A Word from Our President

STRENGTH IN MEMBERSHIP REPRESENTS WHAT EACH OF US BRINGS TO THE TABLE AS WE MOVE FORWARD AS AN ORGANIZATION.

First and foremost, I would like to thank the outgoing board for all your hard work and support during this past year of revitalization. Secondly, welcome to the new board, who will be building upon last year’s revitalization. This year’s is Strength in Membership. For me, Strength in Membership represents what each of us brings to the table as we move forward as an organization. We build our organization based on what each person can contribute to help our association prosper. Each one of us embodies a unique skill set, and when we work together, there really is nothing we cannot achieve. Hence, strength in membership represents the gains we make when we collaborate to achieve a shared aim. I would like to take this opportunity to ask each of you to share with us what Strength in Membership means to you by emailing me (jennifer.lewis@usm.edu). Let’s share our thoughts and come to a combined definition: the AOP definition of strength in membership. Creating a strong organization requires us to look at how we can maximize our interactions to ensure that we bring 100% of our capabilities to what we do as an organization and as a team. Working efficiently means ensuring that our interactions are productive. How can we interact productively? One way of enhancing our interactions is by exhibiting positive attitudes so that when we interact we do so in a positive manner that builds each of us. As an organization, we gain from you, and you should also be gaining from us in furthering your understanding of your strengths. Our goal is to create the type of positive environment in which you can share your strengths and develop new ones. USM AOP is only as strong as its membership. Let’s work together to interactive positively and empower each other and continue to build on the momentum that was created last year. Again, thank you for being a member. We are here to support you. Let us know how we can do just that.

— Jennifer S. Lewis

OUR MISSION STATEMENT

The mission of the USM Association of Office Professionals is to advance the general welfare of our members through education, professional development, and fellowship. We provide an organized means of communication among members throughout all campuses of The University of Southern Mississippi. We elevate the standards of our association by fostering better relationships with our members, faculty, staff, administrators, and students, thereby promoting the mission of The University of Southern Mississippi.
SPOTLIGHT

ALFREDA HORTON

Alfreda has been working at USM for 28 years! She currently serves as the Coordinator of the Office of Student Ombudsman Services. Her office provides services that promote the academic success of students who experience extenuating circumstances. Her favorite part of her job is her impact on student academic progression. She achieves that by providing emotional support, referrals, corresponding with faculty or a university department, and increasing students and parents knowledge of university policies and procedures for resolving issues that impact continued enrollment.

“Alfreda will provide essential services that will assist our students, faculty and parents. I strongly encourage students to take advantage of all of the services she provides,” said Dr. Eddie Holloway. “She is passionate about her work and will do an excellent job.”

In the last few years, Alfreda has become involved with our association. She has been a member AOP for 4 years and of the Mississippi Association of Educational Office Professionals (MAEOP) for 3 years. She has served as AOP Secretary, MAEOP Director of Membership, and as a committee member of the MAEOP Handbook Review Committee. Like many members, she cites the need to interact and network with other staff at both at USM and MAEOP affiliates as why she joined these associations. Alfreda's future career plans are to continue working in Students Affairs as long as she can, which speaks to her commitment to USM. She receives great satisfaction in networking with faculty and staff on student issues, as well as interacting with students and their parents. AOP is proud to have Alfreda as an active member!
What have we been up to?

July 7 ~ AOP 2017-2018 Officer Installation

AOP Wins National Award
2017 NAEOP Rachel Maynard Communication Award for Best Newsletter #naeopconf2017

Rachel Maynard Award for Excellence in Communication
First Place - Local – Category 1 Newsletter – The Voice
USM AOP
Elizabeth Killinger, Editor
July 2017
National Association of Educational Office Professionals

Delores McNair Appointed to Hattiesburg Public School Board of Trustees

Fellow AOP member Delores McNair was nominated by Hattiesburg Mayor Toby Barker to serve on the Hattiesburg Public School District's Board of Trustees.

Read more in the article from Southern Miss Now.

