for basic training this August. I enjoy reading, movies, motorcycles, and family time. Summer is my favorite time of year so I am looking forward to warm weather.

### **Personal Glimpse**

By Joyce Hauck, North Central Regional Director

I have been working in Erie County Extension as an office assistant since October 1994. Primarily I have worked assisting the 4-H program area. Some of my duties have included working with the database, newsletters for 4-H members and volunteers, preparations for project judging & county fair, promoting the 4-H program by distributing fliers to area schools and greeting or assisting visitors to the office. I am the Mother of three grown children and Grandmother to seven. I enjoy walking, doing crossword puzzles, reading, and spending time with my family & Sugar and Pepper, my daughter's two dogs.

## Vice President's Article

Hello to all of my CES friends. I am very excited to be your Vice President this year. One of the opportunities that I have as being your Vice President is to attend the Association Presidents meeting with Kathy Mohler. At this meeting the President and Vice President of the three Extension Associations (ESP, OAEP and CES ) meet with Keith Smith and Ken Martin four times a year. This gives the association a chance to submit questions to administration.

During our last meeting Kathy told about her trip to Nashville and our plans to go national as I am sure that she reported in her article. I reported on the success of the Support Staff conference and was given ideas on how to have more support staff and program assistances attend.

Now that I have given you a short update on our last Association Presidents Meeting my question for you is, "Do you have any questions as a CES member for Administration?" If so email it to me so that we can take it to the Association Presidents Meeting My email address is [newman.221@cfaes.osu.edu](mailto:newman.221@cfaes.osu.edu) I will be more than happy to present your questions.

Hope you all have a happy and safe holiday season.

Linda Newman

## Secret Friend

Lisa Murphy, 2007-2008 CES Annalist, handed Secret Friend participants envelopes at the 2008 CES Annual Meeting. Envelopes contained revelation of their Secret Friend from the past year. Those CES members electing to participate in the Secret Friend program for 2009 were also given a separate envelope which included their new Secret Friend's information.

During the CES membership drive each year, members are offered the Secret Friend opportunity. A member will have an anonymous Friend they can send small gifts or cards during various events in their life ~ hoping to give a little cheer.

## 2008-2009 Scholarship Winners

By Lee Ann Johnson

CES has once again offered scholarships to waive membership dues and to offset the cost of attending the Support Staff Conference. The criteria for scholarships were based on reduced financial support from a CES member's office, and the requests were supported by a letter from the applicant's county director. The criteria for these scholarships indicate that six membership scholarships will be awarded along with one scholarship for the support staff conference. Because we received limited requests this year, the committee (along with the CES Executive Board) decided to award the scholarships to both deserving applicants.

We are pleased to announce that Becky Sloan from Ashland County and Tammy Whitt from Scioto County are this year's recipients of the \$100 that will be applied toward their cost of participation in the Support Staff Conference. Tammy has also requested and will receive the scholarship towards her \$15 membership dues. Becky and Tammy are to be commended for taking the time to apply for the award and getting the letter from their respective county director. With our office budgets all becoming more lean, please consider applying for these funds next year.

Thanks to this year's Scholarship Committee Jennifer Keil, Jenny Lindimore, Kathy Griffith and Lee Ann Johnson.

## A Note of thanks

By Lee Ann Johnson

1987 Honorary Member, Clarence Cunningham, writes....

"Thanks, Lee Ann, for keeping me informed of what is happening in CES!! Glad to hear of progress nationally!"

## 2008 Extension Support Staff Excellence Award

By Lee Ann Johnson

CES, in partnership with Extension Administration, is honored to announce the recipient of the 2008 Extension Support Staff Excellence Award. This year's award was presented during the CFAES Support Staff Conference on October 22 in Columbus, to Carol Beatty, Office Assistant with OSU Extension, Trumbull County.

Nominations for this Excellence award are solicited from across the state of Ohio. Carol was nominated by the Trumbull County Extension Director, Marie Economos, along with volunteers from the Master Gardener program and 4-H program.

Carol is described as "a caring, loyal and devoted employee who provides service to all areas of programming and to the community at a level that is exemplary of the highest standard. Even in the midst of difficult budget times (that included the reduction of staff in her office), Carol keeps the office balanced by always reviewing different ways to help everyone. She is always thinking and pursuing ways to improve the efficiency and operation of the office. She maintains a smile and a positive outlook, giving help where needed. She is a perfect role model who includes a kind word and gentle voice to all who come in contact with her. Carol has also devoted countless hours of personal time to fair activities, 4-H endowment and 4-H camp and also volunteers as a master clothing educator and club advisor."

This excellence award represents the highest honor presented to a superior support staff member and recognizes the importance of knowledge, skills and service which Carol demonstrates daily in her responsibilities with the OSU Extension Office in Trumbull County.

The \$1000 cash award that accompanies this recognition is equally funded by CES and Extension Administration. Our thanks to the committee members who helped select this year's recipient (CES Past President, Carol Bunn; CES Membership Secretary, Lee Ann Johnson; ESP Professional Development Chair, Marcia Jess; Extension HR, Kathy Lechman; Master County Director, Judy Villard-Overrocker; Extension Department Chair, Bob Furbee).

