

**NATIONAL ADVISORY COUNCIL FOR
OFFICE PROFESSIONALS**

AND

ORGANIZATIONAL SECRETARIAL ADVISORY COUNCILS

**ANNUAL REPORT
June 1, 2014 – May 31, 2015**

Prepared By

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



¹ The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

TABLE OF CONTENTS

NATIONAL ADVISORY COUNCIL FOR OFFICE PROFESSIONALS

EXECUTIVE SUMMARY	3
2014-2015 NACOP MEMBERS	5
ALUMNI OF NSAC/NACOSP/NACOP ²	6
ANNUAL MEETING, ACCOMPLISHMENTS & GOALS	7
OFFICE PROFESSIONAL OF THE YEAR RECOGNITION PROGRAM	8

ORGANIZATIONAL OFFICE PROFESSIONAL ADVISORY COUNCILS

HEADQUARTERS

Members, Accomplishments & Goals	10
--	----

MIDWEST AREA

Members, Accomplishments & Goals	14
--	----

NORTHEAST AREA

Members, Accomplishments & Goals	16
--	----

PACIFIC WEST AREA

Members, Accomplishments & Goals	24
--	----

PLAINS AREA

Members, Accomplishments & Goals	26
--	----

SOUTHEAST AREA

Members, Accomplishments & Goals	29
--	----

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

Executive Summary

Overview:

Annual Meeting

The Plains Area hosted the Annual Meeting of the National Advisory Council for Office Professionals (NACOP) in Lincoln, Nebraska, June 16-18, 2015. Dr. Brian Wienhold, Location Coordinator/RL, Lincoln, graciously welcomed NACOP members to Nebraska on behalf of the Agroecosystem Management and the Grain, Forage, and Bioenergy Research Units located on the campus of the University of Nebraska-Lincoln. The second day of our meeting, June 17th, was spent at the U.S. Meat Animal Research Center (USMARC) in Clay Center, Nebraska, where we received a warm welcome from Dr. John Pollak, Center Director, and a phone call from Dr. Larry Chandler, Area Director. Dr. Pollak gave a brief review of the facilities and research at USMARC and Dr. Chandler welcomed us to the Plains Area and offered a few comments on the research efforts in Lincoln and Clay Center. Members enjoyed a tour of USMARC, which is located on a former Navy Ammunition Depot (active in WWII). Ms. Tammy Foote, Tour Coordinator, fielded questions related to the research programs in beef cattle, sheep, and swine as well as the history of the property and the ammo bunkers still scattered across the Center.

To begin our meeting, Flat Stanley assisted our senior co-chair in a team-building exercise to get things started and show a unity among members who possess a wide variety of talents and skills. Flat Stanley seemed pleased with the enthusiasm displayed during the activity and then sat quietly by as we began the task of working through our agenda.

NACOP's charter was reviewed extensively to incorporate necessary changes resulting from the recent Area Consolidation. Membership numbers and rotational schedules were reviewed and adjusted. NACOP will seek Administrative approval for two representatives per Area and one for Headquarters, each serving a 4-year term. According to this proposal, NACOP will have 11 members (2 per each of 5 Areas, 1 for HQ) and a Technical Advisor working together to accomplish the mission of NACOP — *"...to serve the Agricultural Research Service (ARS) Administrator and management in an advisory capacity on new initiatives, which impact employees across the Agency, and to enhance the office support profession through training, mentoring, and recognition."* Under this proposal, NACOP has two vacancies on the Council.

Members proceeded to review goals and identify accomplishments from the previous year and established goals for 2015-2016. Election of the next junior co-chair was held and other duties assigned as needed. The schedules for articles for and publication of *NACOP Notes* were discussed. Although several of the Council's products are living documents (e.g., Resource Assistance List) with ongoing maintenance, the products (e.g., brochure) and website were reviewed for accuracy and updates. Ms. Heather Gossel kindly joined us via conference call for discussions regarding our website and the migration to Axon during which she patiently responded to our questions and offered insights into the migration process.

The Council's focus then turned to preliminary planning of another training workshop; traditionally, NACOP hosts a workshop every three years. NACOP will send a request to the Administrator, through our Sponsor, requesting permission to host a Training Workshop for 125

participants (excluding speakers and NACOP members) in 2016. With NACOP's product "A Guide for Planning Training Workshops" in hand, we established committees and developed a broad sketch of the content of the Workshop. After much discussion, we chose a theme: Achievement, Realize Potential, Success for All (ARS). Each committee had the opportunity to begin planning and made significant progress.

Throughout the Year

This year had a unique set of challenges that included the Area Consolidation and unexpected vacancies on the Council. NACOP reluctantly accepted the resignations of two members – Rose McIntosh, Webmaster, in August 2014 and Melissa Stiefel, Senior Chair, in November 2014. Cathy Lonaberger, Technical Advisor, proposed that our former Senior Chair, current Ex-Officio, resume the Senior Chair role for the balance of the year. During the December 2014 conference call, the proposal was unanimously accepted by the Council. Vacancies were filled when two new members joined the Council: Lori Burma, MWA (February 2015) and Mary Dailey, NEA (April 2015).

The Council conducted monthly conference calls to work on goals and priorities. Information was shared with local councils and office professionals. Our newsletter, *NACOP Notes*, was distributed to office professionals during the year. NACOP's website was maintained. Due to one of the vacancies, another member stepped up to take on the additional duties of webmaster; we thank her for the diligence she has displayed.

On December 15, 2014, NACOP was honored to be among those recognized during the USDA's Inaugural Cultural Transformer Awards Ceremony. In the category of Talent Management, NACOP received recognition "for creating a means to train, mentor and recognize ARS secretarial and clerical employees, better empowering and engaging a disconnected and often disenfranchised group within the Agency." Current members felt honored to represent all members of NSAC (1996-1999), NACOSP (2000-2001), and NACOP (2002-present). A special edition of *NACOP Notes* was distributed to acknowledge former members.

To follow through on a suggestion from Dr. C. Jacobs-Young, a series of conference calls were planned during the week of Administrative Professionals Day, April 22, 2015, to reach out to and acknowledge Office Professionals (OP) in ARS. In general, each NACOP member worked with their AD to arrange for and plan an agenda for their call and invited their AD to participate. NACOP's Senior and Junior Chairs participated in each call to give an overview of NACOP and to encourage OP's to get involved with and be supportive of their local councils.

