

Ongoing Projects for

2011—2012

- Continue recognition of Office Professionals.
- Identify, coordinate, and schedule training courses on Interpersonal Skills and Communication in coordination with Rita Keeling.
- Plan FY 2013 MSA Office Professional Training Workshop.
- Create and distribute Office Professional Photo Directory.



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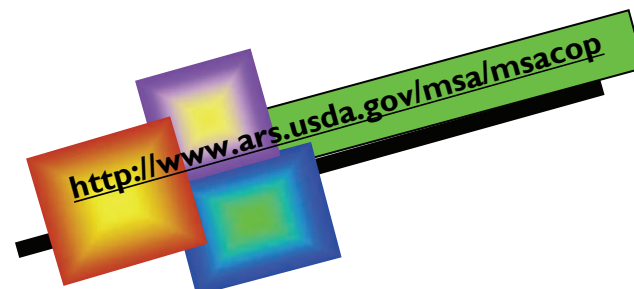
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MSACOP

Mid South Area Council for Office Professionals



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Mid South Area Council for Office Professionals



History

The organizational council was formed in accordance with recommendations of the Secretarial Review Task Group in their report, "Stepping Into the Future", in January 1994. The Mid South Area Secretarial Advisory Council was established by Area Director, Dr. Thomas J. Army in May 1996. The Council was charged to serve in an advisory capacity to the Area Director in an effort to address employment, career development and enhancement, training, mentoring, and award/recognition issues affecting secretaries throughout the Mid South Area. The organization's name was changed to the Council for Office Support Professionals in 1999 and then the Mid South Area Council for Office Professionals (MSACOP) in 2004.

Mission

The Mission of the MSACOP is to provide a resource for the Area Director's Office and all levels of management for matters relating to office professionals.

Goal

The goal of the Council is to enhance office professions through training, networking, mentoring, and recognition of office support employees. It is the desire of the Council to work with all levels of management to assure that office support staff are highly skilled and motivated professionals and to assure that the clerical and administrative needs of the Mid South Area and ARS are met.

Objectives

- Welcome and provide basic information to all new program assistants, secretaries and office automation clerks.
- Encourage effective communication among the office support staff.
- Continue mentoring and networking among office support staff for efficient working relationships which can provide assistance and back-up between various offices as needed.
- Keep office support staff informed of new procedures, forms, and systems via website and/or local information meetings.
- Identify and advise the Area Director's Office and all levels of management of matters concerning the office support professionals.
- Identify ways and means to maintain a professional image for the office professional.
- Recommend training needs for office professionals.
- Recommend and promote recognition for office professionals.

Scope of Coverage

The Council will serve as the representative for office support staff in the Mid South Area. This includes employees in the Secretarial Series, GS-318; Office Automation Clerical Series, GS-326; Office Clerk Typist Series, GS-322; and Miscellaneous Clerk and Assistant Series, GS-303.

Accomplishments 2010-2011

- Fill vacancies for 2011—2012.
Accomplished: Brenda Aysenne, Houma, LA and Wendy Smith, Stoneville, MS joined the Council.
- Plan and execute a Round Table discussion with Research Leaders and Administrative Officer representatives (Fall of 2010 in Stoneville, MS).
Accomplished: Round Table Discussion held on November 2, 2010 with 5 Research Leaders, 3 Administrative Officers and the Council.
- Evaluate and determine future action from Round Table discussion.
Accomplished: A Summary was composed and distributed.
- Establish committee for pre-planning of the 2011 MSA Office Professional Training Workshop.
Accomplished: Committee established and pre-planning completed for Training Workshop.
- Promote recognition of Office Professionals.
Accomplished: Monthly recognition and highlighting an Office Professional with a "Tag! You are it" format was begun in March, 2011
- Get new website up and running with current information.
Accomplished: Website completed and announced in NewsNotes.
- Continue with webinar training schedule.
Accomplished: Training continued utilizing the webinar format.