



## Welcome!

The MSAACOP Newsletter is a tool by which useful information is gathered and shared with all office professionals in the Mid South Area. In addition to our Newsletter, we are currently updating our web-site. An announcement will be sent once it is uploaded to the internet.

## In Memoriam:

This issue of the MSAACOP's Newsletter is dedicated to the memory of Mrs. Patricia (Pat) Brown-Thomas. Pat was employed by the Farmer's Home Administration for 6 years before she came to work in the Mid South Area Office on March 3, 1981, on a part-time temporary appointment. She was hired full time as a clerk typist in the Area Administrative Office shortly thereafter. Pat was hired as Executive Assistant to the Associate Area Director in 1984 and was subsequently promoted to the position of Executive Assistant to the Area Director in 2000. Pat had many friends throughout the Mid South Area and ARS. Her knowledge, diligence, and commitment to Agricultural Research Service and the Mid South Area Office will be missed. Pat will also be remembered for her bright smile when meeting her and for her friendly hello each time she answered the telephone. Our sympathy continues to go out to her beloved family.

## New Office Professionals:

**Jackie Autman**, Southern Weed Science Research Unit, Stoneville, MS

**Trinia Bax**, Office of Director, SRRC, New Orleans, LA

**Kay Bolen**, Animal Waste Management Research Unit, Bowling Green, KY

**Janice Boyd**, Commodity Utilization Research Unit, SRRC, New Orleans, LA

**Kristie Butts**, Aquatic Animal Health Research Unit, Auburn, AL

**Melanie Carter**, Poultry Research Unit, Mississippi State, MS

**Tammy Dorman**, National Soil Dynamics Laboratory, Auburn, AL

**Sarah Dotson**, Administrative Office, Lexington, KY

**Drusilla Fratesi**, Crop Genetics and Production Research Unit, Stoneville, MS

**Martha Hardy**, Aquatic Animal Health Research Unit, Auburn, AL

**Ruth Henry**, Biological Control of Pests Research Unit, Stoneville, MS

**Sandra Hineman**, Honey Bee Breeding, Genetics, and Physiology Research Unit, Baton Rouge, LA

**Edye LaBarre**, Crop Genetics and Production Research Unit, Stoneville, MS

**Milinda McCord**, Administrative Office, Oxford, MS

**Ann McGee**, Cotton Ginning Research Unit, Stoneville, MS

**Cheryl Rauch**, Food Processing and Sensory Quality Research Unit, SRRC, New Orleans, LA

**Lucienne Savell**, National Sedimentation Laboratory, Oxford, MS

*Chad White*, Southern Insect Management Research Unit, Stoneville, MS

*Emily Willis*, Forage-Animal Production Research Unit, Lexington, KY

## Helpful Web-Sites:

Ever preparing a travel authorization and need to find which county a city is in? Go to: <http://resources.rootsweb.com/USA/> for a quick answer.

Trying to figure out exchange rates? <http://www.xe.com/ucc/> makes it a breeze!

## Did You Know?

HTML is the acronym that stands for **H**yper**T**ext **M**arkup **L**anguage. This is the major language of the Internet's World Wide Web. Web sites and web pages are written in HTML. With HTML and the world wide web, you have the ability to bring together text, pictures, sounds, and links... all in one place! HTML files are plain text files, so they can be composed and edited on any type of computer... Windows, Mac, UNIX, whatever you have available. When looking at a web page through your browser, you don't notice all the codes that are used in creating the page, but if you select "View" on the browser's tool bar then select "Source" you can see these HTML codes. Although, there are some programs that hide the source codes and using the "View", "Source" buttons on the browser will not give you the code used to create the page.

## New Facility:

A 30,000 sq ft facility is under construction which will be called the *Southern Horticulture Laboratory* located at Poplarville, Mississippi. Construction is projected to be complete by the end of CY 2004. USDA, ARS, MAFES,

and Mississippi State Extension personnel will be housed in this facility.

## National Administrative Professionals Week:

National Administrative Professionals Week was observed April 19-23, 2004, with National Administrative Professionals Day, being held on Wednesday, April 21, 2004.

Event History and Objectives: This annual event was originally organized in 1952 as "National Secretaries Week" by the National Secretaries Association (now known as the International Association of Administrative Professionals) in conjunction with public relations executive Harry Klemfuss and a consortium of office product manufacturers. It was established as an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars, and individual corporate activities recognizing support staff with gifts of appreciation. Although the purpose of the celebration is sometimes altered, and even maligned, by other groups and individuals, a tremendous amount of publicity is obtained for the profession during this time.

