

USM AOP General Business Meeting

September 15, 2020

- I. Call to Order and Roll Call 12:03 p.m.
- II. Recognition of Guests or New Members
 - a. Tymika Rushing
 - b. Dr. Raja Mohan Kalluru (Physics Department)
- III. Adoption of Agenda
 - a. Motion-Mary Maner
 - b. Second-Jennifer Lewis
 - c. Motion passed
- IV. Approval of Minutes (July, 2020 meeting)
 - a. Motion- Mary Maner
 - b. Second- Dr. Raja Mohan Kalluru
 - c. Minutes approved
 - d. Previous minutes are being collected from prior President due to secretary having resigned during last AOP Board term.
- V. Inspiration (Valerie Craig)- Self-Care (copy provided by President)
- VI. Communications
 - a. Flight Path 2020: <https://www.usm.edu/covid-19/student-information-fall-2020.php>
- VII. Reports of Officers/Committee Chairs:
 - a. Officer Reports:
 - i. President (Valerie Craig)
 1. Dues kept at \$5 annually due to the financial situation. If you paid \$10, then you will be assigned membership for two years since we had not formally made our decision to increase it. We will revisit this if our accounts become depleted.
 - ii. President Elect & In-Service (Katie Kitchens)- none
 - iii. Vice President & Membership (Mary Maner)
 1. Membership update- 5 renewals based on data provided by Cindy based on 102 on our roll.
 2. Fall Session Workshop focus
 - a. Workshop for tomorrow with STEPS Coalition confirmed provided no weather issues. Jonathan Greene is the presenter. This organization was created following Katrina, and he will be discussing how to preserve what we have.
 - b. October 21st is about our library system and research studies on coastal conditions and economies.
 - c. October 28th-Virtual Meeting Platforms.
 - d. October 29th- Diversity by Valerie Craig.

- e. November 4th-Why Engagement Matters.
 - 3. List of sessions will be posted to the website. Jennifer waiting on list from Mary for Gulf Coast.
 - 4. Hattiesburg is confirming their locations:
 - a. Madison Estrada
 - b. Transformational Change- Allyson Gillespie (December)
 - c. Healthcare in a Time of Crisis-Dr. Roberts (July 12, 2021)
 - d. Cybersecurity- Dr. Graves (January 18th)
 - e. Meghan McCay-Institutional Research in crafting direction of higher education
 - f. Katie is working on Dr. Miller and Dr. Masterson.
 - g. Rescheduling Wynde Fitts.
 - h. Let Valerie know if we need to email publicity out.
 - iv. Secretary & Hospitality (Jennifer Lewis)-
 - 1. No communications
 - 2. Meeting notes in Teams folder.
 - 3. Meeting Notes will also be posted to website.
 - 4. Point of Light Award- organizations become certified to give awards. Those that volunteer receives a letter and an award with the letter signed by the President of U.S. Jennifer is going to look into how we could sponsor individuals to win this award. Will be running an article to advertise award so that it highlights Pantry needs and encourages individuals to volunteer.
 - v. Treasurer's (Budget) Report & Affiliations (Cindy Walker)
 - 1. Budget report

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|--------------------------------------|-------------------|
| USM Budget | \$2,699.44 |
| Bancorp South Checking Account | \$1,993.67 |
| Comcast Funds | \$3,022.00 |
| Southern Miss Federal Credit Union | \$1,182.17 |
| Total Balance of all accounts | \$8,897.28 |
 - 2. Affiliations report

We have affiliated with MAEOP and NAEOP for fiscal year 2020-21. We are also taking nominations for Educational Office Professional of the Year and Educational Administrator of the Year. The nomination forms and guidelines are on the USM AOP website. Received one nomination for Educational Office Professional.
 - vi. Immediate Past President's Report (Melissa Coker)-None
- b. Committee Reports:
 - i. Community Service (Jennifer Lewis)

1. Produce picking is still going. Lasts 30-40 minutes. Location off Exit 73 off Monroe Road. Produce is delivered to Pantry to distribute to students.
 2. Food Drive in October to help ensure that the Pantry does not run out of food donations. AOP will sponsor along with Sigma Alpha Lambda and Staff Council. Jennifer will reach out to Staff Council. We will need boxes so will reach out to sustainability. Need to communicate this need to faculty and staff the need to help our students and employees.
- ii. Gulf Coast (Mary Maner)
 1. Working on workshops and on increasing members.
 2. Mary allowed other members on Coast to share.
 3. Karen shared that they are getting through all the hurricane threats and things are going well.
 - iii. Publicity (Jennifer Lewis)
 1. Jennifer will be moving off the committee.
 2. Troy will be helping with Publicity once he obtains training, and Valerie will give guidance on where things need to go and then need to go out.
 - iv. Ways and Means (Vacant)
 1. Golf Tournament cancelled.
 - a. We have an annual golf tournament to raise money for AOP but of course it is cancelled due to COVID.
 - b. Valerie sent letters to sponsors to let them know they are appreciated and look forward to partnering with them in the future (i.e. to get some more donations).
 - v. PSP Advisory (Cory Williams)
 1. The various workshops have been submitted for approval. She did not see anything that would be an issue. She expects all workshops that have been submitted will be approved for credit.
 2. Working on gathering data to meet with HR for the certification on the national level. Cory wants to explain it to them and make sure they understand where things are going for us. Cory will reach out to us if she needs support to discuss this with HR.
 3. Cory asked for clarification on some of the changes on the national level. Reach out to Cory if you have immediate questions while she is in the process of putting together a presentation.

VIII. Old Business-none

IX. New Business

- a. Publicity Committee- Troy is getting training to work on the website.
- b. Mary would like to start a discussion with HR about getting AOP in front of new employees as part of their orientation. Valerie noted we need to highlight PSP and Community Service; and she noted it would be a good idea.

- c. Committee Appointments – Publicity; Troy Knight training
 - X. Announcements
 - a. Member Feedback
 - i. Pam Posey joined the meeting and noted that she is enjoying the virtual meetings as well as will be sending in her dues. She will be available to assist us as we move forward.
 - ii. Linda Dorsey noted that we should provide any member who would like to speak the change to speak if they have not already done so. Valerie noted that we will provide this opportunity long-term as part of the announcements, which may be especially helpful due to the level of isolation resulting from pandemic safety precautions.
 - iii. Pam requested a copy of the workshops, which we will send out via the listserv. Valerie noted that she could send the inspirational slides out along with the workshop list.
 - iv. Karen noted that she needs the inspirational slides.
- XI. Adjournment (by motion) at 12:47 p.m.
 - a. Motion Made by-Cathy Ventura
 - b. Second by-Jennifer Lewis
 - c. Motion passed.