

CE S News

Communication, Education, Service



President's Message

Dear CES Members,

Our annual membership drive has just concluded and we currently have 48 members. Did you just put it to the side to take care of later and forget? Last year at this time we had 60 members. I would like to challenge our current membership to recruit one co-worker to join. Each one bringing one would increase our membership closer to our goal of 100 members. I would also ask if you have any suggestions or recommendations for maintaining and increasing our membership to contact one of the Board of Directors. I promise we will follow up on all your comments in the membership arena.

Chi Epsilon Sigma bids a fond farewell you our Charter Administrative Liaison, Dr. Rosalie Bivin. Mary Baronet, Charter President, presented Dr. Bivin with a "Lifetime Membership Award" on behalf of our organization. Mary eloquently expressed our gratitude to Dr. Bivin for all her efforts in establishing the Epsilon Chapter and her involvement with our organization. We certainly wish Dr. Bivin best regards for a healthy and happy retirement. Dr. Paul Coreil has approved Dr. Debra Davis as our new administrative liaison. We all welcome Dr. Davis and look forward to working with her in the future.

Saturday, March 24th, Cheryl Duplechain, Linda Mumphrey, Sharon Salzer, and I met at Efferson Hall to prepare Easter baskets for the CASA kids. We would like to thank all those who contributed to our service project. We made 90 Easter baskets that were distributed in East Baton Rouge, Iberville, and Livingston parishes. The Board has received feedback to once again tie our service project to the annual conference and we hope to do so next year. Thanks again for the bringing joy to the heart of a child in foster care at Easter!

Elections for President-Elect and Secretary are currently being held. Please be sure you return your ballot to Angela Hood no later than April 5th. Diane Schneider is our awards chair this year. All nominations for the Award of Excellence and the Above and Beyond the Call of Duty Awards are due no later than Monday, April 2nd. Please be sure you get your nominations in!

Faye Ritchie is heading up our silent auction for the conference and welcomes your contributions to our fund raising effort. Please e-mail Faye and let her know the item you plan to donate as well as an estimated value of the item. Karen Istre is looking for items to use for door prizes. We all like winning these! Please assist Karen in her vision of a prize for every member! Last, but not least, we need items for our welcome "goody" bags. Plastic cups, pencils, pens, or whatever you can get donated will be welcome. We would like to prepare 30 very well stocked bags for all our members in attendance. Jodi Davis is currently finalizing the program for our annual conference to be held May 4th and 5th at the Wesley Retreat Center in Woodworth, Louisiana. This year's theme is "Your Survival Toolkit". Please join with fellow members in acquiring new tools for "survival" in the workplace. I think we will have something of interest for everyone. I look forward to seeing all of you there!

Danielle Donahue Bayham, President
Chi Epsilon Sigma, Epsilon Chapter

Volume 2, Issue 2

Inside this issue:

Dr. Rosalie Bivin Honored	2
Let Me Introduce You!	2
Greetings from The Copy and Mail Center	3
Have You Been 'Spoofed'?	4
Chi Epsilon Sigma Easter Drive	5
CES Annual Conference Registration Form	6
CES Annual Conference Program	7

Dates to Remember

April 20 Registration Forms due for Annual Conference

May 4 - 5 Third Annual Conference

Dr. Rosalie Bivin Honored

Dr. Rosalie Bivin started her career at the LSU AgCenter as an Instructor in 1973. She moved into a Specialist position with the Cooperative Extension Service four years later. In 1980 Dr. Bivin transferred to the LA Department of Education as an Education Program Manager. After ten years, Dr. Bivin returned to the AgCenter as a Specialist in the Division of Home Economics. Over the next seventeen years, Dr. Bivin was promoted to Division Leader, Assistant Director, Associate Director and Assistant Vice Chancellor.

Dr. Bivin has always been very supportive of support staff. She was very instrumental in the development of the Chi Epsilon Sigma Fraternity at the AgCenter and her continued guidance as the faculty advisor has been invaluable. At Dr. Bivin's retirement reception in March, she was presented a certificate as a lifetime member of Chi Epsilon Sigma by Mary Baronet, past president of the fraternity.

Chi Epsilon Sigma would like to extend many thanks to Dr. Bivin for all her help and support of our organization. Best wishes!

Sharon Salzer
Asst. Director
Human Resource Management



Mary Baronet, past-president, presented Dr. Rosalie Bivin with a certificate for lifetime membership in Chi Epsilon Sigma.

