

**NATIONAL ADVISORY COUNCIL FOR
OFFICE PROFESSIONALS**

AND

ORGANIZATIONAL SECRETARIAL ADVISORY COUNCILS

**ANNUAL REPORT
June 1, 2018 – May 31, 2019**

Prepared By

**NATIONAL ADVISORY COUNCIL FOR OFFICE PROFESSIONALS
AGRICULTURAL RESEARCH SERVICE
U.S. DEPARTMENT OF AGRICULTURE¹**



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² NSAC ~ National Secretarial Advisory Council ~ 1996-1999

NACOSP ~ National Advisory Council for Office Support Professionals ~ 2000-2001

NACOP ~ National Advisory Council for Office Professionals ~ 2002-present

Overview:

NACOP Training Workshop

The National Advisory Council for Office Professionals (NACOP) held a Training Workshop at the Conference Center and Hotel at NCED in Norman, Oklahoma, July 17-18, 2019. The facility is owned by the U.S. Postal Service and is managed by Marriott. The theme was: “NACOP 25 Years Strong: **Accomplished, Resourceful, and Successful (ARS)**).

The two-day training workshop was held in the Conference Center with 115 participants. The workshop began with opening remarks and housekeeping from Dawn Reed, NACOP, Senior Co-Chair. A welcome was given by Dr. Larry Chandler, Plains Area Director and Mr. Paul Wester, National Agricultural Library Director.

The Workshop consisted of four general sessions: Keynote Address by Dr. Sharon Drumm, ARS Chief of Staff and NACOP Sponsor, Pay & Leave by Laura O’Hare, “Where We Are” by Mr. Joon Park, and “Who We Are” by Dr. Chavonda Jacobs-Young, ARS Administrator. Six training sessions were offered: Agreements by Lori Wilson-Voss, Axon by Heather Gossel, Procurement by Cindy Cose and Nick Langley, RPES by Amy Hegarty and Dana Lamberti, Travel/Concur by Michelle Williams and Effie Coley, and TSP and Retirement by Karmel Ferebee.

The Council spent considerable time and effort working in ensuring the workshop was successful, encouraging and empowering the office professional to be an active member of the mission of ARS. Office professionals needed to be prepared for the challenges and to play an active role in the future of the Agricultural Research Service.

Our focus for the upcoming year will be to plan and host a valuable and productive annual meeting.

