

# CE S News

## *Communication, Education, Service*



### President's Message

Members:

I would like to encourage you to consider applying for our Rosalie J. Bivin Professional Development Scholarships for members. Two \$250 scholarships are awarded yearly. You must be a current, paid member and have been in Chi Epsilon Sigma for at least two years. These scholarships may be used for registration fees, books, travel, supplies and any incidentals pertaining to the class. The application and guidelines are included in this newsletter. This is a great opportunity for professional and personal improvement.

Our membership drive for current and new members begins in October. I would like all current members to renew their membership for the 2008 year. I also ask that members encourage others to join Chi Epsilon Sigma. Included in this newsletter is the membership application. Please take the time to fill it out and mail it to Sharon Shalzer. The Chi Epsilon Sigma was formed for support staff in the LSU AgCenter. This fraternity offers support staff opportunities for professional development, leadership and recognition.

One very important item we have established 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 and bring them all to our annual conference where we divide them to be delivered to CASA organizations across the state. I would like for each Chi Epsilon Sigma member to ask all LSU AgCenter employees they work with to donate school supplies for our drive. If every member collects in his or her office, we should be able to give these kids many needed school supplies. The drive officially kicks off on January 1st.

Until next time...

**Karen Istre, President**  
**Chi Epsilon Sigma—Epsilon Chapter**

Volume 2, Issue 4

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### Dates to Remember

- October 1** Chi Epsilon Sigma membership drive
- October 20** Election Day, please practice your right to vote!
- October 31** Halloween
- November 22** Thanksgiving Holiday—all offices closed
- December 18** Chi Epsilon Sigma sweet sale for annual conference

# CES Bake Sale at Annual Conference

I know all of you would like to promote Chi Epsilon Sigma to everyone in our organization. One way the board of directors has come up with is having a bake sale at the agents' annual conference in December. Jodi Davis has designed a very nice brochure about all aspects of Chi Epsilon Sigma. She has also recently finished work on a Power Point presentation on CES.

Annual Conference is December 17 and 18, 2007. During annual conference there is an AgCenter Market held on December 18th between 11:30 a.m. and 1:30 p.m. We plan on having a table set up during this time with our brochures available for AgCenter employees to pick up and learn more about Chi Epsilon Sigma. We will also have the Power Point presentation running on a laptop for them to view. We will also have membership forms available for staff to bring back to their offices for eligible employees to join CES.

Our CASA school supplies drive is our big service project. We will have information about CASA available also to let everyone know what CASA is all about and why this is a very worthy cause.

Also available at the booth will be Christmas gift ideas that faculty and supervisors can use for current members in their areas. Some ideas will be paid membership, fee for CES annual conference, CES shirts, etc.)

Our most important item in the booth is sweets to sell. The board of directors is asking CES members to make something sweet, such as cookies, brownies, etc. Please wrap them individually for easier selling. An easy way to get them to annual conference will be to ask an agent from your office to deliver them to Jodi (Monk) Davis in Knapp Hall on Monday of annual conference.



## Let Me Introduce You!

CES member Gaye Richard has been with the LSU AgCenter for 4 ½ years. She is an administrative coordinator 4 at Central Region/Dean Lee Research Station.

Gaye has been married to Bennie H. Richard for the past 23 years. Her wedding date is February 10, 1984.

Gaye has a daughter, Stacy who is married and has two children. Gaye also has a son, Michael.

Gaye enjoys reading, walking and camping.

Her birthday is March 8.

A few of Gaye's favorite things:

**Favorite Color**—Salmon

**Favorite Aroma**—Gardenia

**Favorite Food**—T-bone steak and Caesar Salad

**Favorite Music**—Contemporary Praise and Worship

**Favorite Song**—

**Favorite TV Show**—CSI Miami and The Biggest Loser

**Favorite Movie**—Pretty Woman

# LSU's FilesToGeaux – Exchanging Large Amounts of Data

LSU (Main Campus) has recently made available a service that can be extremely useful if you are trying to exchange data that is too large for emailing (pictures, PowerPoint presentations, etc...) with someone outside of your office. Anyone who has an LSU PAWS logon ID can create an account on the FilesToGeaux server. After the account is created, a link can be sent to anyone (LSU employee or not) and they will be able to upload or download files to that server.

Here are a few things to keep in mind when using this handy service:

- Only one file may be uploaded at a time – so make sure to use Windows Compression (ZIP) for transfer of multiple files.
- Each file will have its own URL or link
- Each account has 1,000 MB (1 GB) storage capacity
- Files will be automatically and permanently deleted from the FilesToGeaux server after 90 days

Step-by-step instructions for using FilesToGeaux can be found at: [https://www.lsuagcenter.net/infotech/support/hot\\_topics/filestogeaux.htm](https://www.lsuagcenter.net/infotech/support/hot_topics/filestogeaux.htm).

Mia Lewis, LSU AgCenter Regional Technical Support Specialist  
SE/Hammond/New Orleans



#### 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/](http://www.lsuagcenter.com/en/administration/about_us/professional_organizations/chi_epsilon_sigma/)

On any given day, do you write a check, use a debit card, pay a doctor bill, make a call on your cell phone, or apply for credit somewhere? Chances are, when you make these transactions, you don't give them a second thought, but someone else may!

