

CE S News

Communication, Education, Service



President's Message

Members:

Happy New Year! I hope that everyone had a wonderful holiday spent with family and friends.

And how about our LSU Tigers!
National Champions!!

The football season was great and the championship game was awesome!

The first of the year always brings back into focus what our priorities are along with a few resolutions that we all hope to keep throughout the year.

One of Chi Epsilon Sigma's priorities is our Annual Conference. It will be held on May 2-3, 2008. I encourage all members to look ahead to those dates and make arrangements to attend the conference. It's always so much fun with speakers and fellowship. It's great to get together with our counterparts from across the state to compare notes and ideas to bring back to our own area.

Another of our very important priorities is our annual School Supply Drive for CASA kids. CASA is the Court Appointed Special Advocacy for children in Louisiana. We collect school supplies throughout the year. The drive officially kicked off on January 1st. Look for Mary Baronet's article on the school supply drive in this issue for more information.

Our bake sale went off well at the agents' annual conference in December. Look for Cheryl Duplechain's article for the specifics.

There is a membership application in this issue for those of you that may have forgotten to renew your Chi Epsilon Sigma membership for the 2008 year. Also, if you know of anyone interested in joining please encourage them and pass along a membership form.

Until next time...

Karen Istre, President
Chi Epsilon Sigma—Epsilon Chapter

Volume 3, Issue 1

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Dates to Remember

February 22 Board meeting

May 2 - 3 Chi Epsilon Sigma Annual Conference

CES Bake Sale at Annual Conference

The LSU AgCenter & SU AgCenter held its Annual Conference on December 17 – 18, 2007. On Tuesday, December 18th, a jambalaya lunch with entertainment and a market with great holiday shopping were available to all who attended.

After some discussion, it was decided that CES would participate at the market, selling baked goods, as well as having information available about CES. This type of participation at the conference could possibly function as a useful tool to make CES' presence more widely known on campus.

Christy Kaiser, a CASA representative, was also there and brought along informational pamphlets. The CASA organization was chosen for our school drive service project.

Members of CES were asked to prepare various baked goods that were sold in the “bake shop” located in the market. We had a great response by our members with many delicious items being prepared. The sale was quite a success for a first attempt and we made a total of \$190.80 for our organization.

Thank you to each member that took time during the busy holiday season to participate in the bake sale, preparing those delectable treats and giving generously of your time working at the bake sale.

**Cheryl Duplechain, Chairman
Bake Sale Drive**



Let Me Introduce You!

CES member Karen Allbritton has been with the LSU AgCenter for 16 years. She is an administrative coordinator III at Catahoula Parish, Central Region.

Karen has been married to John Wayne Allbritton for the past 15 years. Her wedding date was February 15, 1992.

Karen has three sons. Wesley is married and teaches Agriscience in Houston. Benjamin is a senior at Northwestern and Joseph is a senior in high school.

Karen enjoys cooking and watching TV.

A few of Karen's favorite things:

Favorite Color—Purple

Favorite Aroma—Sweet smells-perfumes, candles, flowers

Favorite Food—Mexican

Favorite Music—Country

Favorite Song—All songs by Alabama

Favorite TV Show—ER

Favorite Movie—Too many to name

Sharing/Emailing a Personal Outlook Distribution List

Has anyone ever mentioned that they would like to have a copy of one of your email distribution lists? Or, have you ever thought that you could sure use a copy of someone else's email distribution list? If so, the process of sharing Outlook email distribution lists is very simple and can eliminate the need of having to manually add/type hundreds of names and addresses. The only requirement for doing this is that both parties must be using Microsoft Outlook as their email application. The steps below describe this process:

1. Open the distribution list that you would like to send to someone
2. Click file save as and give it a descriptive name
(do **NOT** click the "Save" button yet)
3. Choose Outlook Template from the file type drop-down menu, and change the Save Location to desktop or somewhere you can find the file
4. Click the "Save" button
5. Open a new email message and attach the Outlook Template file you just saved

In the body of the email message you will need to include instructions so that the recipient(s) will know how to merge the distribution list into their own contact folder. The table below contains text that should be added to the body of the email message.