JOIN OR RENEW MEMBERSHIP

As of July 1st, AOP is in a new membership year. Click here to join or renew membership today!
PSP = Professional Standards Program
A certification program established by the National Association of Educational Office Professionals (NAEOP) to encourage education office professionals to grow professionally. Achievement in the program is recognized by the awarding of certificates based on education, service and experience for attendance of workshops, webinars and seminars. The program is designed as a series of graduated steps through which an enrollee can attain nine certificates, each with their own salary incentive.

The attainment of the distinction of CEOE, Certified Educational Office Employee, requires that an enrollee hold Advanced III, Bachelors’, Masters’, or Doctoral Degrees.

The next date to submit for a certificate is **September 15th**.
Email Pam Posey at pam.posey@usm.edu to get your next certificate organized.

**PSP IS ENDORSED BY:**
- National Association of Secondary School Principals
- Association of School Business Officials International
- National Association for Public Relations Association
- National Association of Elementary School Principals
- American Association of School Administrators

**PAY VIA PAYPAL**
We are now accepting electronic payments via Paypal @ paypal.me/ekillinger

**COMMITTEE PAGES**
Each AOP Committee now has its own committee page on our site.
usm.edu/aop
When: Monday, July 31 - 12:00 pm to 1:00 pm  
Where: Scianna 1008 (HBG) | Hardy 346 (GP)

The speaker April Broome will be discussing her use of budgets and tips for maintaining an efficient budget.

We ask that all non-AOP members pay a $10 admissions fee for this event. For more information about joining AOP, please email Elizabeth Killinger.

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iTech Data Center Tour

When: Wednesday, August 2 - 11:45 am to 12:45 pm  
Where: Forrest County Hall 105, Hattiesburg Campus

Ever wondered how all of USM's electronic data on campus is managed? If so, come out for a tour of the iTech State-of-the-Art Tier II Plus Data Center.

We ask that all non-AOP members pay a $10 admissions fee for this event. For more information about joining AOP, please email Elizabeth Killinger.

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MONTHLY MEETING

When: Tuesday, August 8 - 12:00 pm to 1:00 pm  
Where: Trent Lott Center 207 (HBG) | Hardy 316 (GP)

Our first general meeting of the year. Anyone is welcome to attend.

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Board Meeting

When: Tuesday, August 22 - 12:00 pm to 1:00 pm  
Where: TEC 242 (HBG) | Library 203 (GP)

Monthly Board Meeting - any member is welcome to attend.

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Access 101 Seminar

When: Thursday, August 31 - 12:00 pm to 1:00 pm  
Where: Scianna 1008 (HBG) | Hardy 346 (GP)

Learn the basics of MS Access with presenter April Broome to help make your work life easier.

We ask that all non-AOP members pay a $10 admissions fee for this event. For more information about joining AOP, please email Elizabeth Killinger.

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REGISTER FOR EVENTS @ usm.edu/aop
Committee Updates

We are proud to announce that all the committee chairman positions of our committees for the new membership year have been filled! Please check out below for more information who is chairing which committee.

If you are interested in joining any of the committees listed, please contact Jennifer at jennifer.lewis@usm.edu.

Affiliations
CHAIRMAN: CINDY WALKER
This committee will be submitting our affiliations paperwork with MAEOP and NAEOP. Additionally, they have started research on scholarships that AOP might start providing.

Budget
CHAIRMAN: ERIN SESSIONS
Will be setting our annual budget for the 2017-2018 Membership Year.

Community Service
CHAIRMAN: CATHY VENTURA
AOP's first community service opportunity this year is Freshmen Move-In Day. To volunteer with AOP, please complete this Online Form OR contact Cathy directly at Caterina.Ventura@usm.edu.

Gulf Coast Task Force
CHAIRMAN: PAIGE CANNON
Our Gulf Coast Task Force is excited to announce that they will be having a pumpkin patch - October 16th through October 31st - as a fund raiser. Coming Soon: A Historical Tour of our Gulf Park campus is in the works. Keep a look out for future updates from AOP on this event.

Ways and Means
CHAIRMAN: DONAVAN JOHNSON
Our committee is working on planning a Pumpkin Carving Contest for October. Keep a look out for future updates from AOP on this event.