IAAP suggests that employers observe

Administrative Professionals Week by providing training for their administrative staff through seminars, continuing education or self-study materials. Another suggestion is to make a commitment toward delegating responsibilities that better utilize the skills of administrative professionals.

### *National Conference for ARS Office Support Professionals:*

The National Conference for ARS Office Support Professionals was held April 2003 in New Orleans, LA. The theme for the meeting was "Quest to be the Best: Striving for Professional Excellence." The program was organized and designed to enhance personal and professional growth by encouraging participants to network and interact with other office support professionals. The sessions were informative and covered a wide range of topics such as travel, budget, grants and agreements, National Agricultural Library, etc. Those attending from the Mid South Area were: Janell Becker, Madeline Hall, Linda Fulton, Telecia Burton, Betty Hall, Pat Brown, Paula Brodofsky, Alice Redditt, Jennifer Roberson, Pat Morrow, Brenda Aysenne, Janice Boyd, Althea Hunt, and Sarah Logan. Also attending and lending moral support to the Mid South Area was former Council Chair and recently retired ARS employee, Vivian Collins.

### *Good Advice:*

The next time you order checks, have only your initials (instead of first name) and last name put on them. If someone takes your check book they will not know if you sign your checks with just your initial or your first name, but your bank will know how you sign your checks.

Put your work telephone number on your checks instead of your home telephone. If

you have a PO Box use that instead of your home address, if you do not have a PO Box use your work address.

Never have your SS# printed on your checks, you can add it if it is necessary, but if it is printed on your checks anyone has access.

Photocopy contents of your wallet (both sides of license, credit card, etc.) So you will know the contents of your wallet in case it is stolen. The account numbers and numbers to call will be available. Keep the photocopy in a safe place. Having this information available quickly is of utmost importance.

File a police report immediately if your wallet is stolen. This proves to credit providers you were diligent, and it is the first step toward an investigation.

However, the most important thing to do is call the three national credit reporting organizations immediately to place a fraud alert on your name and Social Security number. If these organizations know your credit cards have been stolen, they must contact you by phone to authorize new credit.

The numbers are:

Equifax: 1-800-525-6285

Experian (formerly TRW): 1-888-397-3742

Trans Union: 1-800-680-7289

Social Security Administration (fraud line):  
1-800-269-0271

### *OP Highlight:*

Each issue we will highlight one Office Professional from the Mid South Area. This issue we feature Lucienne Savell, Office Automation Assistant, from the National Sedimentation Laboratory, Oxford,

Mississippi.

Lucienne began her ARS career in February 2001 after working for the University of Mississippi for over 17 years. She enjoys learning and working with a variety of computer applications such as WordPerfect, MS PowerPoint and Excel, Macromedia's Dreamweaver, Adobe Acrobat Professional, and any other software which enhances her creativity in preparing presentations and websites. She has graciously agreed to assist the Council in updating our website.

Lucienne is an active member of St. John's Catholic Church in Oxford. She is also a member of Toastmasters Club, Oxford High School Band Boosters, and recently joined (as a charter member) the Oxford-University of Mississippi Red Hat Society.

She and her husband, Ron, have two sons. Christopher, 18, is a senior at Oxford High School and Stephen, 12, is in the 7<sup>th</sup> grade at Oxford Middle School.

## *Council Members:*

*Janell Becker*, Food and Feed Safety Research Unit, SRRC, New Orleans, LA, **Senior Chair**

*Telecia Burton*, Channel and Watershed Processes Research Unit, NSL, Oxford, MS, **Junior Chair**

*Tammy Dorman*, National Soil Dynamics Laboratory, Auburn, AL, **Recorder**

*Kay Bolen*, Animal Waste Management Research Unit, Bowling Green, KY

*Julie Cuevas*, Small Fruits Research Unit, Poplarville, MS

*Linda Fulton*, Crop Science Research Laboratory, Mississippi State, MS

*Sandra Hineman*, Honey Bee Breeding, Genetics, and Physiology Research Unit, Baton Rouge, LA

*Alice Redditt*, Southern Weed Science Research Unit, Stoneville, MS

*Jennifer Roberson*, Mid South Area Office,

Stoneville, MS

*Emily Willis*, Forage-Animal Production Research Unit, Lexington, KY

*Madeline Hall*, Soil and Water Research Unit, Baton Rouge, LA, **Technical Advisor**

*Dr. Deborah Brennan*, Associate Area Director, Mid South Area, **Sponsor**

If you have an ideas for future newsletters, please send to Telecia Burton at [tburton@ars.usda.gov](mailto:tburton@ars.usda.gov).

## *Quote:*

No one can make you feel inferior without your consent. **Eleanor Roosevelt**