To add the attached Outlook distribution list to your own Outlook Address Book/Contacts folder, open that attached Outlook template file and then choose "Save and Close". Now, if you look through your Contacts folder, you should see this distribution list as an entry in your own address book.

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/

Rosalie J. Bivin Scholarship Winners

Congratulations!

Mary Baronet and Ashley Thibodaux were selected as the two recipients of the Rosalie J. Bivin Scholarship. Both will receive \$250. They were chosen from the applications sent in this year.

Mary Baronet works in the Southwest Regional office. She is one of the charter members of Chi Epsilon Sigma. She attended the Ohio State University Extension Support Staff Conference. The sessions she attended all pertained to her daily duties as Administrative Secretary.

Ashley Thibodaux works in the Entomology Department. She is a full time employee and a part time student. She intends to use her scholarship to attend a winter session class. This will move her toward her goal of getting a bachelor's degree.

Thank you to everyone who submitted an application. If you didn't submit one this year, please consider doing so next year. These scholarships can be used for any type of class or meeting that you would like to attend for professional development.

Again, congratulations to our recipients.

Jodi Davis, Chairman
Scholarship Committee

Make Quality Decisions

Making decisions is part of our everyday lives. In the office, you should take the initiative to make a decision when:

- You know what needs to be done.
- When it's within your realm of authority.
- When it unburdens your supervisor.

Formula For the Decision Process

F—Fact finding

A—Analyze

C—Choose the best option

T—Take responsibility and implement

S—Stand on your convictions

Remember to:

- Approach decisions with a positive attitude
- Never procrastinate the process
- Find a mentor
- Trust your intuition
- Practice

You'll never have all the information you need to make a decision. If you did, it would be a foregone conclusion—not a decision.

Source: Fred Pryor Seminars



2008 Membership Form
Chi Epsilon Sigma - Epsilon Chapter
The National Support Staff Fraternity

Name/Address:

Title: _____

E-mail Address: _____

Office Phone # _____

Provide Name of Unit:

Member Registration – New Member or Renewal **\$10.00**

Make check payable to Chi Epsilon Sigma
(Write on the back of your check "For Deposit Only")

For further information contact:

**Karen Istre
President
kistre@agctr.lsu.edu
(337) 824-1773**

**Return this form and your check
to:**

**Sharon S. Salzer
P.O. Box 25203
Room 102N, Efferson Hall
Baton Rouge, LA 70894**

Dear Fellow CES Members:

Our School Supply Drive for CASA Kids gets underway this month. I would like to ask your assistance in making the drive an overwhelming success. For those of you who are new to Chi Epsilon Sigma, below is information on the hardworking Association.

The mission of the Louisiana CASA Association is to ensure that each abused and neglected child in the Louisiana legal system has a competent and caring volunteer advocate through quality, local member CASA programs.

The heart of the program is the Court Appointed Special Advocate (CASA), a specially trained and supervised community volunteer, appointed by a Judge. CASAs help to secure safe and permanent homes for abused and neglected children by investigating and monitoring cases involving children in foster care.

CASA volunteers are men and women who want to help the children in their community. They come from all walks of life ... have a variety of backgrounds ... young and old ... working and retired ... are all volunteers .. and they all have the same desire ... to make a difference in the life of an abused or neglected child.

Please help us help CASA Kids in Louisiana. I will be forwarding a flyer for you to place in your department, parish and station locations. Feel free to personalize the flyer to your office and distribute to all employees. I encourage you to contact your local businesses for donations. Once again, we will bring all donations to the Annual Meeting in May and separate them among different areas of the state.

Your assistance is greatly appreciated and if you have any questions, please contact me.

Sincerely,

**Mary S. Baronet, Chair
CASA School Supply**

Editing Tips

It's a matter of spacing.

- Put one space only after a period, not two spaces as you did on the typewriter.
- Do not use spaces between initials. Example: G.W. Bush is the president.
- Write AgCenter as one solid word, no space between Ag and Center.
- Do not put a space behind or in front of parentheses
(the material that appears between the two)
- Do not put a space between a number and the percent sign. It's 9% or 22%. Figures are always used with % signs.