In-Service
CHAIRMAN: KATIE KITCHENS
Our first events this year are Budgeting 101 presented by April Broome & a tour of the iTech Data Center. Register online for both of these events on our website at www.usm.edu/aop. We should be announcing our annual webinar series soon. For more information on our webinar series, please see our website (www.usm.edu/aop).
Help incoming students and their parents by volunteering for Move-In Day. AOP is volunteering on Saturday, August 12th.

To sign up with AOP just complete this ONLINE FORM or email Cathy directly at Caterina.Ventura@usm.edu.

There are non-physically intensive spots available. If you would like one please specify.
TITLE IX UPDATES

Title IX has moved to Harkins Hall 116 on the Hattiesburg campus. Their office may be reached at 601.266.4466.

TITLE IX NOW @ GULF PARK CAMPUS

Now there is a Title IX representative available on site for Gulf Park campus students and employees every Monday 12:00 pm to 6:00 pm in Hardy Hall 332. Their Gulf Park campus phone numbers is 228.214.6636.

NEW ONLINE WEBSITE FOR STUDENT EMPLOYMENT

Jobs for Eagles is the new student employment through Career Services. This free, online database will replace our old online system. It allows campus and non-campus employees to post full-time positions, co-op and internship opportunities, as well as on and off-campus part-time jobs. The site is also a place to post resumes and network with professionals in the field. With a fresh interface, this new site should help you find your next student worker or graduate assistant.

Make an account today at https://usm.joinhandshake.com/ OR Contact Career Services today for assistance at 601.266.4153.
What we experienced at the 2017 National Association of Educational Professionals Conference #naeopconf2017

BEING MINDFUL OF THE FACT THAT WHAT YOU PUT OUT INTO THE WORLD IS WHAT YOU GET BACK,
by President Jennifer S. Lewis

The NAEOP Conference held in Greenville, SC was hands down the best conference that I have ever attended. Unlike many other conferences, this conference revitalized its attendees by highlighting how you can look at things from a positive perspective through mindfulness. Ultimately you put out into the world is what you get back. Positivity begets positivity.

Sam Glenn, @theattitudgey, shared with us that life is all about seeing the big picture and putting things into perspective. In Mr. Glenn’s case, he met his mentor and motivational speaker, Zig Ziglar. Ziglar led him to change his outlook thereby facilitating him going from a broke and negative person who lacked ambition and purpose to a motivational speaker who inspires others through his speeches and artwork. For me, this is a call to action to look on the bright side and to treat others with the same positivity that I want mirrored back at me.

Further impacting this revitalization of my positivity was interactive activities like the one facilitated by Debbie Wade, CEOE. With it, we learned how despite our differences (we were assigned different colors) we can choose to positively interact with other people. Letting people know what they do that makes you thankful will bring a smile to someone’s face; it’s just that simple.

Let’s all work on being positive and look for the positivity that will come back to us. We each came here to make a difference, and one of the biggest differences we can make is in creating more kindness in the world. Want to get your day started right? I would recommend subscribing to Sam Glenn’s newsletter at samglenn.com or following him on Twitter @theattitudgey.

CHECK OUT MORE PICTURES FROM NAEOP ON TWITTER WITH #NAEOPCONF2017

by Jewel Adams, CEOE, AOP Member

ARE YOU WORKING WITH PRIDE, PURPOSE AND PASSION OR ARE YOU COMING TO WORK FOR THAT DOLLAR?

I attended several briefings, such as “Working with Pride, Purpose, and Passion” presented by Dr. Mason Gary and “Work that Dress” by Carla Young. Both briefings were very informative and much needed. Are you working with pride, purpose and passion or are you coming to work for that dollar? This is a question we must address individually.

This topic is necessary because of what newer generations wear to the workplace. Many times, we forget we are still professional and that we should dress appropriately. Carla Young said even though we have casual Friday if our bosses do not dress down then we should not either.

