

SOUTHERN PLAINS AREA

ADVISORY COUNCIL FOR OFFICE SUPPORT PROFESSIONALS

2003 National and SPA ACOSP—

By Carole Perryman

This year, I was one of the fifteen selected to attend the 2003 National Conference for ARS Office Support Professionals that was held in April at New Orleans, LA. The slogan was “2003 Quest to be the Best: Striving for Professional Excellence.” The topics and speakers at this training provided skills, knowledge, and motivation for each of the participants. Some of the topics were: Enhancing Your Skills, Achieving Personal and Professional Excellence, Building a Bridge to Better Communication, Timing is Everything, plus all the other sessions that are too numerous to list. We also had exceptional General Sessions that were conducted by various ARS personnel plus Directors from each area. All of the speakers provided the attendees with an overview of ARS, its missions, and what part we play.

Wanda Paradowski, Carole Perryman, Olivia Pedraza, Wanda Robertson, Sharon Sheffield, Sandy Sims, Jacque Stone, Beverly Tucker, and Karen Wilcox.

A Very Special Thank You to Dr. Onstad our Area Director, Research Leaders, and others who donated the money or products to make our booth so successful.



The SPA Advisory Council for Office Support Professionals held their annual meeting in Oklahoma City, OK, the 16th through the 18th of June. Jacque Stone, from Stuttgart, AR, became our new Chair. Karen Wilcox from College Station, TX, was nominated as Co-Chair. Karen is also a new member this year. Davee Crowell from Beaumont, TX., will continue as the Training Coordinator; Sandy Sims, College Station, TX, will continue as Recorder; Noelia Martinez from Weslaco (another new member), will serve as Information Coordinator; Carole Perryman, Bushland, TX, as Member/Webmaster; and Wanda Paradowski, College Station, TX, our permanent member.



**Our booth at the 2003 National Conference
For ARS Office Support Professionals**

Attendees from the Southern Plains Area were Brenda Carlson, Davee Crowell, Catherine Eyster, Justine Flowers, Brenda Irish, Noelia Martinez,

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Tips, Hints, How Do YOU Do It?—

By Davee Crowell

Hi, my name is Davee Crowell and I'm the Training Coordinator for the SPA ACOSP. This is the first article for Tips, Hints, How Do YOU Do it?

Carole Perryman, Program Assistant at Bushland shared this tip with me. For her ARS-115 files, she makes a folder for each new entry. Three labels are attached as headings on the folders. They are:

- Label 1

Line 1. Type of Publication (book chapter, journal, abstract, proceedings, etc.) and the Author(s) name.

Line 2. Year. The Log Number is written on this label when the ARIS 115 is entered into the system.

Example:

Proceedings: John J. Jones LOG NUMBER
2003

- Label 2

The complete title of the paper

- Label 3

FOR: (Publication Name, i.e. Crop Science)

Example

FOR: Proc. Of the USCID 2nd Internatl. Conf. on Irrigation and Drainage

On the inside of each folder is a manuscript-reprint log. This is a check-off list that can be filled in from the time the initial paperwork is received by her, the 115 entered, the manuscript sent to the editor, and when the reprints are received. When the reprints are given to her by the scientist, she puts one original reprint in a heavy-weight sheet protector. These are kept in binders in the library by year order and become the Official

Publication. Each author, that is on the reprint and a member of the Bushland staff, has his/her publication list updated. In addition, she has found this is a good time to add the authors, title of reprint, and other information to her running list for the upcoming Annual Reports. The last step is to mail two copies of the reprint to the Acquisition and Serials Branch.

You can contact Carole for the template and any other questions about the log, etc. at this e-mail:

cperryman@cpri.ars.usda.gov

I hope to receive many tips, hints, and instructions from SPA support personnel for future columns. My phone number is (409) 752-5221 ext. 2233 / fax (409) 752-5720 / e-mail dcrowell@ag.tamu.edu

— **Davee Crowell**



Hard work spotlights the character of people: some turn up their sleeves, some turn up their noses, and some don't turn up at all.

Which are you?

News From the SPA Area Office —

By Wanda Paradowski

Preliminary plans are in the making for the 2003 Leadership Conference which will be held October 27-31, in Las Cruces, New Mexico, with Monday the 27th and Friday the 31st for travel days. The Conference is a biennial meeting of the leadership from all Southern Plains Area (SPA) locations. Attendees from SPA include Research Leaders/Laboratory Directors/Center Directors, Location Administrative Officers, Management Unit Office Support Personnel, and a number of Area Office folks. Meetings will be held at both the Range Management Research Unit and the Cotton Ginning Research Unit facilities. Dr. James Coppedge is in

News From the SPA Area Office Continued

the process of appointing the Planning Committee, developing a tentative agenda, identifying speakers, etc. If anyone has ideas for the upcoming Conference, please contact Dr. Coppedge, Anne Steele, or Wanda Paradowski in the Area Office, or Dr. Kris Havstad, Planning Committee Chair.

