

National Advisory Council for Office Professionals
Annual Report
May 2008

Area: Mid South Area

Current Members:

Tammy Dorman, Senior Chair, Auburn, AL
Ann McGee, Junior Chair, Stoneville, MS
Lynda Taylor, Recorder, Stoneville, MS
Sydney Beaumont, New Orleans, LA
Janice Boyd, New Orleans, LA
Peggy Tubertini, Oxford, MS
Marlene Coley, Stoneville, MS
Donna Signa, Stoneville, MS
Linda Fulton, Ex-Officio Member, Starkville, MS
Drusilla Fratesi, Technical Advisor, Stoneville, MS
Lucienne Savell, Webmaster, Oxford, MS
Deborah Brennan, MSACOP Sponsor, Associate Area Director, Stoneville, MS

Accomplishments for June, 2007 to May, 2008:

The Mid South Area Office Professionals (MSAOP) held their training conference May 15-16, 2007, in Oxford, MS. Training was offered to Office Professionals in conjunction with the conference covering topics such as: RPES, AIMS/ARIS, Outlook Migration, Foreign Travel, StarWeb, Budget and ARMPs, SharePoint and Performance Accomplishments. The NACOP tabletop display was borrowed and exhibited the week prior to the conference at the Leadership Conference in New Orleans, LA and during the MSAOP Annual conference. The Stoneville location displayed the information in their lobby for about a month. The Mid South Area Office Professionals also held their annual meeting immediately following the NACOP Annual Conference and Training.

The following individuals were chosen for leadership positions for the Council: Tammy Dorman, Senior Chair; Ann McGee, Junior Chair; and Lynda Taylor, Recorder.

The Charter was revised and approved by all Council members. The following changes were incorporated under "Objectives": (1) Objective seven was deleted since training is mentioned under number one. (2) Combined objectives six and eight. Changes will also be made under "Council Membership": (1) The Senior Chair and Junior Chair will immediately assume their roles after being elected at the annual MSAOP meeting.

The following individuals were chosen to fill vacancies (utilizing the Vacancy Announcement that was drafted in 2005/06) on the MSACOP Council beginning June 1, 2007: Donna Signa, Stoneville, MS, Peggy Tubertini, Oxford, MS, and Sydney Beaumont, New Orleans, LA.

Council teleconferences were held bi-monthly.

MSAOP information posters and brochures were updated and distributed to each Location for display. A SharePoint site was created for the MSAOP that offers access to community items such as: S.O.P., Photographs, 2006 and 2007 Charter, News Notes, and Meeting Minutes and was utilized for a survey in the fall of 2007 to discover topics of interest for training.

The Annual Operating Budget in the amount of \$3,000 was approved by the Mid South Area Director's office.

The MSAOP website (<http://msa.ars.usda.gov/osp>) has been improved and updated. Our Website includes the following basic information: (1) Mission and Goals, Membership List, Annual Reports, Helpful Links, News Notes, Charter, and MSA SOP's, (2) Current Annual Report, and (3) Synopsis of NACOP Conference.

The MSAOP News Notes has been distributed semi-annually with input from all Council members.

Congratulatory retirement and promotion letters have been sent to appropriate individuals.

The mentoring program for new office professionals is continuing in the Area.

Goals for June, 2007 to May, 2008:

Four vacancies on the Council will be filled utilizing Vacancy Announcement drafted in 2005-2006. [3 vacancies filled]

The Council will recommend to the Mid South Area office, that various types of training be made available for office professionals at no or little charge utilizing some of FY08 budget since conference will be held in FY09. [First 2 trainings held in April, 2008, by web cast with 44 people attending]

Will organize annual "New Office Professional Training." A committee (Ann McGee, Lynda Taylor, Janice Boyd, Lucienne Savell, Tammy Dorman, and new member) was appointed to plan and develop a core training outline. [Multiple planning conference calls held, web cast demonstrated for Council, planned and completed first web cast training]

News Notes will continue to be published semi-annually. [Published in August, 2007 and March, 2008]

Bi-monthly conference calls will continue. [Accomplished]

Our Poster, Brochure, and Roster will be updated as needed. [Accomplished]

Website will continually be updated so that it can be utilized as an up-to-date tool for office professionals. [Accomplished]

The Council will start pre-planning for the next Mid South Area Office Professional Training Meeting (date, location, etc.). [Timeframe alignment with NACOP meeting reviewed]

The Mentoring Program will be evaluated on its effectiveness. [Survey completed with the following results: 50% for continuing the program]

Office Professionals of the Year:

Althea Hunt (GS-06 and above)
Program Assistant (Office Automation)
Cotton Chemistry and Utilization Research
New Orleans, LA

Donna Signa (GS-05 and below)
Program Support Assistant
Application and Production Technology Research Unit
Stoneville, MS