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Our Mission Statement

The Administrative Professional Council is dedicated to the overall enhancement of the profession in the Division of Parks and Recreation through the promotion and provision of education, training, communication and partnerships.

History of the APC

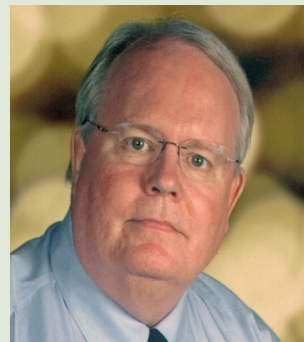
The North Carolina State Parks Administrative Professional Council (APC) was formed in June of 2006. The purpose and goals of the Council are to represent the interests, concerns and needs of the Division's administrative professionals; promote communication and partnership within the Division; develop Division-wide standards for budgetary, purchasing, personnel, and other administrative procedures; and promote and provide educational and training opportunities for the DPR administrative professional staff. In addition, the APC strives to provide tools that empower the administrative staff and allow them to better manage workplace challenges, such as those posed by budget shortfalls, purchasing restrictions, or staff shortages.

FIND #459—Vehicle Surplus

Does your park need to surplus or transfer vehicles, computers, or other equipment? Or maybe use a vehicle for parts? Check out entry #459 on the FIND database for in-depth instructions. And stay tuned for the rollout of the new Fixed Assets/Surplus database, which will feature on-line forms and other time-saving improvements.

NC State Parks Welcomes New Division Director

The Administrative Professional Council warmly welcomes our new director, Mike Murphy, to the Division. As we learned in the DENR press release of June 11, Mr. Murphy has earned not only a bachelor's degree in environmental science, but also three master's degrees. He brings a wide variety of experience to his new post, acquired during a diverse career ranging from investment banking to non-profits to education to military service. He comes most recently from teaching science at Ravenscroft School in Raleigh and serving as director of the Friends of the N.C. Museum of Natural Sciences as a director. We look forward to the chance to meet him in person and his attendance at future APC training sessions.



New Faces

Annie Howell—Eno River State Park
Kelly Dail – Falls Lake State Recreation Area
Brittany Sponaule—Singletary Lake State Park

Administrative Professional's Links to Success

Searching for training to strengthen your administrative skills? Want to learn the latest methods in office management and software use? Here are some opportunities that may fit your need wherever you work in NC State Parks.

At the office: You can learn new skills right at your desk. The NC Learning Center, available through the Beacon portal, provides many free online classes on Microsoft Office software programs. Likewise, DENR IT can answer questions about computer software from Access to XTND. Another option to check out would be books such as *Do More Great Work* by Michael Bungay Stanier. There are many great options out there that can provide inspiration to improve the quality and efficiency of our work. You can also find commercial websites like www.desktoptrainingacademy.com/ that blog about helpful tips and offer instructor-led online courses.



In your community: Local community colleges from Boone to Wilmington provide instruction on many helpful topics and in many formats. Continuing education and professional development students typically have the flexibility to set their own schedules without missing out on time with instructors or fellow students. One online source to check out is ed2go.com, which offers instructional courses on a vast array of topics. There is sure to be a program that is just right for you.

Find more helpful Development Training below:

Customer Service

<http://learnthat.com/dealing-with-angry-customers/>

<http://learnthat.com/6-worst-body-language-mistakes-you-can-make-in-an-interview/>

Technical Training

<http://www.nctraining.ncgov.com/main/courselist.htm>

<http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

<http://www.dpr.ncparks.gov/find/forum.php?forumID=361&submit=Go>

NC Human Resources Personnel Development Training

<http://www.oshr.nc.gov/Develop/HRD/elearning/eindex.html>

DPR Training Calendar



Environmental Education



Friends of State Parks Grant Money Available

Friends of State Parks is in an exciting position for 2014; they are able to significantly increase their grant funding to NC State Parks. As a result of a change in funding allocation from the State Park License Plate Program, the FSP budget has increased fivefold, resulting in a \$25,000 budget for 2014. This increase gives FSP the capacity to provide more grants to more parks, and also to take on much larger projects. Local groups requesting funding are encouraged to raise and contribute up to half of the funds needed for any project or activity (however, FSP can make exceptions for newly organized groups). Grant requests are being accepted now, and you are encouraged to get your applications in as soon as possible. For your convenience, please click here for an application: [Grant Request Application](#). For more information about these grant programs, please visit the FSP website at www.ncfsp.org.



