

National Advisory Council for Office Professionals  
Annual Report  
February 2007

**Area:** Mid South Area

**Current Members:**

Linda Fulton, Senior Chair, Mississippi State, MS  
Tammy Dorman, Junior Chair, Auburn, AL  
Marlene Coley, Recorder, Stoneville, MS  
Telecia Burton, Ex-Officio Member, Oxford, MS  
Drusilla Fratesi, Technical Advisor, Stoneville, MS  
Lucienne Savell, Webmaster, Oxford, MS  
Kay Bolen, Bowling Green, KY  
Janice Boyd, New Orleans, LA  
Alice Redditt, Stoneville, MS  
Ann McGee, Stoneville, MS  
Lynda Taylor, Stoneville, MS  
Deborah Brennan, MSACOP Sponsor, Associate Area Director  
Madeline Hall, Ex-Officio, Tech. Adv., Baton Rouge, LA

**Accomplishments:**

The Mid South Area Council of Office Professionals (MSACOP) attended the 2006 National Advisory Council of Office Professionals (NACOP) Conference May 8-11, 2006, in St. Louis, MO; the MSACOP held their annual meeting the following day at the Millennium Hotel in St. Louis, MO.

The following individuals were chosen for leadership positions for the Council: Linda Fulton, Senior Chair; Tammy Dorman, Junior Chair; and Marlene Coley, Reporter.

The Charter was revised and approved by all Council members. The following changes were incorporated under "Council Membership": (1) A council member must have non-voting status for one year to be eligible for reappointment. (2) After serving a term as Technical Advisor, that member will remain on the Council for one additional year as an Ex-Officio Member.

The following individuals were chosen to fill (2) vacancies (utilizing the Vacancy Announcement that was drafted in 2005/06) on the MSACOP Council: Ann McGee and Lynda Taylor.

Council teleconferences were held bi-monthly.

MSACOP information posters and brochures were updated and distributed to each Location for display. Additionally an e-mail was sent to all Office Professionals in the Mid South Area which included the following: (1) Website (comprised of Mission and Goals, Membership List, Annual

Reports, Helpful Links, News Notes, Charter, and MSA SOP's) address for the MSACOP Council, (2) Current Annual Report, and (3) Synopsis of NACOP Conference.

The Annual Operating Budget in the amount of \$3,000 was approved by the Mid South Area Director's office.

The MSACOP website has been improved and updated (<http://msa.ars.usda.gov/osp>).

The MSACOP News Notes has been distributed semi-annually with required input from all Council members.

Congratulatory retirement and promotion letters have been sent to appropriate individuals.

A successful mentoring program for new office professionals is continuing in the Area.

### **Goals:**

Currently in the process of organizing and implementing a Mid South Area Office Professionals Conference to be held in Oxford, MS, May 15-16, 2007.

The MSACOP annual meeting will be held in Oxford, MS, May 16-17, 2007, following the 2007 Mid South Area Office Professionals Conference.

The Website (<http://msa.ars.usda.gov/osp>) will continue to be updated as needed.

The News Notes will be published semi-annually.

Bi-monthly conference calls will continue.

Provide a resource for the Area Director's Office and all levels of management for matters relating to office professionals such as orientation and training.

Continue the Mentoring Program for new hire office professionals as well as local information meetings at respective Locations that will keep the Council activities in the forefront.

### **Office Professionals of the Year:**

Linda Fulton (GS-06 and above)  
Secretary  
Crop Science Research Laboratory  
Mississippi State, MS

Latonya Ingram (GS-05 and below)  
Office Automation Assistant  
Southern Insect Management Research Unit  
Stoneville, MS