Respectfully submitted,

Dawn Reed, Senior Co-Chair
Susan Eisenhour, Junior Co-Chair

2018-2019 NACOP Members

DAWN REED, SEA, Senior Co-Chair

SUSAN EISENHOUR, PA, Junior Co-Chair

BETH BURMEISTER, MWA, NACOP Notes Editor

BEVERLY HILL, SEA, Recorder

ANITA ROBLES, PWA Sharepoint Coordinator

MARY DAILEY, NEA, Historian

MELODY SCHEFFLER, NEA, Outreach Coordinator

DEBORAH (DEBI) SCHAEFER, MWA, Resources Coordinator

EMALEE FRIEND, PA, Outreach Coordinator

CANDACE MOORE, HQS, Budget Coordinator

LORI BURMA, MWA, Ex-Officio

COLETTE WOOD, OA, Technical Advisor

Alumni of NSAC/NACOSP/NACOP³

Kathy Aragon — NPA

Maria Archer — NAL

Diona Austill — NPA

Brenda Aysenne — MSA

Sandra Ball — NAL

Barbie Ballengee — PWA

Patricia Berry — HQ/OA, §

Brooke Bowers — PWA

Prunella Branish — NAA

Terry Brooks — NAL

Latasha Burl-Beasley — NAL

Lori Burma — MWA

Beth Burmeister — MWA

Sherri Buxton — MWA

Kay Carr — SAA

Carmela Carrick — HQ/NPS

Clarice Fleming-Carter —

AFM/HRD, §

Jan Cline — HQ

Patty Coyle — NAA

Joyce Craig — AFM/HQ

Veronica Cullum Laird — PWA

Mary Dailey — NEA

Louise Dalton — NPA

Phyllis Davis — NAA	Kathleen Parker — PWA
Sherry Dewald — SPA	Linda Parnell — NPA/PA
Debra Duckworth — SAA	Olivia Pedraza — SPA
Tammy Durfee Blair — PWA	Debra Penick — PWA
Susan Eisenhower — PA	Sharon Peterson — NPA
Brenda Elston — HQ/NPS	Trudy Pinkerton — SPA/PA
Janet Ferst — HQ/OA	Rosetta Proctor — HQ
Libby Fouse — PWA	Dawn Reed — SEA
Drusilla Fratesi — MSA	Anita Robles — PWA
Emalee Friend — PA	Wanda Rohrer — SAA
Rhea Fryar-Calvert — SPA	Iris Rosa — AFM/HQ
Linda Fulton — MSA	Rhonda Sampson —
Sandy Groneberg — MWA	HRD/OCIO, §
Madeline Hall — MSA	Deborah (Debi) Schaefer —
Dawnetta Hauth — PWA	MWA
Nadine Hiers — BA	Melody Scheffler — NEA
Beverly Hill — SEA	Jannette Shuford-Reeves — NAL
Barbara Hodges — SPA	Betty Sigler — NPA
Brenda Holmes — NEA	Mary Silva — NAL
Sue Hurd — NPA	Rebecca (Becky) Sloop — PWA
Bonnie Ingram — MWA	Frankee Simpson — SAA
Elizabeth Jackson — NAL	Joyce Smith — NAA
Shelia Jackson — SAA	Michelle Snowden — HQ/OA
Tiffany Jackson — HQ	Kristen Soter — BA
Wendy Jacobs — BA	Queen Spriggs — HQ/OA
Marcia Jenkins — MWA	Anne Steele — SPA
Olga Lee — NPA	Melissa Stiefel — MWA
Heather Lewandowski — MWA	Cecelia Stortzum — HRD, §
Stephanie Lively Sullivan — NAA	Genevieve Swartzberg — MSA
Cathy Lonaberger — OA, §	Tangele (Tee) Terry — HQS
Angie Marchetti — AFM/HQ	Sue Thornburg — NPA
Paula McEvoy — HQS	Kathy Townson — BA
Elaine McGuire — BA	Ruth Treat — SPA
Rose McIntosh — BA	Toni Walls — HRD, §
Christa Meier — PWA	Sandra Warren — MSA
Sheila Messineo — BA	Sabrina Whitley-Ferrell — SAA
Darleen Nelson — SAA/SEA	Lori Wilson-Voss — MWA
Linda Neuenhahn — HQ/NPS	
Janel Nierman — PA	

*2018-2019 NACOP Members - § indicates Technical
Advisor*

National Advisory Council for Office Professionals (NACOP)

Annual Meeting

Date: To be Determined

Location: Albany, CA

Host: Pacific West Area

2018-2019 Accomplishments

1. Updated and distributed Resource Assistance List.
2. Updated and maintained the historical scrapbook.
3. Updated and organized SharePoint site.
4. Promoted awareness by providing NACOP members with support and resources to distribute to local Councils. Completed OP Assets and Distributed two issues of NACOP Notes.
5. Oversaw the coordination and posting of updated information from local Councils; included in the minutes and posted to SharePoint.
6. Planned, prepared, and submitted NACOP Training Workshop package for 2019.
7. NACOP served on the panel selection for Office Professional of the Year award. NACOP will participate in spring 2019.
8. Hold conference calls with local Councils and NACOP Co-Chairs to discuss issues, reporting requirements, etc.
9. Chairs of each committee for the Training Workshop tracked “lessons learned” to update the Guide to a Training Workshop next year.
10. Continued participation on Your 2 Cents Council by attending conference calls and reviewing website.
11. Continued participation on AFM ACES Design Team.
 - Two representatives on the ACES Design Team and representatives on the following Tiger Teams:
 - Task Order #2-Telework- Ongoing
 - Task Order #5-Standard Operating Procedures- Completed
 - Task Order #6-Quaility, Timeliness, and Ownership of Portal Tickets- Completed
 - Task Order #8-Develop Comprehensive Contact List- Completed
 - Task Order #9-Facilities 4%- Completed
 - Task Order #12-P&P- Completed
 - Task Order #19-Advisory Group Planning Team - Completed
 - Task Order #21-Communications- Ongoing
12. Participated on the Employee Engagement Council.