Let Me Introduce You!

CES member Cheryl Duplchain has been with the LSU AgCenter for 2 ½ years. She is an administrative coordinator 3 with the School of Renewable Resources on the LSU campus in Baton Rouge.

Cheryl has been married to her husband, Keith, since July 24, 1976. They have two children: Joshua who is 27 and

Ashley who is 25.

Cheryl enjoys reading, singing, hiking and cycling. She's also very active in Chi Epsilon Sigma and serves at the director for Departments.

Favorite Color—Green

Favorite Aroma—Fresh baked bread, patchouli

Favorite Food—Fried shrimp

Favorite Music—Adult contemporary, Christian, and classical

Favorite Song—I Can Only Imagine by MercyMe

Favorite TV Show—Without a Trace

Favorite Movie—Return to Me

Greetings from the Copy and Mail Center

There are a few problems that I still come across when it comes to printing and mailing lists. Some of the most common ones involve filling out the print request form. Below are some of the mistakes that are still made.

1. No budget code – please make sure that this line is filled in. This is very important for billing purposes. If we are going to bill this to a group or association, you can put the name of that group or association in that line, along with an address of where to send the bill to.
2. Number of originals – the number of originals is the number of pages that are to be printed. If you have an original that is already backed, you must count each side separately.
3. No authorized signature – a signature must be on this line, whether typed or original signature.

I also get a lot of questions about the difference in backed-tumble fashion and backed-book fashion. The easiest way to remember the difference is that tumble fashion is like looking at a flip chart and book fashion is like reading a book. 95% of the print jobs that are backed will be done book fashion.

When you are sending a print job to the copy center, please try to send the electronic copy. More and more of you are putting graphics and pictures in your newsletters to make them more appealing. Because of this, the electronic copy comes out much cleaner and clearer. If you must send a hard copy, please don't fold it when you put it in the mail. Keep it flat and mail it in a larger envelope if necessary.

When sending the electronic copy, you can either e-mail it to me or you can use the IRP (Internet Remote Print). There is a new print driver for the IRP which can be downloaded from the intranet at https://www.lsuagcenter.net/MgtOps/Remote_Print/installation.asp.

Mailing lists – there is a certain format that we have to use when doing bulk mail. When you are setting up your mailing lists, these are the fields that are a must: first name, last name, address, city, state and zip. You may have other fields in your database, but these are the ones I need. Make sure that the same information is in the same field (i.e. make sure that if you have a company field, that only the company name is in that field, not an address). Also, the city, state and zip must be in separate fields.

If you ever have any questions about copying or mailing, please feel free to contact me at anytime. My e-mail address is jmonk@agcenter.lsu.edu, or you can call me at 225-578-8791.

Jodi Davis
Administrative Manager II
Copy/Mail Center

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.

Editor: Karen Istre
P. O. Box 1407
Jennings, LA 70546
kistre@agctr.lsu.edu

We're on the web!

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

Many of the new computer viruses plaguing the internet today not only cause computer problems, but social havoc as well. They use a method known as “email spoofing”. Email Spoofing simply describes the situation where the name listed as “From” in an email message was either programmatically selected at random from an email address book on a computer that is infected with a virus, or manually placed there with the intent of deceiving recipients. In both cases, the message did not actually originate from the indicated name/address.

Have you been accused of sending email viruses or received a call from an associate asking “Why did you send me a virus”? The fact that your name and/or email address (or anyone else’s) is listed in the “From” or “Sender’s” section of an email message that is infected with a virus or contains spam does not necessarily mean that your computer is infected with a virus!!!! It simply means that you have been “Spoofed”!! – Your name/email address was the randomly selected entry (from someone else’s computer) to be used as the “Sender”.

So....the only thing that can be definitively deduced when someone receives an infected email message with your name/address listed as the sender is that both you and the recipient(s) of the message in question are listed as entries in one or more infected computers’ address books. The virus or program randomly placed your name in the “Sender” section of infected messages that were sent out from someone else’s infected computer.

Spammers are frequently using the same technology to get around email filters/spam blockers. Normally, spam blockers are configured to allow all email from a specific domain, such as *agcenter.lsu.edu*, to pass through untouched, regardless of the e-mail’s content. This is intended to reduce the chances of valid email messages from being blocked. You will also likely one day be accused of sending spam as well.

