



CHI EPSILON SIGMA

Life, Loyalty, Learning

ALPHA CHAPTER ~ THE NATIONAL EXTENSION SUPPORT STAFF FRATERNITY

CES President's Note

Hello CES Members,

CES community is becoming bigger as Central State support staff are joining us for the state. This brings so many possibilities to the table; the ability to see if there are needs for new awards to be introduced, the ability to collaborate on professional development opportunities, and to grow in the friendships that we create.

I want to emphasize in this article what really makes the CES support staff so vitally important for us. As for many support staff our workload seems to be increasing every year. I find myself hopeful to stay afloat, but I worry that I might miss something important. I know if I am having these issues many might be having the same issues as well. I think it is important to stay positive in life, but I also believe that it is just as important to be realistic. I want the support staff to know, I completely understand what each of you go through in your day and want to personally thank you for the jobs you do. I also feel that with CES, those friendships I have acquired help me get through the tough times and we share our stressors, words of encouragement and tips on dealing with life. So, my best advice is to hang in there and when you need to, call someone.

I know that things seem discouraging, but I can't stress enough the fact that as Support Staff we need to offer support to each other. We become strong by lifting each other up. As support, we give that same support to our communities as well as many in the community might look to us as hope to get back to normal things. I know I cannot wait until the warm air does not just stay for a moment.

I am truly blessed to know so many of you.

So, with warm regards,
Patty

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2022 CES Meeting

Dates:

May 9, August 8, and
October 10

Happy 35th CES!!

[Chi Epsilon Sigma Webpage](#)



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Helpful TIPS that may help you in your job:

Microsoft Outlook – Accepting Meetings with “Do Not Send a Response” May Backfire on You

If you have ever wondered whether you should accept Outlook meeting invites with or without a response, please visit this [Microsoft Community question thread](#). Bottom line: You may intend to be considerate by not filling up the sender's Inbox, but they will actually have no way on their end to know that you have accepted the invitation, as your response will not show up in their Tracking tab!

To snip without clicking on the Snipping Tool, use the Windows logo key plus Shift plus S- get the crosshairs cursor to click and drag image and then paste it where you want it.



To Rotate a pdf, use Control key plus Shift key plus +

Copy information to another source: In some documents in our system when you try to copy and paste to another source, it will come up with an error. One example of this is taking the information from the Expense Transfer Form and adding it to Workday for the business purpose. Do a **Control C** to copy it and in the field, you need to paste it to do a **Control V**.

EXCEL:

View a formula in a cell in Excel: Do a control + ~ button next to the numeric 1 at the top of the keyboard or in the formulas tab click on the show formulas.

Clear button: to remove all in the cell(s) – format and contents

To select all the data in an Excel spreadsheet: Click shift + control, and arrow button over  to get the full data from the column and then click on the arrow down button  to reach the last row of data.

HONORARY MEMBERS~ thank you for your continued support, year after year after year....!

<i>Keith Smith</i>	<i>1987</i>	<i>Linda Kutilek</i>	<i>2000</i>
<i>Clarence Cunningham</i>	<i>1987</i>	<i>Jeffrey King</i>	<i>2001</i>
<i>Michael Sprott</i>	<i>1987</i>	<i>Joe Heimlich</i>	<i>2001</i>
<i>Carlene Hamilton</i>	<i>1987- in Memory</i>	<i>James Conner</i>	<i>2003</i>
<i>Bobby Moser</i>	<i>1988</i>	<i>Steve Lichtensteiger</i>	<i>2004</i>
<i>Frederick Hutchinson</i>	<i>1988- in Memory</i>	<i>John Victor</i>	<i>2004</i>
<i>Shirley Brooks Jones</i>	<i>1989</i>	<i>Cindy Buxton</i>	<i>2007</i>
<i>Jo Jones</i>	<i>1990- in Memory</i>	<i>Beth Flynn</i>	<i>2012</i>
<i>E. Gordon Gee</i>	<i>1992</i>	<i>Jared Morrison</i>	<i>2016</i>
<i>Gail Gunderson</i>	<i>1995</i>	<i>Jesse Buxton</i>	<i>2021</i>
<i>Nikki Conklin</i>	<i>1996</i>	<i>Bob Concitis</i>	<i>2021</i>
<i>Ella Mae Bard</i>	<i>1996</i>		

Welcome 3 New Members from Central State!

