A Word from Our President

2016 was a tough year for many of us, our association has enjoyed success in our Back to Basics program. We have over 50 members, which is higher than in the last four years. We have given back to the community through several events, such as the Halloween Carnival and working with the USM Council on Community Literacy and Reading. We have offered several inservice training opportunities, both on the Hattiesburg and Gulf Park campuses. Our technology basics webinar series has been a hit so far, and the best sessions are coming this spring. The return of The Voice as a quarterly newsletter is exciting, providing another avenue for sharing information.

As we go into 2017, the AOP Board will be reviewing the Bylaws to possibly consolidate committees and provide a better focus for our organization. We are also looking into further training opportunities for our members and the University community. We have also partnered with the Osher Lifelong Learning Institute and USM’s AAUP chapter, and look to partner with Staff Council on future events. I look forward to seeing where the next year takes us.

-Cory Williams

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.
HOW TO STAY SAFE IN A VIOLENT SITUATION

Our University Police (UPD) asks that you would remember to Avoid|Deny|Defend when responding during an act of violence (e.g. robbery, hostage situation, workplace violence, active shooter). The information listed below comes directly from The Advanced Law Enforcement Rapid Response Training (ALERRT) Center at Texas State University who created the Avoid|Deny|Defend program.

AVOID starts with your state of mind.
- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you & the threat, the better.

DENY when getting away is difficult or impossible.
- Keep distance between you and the source.
- Create barriers to prevent or slow down a threat from getting to you.
- Turn the lights off.
- Remain out of sight and quiet by hiding behind large objects & silence your phone.

DEFEND because you have the right to protect yourself.
- If you cannot Avoid or Deny be prepared to defend yourself.
- Be aggressive & committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

CALL 911 when you are in a safe area.
When Law Enforcement arrives, SHOW YOUR HANDS & FOLLOW COMMANDS.

AOP’s New Book Club

Thursday February 2 - Java Werks, 2902 Hardy St.

Start your year off right by dedicating yourself to a new book club. Our goal is self empowerment, education, and professional development.

To participate, please read our discussion book Never Eat Alone: And Other Secrets to Success, One Relationship at a Time by Keith Ferrazzi (ISBN: 978-0385512053).

“We success in any field, but especially in business is about working with people, not against them.”

- Keith Ferrazzi

AOP ON THE GULF COAST

We are happy to announce that Karen Shaw is now AOP’s Gulf Coast Coordinator. This gives the Gulf Coast campuses of Gulf Park, Stennis, Cedar Point, and GCRL more immediate contact with our association.

If you are a staff member at a Gulf Coast campus, please contact Karen Shaw at karen.shaw@usm.edu for more information on joining our organization and our Gulf Coast events.

IVN for AOP Meetings/Seminars

Whether we are having a meeting or seminar in Hattiesburg or at a Gulf Coast campus, AOP is committed to making ourselves accessible electronically to all of our members.

All of meetings and seminars will be be streamed to our members via IVN technology. Please check our calendar on page 7 for IVN listings. For more information, please contact Cory Williams at cory.smith@usm.edu.

Eat & Greet

with Krystyna Varnado

our new Human Resources AVP

Wednesday, January 25
12:00pm to 1:00pm
Baptist Student Union

Come meet USM’s new Associate Vice President of Human Resources.
Light refreshments will be served.
If you would like to volunteer to bring something, contact Jennifer Lewis at jennifer.lewis@usm.edu.
This event is being co-sponsored by AOP & USM AAUP (American Association of University Professors).
**NEWLY UPDATED iSOUTHERN MISS APP**

by Amanda Rester  
iTech Software Developer

The iSouthernMS Mobile application allows you to stay connected to The University of Southern Mississippi anytime, anywhere with your iPhone or Android device. This application offers instant access to keep you up-to-date on Southern Miss events, news, athletics, etc. The iSouthernMS Mobile application is constantly growing and updating as more university departments and organizations become involved in making the university’s mobile experience better for the Southern Miss community.

Southern Miss is interested in providing users with an increasingly personalized mobile experience. One of the ways Southern Miss accomplishes this is through the use of personas. The iSouthernMS Mobile application currently has a total of four personas: Current Student, Future Student, Alumni and Friends, and Faculty and Staff. Once a persona has been selected, the application becomes tailored to that individual and saved for future use.

Modules are another way of accomplishing customization for university departments and organizations on campus. Three of the most popular modules that iSouthernMS Mobile has to offer are Athletics, SOAR Mobile, and Maps. The Athletics module is a way for fans to receive Golden Eagles news, view schedules of athletic events/games, and find out Golden Eagles scores. The SOAR Mobile module allows students to view class schedules and account activity, enroll in classes, and more within SOAR. The Maps module helps students and visitors find their way across the Southern Miss campuses by searching for buildings by name and providing step-by-step directions to follow.

iSouthernMS Mobile strives to become one of the leading ways Southern Miss communicates to various members of the campus community as well as providing a personalized and customized experience for users to aid in retention and recruitment. To view a current list of features offered within iSouthernMS Mobile, visit www.usm.edu/isouthernmsmobile.

