

National Advisory Council for Office Professionals
Annual Report
February 2006

Area: Mid South Area

Current Members:

Telecia Burton, Senior Chair, Oxford, MS
Linda Fulton, Junior Chair, Mississippi State, MS
Janice Boyd, Recorder, New Orleans, LA
Janell Becker, Ex-Officio, New Orleans, LA
Kay Bolen, Bowling Green, KY
Marlene Coley, Stoneville, MS
Tammy Dorman, Auburn, AL
Drusilla Fratesi, Stoneville, MS
Alice Redditt, Stoneville, MS
Jennifer Roberson, Ex-Officio, Stoneville, MS
Lucienne Savell, Webmaster, Oxford, MS
Emily Willis, Lexington, KY
Deborah Brennan, Associate Area Director/MSACOP Sponsor, Stoneville, MS
Madeline Hall, Technical Advisor, Baton Rouge, LA

Accomplishments:

The Mid South Area Council of Office Professionals (MSACOP) held their annual meeting May 3-4, 2005, at the National Soil Dynamics Laboratory, Auburn, AL.

The following individuals were chosen for leadership positions for the Council: Telecia Burton, Senior Chair; Linda Fulton, Junior Chair; and Janice Boyd, Reporter.

The Charter was revised and approved by all Council members. The major revision for the charter was the composition of the Council which states there will be nine (9) rotating members, two (2) permanent voting members (Webmaster and Area Director's Assistant), four (4) non-voting members (past Senior Chair, National Technical Advisor, Sponsor, and Sponsor's Assistant). As members rotate off after a 3-year term, an advertisement for a vacancy on the Council will be utilized to replace the individual. The vacancy notice has been developed and approved.

Council teleconferences were held bi-monthly.

MSACOP information posters were designed and distributed to each Location for display. A CD presentation stating the Council's goals, accomplishments, and function was developed and distributed to Locations for sharing with local office professionals. Additionally information packets including the (1) Council brochure, (2) Council roster, (3) Website information, (4) Council Charter, (5) Mentoring information, (6) 2005-2006 goals; and (7) Minutes of the most recent Council meeting were put together for distribution to all office professionals by the respective Location Representative.

An Operating Budget was requested from the Mid South Area Director's office and was approved in the amount of \$3,000 annually.

The MSACOP website has been improved and updated (<http://msa.ars.usda.gov/osp>).

A MSACOP newsletter has been distributed semi-annually with required input from all Council members.

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

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

Goals:

The MSACOP annual meeting will be held at the 2006 National Conference for ARS Office Professionals meeting in San Antonio, TX, May 8-11, 2006. A date and time will be determined once the National agenda is set.

Upon approval the Council will plan/organize an Office Professionals conference for the Mid South Area in early 2007.

The Website (<http://msa.ars.usda.gov/osp>) will continue to be updated as needed.

The Newsletter will be published semi-annually.

Bi-monthly conference calls will continue.

Provide a resource for the Area Director's Office and all levels of management for matters relating to office professionals such as orientation and training.

Continue the Mentoring Program for new hire office professionals as well as local information meetings at respective Locations that will keep the Council activities in the forefront.

Office Professionals of the Year:

Marlene Coley (GS-06 and above)
Program Assistant
Application and Production Technology Research Unit
Stoneville, MS

Lucienne B. Savell (GS-05 and below)
Office Automation Assistant
National Sedimentation Laboratory
Oxford, MS