

2001 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

Marsha Grunewald, Manhattan, Kansas

Linda Kelly, Clay Center, Nebraska - Chair

Olga Lee, Fort Collins, Colorado – Ex-Officio Member

Cheri Marshall, Lincoln, Nebraska – Recorder and Website Chair

Polly McMichael, Brookings, South Dakota

Accomplishments

- The NPASAC met in November 2001. One original council member (Sharon Peterson, Grand Forks, North Dakota) rotated off the council, and one council member (Linda Sundstrom) accepted the NPA Travel Assistant position and is no longer in the secretarial series. The two vacancies were filled with Marsha Grunewald, Manhattan, Kansas, and Polly McMichael, Brookings, South Dakota.
- Each council member was assigned specific locations to act as a liaison between the NPASAC and location secretaries.
- Developing a website for NPASAC was one of our primary goals for 2001. The website was comprised of the home page at our November 2000 Council meeting. The following sections were completed, on-line ready for use in time for the Leadership Conference January 30, 2001: Charter and Mission, Council Members, Annual Reports (link to National Reports, Hot Links, New Secretary Orientation, Acronyms and Agency Abbreviations, Reminder Calendar, and Resource Assistants. The NPASAC On-Line Quick Reference Guide was scanned and on-line prior to our November 2001 Council Meeting. Revisions and updates for 2002 were discussed at our November 2001 meeting and should be completed by March 1, 2002.
- Arrangements were reviewed for the NACOSP Annual Meeting to be hosted by the Northern Plains Area in Fort Collins, Colorado, May 6-10, 2002. Kathy Aragon will serve as host. Polly McMichael will issue a request for items for the goody bags of NPA research unit by-products.
- The New Secretary Packet was reviewed, and Marsha Grunewald assumed responsibility for updating and mailing the new packets.
- The Resource Assistant List was updated. This is a listing of secretaries who voluntarily serve as mentors to other secretaries in specialized areas.
- Area Office staff Jan Jones and Nita Williams (HRD), Marcie Currie-Gross (ARIS/RMIS, Agreements), Harriet Rector (OSQR process and On-Site Reviews), and Linda Sundstrom (Travel) provided overviews and helpful information on their assigned areas for the Council members.

Goals

- Increase awareness of NPASAC activities, provide a more effective support mechanism, and encourage training for NPA Secretaries.
- Maintain/update secretarial resources provided by the NPASAC.
- Address requirements and requests from National Secretarial Advisory Council