USM AOP General Meeting
March 13, 2018

Guest Speaker- Assistant Chief of Police, Rusty Keyes; Topic-Campus Safety – Note at the end of the minutes

I. Call to Order
   a. Meeting called to order at 12:23 pm.
   b. 12 people attending in Hattiesburg, 3 attending at Gulf Park.

II. Recognition of Guests
   a. No guests attended this meeting.

III. Approval of Minutes
   a. Minutes will be approved via e-mail.

IV. Inspiration (Jennifer Lewis)
   a. Spring is around the corner: a time of rebirth and revitalization.  As Shakespeare said: April hath put a spirit of youth in everything.
   b. Let’s become revitalized and refreshed as we too move through another season.  Be positive despite the negativity in our current situation.

V. Communications
   a. No communications.

VI. Reports of Officers/Committee Chairmen:
   a. Officer Reports:
      i. President (Jennifer Lewis)
         1. Nominations Committee consists of Chairman Valerie Craig, Linda Dorsey, and Marci Calcote.  Please contact them if you are interested in running for President-Elect, Vice President, or Secretary.
         2. We are currently looking for Chairmen for the Publicity, Gulf Coast Task Force, and Ways & Means committees.  Please contact Jennifer Lewis if you are interested.
         3. Secretary Jennifer Jones has resigned as she is leaving the University.
         4. Coordinated pick up of Cane’s fundraiser check.
         6. Began scheduling inservice events for the Fall 2018 semester.
         7. Planning the membership recognition luncheon and installation luncheon with at assistance of Tonisa Kennedy.
      ii. President Elect (Elizabeth Killinger)
          1. No report
      iii. Vice President (Elizabeth Killinger)
          1. No report
      iv. Secretary (Jennifer Jones)
          1. Working to finalize meeting minutes.
      v. Treasurer’s Report (Erin Sessions)
          1. No report.
vi. Immediate Past President’s Report (Cory Williams)
   1. No report.

b. Committee Reports:
   i. Affiliations (Cindy Walker)
      1. We are in the process of reviewing applicants for our Student Scholarship of $500. It will be awarded in two equal payments of $250 for the fall and spring semesters.
      2. We are also taking nominations for USM AOP Office Professional of the Year and Educational Administrator of the Year, to be awarded at our Membership Recognition Luncheon. Guidelines and nomination forms are available on the AOP website.

   ii. Budget (Erin Sessions)
      1. No report.

   iii. Community Service (Cathy Ventura)
      1. AOP volunteered at Read Across America on March 3rd at Chain Park. Volunteers distributed materials and helped with setup. Volunteers interacted with the children who were obtaining free book and engaging in scheduled activities.

   iv. Gulf Coast Task Force Update (Paige Cannon)
      1. GC Membership Luncheon May 14, 11:10-1, details pending
      2. Green Dot training coming up, 4.75 PSP Inservice hours
      3. Resume Building Seminar Thursday, 1 PSP Inservice hour

   v. Hospitality (Jennifer Jones)
      1. Purchased card for Zackary Taylor.

   vi. In-service (Elizabeth Killinger)
      1. Seminar Attendance
         a. Spotlight on Women’s Health – January 30, 2018
            i. 9 in Hattiesburg, 4 Gulf Coast
         b. Leadership 101 – February 27, 2018
            i. 8 in Hattiesburg, 3 at Gulf Park, 2 at GCRL
         c. Webinars
            i. October – Essential Math Skills – 7
            ii. November – Negotiation Skills – 4
            iii. December – Goal Setting – 4
            iv. January – Excel Analysis I – 4
            v. February – Excel Analysis II – 6
            1. Final attendance counts may be higher as individuals watch the recordings.