Identity theft occurs when somebody uses your personal information like your name, social security number or credit card number without your permission to steal from you or commit crimes under your name.

The Federal Trade Commission estimates that as many as 9 million Americans have their identities stolen each year. Probably each of us knows somebody who has experienced some form of identity theft.

What might these thieves do? They may rent an apartment, buy a car, obtain a credit card, establish a telephone account in your name or withdraw funds from your bank accounts. You may not find out about the theft until you review your credit report, a credit card statement, your bank statement, or until a collector comes knocking at your door!

Skilled identity thieves use a variety of methods to get your information, including: **dumpster diving**--rummaging through trash to find bills or other papers containing your personal information; **phishing**--pretending to be from financial institutions or companies and sending spam or pop-up messages to get you to reveal your information; **changing your address**--they may divert your billing statements to another location by completing a change of address form; or **plain old-fashioned stealing**--stealing wallets or purses, mail, including bank or credit card statements, pre-approved credit card offers, new checks or tax information. They may also steal personnel records or bribe employees who have access to those records.

The best way to determine if you have been a victim of identity theft is to monitor your accounts and bank statements monthly, and check your credit report on a regular basis. If you do so, you may be able to limit the amount of damage caused by an identity thief. Remember, each of us may request a free credit report from each of the three credit reporting agencies annually by visiting [www.annualcreditreport.com](http://www.annualcreditreport.com). You may want to order a report from just one of the agencies every four months so you will have the opportunity to check your report for free throughout the year. If you request all three at the same time, you will shorten the time frame of your free reports.

Here are some tips about how you can reduce your risk:

1. Carry with you only the ID & the minimum number of debit and credit cards you'll actually need at any given time. Make sure you sign all new credit cards immediately with permanent ink. If you have applied for a new credit card and it does not arrive within a reasonable time, contact the issuer.
2. Don't carry your Social Security card in your wallet; leave it in a secure place at home.
3. Give your SSN only when absolutely necessary. Ask to use other types of identifiers when possible. Take your SSN off your drivers license. Since 1996, Louisiana has allowed drivers to omit Social Security numbers from licenses.
4. Try to memorize passwords instead of recording them on paper or on the computer.
5. Create passwords or codes that are not obvious; avoid

using your birth date, your mother's maiden name, or your pet's name for passwords or PIN numbers.

6. Don't give out personal information over the phone, through the mail or over the internet unless you've initiated the contact or are sure you know who you're dealing with.

Be wary of phone solicitors and door-to-door salesmen.

7. Guard your mail & trash. Deposit outgoing mail in post office collection boxes or at your local post office, rather than in an unsecured mailbox. Promptly remove mail from your mailbox.

If you are going to be away from home, be sure someone you trust collects your mail in your absence or ask the post office to hold your mail until you return. Don't throw personal information into the garbage without shredding first.

8. Use a shredder to destroy charge receipts, copies of credit applications, insurance forms, physician statements, checks and bank statements, expired charge cards that you are discarding, and credit offers you get in the mail.

9. Never leave receipts behind after making a purchase.

10. While making a transaction in person, keep your eye on the cashier. A new crime, known as "skimming", involves a cashier receiving your credit card purchase, then quickly skimming it through a portable device that picks up the information on the card for unauthorized use later.

11. Stay focused during transactions. Try not to get distracted. It only takes a few moments for an ID thief to steal pertinent information.

12. Be aware of "Shoulder Surfers!" Shield your numbers when using an ATM machine or using a calling card at a pay phone. "Shoulder Surfers" look over your shoulder and quickly memorize the numbers you are punching.

13. Do not make purchases from unsecured internet sites. Use a secure browser -- software that encrypts or scrambles information you send over the Internet -- to guard the security of your online transactions.

14. If online 24/7; turn off computer when not in use. With faster internet capabilities, people tend to leave their computers on continuously since they are no longer using phone modems and tying up their phone lines; but personal information can be obtained by hackers who do their best work at night while we are sleeping.

There are some other things as consumers we can do to help fight identity theft. Be aware of how information is stolen and what you can do to protect yours, monitor your personal information so you can uncover problems quickly, and if you suspect your identity has been stolen file a police report work to correct your records and contact all companies that opened fraudulent accounts. You can also help fight identity theft by educating your friends, family and members of your community!

For more information, visit the Federal trade Commission website at [www.ftc.gov](http://www.ftc.gov).

**Adrienne Vidrine**  
Extension Agent, Family and Consumer Sciences  
Acadia Parish



**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**



## The Rosalie J. Bivin Professional Development Scholarship Guidelines

Must be a current, paid member of Chi Epsilon Sigma – Epsilon Chapter.

Must be at least a 2-year member.

Must submit a completed application no later than October 31, 2007. If you are mailing the application, please be sure to mail it so that we receive it on or before October 31<sup>st</sup>. Applications received after October 31<sup>st</sup> will not be considered.

Two \$250 scholarships will be awarded to the top two applicants.

Winners will receive their scholarship funds when they have enrolled in and submit proper documentation that they are enrolled in a class.

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.

Scholarships should be used for registration fees, books, travel, supplies and any incidentals pertaining to the class.

Please submit your application to:

Chi Epsilon Sigma Scholarship  
Jodi Davis  
P. O. Box 25100  
Baton Rouge, LA 70894

Any questions please contact Jodi Davis (225) 578-8791.



