

# 2001 MIDWEST AREA PASTG Annual Report

The MWA PASTG met 3 times in person, and held 7 conference calls during the past year.

Members and the locations they represent for 2001 are:

Sherri Buxton, Co-Chair, Peoria, IL  
Sandy Groneberg, Co-Chair, St. Paul & Morris, MN & Madison, WI  
Diane Cronk, Ames, IA  
Sedina Lowe, Columbus, Coshocton & Wooster, OH & East Lansing, MI  
Heather Pace, Columbia, MO, Urbana, IL & West Lafayette, IN  
Georgetta Stonewall, NCAUR, Peoria, IL  
Lori Wilson-Voss, Technical Advisor, Ames, IA

## Accomplishments

- The MWA Program Administrative Support Task Group held it's second meeting for all secretarial support employees. The theme of the meeting was, "A Commitment to Administrative Excellence for the 21st Century."
- Continue to update the MWA Standard Operating Procedures Manual which serves as a desk reference for secretarial positions in the MWA. Updates are done during the PASTG meetings to keep the manual current. The SOP is online and updated at least annually.
- 2001 marked the fifth year of the MWA Secretary of Year program. A panel unanimously selected Jean Sparks, Columbia, Missouri. Jean was honored at the PASTG's second meeting on June 20, 2001 at Peoria, Illinois.
- The PASTG continued to utilize the mentoring program for all new secretaries. Mentees work with their mentor for a minimum of one year. This program is having continual success with five mentees and mentors currently working together.
- We continue to disseminate quarterly newsletters to all the secretaries in MWA.
- The training scholarship program is continuing to be utilized to a great extent within the Midwest Area. This program provides funding for training from the Area Office allowing employees to benefit from training that may not be possible due to financial constraints within their units. Ten individuals benefitted from this program this year with the Area Office contributing \$8600.00 in support of their training. The scholarship application and information is available on the PASTG homepage.

## Goals

- Continue to update the Midwest Area PASTG Home Page and SOP Manual.
- Continue quarterly newsletters to MWA Secretaries.
- Continue to visit the MWA Research sites and interact with location secretaries.