Respectfully submitted,

Linda Parnell, Senior Co-Chair
Tangele Terry, Junior Co-Chair

2014-2015 NACOP Members

LINDA PARNELL, PA, Senior Co-Chair (*Dec 2014-Jun 2015; Ex-Officio, Jun-Nov 2014*)

TANGELE TERRY, HQ, Junior Co-Chair

BROOKE BOWERS, PWA, Outreach Committee Chair

BRENDA HOLMES, NEA, Historian, Webmaster (*Effective Sep 2014*)

DARLEEN NELSON, SEA, Recorder

JANEL NIERMAN, PA

TRUDY PINKERTON, PA

DAWN REED, SEA, *NACOP Notes* Editor

MELISSA STIEFEL, MWA, Senior Co-Chair (*Jun-Nov 2014; Resigned Nov 2014*)

LORI BURMA, MWA (*Effective Feb 2015*)

ROSE MCINTOSH, BA, Webmaster (*Resigned Aug 2014*)

MARY DAILEY, NEA (*Effective Apr 2015*)

CATHY LONABERGER, OA, Technical Advisor

Alumni of NSAC/NACOSP/NACOP²

- | | |
|-------------------------------------|---------------------------------|
| Kathy Aragon — NPA | Jackie Kelly-Conroy — HQ |
| Maria Archer — NAL | Diane Koch — NAA |
| Diona Austill — NPA | Olga Lee — NPA |
| Brenda Aysenne — MSA | Heather Lewandowski — MWA |
| Sandra Ball — NAL | Stephanie Lively Sullivan — NAA |
| Barbie Ballengee — PWA | ‡ Cathy Lonaberger — OA, § |
| Patricia Berry — HQ/OA, § | Angie Marchetti — AFM/HQ |
| ‡ Brooke Bowers — PWA | Elaine McGuire — BA |
| Prunella Branish — NAA | ‡ Rose McIntosh — BA |
| Terry Brooks — NAL | Christa Meier — PWA |
| Latasha Burl-Beasley — NAL | Sheila Messineo — BA |
| ‡ Lori Burma — MWA | ‡ Darleen Nelson — SAA/SEA |
| Sherri Buxton — MWA | Linda Neuenhahn — HQ/NPS |
| Kay Carr — SAA | ‡ Janel Nierman — PA |
| Carmela Carrick — HQ/NPS | Kathleen Parker — PWA |
| Clarice Fleming-Carter — AFM/HRD, § | ‡ Linda Parnell — NPA/PA |
| Jan Cline — HQ | Olivia Pedraza — SPA |
| Patty Coyle — NAA | Debra Penick — PWA |
| Joyce Craig — AFM/HQ | Sharon Peterson — NPA |
| Veronica Cullum Laird — PWA | ‡ Trudy Pinkerton — SPA/PA |
| ‡ Mary Dailey — BA/NEA | Rosetta Proctor — HQ |
| Louise Dalton — NPA | ‡ Dawn Reed — MSA/SEA |
| Phyllis Davis — NAA | Wanda Rohrer — SAA |
| Sherry Dewald — SPA | Iris Rosa — AFM/HQ |
| Debra Duckworth — SAA | Rhonda Sampson — HRD/OCIO, § |
| Tammy Durfee Blair — PWA | Jannette Shuford-Reeves — NAL |
| Brenda Elston — HQ/NPS | Betty Sigler — NPA |
| Janet Ferst — HQ/OA | Mary Silva — NAL |
| Libby Fouse — PWA | Frankee Simpson — SAA |
| Drusilla Fratesi — MSA | Joyce Smith — NAA |
| Rhea Fryar-Calvert — SPA | Michelle Snowden — HQ/OA |
| Linda Fulton — MSA | Kristen Soter — BA |
| Sandy Groneberg — MWA | Queen Spriggs — HQ/OA |
| Madeline Hall — MSA | Anne Steele — SPA |
| Nadine Hiers — BA | ‡ Melissa Stiefel — MWA |
| Barbara Hodges — SPA | Cecelia Stortzum — HRD, § |
| ‡ Brenda Holmes — NAA/NEA | Genevieve Swartzberg — MSA |
| Sue Hurd — NPA | ‡ Tangele Terry — HQ |
| Bonnie Ingram — MWA | Sue Thornburg — NPA |
| Elizabeth Jackson — NAL | Kathy Townson — BA |
| Shelia Jackson — SAA | Ruth Treat — SPA |
| Tiffany Jackson — HQ | Toni Walls — HRD, § |
| Wendy Jacobs — BA | Sandra Warren — MSA |
| Marcia Jenkins — MWA | Sabrina Whitley-Ferrell — SAA |
| Cody Jensen — NPA | Lori Wilson-Voss — MWA |
| Brittany Jones — MWA | |

‡ 2014-2015 NACOP Member – § indicates Technical Advisor

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

National Advisory Council for Office Professionals (NACOP)

Annual Meeting

Date: June 16-18, 2015
Location: Lincoln & Clay Center (6/17), Nebraska
Host: Plains Area

2014-2015 Accomplishments

- Updated storage for scrapbook.
- Updated scrapbook to include consolidation of Areas.
- Distributed Resource Assistance List and NACOP Notes, including a special edition. Completed Office Professional Assets and participated in local council meetings.
- Updated brochure and display panels to reflect Area consolidation.
- Updated Training Workshop Guide.
- Sent memo to Sponsor and Administrator requesting action to facilitate conference calls held with all office professionals by Area/HQ in concert with Administrative Professionals' Week. Senior and Junior co-chairs participated in each call.
- Memos were sent to the Area Directors to initiate conference calls with all office professionals by the local councils.
- Responded to request by Karen Brindle to participate in the Portal beta testing by having a member on the forum.
- Sent memo to Sponsor and Administrator with recommendations to facilitate a smooth Area consolidation.
- NACOP was the recipient of one of the inaugural 2014 Cultural Transformer Awards in the Talent Management category.

2015-2016 Goals

- Update resource assistance list and historical scrapbook (maintain as an ongoing project).
- Promote awareness by providing NACOP members with support and resources to take back to local councils (maintain as an ongoing project).
- Establish a Quick Reference Guide for use by all ARS office professionals. Coordinated by NACOP as an ongoing goal for updates as submitted by local councils.
- Respond to request by Stephanie Gallison to review Consolidated Travel Guide.
- Plan Training Workshop, pending approval, for FY 2016. (Implementation of the workshop will be a goal for next year.)
- Address the need for membership and term changes for NACOP due to the consolidation, as written in the updated Charter. Request for approval written to Sponsor and Administrator.
- Send a Best Practices called "Correspondence with Cathy" to remind office professionals that there are proper rules concerning correspondence.