13. Hosted Training Workshop in Norman, OK.

2018-2019 Goals

1. Update and distribute Resource Assistance List. (Ongoing)
2. Update and maintain the historical scrapbook. (Ongoing)
3. Update and organize SharePoint site. (Ongoing)
4. Promote awareness by providing NACOP members with support and resources to distribute to local Councils. (Ongoing)
5. Oversee the coordination and posting of updated information from local Councils. (Ongoing)
6. Plan and host NACOP Training Workshop for 2019. (Ongoing)
7. Participate on the selection panel for Office Professional of the Year award.
8. Hold conference calls with local Councils and NACOP Co-Chairs to discuss issues, reporting requirements, etc. (Ongoing)
9. Chairs of each committee for the Training Workshop will track “lessons learned” to update the Guide to a Training Workshop next year. (Ongoing)
10. Continue participation on Your 2 Cents Council by attending conference calls and reviewing website. (Ongoing)
11. Continue participation on AFM ACES Design Team and Tiger Teams. (Ongoing)
12. Continue participation on the Employee Engagement Council. (Ongoing)
13. Continue participation on PSA PD review next steps efforts. (Ongoing)

Office Professional of the Year Recognition Program

ARS Office Professional of the Year – ARS-wide

Office Professionals of the Year by Area

Midwest Area (MWA)

Northeast Area (NEA)

Southeast Area (SEA)

Pacific West Area (PWA)

Plains Area (PA)

**The ARS Employee Recognition Program was successful this year.*

Headquarters Advisory Council for Office Professionals (HACOP)

On Tuesday, April 23, 2019, HACOP observed Administrative Professionals Day (APD). The event was held in GWCC Conference Room 4-2223. Refreshments were provided and sign language interpreters were scheduled for this event. The APD had exceptional dynamic speakers such as:

- Cindy Hanna, Management Services Supervisor
- Renee Thomas, EAP Consultant



The Administrative Professionals Day celebration was a resounding success and the Administrator's Staff and HACOP members expressed favorable commentaries.

2018-2019 Council Members:

Terry Brady – Chair

Josie Quintana – Vice Chair

Venelda Williams – Recorder

Candace Moore – Technical Advisor/Webmaster

Rossitza Newhall – Publicity

2018-2019 Goals:

- Develop a HACOP membership engagement strategy to get more HACOP Members engaged in the HACOP agenda and to influence the membership to collectively exemplify the actions listed in the HACOP Charter.
- Create new initiatives, which positively impact the level of service and involvement provided to serve the Office of the Administrator and Deputy Administrator, and AFM.
- Develop solutions for use by Office of the Administrator and Deputy Administrator, AFM on matters relating to development, advancement, and recognition of Headquarters office support personnel.
- Establish a professional development continuum for administrative professionals.
- Create a mentorship program to build working relationships between experienced employees and lesser experience.
- To partner with NACOP as needed.

Midwest Area Council for Office Professionals (MWACOP)



2018-2019 Council Members:

Kelli Adkins, Senior Co-Chair
Jessica Boyer, Junior Co-Chair
Amy McNamara, Recorder, News Notes Editor
Debi Schaefer, NACOP Representative
Beth Burmeister, NACOP Representative
Sherri Buxton, Sponsor

2018-2019 Accomplishments:

- Completed re-vamping of the Mentoring Program. The program is now a Team Mentorship. All documents used for mentoring have been combined and updated.
- Continued to add past Council documents to the MWACOP SharePoint site.
- Conducted a MWACOP Annual Meeting on May 14-16, 2019. This meeting was attended by all Council members. Some items accomplished were reviewing content and each link in the SOP Manual, re-assigning MWACOP Representatives/Liaisons and their represented locations, and updating the Charter under “All Members will.”
- Distributed MWACOP News Notes in September 2018 and May 2019. September issue welcomed two new members to the Council and said goodbye to three members rotating off or stepping down. In our May issue, we welcomed six new PSAs to the MWA and recognized one retiring PSA. In the May issue we also welcomed three new members to the Council.
- Finalized corrections requested by NACOP for the Agreements chapter in the QRG.
- Ensured Axon was updated with a link to the MWACOP SOP listing.
- Created MWACOP SnapShot and distributed to the PSAs that attended ARIS training in Ames, IA, in April.
- Members of the Council checked in with their PSAs and Secretary’s at represented location(s) requesting feedback on how the MWACOP can better assist them.

2019-2020 Goals:

- Assess the new mentoring program’s effectiveness that was created during the 2018 – 2019 Council year.
- Continue the use of the SharePoint site as a resource for documents for the MWACOP.
- Update SOP manual and links along with MWACOP page.
- Update SnapShot as needed and share within the Midwest.
- Work with the Area Office on developing/establishing the PSA component of the 2020 Leadership training.
- Continue MWACOP Representatives/Liaison relationship with represented locations.