My favorite part of opening session was listening to Sam Glenn, the “Attitude Guy".
Glenn was once a nighttime janitor and is now an Award-Winning Speaker and Artist. In his book *It All Starts with Attitude*, he outlines seven qualities that can make an organization stand out. These qualities are (1) managing change, (2) embracing growth, (3) employee motivation, (4) leadership, (5) customer service, (6) teamwork, and (7) engagement. His seminar was amazing, and this book is a must read! Find his books on his website at samglenn.com or on Amazon.com.

by Immediate Past President Cory Williams

The 2017 Annual NAEOP Conference and Institute was an exciting event.

I enjoyed representing USM AOP as the official delegate, and did my best to represent the interests of the organization during Advisory Council. We had four USM AOP members attend the conference, and we attended a large selection of informative briefings on topics that will assist us in the coming year.

Sam Glenn was the keynote speaker this year, and he is highly entertaining while also being very insightful. I highly recommend everyone take an opportunity to check him out online, and don’t pass up any opportunity to hear him speak in person.

As part of the conference we also had a Southeast Area meeting and a Higher Education Council meeting. Everyone enjoyed spending some time with those from our region and our area of education. Preliminary plans for the next Southeast Area Professional Development Seminar are in the works, and we will share details as we get them.
Mississippi Association of Educational Office Professionals [MAEOP]

Congratulations to our AOP members that have stepped up to serve on the MAEOP 2017-2018 Board.

MAEOP Secretary
Jennifer S. Lewis

MAEOP Director of Affiliations
Cory Williams

MAEOP Historian
Jewel Adams, CEOE

MAEOP PSP Chairman
Pam Posey, CEOE

MAEOP Scholarships Chairman
Alfreda Horton

MAEOP Advertising/ Publicity Chairman
Pam Posey, CEOE

Interested in joining MAEOP?
Check out their website at www.missaeop.org.

Interested in NAEOP?
Check out their website at www.naeop.org
OR contact our President Jennifer Lewis at jennifer.lewis@usm.edu for more information.
Our 2017-2018 Board

President Jennifer S. Lewis
Email: Jennifer.Lewis@usm.edu
Phone: 601-266-4466
USM Position: Compliance Coordinator
MAEOP Secretary

President-Elect Katie Kitchens
Email: Katherine.Kitchens@usm.edu
Phone: 601-266-4399
USM Position: Event Services Reservation Specialist
AOP In-service Chairman

Vice President Elizabeth Killinger
Email: Elizabeth.Killinger@usm.edu
Phone: 601-266-5752
USM Position: Disability Specialist of Technology & Auxiliaries
AOP Membership Chairman

Immediate Past President Cory Williams
Email: Cory.Smith@usm.edu
Phone: 601-266-4357
USM Position: iTech System Admin I
MAEOP Affiliations Director

Treasurer Erin Sessions
Email: Erin.Sessions@usm.edu
Phone: 601-266-4399
USM Position: Theatre & Dance Admin Assistant
AOP In-service Chairman

Secretary Jennifer Brown
Email: J.Renee.Brown@usm.edu
Phone: 601-214-3340
USM Position: GP College of Ed/Psych Office Manager
Hospitality Chair & The Voice Co-Editor

Historian Carlos Sterling
Email: Carlos.Sterling@usm.edu
Phone: 601-266-4305
USM Position: School of Construction Technology Support

Affiliations Chairman Cindy Walker
Email: Cynthia.Walker@usm.edu
Phone: 601-266-4844
USM Position: Career Services Admin Specialist

Community Service Chairman Cathy Ventura
Email: Caterina.Ventura@usm.edu
Phone: 601-266-4972
USM Position: Assistant to the Art & Design Chair

Gulf Coast Coordinator Paige Cannon
Email: Paige.Cannon@usm.edu
Phone: 601-214-3224
USM Position: College of Ed/Psych Student Services Coordinator

PSP Advisory Chairman Pam Posey, CEOE
Email: Pam.Posey@usm.edu
Phone: 601-266-6753
USM Position: Assistant to the School of Construction Director
MAEOP PSP Chairman

Ways and Means Chairman Donavan Johnson
Email: Donavan.Johnson@usm.edu
Phone: 601-266-4315
USM Position: Assistant to the College of A&L Dean for Recruitment, Retention & Strategic Initiatives