Office Professional of the Year Recognition Program

2014 ARS Office Professional of the Year

Brooke Bowers
Program Support Assistant
Pacific West Area – Northwest Watershed Management Research
Boise, Idaho

Headquarters

Not awarded this reporting year.

Midwest Area

2014 Office Professional of the Year:

Heather Lewandowski
Program Support Assistant
Plant Genetics Research Unit
Columbia, Missouri

2014 Administrative and Program Management:

Sherri Buxton
Secretary OA
Midwest Area Office
Peoria, Illinois

Northeast Area

Not awarded this reporting year.

North Atlantic Area

Not awarded this reporting year.

Beltsville Area

Linda Reynolds
Program Support Assistant
Beltsville Human Nutrition Research Center
Beltsville, Maryland

Pacific West Area*2014:*

Brooke Bowers
Program Support Assistant
Northwest Watershed Management Research
Boise, Idaho

2015:

Cheryl Borg
Secretary (OA)
U.S. Arid Land Agricultural Research Center
Maricopa, Arizona

Plains Area

Not awarded this reporting year.

Northern Plains Area

Linda Parnell
Secretary OA
Reproduction Research Unit, USMARC
Clay Center, Nebraska

Southern Plains Area

Not awarded this reporting year.

Southeast Area

Not awarded this reporting year.

Mid South Area

Not awarded this reporting year.

South Atlantic Area

Kathy Marchant
Office Automation Assistant
Crop Genetics and Breeding Research Unit
Tifton, Georgia

Headquarters (HQ)

Mission and Goal

The mission of the Headquarters Advisory Council for Administrative Professionals (HACAP) is to serve the Office of the Administrator (OA) and Deputy Administrator, Administrative and Financial Management (DAAF) in an advisory capacity on new initiatives that impact Headquarters administrative personnel; to act as a liaison to the National Advisory Council for Office Professionals (NACOP) on matters that impact administrative personnel Agency-wide; and to enhance the office administrative profession through training, mentoring, and recognition. The Council's goal is to ensure that ARS Headquarters has highly skilled office administrative professionals working in partnership with management to meet the needs of the Agency.



Objectives

The objectives of the Council include:

- Serve the OA and DAAF in an advisory capacity on new initiatives that impact Headquarters administrative professionals.
- Encourage ongoing communication among administrative professionals, HACAP and the administration.
- Act as liaison and support for NACOP.
- Advise the OA and DAAF on matters relating to development, advancement, and recognition of Headquarters administrative professionals.
- Encourage networking among administrative personnel for effective communications and efficient working relationships.
- Assist in the development and presentation of required and appropriate training and mentoring for administrative professionals.

Scope

HACAP represents administrative personnel who support the Headquarters staff listed below. This includes employees in the Secretarial Series, GS-318; Office Automation Series, GS-326; and Miscellaneous Clerk, Assistance or Program Support Assistant Series, GS-303.

Current Members

HACAP represents over 70 employees in the GS-318, GS-326, and GS-303 series from the Office of the Administrator which includes: Office of National Programs (ONP); Office of International Research Programs; Office of Technology Transfer (OTT); Budget and Program Management Staff; Homeland Security; Civil Rights; Information Staff; Office of the Chief Information Officer; Office of Scientific Quality Review; Legislative Office; and Administrative and Financial Management (AFM). Administrative professionals in those series are invited and encouraged to attend all meetings and events sponsored by HACAP.

The roles and responsibilities of each council member are listed below.

Michelle Swann – Chairperson
Vacant – Co-Chairperson
Kisha Shelton – Recorder & Newsletter Editor
Vacant – Membership Chairperson
Paula McEvoy – Publicity Chairperson
Glendora Stevens – Web Master
Tangele (Tee) Terry – NACOP – Technical Advisor

Michelle Swann-Administrative Management Assistant, DAAFM- Chairperson

- Organized meetings and issued agendas.
- Presided at all meetings and conference calls.
- Advised and worked with management on implementing policies and programs affecting the Headquarters Offices and AFM.
- Developed correspondence from the Council and obtain appropriate approvals prior to dissemination.
- Informed Council Members of future meeting arrangements.
- Prepared annual progress report for NACOP, OA, and DAAFM.
- Perform other duties as customarily pertain to the office of chair including but not limited to serving in other vacant positions.
- Meet quarterly with HACAP Champion to discuss upcoming events.

Vacant – Co-Chairperson

- Serve as backup and support to the Chairperson.
- Preside as Chair in absence of the Chair.
- Keep Headquarters staff office personnel aware of information and activities of the Council and related programs.
- Coordinate with the Chairperson on all correspondence and the NACOP annual report.

Kisha Shelton, Executive Assistant, ODEO, Recorder and Newsletter Editor

- Recorded and distributed highlights and action items of meetings.
- Maintained current Council records.
- Disseminated all correspondence after approval has been obtained from the Chairperson.
- Gathered information to be published in the HACAP News newsletter.
- Arranged quarterly newsletters for publication.
- Distributed copies of newsletter to the membership.

Glendora Stevens, Secretary, Office of National Programs, Web Master

- Maintained HACAP SharePoint site updated and functioning.
- Coordinated with the Membership Chairperson to ensure the e-mail address list for administrative professionals (Series 318, 326, and 303) is updated.

Vacant - Membership Chairperson

- Maintained an accurate roster and e-mail list of all administrative professionals.
- Prepared sign in sheets for all general, board, and special meetings.
- Followed up with a phone call to any new eligible administrative professional and notified board members that contact was made.
- Requested volunteers for new council board members when a HACAP member resigns.

Paula McEvoy, Executive Assistant, HRD, Publicity Chairperson

- Advertised quarterly HACAP general membership meetings.
- Updated and maintained HACAP brochure.
- Advertised the annual Administrative Professionals Day event.

Tangele (Tee) Terry, Administrative Management Assistant HQS, Technical Advisor

- Ensured all Council meetings are conducted in accordance with the established charter and that appropriate issues are addressed.
- Ensured that all recommendations from the Council are consistent with rules and regulations.
- Represented HACAP on the NACOP.
- Provided information to HACAP members on NACOP relevant issues.