Northeast Area Council for Office Professionals (NEACOP)

Dr. Charles Onwulata, Associate Director, Northeast Area, Beltsville,
MD – NEACOP Sponsor



2018-2019 Council Members:

Rebecca Crawford, Ex-Officio
 Mary Dailey, Technical Advisor
 Melody Scheffler, Technical Advisor
 Allison Mowery, Senior Co-Chairperson
 Tiffany Fisk, News Editor
 Joan McGurrin, Junior Co-Chairperson
 Joanne Murphy, News Editor
 Zina Owens, Webmaster
 Catherine Parsons, Member
 Jessica Larson, New Member
 Linda Reynolds, Historian

Accomplishments 2018-2019:

- Foreign Visitor Chapter, Electronic Resources and Information Systems Chapter, Property Chapter, and Safety, Health and Environmental Management (SHEM) chapter drafted, finalized and submitted to NACOP for Quick Reference Guide.
- Recognition given to all Office Professionals in the Northeast Area for Administrative Professionals Day.
- Distributed Office Professional Employee Engagement Survey
- NEACOP newsletter distributed to NEA Office Professionals.
- Council (with Dr. Onwulata's support) sent a memo requested feedback on NEA Basic Travel Process Document.
- Memo to the committee and to upper management - continue to advocate for the Position Description Update – brought a voice to having the PSA Position reviewed and that there is now a Committee that was formed with five each of RLs/PSAs/AOs across the U.S. and encompassing our five Areas.
- The council accepted Tiffany Fisk's leave of absence request as she took on a role of acting Administrative Officer.
- Welcomed new members Karen Barry and Lisa White.
- Conference call was held on January 30, 2018, to further discuss the Program Support Assistant Update and the Council decided to follow-up with a memo addressed to Dr. Sharon Drumm and Mr. Joon Park requesting an outline of the next steps and a timeframe.
- NEACOP hosted a Webinar with the National Agricultural Library (NAL) Electronic Services and Resources training. Tanya Tanner, Technical Information Specialist, Scott Hanscom, and Wayne Thompson, Information & Customer Service Branch at the National Agricultural Library gave a

webinar to Office Professionals in the Northeast on 2/8/18 that highlighted Electronic Services and Resources available from the NAL. Also included were slides on “Building Your Search Pyramid,” a helpful overview for developing search strategies for database searching.

- **NEACOP’s Annual Meeting** held in Boston, MA on April 2019. Accepted the resignation of NEACOP Member: Joanne Murphy.

GOALS Ongoing:

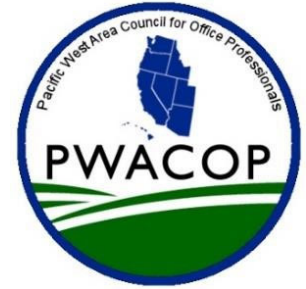
- SharePoint site-continue to add documents and keep up-to-date
- Webinars/Training
- Mentoring Program
- Special assigned task by NACOP
- Create New Surveys
- NEACOP Website continue new updates
- NEACOP Historian/Scrapbook continue to update
- NEACOP Timeline 2018/2019 Council continue to update
- NEACOP Reporter – annually one issue in May/June

Respectfully prepared/submitted by:

Mary E. Dailey, Technical Advisor and NACOP Representative

Melody Scheffler, Technical Advisor and NACOP Representative

Pacific West Area Council for Office Professionals (PWACOP)



This Report has been prepared to annotate to the Goals and Accomplishments of the Pacific West Area Council of Office Professionals (PWACOP) meetings held in FY 2018-2019.

2018-2019 Council Members:

Christopher Carter Senior Co-chair

VACANT, Junior Co-chair

Anita Robles, NACOP Technical Advisor; Information/Reference Guide Coordinator

Carla Olson, Webmaster

VACANT, Member at Large

VACANT, Ex-Officio

Mission Statement:

The mission of the Council is to provide tools to ensure that the Pacific West Area has highly skilled office support staff to meet the research goals of the agency.

2018-2019 Goals:

- Recruit additional members
- Elect new officers: Senior Co-Chair, Junior Co-Chair, 1 – member-at-large, 1 Ex-Officio member.
- Re-establish Quarterly PWACOP PSA Conference Call
- Update the PWACOP Mentor list.
- Create a PWA PSA/OAC/Secretary Group Email List
- Include Additional Resource Materials for PSAs and OACs on the PWACOP Website
- Send out Welcome Letters to All New PSAs, OACs and Secretaries and provide information about available PWACOP Resources.
- Email out all PWACOP meeting minutes to targeted PWA employee groups.
- Recognize PWA office professionals on Administrative Professionals Day in 2019.

