

CE S News

Communication, Education, Service



President's Message

The offer of free membership was very successful! We have had 17 new members join us. Unfortunately, the Fall Family Day was cancelled. It seems that everyone was really busy with other commitments and we only had five members committed to attending. We decided at the last Board meeting to continue our support of the CASA organization by putting on a toy drive for Christmas. This will be done on a regional basis with the local CASA group benefiting from the drive. We will have more information on the toy drive after our October Board Meeting. The Board of Directors also approved Linda Mumphrey (Administration) and Cheryl Duplechain (Departments) to fill the two expired seats on the board. Welcome Linda and Cheryl! We also said goodbye to Julia Mayet the South Central Region Director who retired in September. Julia, we wish you the best! It was decided that a new appointment would not be made. The South Central Region and the Crescent Region will be represented jointly by Jenny Simpson.

The scholarship committee, chaired by Karen Istre, has been very busy. "The Rosalie J. Bivin Professional Development Scholarships" will be awarded for the first time this year. You will see more information about scholarships in the newsletter. I en-

courage all eligible members to apply.

I would like to thank Jodi Davis for designing and printing our membership cards. I will be mailing cards and membership pins to all members in the next two weeks.

Please keep Angela Hood in your thoughts and prayers as she continues to recover from a very serious case of pneumonia. Angela, we all wish you well in your recovery and hope you are back to work real soon!

Mark your calendar for May 4th and 5th for our third annual conference to be held at the Welsey Center in Woodworth, Louisiana.

The next Board of Directors Meeting is scheduled for 9:00 am on October 10th. If you have something that you would like for the Board to take action on please contact your Director with the information.

Danielle Donahue Bayham, President
Chi Epsilon Sigma
Epsilon Chapter

Volume 1, Issue 4

Inside this issue:

Emergency Information	2
Let Me Introduce You!	2
E-Mail Hoaxes Stop Spreading the News!	3
LSU AgCenter Travel Guidelines	4-5
Christmas Community Service Project	5
Scholarship Guidelines And Application	6-8

Dates to Remember

- October 10** Board of Directors meeting, 9 a.m.
- October 31** Deadline for scholarship applications
- May 4 - 5** Third Annual Conference

Emergency Information

In this time of hurricanes, terrorist threats and just every day living there is nothing more important than knowing how to reach family, friends and co-workers.

Every LSU AgCenter research station and extension office has been asked to gather emergency information on each employee. It is imperative that these records be updated each year to assure that when an emergency happens someone will know how to contact family members of an employee. Notice I said "when" not "if", because it is inevitable that one day an accident will occur, several already have in this organization, if they had not had this information the family could not have been reached in a timely manner.

In a file that is accessible to all staff members you should have the name of the nearest relative, their work, home and cell number if applicable. The employee's family physician and where their medical plan allows them to be treated should they need hospital care.

After Hurricanes Katrina and Rita we experienced a communication breakdown. Each parish chair should be given a wallet sized card with the address, phone and cell numbers of each parish employee to make it easier for him/her to reach employees in case of office closures or natural disasters. Every parish chair should contact their employees as soon as possible and report their findings to the Regional Directors or the Director. Each regional director and their assistant should have a list of each parish chair with their home phone and cell numbers. Ask an office in another part of the state to be your contact in case of another hurricane, each employee should be instructed to call that parish and give their personal status, a phone number and address where they can be reached.

No one can plan for an emergency but you can plan in advance in case of an emergency.

Susan Burchfield
Southeast Research Station



Let Me Introduce You!

CES member Karen Brewer has been with the LSU AgCenter for 8.5 years. She is an Administrative Assistant and is located in the Southeast Region Office in Hammond.

Karen has been happily married to Roland Brewer since November 14, 1997. Karen has

two children—Sharon Graham and Michael Graham. She also has three step-children—Heather Brewer, Chad Brewer, and Chip Brewer. Karen has nine grandchildren.

Karen is into sewing, cross stitching, and gardening. She's also learning to quilt.

Here are a few of Karen's favorite things:

Favorite color—Blue

Favorite aroma—Lavender

Favorite food—Chinese

Favorite music—Country and Some Rock

Favorite song—Most anything by Vince Gill

Favorite TV show—*CSI* (all three),

General Hospital and *House*

E-Mail Hoaxes Turn Us into Viruses: Stop Spreading the News!