Accomplishments

On Wednesday, April 22, 2015, HACAP observed Administrative Professional Day (APD) with them titled “**Embracing Change and Creating our Future**”. APD was held at GWCC in the back of the cafeteria. Refreshments were provided. Sign language interpreters were provided for our hearing impaired employees. The APD had exceptional dynamic speakers such as:

- Dr. Chavonda Jacobs-Young, Administrator, ARS
- Joon Park, Deputy Administrator, AFM
- Chevon Gibson, Special Projects Coordinator, DAAFM

The day was received with outstanding commentaries regarding the success of the Administrative Professional Day.

On March 26, 2015, HACAP hosted a Portals Training seminar at GWCC. The training was presented by Wendy Jones, Deputy Director, National Capital Region Business Service Center.

The HACAP Board meets the 3rd Thursday of the month.

Goals

- To continue to provide training and information to all administrative professionals.
- To update the HACAP Website.
- To continue to try to get more people involved in HACAP (by updating the Share Point site; welcome letters to new employees and personal visits to new and existing employees.

- To support NACOP as needed with their tentatively scheduled conference.
- To recruit new members.
- To continue to serve the Office of the Administrator and Deputy Administrator, AFM, in an advisory capacity on new initiatives that impact AFM and Headquarters administrative professionals.
- To encourage ongoing communication among administrative professionals, NACOP, and the administration, and
- To advise the Office of the Administrator and Deputy Administrator, AFM on matters relating to development, advancement, and recognition of Headquarters office support personnel.
- To create a mentorship program to build working relationships between experienced employees and those employees desiring the benefits of a one on one teaching relationship with a mentor.

Midwest Area (MWA) — MWACOP



Current Members

Lori Burma, Senior Co-Chair; Technical Advisor and
NACOP Representative (*effective Feb. 2015*)

Beth Burmeister, Junior Co-Chair; Senior Co-Chair
(*effective Feb. 2015*)

Robin Brewster

Dorene Hensler

Vicki Jones

Jessica Michael

Sherry Buxton, Technical Advisor

Melissa Stiefel, Technical Advisor and NACOP Representative

Marci Bushman, Ex-Officio

Accomplishments

- Assisted the Midwest Area Office with organizing and hosting a Program Support Assistant/Secretary training workshop. The training workshop was held in Peoria, Illinois, on July 29-30, 2014.
- Distributed MWACOP News Notes in December and April.
- Hosted two conference calls/roundtable discussions for the Midwest Area Program Support Assistants/Secretaries. The MWACOP chose a topic and invited an expert to address the topic and answer questions. Following the topic discussion, a roundtable discussion gave the participants an opportunity to voice concerns, seek advice or ask questions on any topic. The topics for the first two conference calls/roundtable discussions were:
 - ARMPS - Kari Deppe, Branch Chief: Budget, Travel & Agreements
 - NACOP – Dr. Robert Matteri, Midwest Area Director; Linda Parnell and Tangele (Tee) Terry, NACOP Co-Chairs
- Updated mentor checklist and mentor/mentee information.
- Re-formatted MWACOP website to comply with Agency website platform guidelines.
- Comprehensive review and update of the SOP manual on the website. (Project is nearing completion.)

Goals

- Connect with the Program Support Assistants/Secretaries in the Midwest Area through conference calls/roundtable discussions.
- Distribute News Notes twice a year.
- Support mentor/mentee relationships. Provide resources.
- Maintain and update the MWACOP SOP.

Awards

- 2014 Office Professional of the Year – Heather Lewandowski, Plant Genetics Research Unit, Columbia, MO (former member of MWACOP and NACOP). Ms. Lewandowski is being recognized for her outstanding organizational and creative support that broadened the impact of the Plant Genetics Research Unit and enabled the effective implementation of the ARS Mission.
- 2014 Administrative and Program Management – Customer Service and Technical Expertise Category – Sherri Buxton, Midwest Area Office, Peoria, IL (Current MWACOP Technical Advisor and former member of NACOP). Ms. Buxton is being recognized for outstanding customer service, process management and improvement, and development of office professionals in the Midwest Area.

Northeast Area (NEA) — NEACOP



2015 Annual Report

The Northeast Area Council for Office Professionals (NEACOP) (January 2014 thru September 2014 – known as North Atlantic Area Council of Office Professionals)

Current Members:

Dariusz Swietlik, Area Director, NEA-Sponsor

Brenda Holmes, Program Support Assistant, Beneficial Insect Introduction Research Unit, Newark, Delaware -

Technical Advisor

Joanne Murphy, Program Support Assistant, Eastern Regional Research Center, Wyndmoor, Pennsylvania - **Senior Co-Chair**

Melody Scheffler, Program Support Assistant, Robert W. Holley Center, Ithaca, New York - **News Editor**

Rebecca Crawford, Secretary, OA, National Center for Cool; Cold Water Aquaculture, Kearneysville, West Virginia - **Historian**

Tiffany Fisk, Program Support Assistant, Plant Genetic Resources and Grape Genetic Research, Geneva, New York & National Cold Water Marine Aquaculture Center, Franklin, Maine - **Recorder**

Allison Mowery, Program Support Assistant, Pasture Systems Watershed Management Research Unit University Park PA – **Webmaster**

The *North Atlantic Area Council of Office Professionals strives to improve the working conditions while enhancing the professional image of office professionals in the NAA. To assure the concerns of office professionals in NAA are addressed at the highest level, NAA Area Director, Dr. Dariusz M. Swietlik has been our NAACOP sponsor since January 2013. His support within the NAA Council of Office Professionals has been invaluable.

NAACOP has a representative on the National Advisory Council for Office Professionals (NACOP), Brenda R. Holmes.

Mission and Goal

The mission of the North Atlantic Area Council of Office Professionals (NAACOP) is to work with the Area Director/Sponsor and Location management in an advisory capacity on new initiatives that impact office support professionals. The council will strive to enhance the profession through improved communication, training, and mentoring and providing avenues of recognition for these efforts. NAACOP also provides input and serves as liaison to the NAA representative to the National Advisory Council for Office Professionals (NACOP) on these matters.

Our goal is to ensure that the North Atlantic Area (NAACOP) is working to meet the future program and administrative needs of the Area Offices and the Agency as a whole by providing a platform of guidance for skilled office professionals through mentoring, accurate resources, training and creating an open atmosphere of trust and respect.