2018-2019 Accomplishments:

- The PWACOP website has been relocated to Axon and includes more information for PSAs and OACs, including an updated Mentor List, Monthly Meeting Minutes, and information about Concur.
- A PSA/OAC/Secretary Group email list has been established to allow PWACOP members to send out mass communications to the entire group quickly and efficiently.
- PWA PSAs/OACs/Secretaries/RLs/CDs/ADs received an email message and commemorative pens in recognition of Administrative Professionals Day.
- PWACOP has established a quarterly newsletter that is emailed to all PWA PSAs/OACs/Secretaries. This quarterly contains information about our activities and provides new information about materials we upload to our PWACOP Axon website with links to get them there.

2019-2020 Goals:

- Recruit additional members to make the council whole.
- Elect new officers: Senior Co-Chair, Junior Co-Chair, 1 – member-at-larger, 1 Ex-Officio member.
- Re-establish Quarterly PWACOP PSA Conference Calls.
- Update the PWACOP Mentor List.
- Include Additional Resource Materials for PSAs and OACs on the PWACOP website.
- Send out Welcome Letters to All New PSAs, OACs and Secretaries and provide information about available PWACOP Resources.
- Email out all PWACOP meeting minutes to targeted PWA employee groups.
- Recognize PWA office professionals on Administrative Professionals Day in 2020.

Plains Area Council for Office Professionals (PACOP)



The Plains Area Council for Office Professionals will conduct their Annual Meeting in July 2019. PACOP members for the 2018-2019 year included Summer Elam, Carol Durflinger, Floyd Williams, Emalee Friend, Susan Eisenhour, Sherri Brown, and Jody Gallagher. Sherri Brown stepped down from the Council in March 2019 due to job promotion. Stephanie Schmidt joined PACOP in March 2019.

Members 2018-2019 Council:

Jody Gallagher, Clay Center, Nebraska – Senior Chair
 Sherri Brown, Kerrville, Texas – Webmaster
 Floyd Williams –Outreach Liaison/Recorder
 Carol Durflinger, Fort Collins, Colorado – Technical Advisor
 Summer Elam, Fort Collins, Colorado – Technical Advisor
 Emalee Friend, Woodward, Oklahoma – NACOP Representative
 Susan Eisenhour, El Reno, Oklahoma – NACOP Representative
 Stephanie Schmid, Clay Center, Nebraska – Member

Accomplishments:

- Maintained PACOP SharePoint and Axon sites.
- Provided Peer to Peer Training to OP's at 10 locations.
- Provided vacancy assistance to 4 locations.
- Improved communication between ADO, Location and Unit levels by attending the ADO teleconferences.
- The PACOP Charter defining Mission, Vision, Ground Rules, Objectives, Scope, Roles and Responsibilities, Rotation schedule, and Operating Procedures will be updated after the annual meeting in July.
- 2019 – 2020 Goals and Initiatives have been identified.
- Updated the links to PACOP resources on Axon.
- Hosted an all OP webinar on agreements.
- Hosted an all OP webinar on navigating AXON.
- Distributed e-cards to all OPs for Administrative Professionals Week.
- Distributed e-cards to all OPs on their work anniversaries.
- Maintained and circulated Resource List of Experts (RLE), which identifies fellow office professionals who have expressed a willingness to help others with a specific task or software program. Responded to numerous inquiries for assistance.
- Updated and maintained historical and current Council documents on SharePoint and Axon Sites.
- Maintained Tidbits on Axon.
- Revised 3 ARIS chapters for NACOP Quick Reference Guide.
- Recruited volunteers for the RLE.

Goals & Initiatives 2018-2019:

- Conduct all OP Training Workshop.
- Host teleconferences to provide OPs with updates and training.
- Establish and coordinate bi-monthly training webinar schedule for 2018-2019.
- Distribute Tidbits.
- Spotlight OPs in Tidbits.
- Solicit Tidbits from Plains Area OPs.
- Create a repository of Tidbits on SharePoint.
- Promote Voluntary Assistance Program (VAP), Training Assistance Program (TAP), RLE, Axon PACOP page, and Tidbit archives.
- Promote STAR program by including link in PACOP's signature line.
- Distribute list of frequently used quick reference Axon links.
- Help boost morale by sending out a monthly Morale Booster email.
- Send out Happy Work-A-Versary email to OPs to help boost morale.
- Update RLE.

