1.0 Call to Order

The meeting was called to order by President-Elect Jennifer Lewis at 12:06 pm. The meeting took place in Scianna Hall 3042. The Gulf Coast participated through IVN.

Hattiesburg Campus Members Present: Pam Posey, Alfreda Horton, Valerie Craig, Lucy Cameron, Meghan Mee, J. Michelle Coleman, Jewel Adams, Elizabeth Killinger, Jennifer Lewis, Mattie Payton, April Broome, Katie Kitchens, Sequitta N. Haley.

Gulf Coast Members Present: Karen Shaw, and Kelly Weaver

2.0 Adoption of Agenda

3.0 Inspiration – The Inspiration was given by President-Elect Jennifer Lewis.” As we begin 2017, it’s a good time to put things in perspective. Sometimes amongst all we do it seems like what we do may go unappreciated but one never truly knows the impact they make on others. Recently Jessi Morrison award winner Sid Gonsoulin noted that without those who are a part of AOP this institution could not function at all: a lesson he noted he learned from former AOP President Pam Posey through her efforts to champion on behalf of staff, which is the very spirit of AOP. In thinking further about Sid’s words, it occurred to me that part of the reason that our staff can make such impact is because they are passionate about their roles and focuses on helping students, faculty, staff as well as the institution as a whole succeed.

Reverend Martin Luther King illustrated this spirit of pride in one’s role when sharing the following example: Dr. King noted that, “If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, “Here lived a great street sweeper who did his job well.””

Let’s all continue taking the approach Dr. King indicates while performing our roles. Remember, what we do daily, individually when combined with what every other USM staff member does forms the centralized hub that allows this institution to continue functioning even in ever challenging times.

Ultimately, it doesn’t matter what your particular role is. It’s the attitude with which you perform your role that allows you to positively impact others because you perform that role with pride. I for one am glad to be a member of such a talented team of individuals and look forward to working with each of you to continue to work to take Southern Miss to the top by performing my role well and strive to always remain cognizant of what an impact we as stewards of USM can have in our interactions with others.

May your 2017 be filled with health, prosperity and love.
4.0 Approval of Minutes  
(First Meeting – There were no minutes to approve)

Postponed

5.0 Communications  
No Communications

6.0 Officer’s Report

6.1 President – Cory Williams. In her absence, President Elect Jennifer Lewis read the following report: Everyone has been doing fantastic work this year to get things moving with AOP again. We will hear more from everyone in the forthcoming reports. In closing, I hope everyone has a fantastic 2017.

6.2 Affiliations – Sequitta Haley. USM AOP affiliates with MAEOP (state association) and NAEOP (national association). Local office professional associations can nominate individuals from their institution for MAEOP’s Office Professional of the Year and Administrator of the Year. The winner of these awards at the MAEOP level are submitted to NAEOP for consideration of a national title in the same categories. Sequitta is calling for a review of forms and criteria for submitting nominees, as well as nominees. April Broome, former Affiliations Chair offered her assistance and files from the process and procedures followed during her time as Chair.

6.3 Budget – Lucy Cameron. As of date the AOP Development account balance is approximately $5200. The Checking Account balance is approximately $2600. AOP has not received the $300 check from Aramark for working concessions. Jennifer Lewis will reach out to Aramark.

6.4 Secretary – Alfreda Horton. No Report.

6.5 Membership – Jewel Adams. USM AOP has 52 members. AOP increased membership by offering free memberships with the Webinar Registrations.

6.6 In-Service – Jennifer Lewis. We conducted our first meeting via IVN with our Gulf Coast colleagues on December 6th and had the opportunity to receive valuable information in terms of how to be safe while using our technology. Bob Wilson, USM’s Technology Security Officer presented.

Gulf Coast:
Training presented by Jona Burton on the coast - working on dates in March likely on the 20th. Waiting on a location.

Considering SAFE training provided by UPD, possibly in April or May.

6.7 PSP – Pam Posey. Upcoming discussions will be held to firm a date in April 2017 for Professional Standards Points. Classes are being developed. A 2-hr session is planned for either 11 am – 1 pm or 12 pm – 2 pm. The coast will participate IVN.

6.8 Community Service and Publicity- Elizabeth Killinger. Requesting submissions for the Newsletter. Articles are due by Thursday, January 12. She is in the process of designing a different newsletter for submission to NAEOP’s newsletter award competition. Suggesting a supply drive for the local domestic abuse shelters. This will be held in March in conjunction
with Women's History Month. She will have a discussion with Allison Gillespie to obtain a specific list of needed supplies.

6.9 Ways and means – Katie Kitchens. $600 profit from the laundry detergent has been deposited in the checking account and included in the approximate $2600 balance. Propose to submit a call for recipes in the next newsletter. Katie wants to design a recipe book to sell. She will research the most cost effective way to achieve this goal. She is requesting a subcommittee. Elizabeth Killinger, Valerie Craig and Pam Posey agreed to serve.

6.10 Gulf Coast – Karen Shaw. Accompanying her was Kelly Weaver. Karen reported that 9 members are involved in the coast chapter. She is excited about the re-activation of AOP and wants to give back what she has benefited from participating in the association. She looks forward to more interactions between Hattiesburg and the Coast campuses.

7.0 Old Business. Jennifer Lewis will follow up with Aramark for the status of the check from AOP working the concessions during Football season.

8.0 New Business

8.1 Fundraiser Ideas. Katie presented her ideas for the Recipe Book. Bops Custard offers a fundraising opportunity. AOP advertises for a designated date. A percentage of sales on that date will be given to USM AOP. No members are needed to be present. More details to come.

Valerie Craig asked is the laundry detergent profit was enough for the effort put into it? Concerns noted were:

- Timing in relation to Christmas and cost factors may have impacted the ability to gain more sales.
- Minimum orders required for shipping
- The company wouldn’t accept a credit card, so an additional expense was created in overnighting the payment to receive the orders in a timely manner for distribution prior to the University closing.

Katie will contact a local distributor to discuss product and review this fundraiser for Summer 2017.

8.2 A Thank You Note will be sent to ITECH for storing the product.

8.3 Food donations are needed for the Meet & Greet with Krystyna Varnado – January 25 at Noon, BSU. Elizabeth will send out an email with the link for food items needed. [http://www.signupgenius.com/go/10c0f4dadaa2faa1-meeting](http://www.signupgenius.com/go/10c0f4dadaa2faa1-meeting) A donation will be made to BSU for allowing use of their venue and drinks.

8.4 Prior to the membership social, members will be reminded to submit 3 names for invitation to the social. A sample of the post card invitation was presented. It will be sent out on February 14, as the invitation. Door prizes will include free membership, and t-shirt. A similar event will be planned for the Coast campus.

9.0 Announcements

9.1 Asbury Hall Tour – January 11 at Noon, Asbury Lobby
9.2 Excel Part I Webinar – January 19 AT Noon
9.3 Board Meeting – January 24 at Noon
9.4 Meet & Greet with Krystyna Varnado – January 25 at Noon, BSU
9.5 AOP Book Club – February 2 at 5:15 pm, Java Werks
9.6 Title IX Talk – February 7 at Noon, Scianna Hall 3042 and GC Library 203
9.7 Excel Part II Webinar – February 16 at Noon
9.8 Board Meeting – February 21 at Noon
9.9 Membership Social – February 24 at 3 pm, HUB 110
9.10 General Meeting – March 7 at Noon, Scianna Hall 3042 and GC Library 203

10.0 Adjournment