Vision

Our vision is that Office Support Professionals function as an integral part of the team through shared knowledge and experience, thus providing a valuable resource in support of Area locations and Agency missions. We also envision that job satisfaction is heightened through improved job performance, training, positive communication and networking.

Accomplishments

- **2014 - Present:** The former NAACOP began and now the currently titled: NEACOP continues to hold monthly teleconference calls with all NEA locations where all Program Support Assistants, Secretaries and Office Automation Assistants are invited to attend. This conference call is held the fourth Thursday of every month @ 11:00 am. This is a forum where office professionals discuss current issues and share ideas of best practices and experiences for administrative processes. It has been well received and there has been strong support and connection made throughout the last two years among our office professionals.
- **January 2014:** The NAACOP Charter was reviewed and revised at the Annual meeting in December 2013 and was officially signed and approved by Dr. Swietlik, NAACOP sponsor, on January 27, 2014. Dr. Swietlik was nominated and appointed as NAACOP sponsor for the upcoming year.
- **February 2014:** With regard to the ongoing issue of Communication: A suggestion was made by NAACOP to the Area Office that if they could include “deadlines” to their emails in order to provide an expectation ahead of time then this would be extremely helpful for all in balancing the workloads. This is a great example of the ongoing dialogue between Management and NAACOP to improve procedures and processes.
- **May 2014:** A “Survey Monkey” questionnaire was developed and sent out to all NAA Office Professionals in late May to determine how our office professionals are doing, what concerns they may have and what do they need to perform their jobs more efficiently. The survey received a response rate of about 50%. Positive responses were made about the support they are receiving from NAACOP and how they can rely on each other if they need help in accomplishing unfamiliar tasks. Action items to address any of the concerns/issues raised by this survey were reviewed in September 2014.
- **June 2014: USDA Pathways Program, Graduates, Intern Participant Agreement (Newark, Delaware first graduate student from Pathways Program)** Appointee, Ashley E. Green, Student Trainee (Office Automation), mentored by Brenda Holmes, Program Support Assistant and other local NAACOP Members from April 21, 2014 to June 2014. During Ashley’s tenure she was provided with the resources and job duties and responsibilities as they pertained to her performance goals. Training requirements focused on required duties and were coupled with mentorship from NAACOP members. With the mentorship she was provided, Ashley quickly gained valuable skillsets throughout a wide variety of office functions and experiences that she can draw from to prepare herself for success in future opportunities within the Federal Government or private sector. The following is a snapshot of the first Graduate from the Pathways Program of which a NAACOP member directly had oversight of the training and experiences of a new Federal Employee.

- *“Ashley E. Green is our first graduate from the Pathways Program at Newark, Delaware. The Pathways Program is meant to offer college students a direct path to federal service by providing students with meaningful training and career development opportunities while in their federal service internships. Ashley is serving as an office Automation Assistant under Brenda Holmes. She will be graduating this month with a degree in Human Services and Public Policy from the University of Delaware and hopes to secure a position within the Human Resources or Office Automation field. She joined the staff at Newark last March and has worked on various projects, including learning the process of agreements with the University of Delaware. Ashley said she has thoroughly enjoyed her time as a Program Pathways intern and encourages other students to get involved and take advantage of the unique opportunity to have hands on experience within the federal government.”*
- **July 2014:** Dr. Dariusz M. Swietlik, Director NAA, commended the 2014 Annual North Atlantic Area Award Program winners. NAA Office Professional of the Year was Ms. Karen Barry from the Robert W. Holley Center in Ithaca, NY. Karen was recognized for Outstanding Achievement as a superb Program Support Assistant in all areas of her assigned duties.
- **August 2014:** Dr. Joseph Spence, Director, Beltsville Area, commended the 2014 Beltsville Area Secretarial/Clerical Employee of the Year. Ms. Linda Reynolds, Beltsville Human Nutrition Research Center, Beltsville, MD was recognized for outstanding achievement.
- **September 2014:** A Meeting with Drs. Swietlik and Onwulata was held to discuss the upcoming merger of the North Atlantic Area and Beltsville Area and how this will affect the respective Councils. Dr. Swietlik appointed Dr. Onwulata temporarily as our sponsor of the merged Councils. Dr. Onwulata accepted his temporary sponsorship but he will need to be formally nominated and approved by Council at a later date. Drs. Swietlik and Onwulata offered their full support and assistance as we all go through this transition/merger.
- **October 2014; November 2014 and December 2014:** Our Annual meeting was postponed until March 2015. Due to the merger of both local councils, it was felt that it would be more beneficial to wait a few months until after we had discussions with the Beltsville Area council, and had a chance to conduct some informal conference calls in support of the merger. An initial conference call with the Beltsville Area Council was held in early November.
- **December 2014: Cultural Transformer Award.** NACOP Representative Brenda R. Holmes attended Inaugural Cultural Transformer Award Ceremony and was presented the Secretary of USDA Award as one of the ARS National Advisory Council for Office Professionals recognized for Outstanding Accomplishments in the Talent Management category. This ceremony was held on Monday, December 15, 2014 and hosted by Max Finberg, Senior Advisor to Assistant Secretary for Administration Coordinator, Cultural Transformation Initiative, U.S. Department of Agriculture, Washington, D.C. As the NEACOP Representative, it was an immense honor to be a part of this event and accept the Cultural Transformer Award in recognition for the many months of dedicated work in building a program that provides immeasurable benefits for so many Office Professionals throughout ARS.
- **December 2014: Special Acknowledgment!** I (**Brenda R. Holmes**) want to personally thank **Joanne Murphy**, Program Support Assistant, Eastern Regional Research Center,

Wyndmoor, Pennsylvania; **Tiffany Fisk**, Program Support Assistant, Plant Genetic Resources and Grape Genetic Research, Geneva, New York & National Cold Water Marine Aquaculture Center, Franklin, Maine; **Rebecca Crawford**, Secretary, OA, National Center for Cool; Cold Water Aquaculture, Kearneysville, West Virginia; **Allison Mowery**, Program Support Assistant, Pasture Systems Watershed Management Research Unit University Park PA and **Melody Scheffler**, Program Support Assistant, Robert W. Holley Center, Ithaca, New York for their amazing contributions to the then NAACOP which recently merged into NEACOP. Their selfless dedication and exceptional work has been tremendous. It is through their efforts alone that demonstrate what solid council leadership is and have paved the way for future successes. As a National Council representative, I am well aware of the importance of having strong local council support. Without the dedication of our local councils the successes at the national level would not have been possible. On December 15, 2014, as part of a National Council I accepted the Cultural Transformation Award in the Talent Management Category. I know for certain that it was your unwavering support that made this possible for me. It has been more than an honor to work with each of you! You all embody what makes the National Council what it is today and for that you have my utmost gratitude!

