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.