**Area: Mid South Area (MSA)**

**Current Members:**

Ann McGee, Senior Chair, Stoneville, MS

Lynda Taylor, Junior Chair, Stoneville, MS

Donna Signa, Recorder, Stoneville, MS

Sydney Beaumont, New Orleans, LA

Althea Hunt, New Orleans, LA

Kelli Greene, Lexington, KY

Peggy Tubertini, Oxford, MS

Dawn Reed, New Orleans, LA

Marlene Coley, Sponsor’s Assistant, Stoneville, MS

Tammy Dorman, Ex-Officio Member, Auburn, AL

Drusilla Fratesi, Technical Advisor, Stoneville, MS

Lucienne Savell, Webmaster, Oxford, MS

Deborah Brennan, MSACOP Sponsor, Associate Area Director, Stoneville, MS

**Accomplishments for June 2008 to May 2009:**

The Mid South Area Council of Office Professionals held their annual meeting May 13 and 14, 2008, at the USDA/ARS R.W. Harned Research Laboratory adjoining the Mississippi State University Campus in Starkville, MS.

The following individuals were chosen for leadership positions for the Council: Ann McGee, Senior Chair; Lynda Taylor, Junior Chair and Donna Signa, Recorder.

The following individuals were chosen to fill vacancies (utilizing the Vacancy Announcement that was drafted in 2005/06) on the MSA Council beginning June 1, 2008: Kelli Greene, Lexington, KY; Althea Hunt and Dawn Reed, New Orleans, LA.

The Charter was revised and updated. The Charter was approved by all members.

Council held conference calls bi-monthly.

MSAOP information posters and brochures were updated and distributed to each location for display. The MSA Council’s website (<http://msa.ars.usda.gov/osp>) and the MSAOP SharePoint site were updated and maintained as needed. New links and community items, such as helpful sites, S.O.P., photographs, updated Charter, News Notes editions and conference call minutes, have been added. Basic information, such as Mission and Goals, Membership List, Annual Reports and NACOP information, is also available. A counter has been placed on the website to monitor the quantity of use.

The MSAOP News Notes has been distributed once with input from all Council members.

The Annual Operating Budget was approved by the Mid South Area Director.

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

The mentoring program for new office professionals is continuing in the Mid South Area.

**Goals for June 2008 to May 2009:**

The Council will fill the two vacancies for 2008/2009. [2 vacancies filled]

The OP Training Committee through the Council recommended to the Mid South Area Director the implementation of the Training Outline. [Multiple planning conference calls held. Training Outline completed and approved by the Area Office. Additional trainings have been offered utilizing WebEx covering RPES & SharePoint in September 2008 and Agreements in April 2009. These web cast trainings were attended by 29 and 31 Office Professionals, respectively, at a significant savings in time and expense for travel.]

Disseminate form for scientists to provide information to the office professional for data entry for ARS-115 input in ARIS. [Goal was completed.]

The fall meeting was finalized for November 3-6, 2009. [Date, location and length were decided; cost comparison submitted for approval from Area Director and was approved.]

Establish Office Professional Advocacy Committee (OPAC) to gather information on office professional positions descriptions for possible upgrading and to survey Research Leaders concerning their support and possible service on the committee. [Committee was formed and several planning conference calls held. Information gathering begun and survey of Research Leaders was competed.]

Dr. Brennan approached Dr. King with a request to include the MSACOP in the 2009 Leadership Meeting since the OP’s are a critical part of the Area Leadership. [This was completed.]

**Office Professionals of the Year:**

Cathy Sabbatini (GS-06 and above)

Program Assistant (Office Automation)

Natural Products Utilization Research Unit

Oxford, MS

Stacye Harrison (GS-05 and below)

Office Automation Assistant

Southern Weed Science Research Unit

Stoneville, MS