

## 2000 ANNUAL REPORT

The Northern Plains Area Secretarial Council (NPASAC) consists of the following members:

Kathleen Aragon, Laramie, Wyoming - Technical Advisor and NACOSP Member  
Louise Dalton, Fort Collins, Colorado  
Linda Kelly, Clay Center, Nebraska - Recorder  
Olga Lee, Fort Collins, Colorado - Ex-Officio Member and Past Tech Advisor  
Cheri Marshall, Lincoln, Nebraska - Website Chair  
Sharon Peterson, Grand Forks, North Dakota - Chair  
Linda Sundstrom, Fort Collins, Colorado

### Accomplishments

- The NPASAC met in November, 2000; two of the original council members rotated off the council. They were Sandy Mathewson, Manhattan, Kansas, and Jan Preston, Lincoln, Nebraska. Also, Olga Lee, technical advisor and NACOSP member, changed her status to Ex-Officio member and Kathy Aragon became the new technical advisor and NACOSP member. The three vacancies were filled with Linda Kelly, Clay Center, Nebraska; Cheri Marshall, Lincoln, Nebraska and Linda Sundstrom, Fort Collins, Colorado. At the end of 2001, Sharon Peterson and Louise Dalton, also original council members, will rotate off the council and two new secretaries will be needed to replace them.
- During that meeting, the council members planned the updating of the NPA Quick Reference Guide. All updates were to be completed by January 2001, so that the guide could be passed out during the NPA Leadership Meeting, which was held in Fort Collins, Colorado, January 30 through February 1, 2001. The NPASAC had two members on the planning committee for the leadership meeting; this ensured that the secretarial portion of the meeting was interesting and had excellent speakers. Favorable comments were received following the leadership meeting.
- The council continues to provide mentoring, orientation, and basic in-house training for all newly hired secretaries. After the planning meeting during November, 2000, the council updated the Newcomers package and added some new vital information.
- The Resource Assistant List was also updated. This is a listing of secretaries who voluntarily serve as mentors to other secretaries in specialized areas. Volunteer response is always excellent.
- The NPASAC Website is now a reality. Cheri Marshall headed a committee and Hank Davis was the "hands on" orchestrator for the NPASAC web page. The page contains: charter, mission and vision; listing of the council members; annual reports; new secretary orientation; acronyms and agency abbreviations; a reminder calendar and the resource assistant list. The web page also contains a "hot links" category that is filled with many different information areas, just to name a few: employment opportunities, directories, regulations, forms, and ARS-specific systems and programs.

- The North Dakota secretaries, headed by Sharon Peterson, arranged a training program of Extramural Agreements training presented by Jim Quarantino, Area Extramural Agreements Specialist, and Marcie Currie-Gross, Laboratory Director Secretary and part time agreements assistant to Mr. Quarantino. The training was held in Fargo, ND, August, 2000, and was presented to the North Dakota secretaries, along with several budget assistants and location administrative officers from North Dakota locations and various other Northern Plains Area locations. The training was very successful; many favorable comments were received regarding the training and other locations in the Northern Plains Area are planning the same training session. The ND council is now discussing subjects for upcoming training sessions.

## Goals

- Continue to provide mentoring, orientation, and basic in-house training for all newly hired secretaries in addition to refresher sessions for those already on board. Refresher sessions will be organized and presented on specific subjects that come up once a year, i.e., ARMPS, or on the RMIS system, which is ongoing.
- Continue to provide assistance to the National Advisory Council for Office Support Professionals.
- Promote programs in support of professionalism in the secretarial field.
- Identify and provide outside training courses of particular value to secretaries and continue to encourage networking with peers.
- Review the NPA Quick Reference Guide and issue additions and revisions on a periodic basis.
- Continue to set realistic goals agreed on by the members and rely on feedback for furthering the goals.
- Continue to update the Resource Assistant list so that we can continually provide support when information is otherwise unavailable.
- Continue to monitor and update the web page for new information.
- Identify two replacements for the member rotating off the council.