<https://centralstate.edu/>

Shelby Clark – Regional Program Assistant, Southeast Central State Administration

Sha'Chanda Webster – Davis – Program Assistant, Central State, Xenia Site

Rochelle Williams – Program Assistant, Central State, Greene County



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Personal Glimpse from one of our Central State Members:

: Hello, I am Ms. Sha'Chanda Webster-Davis. My name is more difficult to spell than it is to pronounce. Try it, 'Sha-Shon-da'. . 😊 Now you see, that wasn't difficult, was it? Lol!

I began working for Central State University on September 7th, 2004. My first position on this campus was as a Temporary Secretary at The Student Health Center. I was given the offer via Central State's very own Temp-to-Hire Pool, which currently no longer exists. I worked in that position until April 2nd, 2005. I was then given the opportunity to apply and come on board full time as a Level I – Department Secretary of the Social and Behavioral Sciences Department, which is housed in the College of Humanities Arts and Social Sciences (a.k.a. - CHAS). I worked in that position from June 15th, 2005, until August 20, 2016. I was promoted to Administrative Assistant in July of 2005. I kept that title when I was offered the position in the office of Central State University's Extension, located on the Main Campus inside of the historical Emery Hall. Emery Hall is a beautiful building that was constructed in 1913 and is one of the oldest structures on the Central State University campus.

The building was home to the first academic spaces and a women's dormitory before being closed for several years due to suffering major damage from the 1974 tornado. The building is now home to offices thanks to a restoration project that was completed almost three years ago.

Since being with Extension, I have been in three separate roles, with the first being the Administrative Assistant to Extension. The second is the EFNEP (Expanded Food Nutrition Education Program) Program Assistant for Greene and Clark Counties. Currently, I am still a Program Assistant, but under the Direction of the Extension Site Coordinator. I have the responsibility of making sure that the three closest sites that we have can function by making sure the supplies they need are available, as well as reserving and scheduling classroom space, so our programs can be facilitated while keeping the Activity Calendar constantly updated. I also carry out a host of other daily duties that are important and strictly assigned to me and my role as the Program Assistant to the Extension Site Coordinator. I have been in this current position since March 1st, 2019. My office is located off-campus now at 334 S. Progress Drive, Suite 100, Xenia, Ohio 45385.

There is never a dull moment when working with Extension and having the opportunity to provide the services we offer to our surrounding communities.

I have thoroughly enjoyed working with my Extension Colleagues and I continue to enjoy meeting new people that come to the Programs that we offer to the community.

SAC: Terri Fisher, CFAES Staff Advisory Council Liaison, Chair CES Fundraiser Committee

We are closing out our past auction and gearing up for December 2022. The 19 generously-donated baskets from the December 2021 Silent Auction earned \$1,064 in support of the [Support Staff Excellence Award](#). Thank you to all who donated and participated in bidding! There is a possibility that the 2022 Extension Annual Conference could be in person, so we would be very grateful to have additional volunteers this year! Please email Terri Fisher at fisher.456@osu.edu if you would like to serve with us this December. Thanks again for your support.

SAC Report:

In my role with the college [Staff Advisory Council](#), I am privileged to work with folks from of all the departments in our college. We are beginning a new year under the leadership of Emily Wickham, ACEL Communication and Undergraduate Program Manager, with Misty Harmon, Extension FCS Educator, now serving as past chair. I am currently serving on the task force that organizes the yearly [support staff recognition awards](#) and [staff professional development awards](#). Please feel free to reach out to me or any of the Extension [SAC reps](#) with your ideas, questions and contributions for college leadership!

2022 Secret Friend Activity:

Try your best to send something every month... these should fit in an envelope:

- Seeds – flower and/or garden
- Newspaper clippings
- Puzzle pieces – hold some back and send monthly 😊
- Bookmarks
- Magnets
- Emery boards
- Cartoons and Jokes
- Balloons – not filled of course 😊
- Jewelry
- Magazine articles of interest
- Stencils
- Share a funny story, a favorite quote, something that brightened your day will have a similar effect on others.

What a GREAT turnout for the 2022 Secret Friend activity! We have 18 members signed up (7 NEW members- WELCOME!! --with 2 of those from Central State) **Awesome!** The matches have been made... HUGE THANKS to those taking part... look for some sweet surprises this year! The webform has been UN-published for this year... look for it and sign up for 2023 when it comes open again.

