

USM AOP BOARD MEETING

Date: 10/02/20

Time: 10:00 a.m. to 11:00 a.m.

ATTENDEES

- Katie Kitchens
- Cory Williams
- Mary Maner
- Valerie Craig
- Troy Knight
- Melissa Coker
- Jennifer Lewis
- Cindy Walker

Call to Order: 10:00 a.m.

1. Fall and spring workshops review
 - a. Great workshops covering a variety of areas
 - i. Heavy in personal care, leadership and coping/mental health
 - ii. May need more practical skills-
 - iii. Jennifer will work on an Excel training program
 1. Record sessions
 2. Do 30-minute feedback
 3. Theresa Scardino may be able to assist in feedback sessions-has a background in training
2. Staff council ad hoc appointment
 - a. President asked if anyone was interested: some already were serving on Staff Council
 - b. Will ask for volunteers from AOP membership
3. AOP Committee appointments
 - a. Publicity- Troy is obtaining training so he can help.
 - b. Newsletter falls under Publicity
 - i. Can we get a committee set up?
 1. Letter from the President
 2. Workshops
 3. Community Service
 4. PSP process
 - ii. Rules for Newsletters
 1. Cory will obtain the rules
4. Community Service projects
 - a. Eagles Nest Pantry Project starting next week
 - i. Science Storeroom has boxes (who is the contact?)
 - ii. Can Physical Plant help us putting out boxes?
 - iii. Location Requests
 1. Library
 2. BSU- Kris

3. Union
4. Payne-Sam
5. B&N-
6. Century Park & Century Park South-Danlana
7. Clinic-Kayla Mashburn
8. College of Business-Scianna- Karen
9. Liberal Arts Building- Dr. Tribunella
10. Greek Life-
 - b. Are we interested in Trash pickup?
 - i. Spring Cleaning-Partnering in Spring
5. Gulf Coast committee
 - a. Mary will be reaching out to GCRL.
6. Ways and Means
 - a. Virtual Walk- Walk for Our Essential Personnel
 - i. Donate the Scrubs Along with That
 1. Jennifer will reach out to Pearl River Community College
 - a. Forrest County Center, Michelle Wilson-Stokes at 601-554-5530 or mwilson@prcc.edu;
7. Tell me something good – Happy Hour
 - a. 11/18- 12 to 1 p.m.
8. Outstanding certificates for committee service
 - a. Valerie will create a list of who needs a certificate
 - b. Jennifer sent her a copy of the template
9. Awards
 - a. Awards-Cindy has what she needs for the EOP awards.
10. PSP updates
 - a. Cory is working to see if she can have a session late this fall. Might be early this Spring.
11. Adjourned- 11:00 a.m.