      2. Upcoming Conferences
         a. Southeast Area Professional Development Seminar
            i. April 27-29 in Little Rock
         b. MAEOP Annual Conference
            i. June 7-9 at Gulf Park
         c. NAEOP Annual Conference
i. July 17-20 in Bloomington, MN

vii. Membership (Elizabeth Killinger)
1. We have approximately 70 members.

viii. Publicity (Carlos Sterling)
1. Committee Members: (6) - Elizabeth Killinger (The Voice Co-Editor), Jennifer Brown (The Voice Co-Editor), Carolyn Soniat (Instagram Editor), Lucy Cameron (Historical Research), Heather Miller (Gulf Coast Content)
2. Number of events publicized: (1)
3. Number of other Facebook post: (79)
   a. 99 Followers
   b. 90 Page Views
   c. 95 Likes
4. Number of Tweets: (7)
   a. 60 Following
   b. 27 Followers
5. Number of Instagram posts: (6)
   a. 68 Followers
6. Number of Publishing’s of The Voice: (0)
   a. New issue has not come out yet
7. Number of times posted to the AOP Listserv: (24)
8. Website Changes:
   a. Updated events and removed events as each one passed
   b. Updated forms
   c. Chaged out Birthdays

ix. PSP Advisory Committee Update (Pam Posey)
1. Congratulations to Jennifer Lewis (Basic, Option I) and Cory Williams (Advanced II, Option I) for earning their PSP certificates by meeting the January 15, 2018, deadline.
2. Many others are working on their certifications. Let me know if you need assistance.
3. Special thanks to Cory Williams who has been working to put requests in for all the inservice AOP has been having this year. Cory will become the new chairman next year. After 30 years of serving as PSP Chairman, it is time to step down and let someone else start their journey. I have loved doing this and will remain on as a committee member and help anyone who needs my help. The Professional Standards Program has been and will continue to be a passion of mine to help others achieve their PSP recognitions.

x. Ways and Means (Donavan Johnson)
1. Fuzzy Taco – Eat between 5 and 10 pm on March 20, 2018, and mention AOP.
2. Raising Cane’s – Eat between 4 and 10 pm on March 23, 2018, and mention AOP. AOP representatives will be on-site. Please check the website to sign up as a representative.

VII. Old Business

VIII. New Business

a. Review and Discussion of Catering Costs for 2018 Installation
   i. Catering by Valerie Craig
      1. Motion made by Linda Dorsey, seconded by Jewel Adams, to spend $XX.XX on catering. Motion carried.
   ii. Location – BSU
      1. Motion made by Cory Williams, seconded by Cindy Walker, to give the BSU a $50 donation for use of their facility. Motion carried.
   iii. Motion made by Pam Posey, seconded by Jewel Adams, to charge for attendance of the Installation instead of the Membership Recognition Luncheon. Motion carried.
   iv. Motion made by Carlos Sterling, seconded by Linda Dorsey, to charge $10 for Installation attendance. Motion carried.

b. Review and Discussion of Catering Costs for 2018 Membership Recognition Luncheon – HBG
   i. Catering by William Carey
      1. Motion made by Jewel Adams, seconded by Carlos Sterling, to spend $513.75 on catering by William Carey. Motion carried.
   ii. Location – BSU
      1. Motion made by Cory Williams, seconded by Pam Posey, to give the BSU a $50 donation for use of their facility. Motion carried.

IX. Announcements

a. Professional Development Events:
   i. March Events
      1. Understanding the Impact of Resiliency
         • Presented by: Michelle Howard
         • 3/14/18
         • 12:00 pm to 1:00 pm
         • Hattiesburg: Cook 123; Gulf Coast: Hardy Hall 316
      2. Resume Building 101
         • Presented by Jona Burton
         • 3/15/18
         • 12:00 p.m. to 1:00 p.m.
         • Cook 123 (via IVN); Hardy Hall 316
      3. Implicit Bias
         • Presented by: Pattie Teague
         • 3/27/18
         • 12:00 pm to 1:00 pm
         • Hattiesburg: Cook 123; Gulf Coast: Hardy Hall 316
   ii. April Events
      1. Public Speaking Strategies
         • Presented by Jenny Tate
2. Green Dot Intervention Training
   • Presented by: The Biloxi Center for Nonviolence
   • 4/6/18
   • 12:00 p.m. to 4:45 p.m.
   • Hardy Hall 316
   • Registration Capped to first 30 registrants

