

CES News

Communication, Education, Service



President's Message

As 2006 begins to wind down I reflect over the past year of Chi Epsilon Sigma. Like many things in life we had some things that worked and some things that did not. The Fall Family Outing was canceled due to low enrollment. The CASA toy drive for Christmas was not the success that we had hoped. However, we can count as successes our wonderful annual conference, a fantastic CASA Easter Basket Service Project, two service awards at our annual conference, great response to our "free" membership drive, and two professional development scholarships. Not to mention the awesome spirit of fraternal fellowship that has developed in our membership!

Closing the book on 2006, please join me in looking forward to the opportunities of 2007.

Our annual membership drive is currently in progress. Please see the web site for the membership application and all the necessary information. I encourage all LSU AgCenter Support Staff to consider joining. Our goal of 100 members is achievable. The next Board Meeting is scheduled for January 16th at 10:00 a.m. in 104 Efferson Hall. A nominating committee will be formed to prepare the slate of candidates for officer and director positions that will be voted on at the annual conference. If you would like to serve our organization please contact any Board Member prior to January 16th so you can be included on the ballot. We would like to repeat our Easter Basket Project again this year. We will meet at the Central Regional Office to prepare the baskets. More information will be forthcoming as time for the drive nears. Our Annual Conference has been scheduled for May 4th and 5th at the Wesley Center in Woodworth, Louisiana. The Board is currently working

on a theme for the meeting. If you have any ideas about something you would like to have, see, or learn about at the annual conference please contact me as soon as possible. Feedback from the members is crucial to our success.

Please join me in finding ways to create 12 months that are the most exciting, meaningful, and heart-fulfilling of our entire lives. It is all about tending to and turning on that beautiful, inner light that we've all been given. Debbie Ford suggests meditating on these questions:

Are you giving yourself the emotional, intellectual, physical, and spiritual nourishment that you need?

In the garden of your life, what is flourishing and what's dying on the vine?

What is the cost to you every time you suppress your emotions, ignore your dreams, or deny your own needs?

What is it that will have you come even more fully alive in 2007? Are you willing to reclaim the passion, power, enthusiasm, and zest for life that may be weighed down by stress, overwork, and unattended emotions?

Do you have a vision for your life that is big enough for you?

These questions cover a lot of ground, and that is exactly what we can do together in the New Year. It is my great joy to support you in embracing all of who you are in 2007! We can defy gravity and soar to astounding heights in our support of the LSU AgCenter by self-improvement and recommitment. ***Happy holidays to everyone and my best wishes in the New Year!***

Danielle Donahue Bayham, President
Chi Epsilon Sigma, Epsilon Chapter

Volume 2, Issue 1

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Dates to Remember

January 16 Board Meeting, 10 a.m.

February 15 Deadline for applications for membership to CES

May 4 - 5 Third Annual Conference

Workplace Ethics

CE S News

Volume 2, Issue 1

Trust is a big topic in workplace seminars. Business organizations insist customer trust is a critical business asset. In discussion of employers-employee relations widespread mutual distrust is raised as a major concern. Of course, sensitivity to the importance of trust is, overall, a good thing, but there is something inherently self-defeating about looking at trustworthiness as a strategy rather than a moral duty.

It would be foolish not to realize the practical benefits of honesty, loyalty, fairness, and responsibility. Motive is crucial. Organizational leadership that insists on doing the right thing based on principles and values can be trusted to act honorably in all circumstances.

On the other hand, an organization that acts virtuously only when it's good business can be trusted only to do what's in its self-interest.

Being ethical at your job requires two separate skills: first, the ability to sort through complex problems with conflicting ethical values to determine the right thing to do; and second, to perceive and overcome the pressures and temptations that often prevent us from doing it.

Even when the right thing is clear, doing it isn't always easy. In some jobs, dishonesty, hypocrisy, unaccountability and disrespect are so common that it throws off our moral compass. In every occupation, the pressure to get the job done leads individuals and groups rationalize between expediency and ethics.

The ultimate test of character is the willingness to do the right thing despite the cost and risks and to do it without any expectation of approval, advantage, or reward, but simply because it is the right thing to do. In our times, it's easy to think such leadership is unattainable, yet in every community there are hundreds of such men and women, parents, teachers, coaches, and hard working people.

Ethical choices in the workplace:

- Have a sense of duty; follow workplace policies
- Be reliable; know and fulfill your responsibilities
- Provide truthful, accurate information
- Respond to all messages and return phone calls and email.
- Attend meetings on time; be well prepared
- Show respect for all positions within the workplace
- Give accurate information when decisions must be made
- Be tolerant, respectful, and try to understand differing points of view
- Respect the property of employers, co-workers, suppliers and customers
- Refuse to threaten, intimidate, coerce, harass, or hurt other employees
- Solve disagreements, respond to insults and deal with anger peacefully
- Be accountable and accept responsibility rather than make excuses.
- Do your part; hold yourself and others accountable for assigned responsibilities
- See the potential of fellow workers and encourage them
- Express gratitude to people who help you.
- Never deceive or mislead with words or actions

References:

Ethics in the Workplace Training Materials, Josephson Institute of Ethics, 2001
Workplace Ethics, Lessons to Strengthen Character, LSU Ag-Center, 4-H Youth Development Department 1999.

Sarah E. Williams
Extension Associate
4-H Youth Development



Let Me Introduce You!