This annual report is for the time period October 2014 - April 2015, thus the reference throughout the report to “North Atlantic Area Council of Office Professionals.”

2014-2015 Northeast Area Council for Office Professionals (NEACOP)

Rebecca Crawford, Secretary, OA, National Center for Cool; Cold Water Aquaculture, Kearneysville, West Virginia - **Historian (Primary)**

Mary Dailey, Program Support Assistant, Molecular Plant Pathology Laboratory, Beltsville, Maryland - **Technical Advisor**

Tiffany Fisk, Program Support Assistant, Plant Genetic Resources & Grape Genetic Research, Geneva, New York, and National Cold Water Marine Aquaculture Center Franklin, Maine - **Recorder**

Brenda Holmes, Program Support Assistant, Beneficial Insect Introduction Research Unit, Newark, Delaware - **Technical Advisor**

Allison Mowery, Program Support Assistant, Pasture System & Watershed Management Research Unit, University Park, Pennsylvania - **Webmaster (Primary)**

Joanne Murphy, Program Support Assistant, Eastern Regional Research Center, Wyndmoor, Pennsylvania - **Senior Co-Chair**

Catherine Parsons, Program Support Assistant, Food Quality Laboratory, Beltsville, Maryland

Linda Reynolds, Executive Assistant, Office of Director, Beltsville Human Nutrition Research Center, Beltsville, Maryland – **Jr. Co-Chair**

Akia Samuda, Program Support Assistant, Invasive Insect Biocontrol & Behavior Laboratory, Beltsville, Maryland - **Historian (Secondary)**

Melody Scheffler, Program Support Assistant, Robert W. Holly Center, Ithaca, New York - **News Editor (Primary)**

Emely Schuck, Secretary, Office of the Director, Beltsville Agricultural Research Center, Beltsville, Maryland - **Webmaster (Secondary)**

Roslyn Williams (Roz), Program Support
Assistant, U.S. National Arboretum,
Washington, DC

Charles Onwulata, Associate Director,
Northeast Area – **Sponsor**

Mission and Goal

The mission of the Northeast Area Council for Office Professionals (NEACOP) is to work with the Area Director/Sponsor and Location management in an advisory capacity on new initiatives that impact office support professionals. The council exists to enhance improved communication, while training, mentoring, and providing recognition. NEACOP will also provide input and serve as a liaison to the NEA representative to the National Advisory Council for Office Professionals (NACOP).

Our goal is to ensure that the Northeast Area (NEACOP) is working to meet the program and administrative needs of the Area and the Agency by serving as role models in providing guidance for skilled office professionals through mentoring, accurate resources, training and creating an open atmosphere of trust and respect.

Value Statement

NEACOP values and supports the research, the scientific impact in our community and the products and services produced by ARS, and will:

- Recommend and deliver positive changes
- Encourage and foster mutual support
- Disseminate resources to office professionals
- Ensure commitment to the council and the NEA Office Professionals
- Build friendships

Vision

Our vision is that Office Support Professionals function as an integral part of the team through shared knowledge and experience, thus providing a valuable resource in support of the Area and Agency missions. We also envision that job satisfaction is heightened through improved job performance, training, positive communication and networking.

NAECOP has two representatives on the National Advisory Council for Office Professionals (NACOP), Brenda R. Holmes and Mary Dailey.

Objectives

- Serve as a liaison between the Northeast Area Director/Sponsor, the Locations, and Management units and skilled office professionals.
- Improve communication, awareness, and skills among office professionals and strengthen programs and opportunities for career development.
- Improve recognition and promote proficiency of the skilled office professionals.

- Provide advice and recommendations to management on Area-wide standard operating procedures, policies and programs related to the employment, development, and advancement of office professionals.
- Provide support to the National Advisory Council for Office Professionals (NACOP).
 - The NEACOP charter was reviewed and revised.
 - Review the NEACOP Code
 - Review Charter, including Rotation Schedule
 - Review 2013/2014 Council Goals and establish accomplishments
 - Review NEACOP Website
 - Review/Amend the NEACOP timeline
 - NEACOP Logo

Accomplishments

- **January 2015: (NEACOP Pre-Meeting)** Joanne Murphy and Brenda Holmes traveled down to Beltsville, MD to meet with the Beltsville Area council and Drs. Swietlik and Onwulata to discuss plans for the upcoming annual meeting in March 2015. This was a very productive meeting which produced positive outcomes relating to the merger. Tentative plans for the agenda were discussed and reviewed. We look forward to having a unified council, NEACOP in the near future.
- **March 2015: -NEACOP Annual Meeting was held March 11 through 12, 2015:** The NEACOP held their 1st Annual Meeting at the USDA-ARS-NEA BARC-West Building 005 Beltsville, Maryland. The following are highlights from our annual meeting:
 - **Welcome Remarks** - Dariusz M. Swietlik, Northeast Area Director. The 1st Annual meeting of the Northeast Area Council of Office Professionals (NEACOP) commenced on Wednesday, March 11th, with a gracious welcome from Dr. Dariusz Swietlik, Area Director. Dr. Swietlik thanked us all for attending this annual meeting and serving on the council. He is very encouraged by the merging of our two councils and that he looks forward to our working proactively together rather than separately.
 - Guest Speaker, Sharon Drumm, Chief of Staff and Colette Wood, Program Analyst presented a Teambuilding Exercise during our first local Northeast Area for Office Professionals (NEACOP) meeting since our Councils (NAA and BA) have merged as of October 1, 2014. As the Representative, Brenda R. Holmes invited Ms. Drumm to be a guest speaker and give a presentation on “Teambuilding”. There were approximately 14 members who attended.
 - Human Resources Webinar - Lia Simmons, presented “Transitioning to an Administrative Officer or Management or Program Analyst Position.” Ms. Simmons had a power point presentation on how you can meet that challenge. She discussed what the Human Resources Specialist is looking for on resumes, education verse experience, and different types of recruitments.
- **March 2015:** Dr. Dariusz M. Swietlik, Director Northeast Area, nominated Ms. Mary Dailey as an additional new NEA representative/member on to the NACOP. She is the PSA for the Molecular Plant Pathology Laboratory (MPPL) in Beltsville Agricultural Research

Center. Dr. Robert Davis, MPPL's Research Leader, is her supervisor. Ms. Dailey is a current member of the NEA Advisory Council of Office Professionals. She has a distinguished history as being a very dedicated and results-driven employee during her 30 year career with ARS. Mary is well aware of commitments, duties, and responsibilities associated to membership on the National Council. Mary is very enthusiastic to assume her new role on the National Council once approved.