3. To-Do Lists 101
   • Presented by: Laura Hansen and Brandi Ellis
   • 4/12/18
   • 12:00 p.m. to 1:00 p.m.
   • Hattiesburg: Cook 123; Gulf Coast: Hardy Hall 346

4. Financial Literacy for Women
   • Presented by Valic Representatives Chis Logan (Hattiesburg) and Becky Benvenitti-Milner (Gulf Coast)
   • 4/18/18
   • 11:30 a.m. to 1:30 p.m.
   • Lunch provided courtesy of Valic
   • Registration link to be posted later this week

5. Effectively Applying for USM Employment
   • Presented by: Krystyna Varnado & Rusty Anderson
   • 4/26/18
   • 12:00 p.m. to 1:00 p.m.
   • Hattiesburg: Cook 123; Gulf Coast: Hardy Hall 346

iii. May Events
1. Birds 101-How to Recognize and Support Them
   • Presented by: Aaron Mitchell from the Pinewoods Audubon Society
   • 5/1/18
   • 12:00 p.m. to 1:00 p.m.
   • USM Campus-Payne Center area

2. Qualtrics Training
   • Presented by: Cory Williams
   • 5/23/18
   • 12:00 p.m. to 1:00 p.m.
   • Hattiesburg: Cook 123; Gulf Coast: Hardy Hall Room 316

b. Fundraisers-Spring:
   i. Fuzzy Taco
      • 3102 Hardy Street, Suite 10
      • 3/20/18
      • 5 p.m. to 10 p.m.

   ii. Raising Cane’s
      • 3509 Hardy St.
      • Friday, 5/23/18
      • 4 p.m. to 10 p.m.
Laundry Detergent-
- runs 3/1/18-3/31/18
- see webpage-https://www.usm.edu/association-office-professionals-aop/aop-cost-effective-cleaning-products-fundraiser-0

c. Other Events
i. Food Demo (in collaboration with Aramark)
   - 3/28/18
   - 5 p.m. to 7 p.m.
   - Lucky Day Kitchen

ii. Membership Appreciation-Gulf Coast
   - 5/14/18
   - 11:30 a.m. to 1 p.m.
   - Hardy Hall 316

iii. Membership Appreciation-Hattiesburg
    - 5/30/18
    - 11:30 a.m. to 1:00 p.m.
    - Baptist Student Union- registration will open by 4/1/18

iv. 2018-2019 Officer Installation; Theme: Maintaining Our Momentum
    - 6/15/18
    - 11:30 a.m.-1:00 p.m.
    - Baptist Student Union

d. Meetings (*Board Meetings may be held in person in TEC 242 and via WebEx if needed)
i. Board meeting (via Microsoft Teams)
   - Begins 3/20/18 at 8 a.m.
   - Ends on Friday 03/23/18 at 6 p.m.

ii. Board meeting (via Microsoft Teams)*
   - Begins 4/17/18 at 8 a.m.
   - Ends on Friday 04/20/18 at 6 p.m.

iii. General Business Meeting
    - 5/08/18- Hattiesburg
    - Cook Library 123; Gulf Coast-Hardy Hall 316

iv. Board meeting (via Microsoft Teams)*
    - Begins 05/15/18 at 8 a.m.
    - Ends on Friday 5/18/18 at 6 p.m.

X. Adjournment
   a. Adjourned at 1:00 pm

Guest Speaker – Rusty Keyes – Workplace and School Safety

- “If you see something, say something.” Reports from the University Community have helped UPD.
- Watch the UPD Active Shooter video and make a plan for your office. Be sure everyone in the office knows the plan. UPD can provide a threat assessment for your office and assist in making a plan for an active shooter on campus and disruptive guests.