CES member Faye Ritchie has been a secretary with the LSU Ag-Center in West Feliciana Parish 19 years.

Faye is happily married to John (Butch) Ritchie, Sr. They have four children and three grandchildren.

Faye and Butch live on 26 acres of land. They have 7 horses, 2 mules, 4 cats, 2 dogs and pigs and chickens.

Faye is an avid LSU Tiger fan of all sports, but baseball is her favorite.

She is a member of the United Methodist Church in St. Francisville and teaches Sunday School.

In her spare time, Faye loves to sew, cook and read. "If you have a book with you, you can never be bored" is Faye's principle.

She loves her family and feels blessed beyond words. One tradition in the Ritchie family is to gather for Sunday lunch. Sometimes there are 45 people, sometimes only 20.

Favorite Color—Bright colors, all of them

Favorite Aroma—Newly mowed grass in the summer
And a wood burning fire in the wintertime

Favorite Food—Fried chicken and watermelon

Favorite Music—The old gospels

Favorite TV Show—NCIS and A-Team

Favorite Movie—The Parent Trap (Haley Mills)
And all John Wayne movies

Rosalie J. Bivin Professional Development Scholarship Winners

The winners of the *2006 Rosalie J. Bivin Professional Development Scholarships* were Karen Istre and Danielle Bayham. Karen and Danielle will attend a class or seminar within the next year for professional development to help them perform better at their respective jobs.

Karen has been an Administrative Coordinator in the Jefferson Davis Parish Office in Jennings, La. for almost 11 years.

Danielle started with the Biological and Agricultural Engineering Department in Baton Rouge in October of 1983 and has been with them ever since. She has now moved up to an Administrative Coordinator position.

The guidelines for this scholarship are fairly simple. You must be at least a 2-year current paid member of Chi Epsilon Sigma – Epsilon Chapter. After submitting your application ON TIME, you must attend a class, seminar, etc. for professional development associated with their job within the next fiscal year. Winners will receive their scholarship check when they have enrolled in a class and submit proper documentation that they are enrolled. At the conclusion of the class, winners must submit a brief summary on the class, how it benefited them as a person, and how it benefited them as an employee. Scholarships should be used for registration fees, books, travel, supplies and any incidentals pertaining to the class.

With this being the first year for these scholarships, the entries were few. Hopefully, in the future the entry numbers will increase.

Congratulations to our winners!

Angela Hood
CES Board Member
Administrative Coordinator
Claiborne Parish

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/

Have you ever received emails from the IRS, eBay, PayPal, or a financial institution informing you that you have additional money available (that you were previously unaware of), or requesting that you verify your account information? They often appear to come from someone with an appropriate email address; have what appear to be appropriate looking logos, copyrights, and even equality statements; and contain links to websites with what appear to be legitimate addresses. Beware – looks are often deceiving – you were a potential phishing victim!

What is "Phishing?"

Phishing attacks use 'spoofed' e-mails and fraudulent websites designed to fool recipients into divulging personal financial data such as credit card numbers, account usernames and passwords, social security numbers, etc. By hijacking the trusted brands of well-known banks, online retailers and credit card companies, phishers are able to convince up to 5% of recipients to respond to them.

How to Avoid Phishing Scams

The number and sophistication of phishing scams sent out to consumers is continuing to increase dramatically. While online banking and e-commerce is usually safe, as a general rule you should be careful about giving out your personal financial information over the internet. The compiled list of recommendations below can help you avoid becoming a victim of these scams.

1. Don't use the links in an email to get to any web page requesting sensitive or financial information

- Instead, call the company on the telephone, or log onto the website directly by typing in the Web address *that you know to be correct* in your address bar

2. Be suspicious of any email with urgent requests for personal financial information

- Phishers typically include upsetting or exciting (but false) statements in their emails to get people to react immediately

- They typically ask for information such as usernames, passwords, credit card numbers, social security numbers, etc.

- Phisher emails are typically NOT personalized, while valid messages from your bank or e-commerce company generally are

3. Avoid filling out forms in email messages that ask for personal financial information

- You should only communicate information such as credit card numbers or account information via a secure website or the telephone

4. Always ensure that you're using a secure website when submitting credit card or other sensitive information via your Web browser

- To make sure you're on a secure Web server, check the beginning of the Web address in your browsers address bar - it should be "https://" rather than just "http://"

5. Consider installing a Web browser tool to help protect you from known phishing fraud websites

- Internet Explorer 7 has a new anti-phishing security feature

- Spybot Search & Destroy and SpywareBlaster can both help to do this

6. Regularly log into, check and monitor your online accounts

- Don't leave any online accounts for as long as a month before you check each of them

- Regularly check your bank, credit and debit card statements to ensure that all transactions are legitimate if you use these in any fashion for transactions over the internet

- If anything is suspicious, contact your bank and all card issuers

7. Ensure that your computer and web browser are up to date and security patches applied

- Visit <http://windowsupdate.microsoft.com/> to download the latest Microsoft updates for your home PC

8. Always report "phishing" or "spoofed" e-mails to the AgCenter IT Department:

- Forward the email to spamalert@agcenter.lsu.edu

- When forwarding spoofed messages, always include the entire original email with its original header information intact

This article is courtesy of:

LSU AgCenter, Information Technology



2007 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**

Membership dues are due February 15, 2007

Make check payable to Chi Epsilon Sigma

(Write on the back of your check "For Deposit Only")

Return this form and your check
to:

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