Sister Chapters: Vickie Snyder, CES Annalist, Chair Outreach Committee

[BETA Chapter News](#) – from Arkansas

[Gamma Chapter News](#) – from Kentucky

[Epsilon Chapter News](#) – from Louisiana

OJCEP: [Ohio Joint Council of Extension Professional Committees:](#)

Executive	Scholarships, Grants and Recognition	Professional Development
Personnel	Resource Development and	Membership Recruitment and
Global Relations	Management	Retention
Marketing	Public Issues	

Constitution & Bylaws (our governing documents): Beth Young, CES Past President, Chair CES Constitution and Bylaws Committee

[CES Constitution and Bylaws](#)

[CES Standing Rules](#)

The Extension & Research Support Staff Association

TERSSA National Conference

www.TERSSA.org

September 2022 - Kitty Hawk, NC

This may be the year!!

Current Participating States: Alabama, Kentucky, Louisiana, Maine, Mississippi, Missouri, North Carolina, Ohio, South Carolina and Virginia Tech



CES 2022 Executive Board – contact us:

President – Patty Corfman.4, OA, OSU Extension Operations, Columbus

Vice President – Christina Byrd.282, OA, Franklin County

Treasurer – Chris Comden.1, OA, Defiance County

Secretary – Katie Gorrell.42, OA, Paulding County

Membership Secretary – Paige Matney.30, OA, Lawrence County

Annalist – Vickie Snyder.252, OA, OSU Extension Operations, Caldwell

Historian – OPEN

CFAES Staff Advisory Council Liaison – Terri Fisher.456, OAA, Extension Administration

Support Staff Liaison – Lori Moff.1, OA, Mahoning County

Past President – Beth Young.1414, OA, Butler County

CES Meeting Dates:

- May 9
- August 8
- October 10



All starting at 10AM and a Zoom link will be shared out to all members from President Patty Corfman.

[CES Meeting Schedule](#)

This is YOUR newsletter...

Wanting to involve all members, please share tips/ideas that have helped you in your job, be willing to write a personal glimpse article, share something of interest to support staff, news from a committee, etc...

Committee Sign Up!! 10 committees led by CES Officers as chairs.... Start here to make a difference! [Volunteer on a CES Committee Webform](#)

CES Committees offer opportunities for sharing the load, learning about Chi Epsilon Sigma, stepping out in personal and professional development, taking steps toward leadership and stepping out of our comfort zones...10 committees, sign up for more than one!

<i>CES Annual Meeting Committee</i> – Shall plan the details of the CES Annual Meeting held in conjunction with the OSU Extension Annual Conference.	Oversight by the CES President CES Executive Committee
<i>CES Nominating Committee</i> – Shall secure nominations from the CES membership and prepare a slate of all CES officer positions to be presented to the membership prior to the CES annual meeting.	CES Vice President CES Historian
<i>CES Membership and Annual Meeting Scholarship Committee</i> – Shall be responsible for soliciting applications for the CES Annual Meeting (1) and CES Membership (6) scholarships.	CES Secretary CES Annalist CES Membership Secretary
<i>CES Budget and Finance Committee</i> – Shall be responsible for developing and proposing the budget.	CES Treasurer Input by the CES President CES Past President CES Vice President
<i>CES Extension Support Staff Excellence Award Selection Committee</i> – Shall be responsible for coordinating this annual award including publicity, selection, securing the plaque and processing the paperwork for payment of this award.	CES Membership Secretary CFAES SAC Liaison CES Treasurer
<i>CES Outreach Committee</i> – Shall be responsible for keeping contact with other state CES chapters and promotion in new states.	CES Annalist CES Past President
<i>CES Recognition Committee</i> – Shall be responsible for securing nominations and overseeing the selection process for the CES Members Years of Service Awards, New Member Induction, and Dorothy Rex Inspirational Award. Explore other opportunities for recognition.	CES Historian CES Membership Secretary
<i>CES Fundraiser Committee</i> – Shall be responsible for all CES fundraisers.	CFAES SAC Liaison CES Treasurer
<i>CES Professional Improvement and Activities Committee</i> – Shall explore educational opportunities for professional development-and will promote to support staff. Activities will also be explored to build CES membership relations.	CES Support Staff Liaison CFAES SAC Liaison
<i>CES Constitution and Bylaws Committee</i> – Shall be responsible for reviewing proposed changes and updating the CES constitution and bylaws and standing rules.	CES Past President Input by the CES President CES Vice President