Another exciting announcement from FSP is their newly created Youth in Parks Environmental Education (YIP-EE) grant project, a partnership between a particular state park, the park's friends group and a public school. **YIP-EE** was designed to be a means of enabling more youths to participate in environmental and educational activities through the Junior Ranger Program.

APC says Goodbye to Mike Lambert

Words from Pam Pearson on behalf of the APC...

The APC just wanted to say thank you for your leadership and the opportunity to work with you in parks. You will be missed, and we hope you'll be back to visit soon.

The following are some interesting facts and trivia to help get you started on the road to becoming a Connecticuter:



- Connecticut's motto is Qui Transtulit Sustinet -- "He Who Transplanted Still Sustains".
- Connecticut is home to the oldest U.S. newspaper still being published.
- Connecticut's state insect is the Praying Mantis.
- Connecticut's name comes from an Indian word Quinnehtukqut, meaning "beside the long tidal river."
- Connecticut's state bird is the American Robin.

All the best to you and your family in your new job!

Farewell to Friends

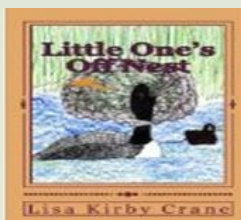
We wish a fond farewell to Tina Keller, former Office Assistant at Lake James State Park. Tina joined DPR in 2006, initially working at South Mountains State Park. Later, in 2010, she transferred to LAJA. Her last day with state parks was in June.

Lisa Crane—Moving on from Mount Mitchell State Park

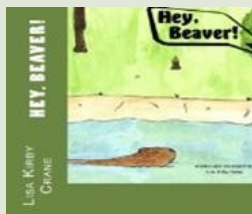


Lisa Crane, former Office Assistant of MOMI, is the author of several books for children. This talented artist not only writes books, but also illustrates them. Lisa's stories show her propensity for environmental education. Each book features a different animal and tells a story that is both fun and education - an excellent way to send I&E home with children and make a lasting impact. If you would like to see some of her beautiful books, they can be found on Amazon.com. We are sad to see Lisa leave state parks, but we wish her the best and hope to see more books from her in the future.

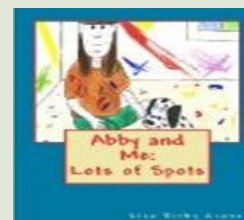
Little One's Off Nest



Hey, Beaver



Abby and Me: Lots of Spots





Karen Johnson	Chimney Rock State Park	(828) 625-1823	karen.e.johnson@ncparks.gov
Cara Hadfield	North District Office	(919) 841-4049	cara.hadfield@ncparks.gov
Adrienne Eikinas	Director's Office	(919) 707-9336	adrienne.eikinas@ncparks.gov
Denise Williams	Operations Office	(919) 707-9341	denise.williams@ncparks.gov
Kelly Chandler	Warehouse Office	(919) 303-7719	kelly.chandler@ncparks.gov
Val Mitchener	South District Office	(919) 841-4048	valerie.mitchener@ncparks.gov
Sherry Quinn	East District Office	(919) 778-9488	sherry.quinn@ncparks.gov
Julie Bunn	West District Office	(704) 528-6514	julie.bunn@ncparks.gov
Pam Pearson	Hammocks Beach State Park	(910) 326-4881	pam.pearson@ncparks.gov

NC Parks Online Store



Friends of State Parks



Friend of MST



NC Parks License Plate



If you have a story about something going on in your park that you would like to see featured in an upcoming APC newsletter, please send us your ideas at:

dpr-apc-comments@ncparks.gov

NORTH CAROLINA STATE PARKS
Naturally Wonderful



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