Well, not exactly, but they are frequently almost as effective as viruses and sometimes more so! We are often flooded with tons of e-mail, and sometimes we get one that really catches our attention, warning us of something we perceive as being extremely important – important enough to take some specific action to fix or prevent something and/or to pass on to everyone else we know. The e-mail itself will often urge us to, *“forward to everyone...”*

STOP!!!

These types of e-mails should immediately raise a red flag, no matter who they are from and no matter how dire the situation appears (yes, even if the e-mail “quotes” CNN, Microsoft and the President). Probably about 99 percent of these “warnings” that we receive are simply rumors or hoaxes. A quick Google search on their topics will often lead to more accurate information or complete refutation of the e-mails’ claims.

We should be completely distrustful of any e-mail “warning” even if it appears legitimate and authentic. Some are harmless and do contain partial truths. They tend to spread just as effectively as a virus, and many of these types of messages in the past have actually instructed people to do things that would cause problems with their computers. Another thing that tends to happen is they will sometimes contain links to malicious websites or executables, that when clicked will actually install viruses or spyware/adware on computers.

If we forward inaccurate information to others (especially using our AgCenter e-mail), and they forward, and they forward, and so on, our AgCenter e-mail address is a permanent part of that e-mail record. An e-mail coming from an AgCenter address will often be deemed as “official” by its recipients – even if it instructs readers to delete or change files on computers that are necessary for normal operation. In this case, the hoax becomes more effective than a virus - our antivirus software is not programmed to stop us from deleting our own files.

What should we do when we receive these warnings? First, verify or refute their content. This is often easily done using a search engine such as Google. Just searching for articles pertaining to the subject or main point of the warning will frequently lead to various informative anti-hoax sites such as <http://www.snopes.com/> or <http://www.truthorfiction.com/>. Once we are armed with the truth, we can actually help stop the spread of e-mail hoaxes and viruses by replying to the person who sent the hoax to us with links to web sites that provide accurate information on the subject matter.

So, instead of “getting egg on our face” by spreading e-mail hoaxes, we can actually be of service to our friends and AgCenter clientele by educating them with the truth!

Davis Dautreuil
Regional Technical Support Specialist
LSU AgCenter, Information Technology

Mission Statement:

The purpose of this fraternity shall be to maintain the standards and ideas, uphold the morale, prestige and respect of the LSU AgCenter support staff; to develop an effective working relationship and spirit of fraternal fellowship among present and emeriti employees of the LSU AgCenter support staff; to encourage professionalism; and to recognize, share and reward professional excellence in job performance.

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We're on the web!

www.lsuagcenter.com/en/administration/about_us/professional_organizations/chi_epsilon_sigma/

General

Submit the original travel voucher on pink paper with original receipts. No copies are needed.

Advance travel authorization is required for all out-of-state and foreign travel. This authorization must be signed by the traveler and approved by the unit head.

The account number on the travel authorization must agree to the account number on the travel voucher. If not, the travel authorization must be revised to reflect the account number that travel is being charged to.

If expenses claimed for reimbursement on the travel voucher exceed the amount on the travel authorization by more than \$100, the travel authorization must be revised.

Rental Cars

Rental cars must have prior approval on the advance travel authorization.

There is a mandatory state contract with Enterprise for in-state vehicle rental.

Parking

Airport parking in Baton Rouge will be paid up to a maximum daily allowance of \$3.50 without a receipt (state's current contract rate) or actual expenses with a receipt.

Airport parking in New Orleans will be paid up to a maximum daily allowance of \$5.50 without a receipt (state's current contract rate) or actual expenses with a receipt.

Documentation required to receive the lower state contract price is an agency-issued photo ID (your LSU ID), business card, state-issued corporate card, or a travel itinerary issued by the state-contracted travel agency designating the employee is on "official State business."

Other Expenses

The following expenses incidental to travel may be reimbursed. The following is not an all-inclusive list.

Tips for baggage handling not to exceed \$1 per bag for a maximum of three (3) bags, and limited to handling two (2) times for arrival and two (2) times per departure. If extra assistance is needed because you have demonstration material, an explanation is required.