South East Area Council for Office Professionals (SEACOP)



SEACOP COUNCIL 2018-2019:

- Trinia Bax, Senior Chair, New Orleans, LA
- Tammy Dorman, Junior Chair/Recorder, Auburn, AL
- Andrea Fowler, Stoneville, MS
- Lucienne Savell, Oxford, MS
- Peggy Tubertini Morgan, Griffin, GA
- Gena Pancake, Ex-Officio, Jackson, TN
- Beverly Hill, Technical Advisor, Dawson, GA
- Dawn Reed, Technical Advisor, New Orleans, LA
- Mary Sluder, Area Office Representative, Stoneville, MS
- Mr. Archie Tucker, SEACOP Sponsor, Area Director, Southeast Area

Summary:

- One of the major goals that SEACOP established for this year was to hold a training workshop. Miami, Florida, was considered as the desired location with a tentative time frame of summer or fall of 2018. Approval request and packet were submitted to the Area Office. Due to the government shutdown and the uncertainties with the budget the Council decided to start planning again for a workshop in 2020
- The office professional recognition program was established in 2018 to recognize OPs that go above and beyond to contribute to the mission of ARS. These individuals are nominated by RLs and an email is sent out to all OPs highlighting this individual. We have four OPs that have been recognized. SEACOP Mentoring program has established mentor's for newly hired office professionals and for office professionals that needed some assistance with their daily duties. This is offered to new personnel as part of the welcome package or as needed. Promotional recognitions are sent to office professionals who were promoted to higher level positions and awarded for their outstanding work performance. In observance of Administrative Professional Day SEACOP sent each office professional a gift of appreciation. Our scheduled SEACOP Newsletters have been distributed this year.
- Four Council members resigned this year due to various reasons which also hindered our efforts on the Workshop. We now have three new members who joined in 2019: Andrea Fowler, Lucienne Savell and Peggy Morgan. We will continue the recruitment process as we need two more members with departure of the Ex-Officio, Gena Pancake. With the addition of our new members, we plan to fully accomplish our goals for FY2019.
- SEACOP requested and received approval for a \$481.00 budget that was used to purchase Color Block Back Packs for all OPs on Administrative Professionals Day.
- The Southeast Advisory Council for Office Professionals (SEACOP) is scheduled to hold its annual meeting in Charleston, SC on July 30-31, 2019. The Council hopes to be able to hold the workshop "Bridging the Gap," for all office professionals in the Southeast Area in FY2020.
- The charter will be reviewed and revised at the upcoming annual meeting. One vacancy needs to be filled. New goals will be established for the upcoming 2019 – 2020 year.

Goals set for June 2019 to May 2020:

- Photo Directory of all OP's in Southeast Area. (Ongoing goal to keep updated)
- Create Resource Assistant Listing. (Ongoing goal)
- Create a Training Log. (Ongoing goal)
- Create and develop templates as "helpful hints" quarterly. (Ongoing goal)
- Update SEACOP website for migration to Axon. (Ongoing goal)
- Distribute information concerning new processes within the Agency. (Ongoing)
- Develop and update template for "Where to Go" Guide and contact listing for OPs who have volunteered their services for particular responsibilities.
- Send out monthly packages to different locations in SEACOP folder. (Ongoing)
- Plan and complete a training workshop for fall 2018 or 2019. (Ongoing)
- Axon webinars to familiarize OPs with accessing pertinent information (Ongoing)

Specific accomplishments for the 2018-2019 year include:

- Three Council vacancies filled.
- Conference calls were conducted monthly to work on workshop planning, goals and priorities.
- Discussions on established workshop location, topics and several speakers (carryover from previous year but will adapt if needed).
- Continued recognition of office professionals.
- Updated photo directory of the Council.
- Updated a photo directory of all OPs in SEA.
- Continued updates on website and now available on Axon.
- Continuation of SEACOP welcome packages to new individuals.

SEACOP GOALS FOR 2018-2019:

- Will establish new goals at annual meeting, July 30-31, 2019

SEACOP COUNCIL 2018-2019:

- Trinia Bax, Senior Chair, New Orleans, LA
- Tammy Dorman, Junior Chair/Recorder, Oxford, MS
- Andrea Fowler, Stoneville, MS
- Lucienne Savell, Oxford, MS
- Peggy Tubertini Morgan, Griffin, GA
- Gena Pancake, Ex-Officio, Jackson, TN
- Mary Sluder, Area Office Representative, Stoneville, MS
- Beverly Hill, Technical Advisor, Dawson, GA
- Dawn Reed, Technical Advisor, New Orleans, LA
- Mr. Archie Tucker, SEACOP Sponsor, Director, Southeast Area