UPDATE ON LEADERSHIP CONFERENCE —

Dr. Kris Havstad, Planning Committee Chair, and the Committee have developed an agenda, locked in speakers, etc. Information regarding travel, lodging, and the agenda will be sent out later this month. We are all excited about the upcoming Conference and are positive it will be the best ever.

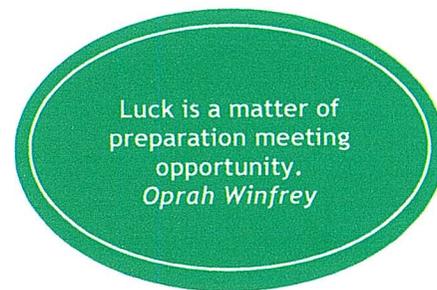
National Council Report —

By Olivia Pedraza

The National Advisory Council for Office Support Professionals (NACOSP) Annual Conference “2003 Quest to be the Best: Striving for Professional Excellence” held in New Orleans, LA, was just as excellent as the first one. Being a new member to the Council and stepping in when most of the work was all done, made me realize that the other Council members really worked very hard in making this conference a success. I saw all the hard work that it took to get a conference together. The breakout sessions were great, seeing people I knew and meeting new ones was just fantastic. Approval was given to plan for a 2006 Conference, and I look forward to planning and working with the other Council members. Seems like it is far off, but before we know it, it will be here.

The Southern Plains Area will be host to this year’s annual meeting of the National Advisory Council for Office Support Professionals. The Council will be meeting in the Conference Room of the Southern Plains Agricultural Research Center. The meeting will be held the week of July 21-25. I am looking forward to this meeting as this will be my first meeting with the National Council.

I have really enjoyed my term on the SPA Council, and I am certainly enjoying being a member of the National Council. I want to encourage all office support professionals to take advantage of the things that the SPA Council has to offer; such as: the shadowing program, scholarship program, and *most of all* the networking. If you want more information on these, please do not hesitate to call a Council member. Council members’ names, locations, phone numbers, and emails are given on the last page of the Newsletter under COUNCIL.



Sandy Sims made all the arrangements for the annual meeting of the National Advisory Council for Office Support Professionals that was held at her location. For any of you that have not setup a meeting before, she began by:

1. Checking to see if their conference room would be available for that time frame
2. Reserved the conference room
3. Called available hotels that are FEMA approved through the following website:
www.usfa.fema.gov/applications/hotel/search.cfm
4. After deciding which hotel to use, she spoke to the director at the hotel to request the number of rooms needed, any special needs (i.e. smoking/non-smoking), and booked it under a recognizable name such as ARS
5. Checked for shuttle service to and from the airport or meeting location
6. Arranged for refreshments

Goodbye —

By Carole Perryman

It's time once again to say goodbye to two members who have rotated off the Advisory Council. They are Sharon Sheffield, our past Chair, and Rayma Erickson, member. Their talents, expertise, and *most of all* their smiles will be missed. Olivia presented a plaque of Appreciation at the annual meeting we held in Oklahoma City June 16-18, 2003, to Sharon and Rayma. On behalf of the entire SPA Advisory Council for Office Support Professionals, we extend to you A VERY SPECIAL THANK YOU.

Sharon Sheffield

The old saying, "time flies when you're having fun" certainly applies to my past three years while serving on the Council. I was selected to serve on the SPA Advisory Council for Office Support Professionals by Dr. Charles A. Onstad. While it took a lot of work serving on the Council, there was networking with other Office Support Professionals, making the work very enjoyable.

As the Ex-Chair of the Council, I would like to thank my Research Leader Sam Pair, and my location, South Central Agricultural Research Laboratory, Lane, Oklahoma, for the support they gave (a special thanks to Roy Gammon for his IT expertise). Also, I would like to express my thanks to all the Council Members for the accomplishment of goals that we set and carried through (and the fun we always managed to have).

Serving on the Council is teamwork and I feel that I had a great working team. One accomplishment I want to congratulate the Council on is the Handbook. After several years in the making, it is now completed and online. Please go to the ACOSP website and check it out. The web page is located at: <http://www.spa.ars.usda.gov/acosp.htm>

And finally, I want to encourage Office Support Pro-

essionals to take the time and apply for the Council, it's such a great learning experience and there's so much to be gained!

Rayma Erickson

This is Rayma Erickson here, Program Coordinator for the Plant, Soil and Water Conservation Research Laboratory, Stillwater, OK. I was appointed to serve on the SPA Advisory Council for Office Support Professionals by Dr. Onstad in April 1998. Just this past June, I ended my three-year plus appointment during which I served as Recorder for four years and Member for one year. This past year I was asked to stay on by the Council to finish the Handbook for the Office Support Professionals. Of course, I agreed to stay on and finish the project. The Handbook has some great information. The website is: <http://www.spa.ars.usda.gov/acosp>.