## CES Membership Statistics

By Lee Ann Johnson

	2008-2009	Last Year's Numbers
Renewals	78	78
New	11	12
Emeriti	16	20
Honorary	19	18
<b>Total</b>	<b>124</b>	<b>128</b>



## Congratulations

At our Annual Meeting in October, the following people were recognized:

### **New Chi epsilon Sigma Members:**

- Chalaine Adams ~ Hamilton County
- Tonya Adkins ~ Warren County
- Fran Amatulli ~ Hamilton County
- Denise Flynn ~ Pickaway county
- Amanda Forquer ~ State 4-H Office
- Christy George ~ State 4-H Office
- Regina Partee ~ Williams county
- Cindy Scherger ~ Seneca County
- Brenda Sizemore ~ Preble County
- Nancy Tilton ~ Preble County
- Beth Young ~ Butler county

### **New Emeriti Member:**

- Karen Cole ~ Shelby County

**Excellence in Extension Award** - Carol Beatty ~ Trumbull County

**Brochures, Newsletter, Web Pages** (three separate awards): Sally Bluck, Ross County

**\$200 Professional Development Scholarships:** Lisa Murphy ~ Business Office and  
Linda Newman ~ Clark County

**\$100 Annual Meeting/Support Staff Conference Scholarships:** Becky Sloan ~ Ashland County and  
Tammy Whitt ~ Scioto County

**Membership Scholarship:** Tammy Whitt ~ Scioto County

**Dorothy Rex Inspiration Award:** Carolyn Hall ~ Business Office

### **Years of Service:**

**5 Years** ~ Jill Ellis, Mercer County; Terri Fisher, OSU CARES; Lisa Grubb, Sandusky County; Jennifer Kiel, Administration; Kate Lobley, Leadership Center; Ann Meyer, Putnam County; Susan Reynolds, Clinton County; Julie Schneider, Auglaize County; Kathy Griffith, Logan County

**10 years** ~ Toni Bahnsen, Human Resources; Shirley Cook, State; Debby Delp, Warren County; Lisa Murphy, Business Office; Sandy Odrumsky, Licking County; Janet Smith, Coshocton County; Lisa Troyer, ANR Wooster

**15 years** ~ Jeanette Redman, Licking County; Vickie Snyder, South East Region; Norma Unverferth, Putnam County

**20 years** ~ Donna Hiles, Fairfield County; Lee Ann Johnson, South East Region; Jenny Lindimore, Morgan County; Kim Martini, Hamilton County; Cindy Scherger, Seneca County; Kim Sells, Fairfield County; Becky Sloan, Ashland County; Liz Ufferman, Morrow County

**25 years** ~ Lu Bline, Licking County; Sandy Bryan, FCS Administration; Arlene Duffey, Madison County; Cheryl Fischnich, North Central Region; Nancy Miller, Franklin County; Shelia Blevins, Scioto County

**30 years** ~ Kay Collins, Sandusky County; Regina Partee, Williams County; Drudy Yoakam, Union County.

## A Note of thanks

**1992 Honorary Member President E. Gorden Gee** writes, "Thank you for the information you shared with me about Chi Epsilon Sigma. I am impressed by the leadership in your organization and know that OSU Extension benefits from your work. As the holidays approach, please share my best wishes with all of your members."

**CES Administrative Liaison Jennifer Kiel** reports that Keith Smith wanted everyone to know he very much enjoyed being at the conference in October.





## 2008 Community Service



### Bucks for Military

In support of OSU faculty and staff serving in our military, OSU Extension recently conducted a community service project, coordinated by Chi Epsilon Sigma (Extension Support Staff Fraternity), known as "Bucks for Military." A large collection of items (including Buckeye memorabilia) were received at the College of Food, Agricultural, and Environmental Sciences Support Staff Conference. The items will be sent to Glenn Welling Jr., OSU Extension Educator, who is currently serving in Iraq.

Glenn states, "I am the Command Master Chief for Navy Provisional Detainee Battalion Ramadi II, stationed at Camp Bucca, Iraq. Camp Bucca is America's largest detention facility and is located in the desert of southern Iraq. Currently there are approximately 15,000 detainees at Camp Bucca. A typical Battalion is roughly 450 men and women. We will set up a care package area in our conference room so that as our folks come through to pick up their mail, they will be able to select from the items that were sent. We have a few huge Buckeye fans so I will make sure that they get something appropriate. I know that our Sailors will really appreciate the gesture."

Items will be collected also during the December OSU Extension Annual Conference.

We encourage other departments throughout the University to continue to support our troops by sending care packages to active University employees serving our country. For more information on what to donate, refer to [http://www.operationshobox.com/index.php?option=com\\_content&task=view&id=12&Itemid=84](http://www.operationshobox.com/index.php?option=com_content&task=view&id=12&Itemid=84). If you are interested in sending items to Glenn Welling, please contact Lee Ann Johnson at 740.732.2381 or e-mail [Johnson.82@osu.edu](mailto:Johnson.82@osu.edu).

*Lee Ann,*

*The boxes arrived today!! Actually, three of them came yesterday and the remaining five today. Thank you so much! Attached is a photo, but I will follow up with more when I distribute the goodies. Please pass on my sincere thanks to Chi Epsilon Sigma and everyone who contributed. These items will be a huge hit.*

*I will write back soon. Thanks again!*

*Glenn*

Glenn's  
Response





12/26

Teresa,

Thank you so much for all of the Buckeye (and few Michigan) items than you sent. They were a huge hit indeed. There is a large group of Buckeye Faithful here at Camp Bucca, Iraq including the Army Brigade Commander, Colonel David Glaser. I made certain that his office was properly adorned! ☺

Again, thank you and all of Chi Epsilon Sigma for your generosity!! I hope you had a wonderful holiday season.

Sincerely,

### Upcoming Program

At the January 2009 meeting, your CES Board voted to implement a challenge to all CES members to embrace a healthier lifestyle. The CES Board agrees that CES members should set an example in accepting the suggestions promoted by Ohio State University Extension in adopting healthier lifestyles and behaviors one step at a time.

More information will be sent to all CES members in the very near future detailing the program we will be adopting to take care of our health.

