

1998 MIDWEST AREA PASTG Annual Report

The MWA PASTG met four times in person and held four conference calls over the past year. During the meetings, the following were addressed or achieved:

Members of PASTG and locations they represent for 1997-98 are:

Sherri Buxton, Peoria, Illinois - Co-Chair
Lori Wilson-Voss, Ames Campus Locations, Iowa - Co-Chair
Sandy Groneberg, St. Paul and Morris, Minnesota, and Madison, Wisconsin
Alice McCain (out-going), LonaJean Strickland (in-coming) Urbana, Illinois and
W. Lafayette, Indiana
Susan Ohlendorf, National Animal Disease Center, Ames, Iowa
Shirley Runge, Peoria, Illinois
Jean Sparks, Columbia, Missouri
Karen Sussman (out-going), Sedina Lowe (in-coming) Columbus, Coshocton and
Wooster, Ohio and E. Lansing, Michigan
Marcia Jenkins, Peoria, Illinois - Technical Advisor

Accomplishments

- The Task Group planned and organized an Area Secretarial/Clerical Staff Meeting, entitled, "Positive Attitude to Strive for Teamwork and Growth." Eighty individuals attended from the MWA locations as well as invited guests from the NSAC. The agenda consisted of motivational and technical training geared specifically toward this work group. The PASTG presented plaques to Drs. Richard Dunkle and Adrianna Hewings to show appreciation for their support of PASTG. Recognition was also given to individuals serving as mentors to new employees in the MWA. Those recognized were, Shirley Runge, Doris Meinke, Lori Wilson-Voss, Georgetta Stonewall, Peggy Keefer, and Deborah Bitner. Additional recognition was given to Sandy Groneberg and Karen Sussman for their assistance to the East Lansing location.
- A finalized version of the Standard Operating Procedures Manual was developed and disseminated to all clerical employees. This manual will serve as a desk reference for secretarial positions within the Midwest Area. Updates will be done during the PASTG meetings to keep the manual current.
- 1998 marked the second year of the Midwest Area Secretary of the Year program. Eight highly qualified secretaries were submitted for consideration. A panel unanimously selected Lori Wilson-Voss, Ames, Iowa, who was presented her award at the Secretarial Meeting held March 24-26, 1998 in Peoria, Illinois.
- At the recommendation of the PASTG, the Area implemented the policy that all new secretarial employees will be assigned a mentor for a term of one year. The mentor will visit the mentee to initiate the training. An outline has been developed to be

covered during this initial visit. In addition, those new employees will be asked to visit the Area Directors' Office where they will be provided additional training to aid in their development. The Standard Operating Procedures Manual will be used in conjunction with this training.

Goals

- Plans continue to increase communication and networking through the PASTG newsletter and development of a Home Page.
- Establish a training library available to the MWA employees. This training library will consist of books and videos, both commercially produced and specifically designed by Area Personnel to aid in the training and career enhancement of the clerical staff.
- The PASTG Co-Chairs, Sherri Buxton and Lori Wilson-Voss, traveled to several locations in the Area to present training, as well as to promote participation in PASTG activities. Those locations not visited last year will be visited this year.
- Explore the possibility of creating a chat room on the Internet in which clerical employees can post questions or concerns and have others assist them in resolving their problems.