- **March 2015:** As the NACOP Representative for NEA Office Professionals, Brenda Holmes added Iris Rosa, Secretary, OA to the distribution list. This was done to ensure the National Agricultural Library and others are included in all future NACOP distributions and NEA activities. Since we have merged both local councils (NAA & BA) as one local NEACOP Council. Our local NEACOP, Sr. Co-Chair, is Joanne Murphy and Mary Dailey is the Jr. Co-Chair. Please feel free to contact them if you have any concerns, questions, or need additional guidance as another resource.
- **April 2015:** On April 9, 2015 the National Advisory Council for Office Professionals (NACOP) approved Mary Dailey, Program Support Assistant as an additional new member to the National Council. Her term of service starts April 2015 through May 2018.
- **April 2015:** The NEACOP Council recognized all NEA ARS Office Professionals with a 'Thank you' and 'Happy Administrative Professionals Week' memorandum. The memorandum was sent by email from our local Council. The memorandum sighted the hard work and dedication from all of the PSAs as well as a personal 'Thank You' to all from Joanne Murphy, Sr. Co-Chair and Mary Dailey, Jr. Co-Chair on behalf of NEACOP (Northeast Area Council for Office Professionals).

"An Office Professional at the USDA, ARS, Northeast Area, includes Program Support Assistants, Secretaries and Office Automated Assistants. Adaptability allows us to maneuver from one assignment to another, involving areas of program and technology (ARIS), finance (CATS, ARMPS), customer service, human resources, foreign visitors, and government regulations all in one day and without blinking a well-trained eye. We unlock the front door in the morning and sometimes are the last to leave at the end of the day. Nothing happens in our unit that does not in some way cross our desks. We take care of well, everything.

*Office Professionals anticipate needs, work closely with their Research Leader, and/or Supervisor and scientists in their unit, connect stakeholders, track details, deliver results and ensure that all business gets done in the Research Unit and/or department. When resources are stretched, we help find solutions. When roadblocks appear, we build workarounds. When our Research Leader or Supervisor gets a request from the Center, or Area Director we are there to assist and provide support. When a meeting goes too long and off topic, we make sense of it. When a dozen scientists need to travel to an annual meeting, we collate the paperwork, make the hotel and airline reservations, enter it into the Concur travel system, get the required signature(s) and send them on their merry way. When an incoming/outgoing agreement, CRADA, or MTA has to be completed, we get the necessary information, do the follow-up work, create the agreement in the system and send it through the proper channels to get processed and approved. **This is all in a day's work.** We have heard others say that this is one of the hardest jobs they have ever had. We would certainly agree that the amount of job responsibility we have is amazing and yet, we*

know we all feel very proud of what we do, and the accomplishments we have achieved as an Office Professional. We believe that our contributions on a daily basis have contributed greatly towards our organization's outstanding performance in the field of research services.

*For all that you do, we would like to take this time to say **thank you** and honor you!!!!"*

May 2015 Next issue of the NEACOP Reporter will be distributed the end of the month.

Pacific West Area (PWA) — OSAC



This Report has been prepared to annotate to the Goals and Accomplishments of the PWA Office Support Advisory Council (OSAC) meetings.

Council Members

Cheryl Borg	Senior Co-chair
Vacant	Junior Co-chair
Brooke Bowers	NACOP Technical Advisor
Anita Robles	Information/Reference Guide Coordinator
Rebecca Sloop	Information/Reference Guide Coordinator
Christopher Carter	Webpage Coordinator
Shawna Vogl	Webpage Coordinator
Vickie Lutes	Recorder

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.

2014-2015 Goals

- Review/update the charter for 2014-2015 and get signatures.
- Create new OSAC logo for internal use.
- Continue to update the OSAC webpage.
- Work on 3rd quarter Team letter.

Accomplishments

- Updated the mentor list on the webpage.
- Updated recruiting materials and conducted successful outreach for new members.
- Recruited two new members who were subsequently appointed by the Area Director.
- Reviewed, updated and signed Charter for the year 2014/15.
- Council members met via telephone conference call on a regular basis.
- Provided superior mentoring and advice to Pacific West Area office support professionals, utilizing the collective experience and skills of OSAC members.
- Strengthened and improved the knowledge and skills of all PWA office support professionals through networking.

- The council continues to pride itself in welcoming new office support professionals to the PWA and providing guidance via multiple channels and networks.
- Recognized PWA Office Professionals on Administrative Professionals Day with email and inspirational calendar.

2015-2016 Goals

- Develop and expand the base of human capital available to the OSAC council, and attract new and enthusiastic members through enhanced strategies.
- Review and update the PWA OSAC Charter referencing the NACOP Charter as appropriate.
- Increase awareness of PWA OSAC activities and resources by developing marketing materials.
- Identify the best communication channels (newsletter, website, etc) and initiate periodic distribution on news and information to assist office support personnel in the workplace.
- Continue development of the PWA OSAC website to enhance the skills and abilities of office support personnel by providing up-to-date information on current agency processes and programs.
- Recognize PWA office professionals on Administrative Professionals Day.

Plains Area (PA) — PACOP

Due to the reorganization of the Area Office, a new Plains Area Council for Office Professionals was established in April 2015. Linda Parnell, NACOP Senior Chair, participated in the meeting. Following the meeting, Amber Whittaker rotated off the Council. New PACOP membership includes (6) voting members, (2) NACOP Technical Advisors, and (2) Ex-Officio members from ADO Staff. All individuals were appointed by the Area Director.