For domestic overnight travel, you may be reimbursed up to \$3 for one (1) phone call home upon arrival at each destination and a call every second night after the first night if the travel is extended several days.

Charges for storage and handling of equipment (receipts required).

Gasoline for a university vehicle (receipt required). The vehicle license number must be noted on the receipt.

Conferences

To be reimbursed at conference lodging rates, special documentation is required, as follows:

The traveler must stay at the conference hotel or one of the hotels designated by the conference as an overflow hotel. Documentation must be submitted that verifies this, such as information sent to the traveler prior to the conference indicating the choice of hotels or the conference program itself.

A copy of the conference program or agenda.

A registration receipt if a registration payment is required.

Meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the direct supervisor. If this applies and the cost of the meal was not included in the conference registration fee, it should be noted on the travel voucher that "the meal was an integral part of the conference."



**Summary of Frequently Used Travel Object Codes
(not an all-inclusive list)**

- 2141 – Mileage reimbursed to employees for use of their personal vehicles.
- 2120 – In-state travel – administrative – travel expenses incurred by employees for travel within Louisiana for administrative purposes.
- 2140 – In-state travel – conferences and conventions – travel expenses incurred by employees for travel within Louisiana to attend conferences, seminars, conventions, schools, training courses, etc.
- 2160 – In-state travel – field – travel expenses incurred by employees for routine travel or fieldwork within Louisiana.
- 2220 – Out-of-state travel – administrative – travel expenses incurred by employees for travel outside of Louisiana for administrative purposes.
- 2240 – Out-of-state travel – conferences and conventions – travel expenses incurred by employees for travel outside of Louisiana to attend conferences, seminars, conventions, schools, training courses, etc.

- 2260 – Out-of-state travel – field – travel expenses incurred by employees for routine travel or fieldwork outside of Louisiana.
- 3600 – Postage (including that for soil samples and for pesticide test application). For pesticide test application postage, charge to account #940-26-0203.
- 3703 – Phone calls.
- 4200 – Gasoline for university vehicles.

For more information go to the Travel Regulations for LCES Personnel link at:

https://www.lsuagcenter.net/AccountingServices/index_trav.html

**Jan Bernath, Associate Director
LSU AgCenter
Accounting Services**



Christmas Community Service Project

Chi Epsilon Sigma Fraternity is holding a toy drive for the Louisiana CASA Association. CASA stands for Court Appointed Special Advocates. We officially adopted CASA as our service project at our annual meeting in April where members assembled hundreds of Easter baskets and bags for CASA kids.

All members are asked to contact their local CASA office to learn what is needed for the CASA children during the Christmas season. You can collect money, toys, etc. by asking the AgCenter employees in your area to donate and then bring the donations into the CASA office. One suggestion was to ask the 4-Hers to bring in toys to your office to donate to CASA. There are all sorts of ways to collect for this worthy cause.

For further information on CASA , or to locate an office in your area, please go to the official Louisiana CASA Association webpage at <http://www.louisianacasa.org/locate.html> .

The
Rosalie J. Bivin Professional Development Scholarship
Guidelines

1. Must be a current, paid member of Chi Epsilon Sigma – Epsilon Chapter.
2. Must be at least a 2-year member.
3. Must submit a completed application no later than October 31, 2006. If you are mailing the application, please be sure to mail it so that we receive it on or before October 31st. Applications received after October 31st will not be considered.
4. Two \$250 scholarships will be awarded to the top two applicants.
5. All winners must attend a class, seminar, etc. for professional development associated with their current AgCenter job responsibilities by October 31, 2007.
6. Winners will receive their scholarship funds when they have enrolled in and submit proper documentation that they are enrolled in a class.
7. After completing the class, scholarship recipients must submit a copy of their grade or certificate of completion and a brief summary on how it benefited them as a person and as an employee.
8. Scholarships should be used for registration fees, books, travel, supplies and any incidentals pertaining to the class.
9. Please submit your application to:
Chi Epsilon Sigma Scholarship
Karen Istre
P. O. Box 1407
Jennings, LA 70546

Any questions please contact one of the committee members listed:

Jodi Davis (225) 578-8791
Karen Istre (337) 824-1773
Diane Schneider (337) 788-4880

Angella Hood (318) 927-3110
Melissa Saenz (318) 226-6805