Things to Remember:

- Do **NOT** open email attachments that you were not previously expecting to receive without first verifying that the person listed as the “Sender” actually intended to send it to you.
- If you are sending someone an attachment that may not be expecting it, notify them with a brief email message or phone call that you will be sending it (this may prevent them from deleting your message as a possible virus).
- Do **NOT** accuse someone of sending viruses or spam just because it was sent with their name in the “From” section of the email.

If you have been accused of sending viruses or spam by someone else, update your virus definitions, scan your computer for viruses, and let them know: “*My Computer is virus free. My email address was ‘Spoofed’.*” and send them the link below that explains what this is and how this works.

Click on this link for more information:

<http://www.lse.ac.uk/itservices/help/spamming&spoofing.htm>

Davis Dautreuil
Regional Technical Support Specialist
LSU AgCenter, Information Technology



Chi Epsilon Sigma Easter Drive is Huge Success

Saturday, March 24th, Cheryl Duplechain, Linda Mumphrey, Sharon Salzer, and Danielle Bayham met at Efferson Hall to prepare Easter baskets for the CASA kids. We would like to thank all those who contributed to our service project. We made 90 Easter baskets that were distributed in East Baton Rouge, Iberville, and Livingston parishes.

In the northern part of our state, Chi Epsilon Sigma members also collected Easter items for the drive. They delivered them right before Easter.

Easter contributions received from the Southwest Region Chi Epsilon Sigma members recently donated more than 60 Easter baskets for children served by the Court Appointed Special Advocates of Acadiana. Accepting the donations were representatives from CASA; Tish Evans, CASA advocate coordinator and Francine Sias, CASA regional director for community partnerships. CASA of Acadiana's mission is to help abused or neglected children in the judicial system, providing court-appointed assistance in 11 parishes, including Acadia, Lafayette, Vermillion, St. Landry, St. Martin, St. Mary, Iberia, Iberville, Pointe Coupee, West Baton Rouge, Lafourche.

The Jeff Davis 4-H Junior Leaders collected Easter candy and toys for the Chi Epsilon Sigma drive. They collected over 50 toys and stuffed animals along with loads of Easter candy for the drive. Many thanks to the Jeff Davis 4-H Junior Leaders for their support of our Easter drive.

CASA 's mission is to help abused or neglected children in the judicial system, providing court-appointed assistance. Thanks to everyone for helping to make this a huge success for the second year!!



From left to right are Tish Evans, CASA advocate coordinator; Francine Sias, CASA regional director for community partnerships; Mary Baronet, Diane Schneider and Kim Guidry, all LSU AgCenter employees at the Rice Research Station and members of Chi Epsilon Sigma.



Jeff Davis Jr. Leaders contributed Easter candy, stuffed animals, and toys to the Chi Epsilon Sigma Easter Drive.

Your Personal Survival Toolkit for 2007



Annual Conference Wesley Retreat Center, Woodworth, LA Friday and Saturday, May 4 & 5, 2007

Name: _____

Address: _____

City, St, Zip: _____

I will attend for following sessions: (please check one)

- Friday and Saturday – double occupancy \$50.00 _____
Rooming with: _____
- Friday and Saturday – single occupancy \$65.00 _____
- Friday only \$15.00 _____
- Saturday only \$10.00 _____

Total Enclosed: _____

Mail the completed form and your check by Friday, April 20, 2007 to:



Sharon Salzer
Room 102N Efferson Hall
Post Office Box 25203
Baton Rouge, LA 70894

Friday, May 4, 2007

11:00 – 1:30 p.m.	Check-in & Registration
1:30 p.m.	Opening Session
1:30 – 2:00 p.m.	Welcome Dr. Debra Davis Administrative Liaison
2:00 – 3:00 p.m.	
3:15 – 4:15 p.m.	Safety Demonstration Beth Whittington Associate Professor Criminal Justice
4:30 – 5:30	ID Theft Adrienne Vidrine Extension Agent Acadia Parish
6:00 – End	Social and Dinner

**There is a silent auction going on tonight.
Please look around and bid on any items that you would like.**

Saturday, May 5, 2007

7:00 – 7:30 a.m.	Power Walk
7:30 – 8:30 a.m.	Breakfast
8:30 -9:30	
10:00 – 11:00 a.m.	True Colors Dr. Debra Davis Professor ODE
11:00 a.m.	Election Results Officer Installation Ceremony
Adjourn	