I have really enjoyed serving on the Council. It has been a great help to me, especially the networking. I encourage all office support professionals to volunteer to serve on the Council. It is a wonderful and great learning experience. If you would like the opportunity to serve on the Council, I hope that you will strongly consider submitting your name to be considered by Dr. Onstad in the spring of 2004. The Council needs people like you to keep it alive and strong so that it can continue to serve the Office Support Professionals.

The Council has two new members. They are Noelia Martinez from Weslaco, Texas, and Karen Wilcox from College Station, Texas. We are very happy to have them both.

Karen Wilcox

I am the Program Assistant for Areawide Pest Management Research Unit, Southern Plains Agricultural Research Center, College Station, Texas. We currently have approximately 50 personnel in the Unit (13 SY and two SY vacancies) with +/- 15

Karen Wilcox Continued

located in Weslaco, Texas. The myriad of duties I perform keeps my job interesting and challenging.

My husband and I have been married 22 years and have a 15 year old son. Between football, baseball, band, church, and an elderly (mobile) mother we keep very, very busy.

I really look forward to my term as a representative to the SPA Council for OSP's. I believe the Council can provide a wealth of information and assistance to all OSP's throughout the Area.



*Learn from yesterday.
Live for today.
Hope for tomorrow."*

— Albert Einstein

**Show your support
of family members serving in the U.S.
Armed Forces**

Never Forget the Basics —

By Carole Perryman

Ira Hobbs, deputy CIO at the Agriculture Department and a member of the CIO Council, wrote the following for his last Government Computer News column, *Signing off: Never forget the basics.*

"...I am equally passionate about those things we managers can do every day to better serve our employees and manage our organizations. My premises are simple:

Reward people while the sweat is still on their brow. How we value and express appreciation for our employees sets the tone for our work environment. The only valid test for a reward system is whether it stimulates better performance. In gov-

ernment, we have lots of systems, but many don't result in immediate feedback that improves performance.

Mentor others. Take the time to share your knowledge and experience with other employees, both colleagues and subordinates.

Train yourself and your workers. Lifelong learning is a key to better performance. Don't view learning merely as something to get a job or gain a certification.

Build relationships. Getting things done right requires partnerships. Forming partnerships requires a lot of listening and talking in person. Too often, communication is confused with e-mail and voice mail. One-way is only half of communication.

Treat others with dignity and respect. At the least, you'll get the same in return. And it is the right thing to do.

"...No program or policy will be as important as the changes we can make by applying these principles in all we do."

With these things in mind, we can keep accepting new thoughts and throw off old habits. Very little is needed to make a happy life. It is all within ourselves, in our way of thinking.

This will be my last newsletter. Thanks to all that have taken your time to help me. I could not have created the Newsletters without the help I received from each of you. My new position will be Member/Webmaster and I will be updating our website and handbook (and anything else I can help with). This will be a new opportunity for me and I look forward to this new position.



Jacquie Stone, Chair



Karen Wilcox, Co-Chair

SOUTHERN
PLAINS AREA

2003-2004

ADVISORY

COUNCIL

FOR

OFFICE

SUPPORT

PROFESSIONALS



Davee Crowell, Training Coordinator



Noelia Martinez, Information Coordinator



Wanda Paradowski, Permanent Member



Olivia Pedraza, National Representative



Carole Perryman Member/Webmaster



Sandy Sims, Recorder



Sharon Sheffield
2002-2003 Chair



2003-2004 SPA Advisory Council for



Rayma Erickson
2002-2003 Member
holding her plaque
of Appreciation

SPA ACOSP attendees
at the National Advisory
Council of Office Sup-
port Professionals held
in New Orleans, LA,
April 21-25, 2003.



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WEB PAGE

The SPA ACOSP homepage is updated periodically and has information about the council members, our charter, SPA directory, information about the shadowing program, information about the orientation packet, and many useful web site links. We are going to keep the directory up to date so if you see something in the directory that needs to be changed, please let Noelia Martinez know and she will make the changes immediately. The web page is located at

<http://www.spa.ars.usda.gov/acosp.htm>

MEMBERSHIP TO COUNCIL

Would you like to serve on the SPA Advisory Council? Each year as some members rotate off the Council, new members come onboard to continue the mission of the Council which has set out to serve the SPA Secretaries/Program Support employees, Location Research and Administrative Team, and Area Director in an advisory capacity. The Council also strives to strengthen and improve the professional image of all SPA secretaries and program support employees through orientation, training, and networking. Membership to the Council is for a three-year period. In order for our Council to continue its mission, new members are needed each July. Anyone interested in joining the Advisory Council, please contact a current Council member. Your name will be submitted to the Area Director for consideration and appointment.

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To file a complaint, write the Secretary of Agriculture, U. S. Department of Agriculture, Washington, DC 20250, or call 202/720-7327 (voice) or 202/720-1127 (TDD). USDA is an equal employment opportunity employer.

Please contact Noelia Martinez if you would like to contribute an article that *supports* the SPA ACOSP mission.