

PWA Office Support Advisory Council Meeting
11/12/2015

In attendance:

Charles Onwulata – Chair
Christopher Carter
Dawnetta Hauth – just nominated to the council
Anita Robles

Charles Onwulata – Introduced himself to the council members in attendance. He has been with ARS for 25 years. He began his career at the Eastern Regional Research Center, 3 years ago he ventured into senior leadership He is currently serving as the Acting Associate Area Director for the Pacific West Area.

Christopher Carter – Joined ARS in 2010 and was nominated to OSAC in 2013.

Dawnetta Hauth - Joined ARS in 2011 and was just nominated to OSAC.

Anita Robles – Joined ARS in 2011 and was just nominated to OSAC.

Meeting Topics:

- Additional Council Members - The council discussed adding new members and will solicit potential candidates. The council members agreed to waive the three year hire requirement to serve.
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- NACOP Representative Nominations - PWA will nominate 2 employees to the National Advisory Council for Office Professionals.
 - Members of the National Advisory Council will attend a national meeting and report to OSAC members.
- OSAC Website Requires Updating - Chris Carter will review website, determine needed changes and updates and review needed changes with the Council.
- Sharing Best Practices - The council will work to establish an updated list of key contacts. Individuals will serve as resource experts for new Program Support Assistants and experienced PSA's who have questions.

- OSAC Welcome Letters - OSAC Committee should send out welcome letters to new Committee Members/New PSAs.
- Monthly OSAC Meetings - Will establish a monthly meeting time for the OSAC meetings - To be chaired by Charles Onwulata
- Quarterly PSA Calls - OSAC will arrange Quarterly informational meetings in which all PWA PSAs will participate. The meeting agendas will vary.
- Charles will arrange a seminar focusing on employees ability to transition from one series to another...this likely will be a good quarterly PSA conference call topic or can be a special OSAC sponsored event.

Next Conference Call – Thursday, January 21, 2016 @ 11:00AM

Current OSAC Members

<i>Senior Co-Chair</i> Cheryl Borg	<i>Junior Co-Chair</i> Vacant
<i>NACOP Technical Advisor</i> Vacant	<i>Recorder</i> Vickie Lutes
<i>Information/Reference Guide Coordinators</i> Anita Robles Rebecca Sloop	<i>Website Coordinators</i> Christopher Carter Shawna Vogl
<i>Member-at-Large</i> Vacant	<i>Ex-Officio</i> Vacant