Members of 2014-2015 Council

Barbara Hodges, Lubbock, Texas – Senior Chair
Sherri Brown, Kerrville, Texas – Junior Chair
Diona Austill, Miles City, Montana – Member
Andrea Griffith, Temple, Texas – Recorder
Olga Lee, Fort Collins, Colorado – Ex-Officio Member
Barbra McGraw, Fort Collins, Colorado – Ex-Officio Member
Janel Nierman, Clay Center, Nebraska – NACOP Technical Advisor
Trudy Pinkerton, College Station, Texas – NACOP Technical Advisor
Amy Bownds, Lubbock, Texas – Member
Aaron Wiggett, Fort Collins, Colorado – Webmaster

Accomplishments

- Submitted and received approval for a proposal to the National Advisory Council for Office Professionals (NACOP) regarding the potential for NACOP to coordinate an Agency-wide Quick Reference Guide with ARS Area Councils under the advice/consent of Business Service Center representatives.
- Distributed welcome packets and made follow-up welcome calls to 3 new Office Professionals.
- Maintained Office Professional listing on the SharePoint site.
- Significant updates to the PACOP website were completed to improve the ability to locate documents.
- Developed proposal and completed first phase of implementation for the Plains Area Vacancy Assistance Program (VAP) to provide temporary assistance for short-term Office Professional vacancies Area-wide. Marketed plan to CDs, LCs, RLs and AOs during quarterly conference call and requested feedback. Incorporated feedback into working documents.
- Worked with ADO to improve communication between AFM, WBSC, ADO, Location and Unit levels.

- Streamlined the PACOP Quick Reference Guide from (30) chapters to (14) chapters. This document will continue to be available with annual updates completed until the Agency-wide QRG is available in final form on the NACOP website.
- Prepared a best practices travel checklist which was approved by the WBSC Travel Specialist. Information was added to the Travel Chapter of the QRG.
- Prepared a best practices document related to Procurement. Information was added to the Procurement Chapter of the QRG.
- Following the Area Office reorganization, drafted the Area Director's memorandum to welcome all Office Professionals to the Plains Area.
- Established the PACOP Charter defining Mission, Vision, Ground Rules, Objectives, Scope, Roles and Responsibilities, and Operating Procedures.
- Identified Goals and Initiatives for FY 2015-2016.
- Streamlined the Welcome Packet process by generating a welcome memo with links to PACOP resources to distribute via email to new office professionals.
- Co-hosted Area-wide office professional teleconference with Dr. Larry Chandler, Area Director, during Administrative Professionals Week. Introduced the PACOP Council and provided background regarding Administrative Professional's Day, provided presentation of goals and initiatives, and held a question/answer session.
- Assigned QRG Chapters for review/update by Council members.
- Request Area Director's support for office professionals to receive read-only access in Financial Management Modernization Initiative (FMMI) to allow for SF-1164 completion and ability to look-up vendor codes for agreement processing in the Agreement Information Management System (AIMS).
- Requested Area Director's support for office professionals to receive access to AFM Customer Service Portal for the purpose of utilizing user guides and current forms for administrative processes.
- Requested Area Director's support to pursue standardization of Secretary and Program Support Assistant positions.
- Coordinated, published, and distributed the 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.
- Updated and maintained historical and current council documents on SharePoint Site.

Goals & Initiatives

- Provide monthly Tidbits for office professionals via email. Topics may include: Axon, grammar, Resource List of Experts (RLE), letter/memo format, vendor search in the System for Award Management (SAM).
- Review and streamline PACOP Website in preparation for migration to AXON.
- Continue to promote and offer mentoring for office professionals.

- Coordinate and provide quarterly training webinars tailored to office professionals needs.
- Promote Area Director's Scholarship Program through Tidbits.
- Review, streamline, and proceed with proactive implementation of the Vacancy Assistance Program (VAP).
- Acknowledge Administrative Professional's Week for office professionals in the Plains Area.

Southeast Area (SEA) — SEACOP

SEACOP Council

Beverly Hill, Senior Chair; Dawson, GA
 Wendy Smith, Junior Chair; Stoneville, MS
 Trinia Bax, Recorder; New Orleans, LA
 Tyson McCoy, Webmaster; Fort Pierce, FL
 Patricia Hodnett, Member; Auburn, AL
 Shelia Jackson, Member; Athens, GA
 Cassandra (Mitchell) Willis, Member; Fort Pierce, FL
 Deborah Roland, Member; Dawson, GA
 Darleen Nelson, Technical Advisor; Fort Pierce, FL
 Dawn Reed, Technical Advisor; New Orleans, LA
 Dr. Deborah Brennan, SEACOP Sponsor, Southeast Area Director



The Establishment of SEACOP

- October 1, 2014 the merger of areas created the Southeast Advisory Council for Office Professionals (SEACOP). This was a major challenge, several of the seats on the council were vacant and the charter had to be revised to support the newly formed council. Nevertheless the challenge was accepted and accomplished.
- The Southeast Advisory Council for Office Professionals (SEACOP) held its annual meeting at the Russell Research Center in Athens, Georgia on April 14-15, 2015. This meeting was one of many steps toward establishing SEACOP and was very successful. The charter was revised and the vacant seats on the council were filled. New goals were established for the upcoming 2015 – 2016 year.

Goals set for June 2014 to May 2015

1. Continue to offer training to meet OP needs.
2. Continue recognition of OPs and increase visibility of the council.
3. Develop an agreements guide.
4. Merging of the areas thus combining of councils
5. Explore options to hold a training workshop for all office professionals in 2015.

Specific accomplishments for the 2014-2015 year includes:

- Conference calls were conducted to work on goals and priorities.
- SEACOP Council charter revised
- Continued recognition of office professionals.
- Created new logo for SEACOP
- Created a photo directory of the Council

Accomplishments for June 2014 to May 2015

The Southeast Advisory Council for Office Professionals (SEACOP) held its annual meeting at the Russell Research Center in Athens, Georgia on April 14-15, 2015. This meet was the first step toward establishing SEACOP and was very successful. The charter was revised and the vacant seats on the council were filled. New goals were established for the upcoming 2015 – 2016 year.

SEACOP Goals for 2015-2016

1. Reorganize the new SEACOP and fill Council vacancy
2. Create new website and SharePoint site
3. Implement Microsoft Link throughout the Southeast Area (SEA), if possible
4. Hold webinars for training (Microsoft Lync, Access, Snipping Tool)
5. Build an office professional (OP) database to determine mentors and subject matter experts for the Resource Assistance List
6. Create a photo directory of all OPs in SEA for distribution
7. Create a photo directory of the Council for distribution for Administrative Professionals Day
8. Update the welcome package for distribution
9. Create a new logo for SEACOP