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**APPS TO SIMPLIFY YOUR LIFE IN 2017**

by Jennifer Lewis  
Compliance Coordinator  
AOP President Elect

As we start 2017, we live in an environment of constant change. Everyday we are asked to do more and to do so more quickly than we previously have. Technology provides a means to help us become more organized and streamline things for us so that we can maximize what we need to achieve in the time we have available. The following programs have been lifesavers for me. I hope they will prove useful to you, too. Make your new year easier by giving these a try.

If you have other apps to share, please email Jennifer directly at jennifer.lewis@usm.edu, and we will gladly bring the information to our fellow members through App Roundup in a future edition of The Voice.

**Mint** (Android & Apple)

Is one of your goals for 2017 to better manage your money? Then, then this app is for you; it is one of the best around for budget management.

It connects to your various bank accounts and will break down all your spending into categories like Home (utilities), Food, Transportation, Shopping, etc. It will track what you spend in every category, track your credit card and loan debt, and send you reminders to pay bills, contribute to your savings, and if you had high spending in a specific category when compared to your usual spending habits.

**Tapingo** (Android & Apple)

Though the name sounds foreign, the title references the fact that you can use this app to tap in and go to your local campus food locations (on the Hattiesburg campus) to pick up food that you ordered and paid for via the app. Additionally, the app also lets you know how much of a wait there is so if you do not want to order online you can just time your arrival for when there is no line. Eagle Dining has confirmed that they are currently evaluating whether they can add the Gulf Coast to the app and possibly implementing delivery on the Hattiesburg campus.

**IFTTT** ![IFTTT][1] Android & Apple

Have you ever wanted to streamline things so your phone automatically does things that you need like posting on Social Media, logging all purchases in a spreadsheet, or turning on your automated thermostat remotely? Try this app. New features are added daily by other users.
Professional Achievements

Our President Cory Williams completed her second ITIL [Information Technology Infrastructure Library] Certification and her Microsoft professional certification last month.

Last semester, our President Elect Jennifer Lewis completed a Graduate Certificate in Business Foundations through the USM College of Business.

AOP Member April Broome is Expecting!

DOUBLE THE glitter
DOUBLE THE PEARLS
APRIL BROOME IS EXPECTING TWO LITTLE GIRLS!

January 24th, 3:30-4:45 PM
Thad Cochran Center Room 210

“Cultivate the habit of being grateful for every good thing that comes to you, to give thanks continuously. And because all things have contributed to your advancement, you should include all things in your gratitude.”

- Ralph Waldo Emerson

THANK-YOU From AOP

AOP would like to take this time to THANK everyone who has assisted us recently with our events and services:

Sid Gonsoulin, Trey Gill, Brent Sutphin, Ken Elwin, Heather Miller, Karen Bates.

Additionally, our events would not have been nearly as successful without the help of the following organizations that partnered with us: USM’s American Association of University Professors (AAUP), our University Police Department (UPD), USM’s Osher Lifetime Learning Institute (OLLI).
OUR NEW YEAR'S RESOLUTIONS
-FROM AOP MEMBERS

Less Stress.....more Beach!
After all the beach is the only place where salt lowers blood pressure.

-Julia Gates

Do a 5k every month in 2017!
-Cory Williams

APPLY FOR GRAD SCHOOL (AND HOPEFULLY GET IN, OF COURSE)!

-Tonisa Kennedy

Trust God for guidance and look for the positive in all situation.

-Lisa Huff

Smile, Laugh, Live for God every day.

-Julie Hall

BE EARLY TO EVERYTHING BY 15 MINUTES.  -Jennifer Lewis

Read more books and listen to more podcasts!

-Elizabeth Killinger

To be healthier!

-Kelly Weaver

Ok, that's easy...I don't do resolutions!
I don't have things to resolve, rather I have goals that I set for myself to reach.
It is more satisfying for me to say I attained a goal rather than say I resolved an issue that may not exactly be an issue!

April Lammons
PAM POSEY

For this newsletter, AOP wanted to honor the member that has been a part of USM’s chapter of the Association of Office Professionals the longest. Our Immediate Past President, Pam Posey, has not only been a part of our organization for over 30 years, but she has managed to be an active and integral part of our national and state chapters, the Girl Scouts Organization, her church and The University of Southern Mississippi.

Pam is currently Assistant to the Director in the School of Construction. Prior to March 2015, she was the Financial Officer for the College of Science and Technology at the USM where she had been employed in that office for 25 of her total 37 years at the University. She holds a bachelor’s degree in Office Administration, Basic, Associate Professional, Advanced I, II, III, and Bachelor’s Degree PSP (Professional certificates); she also re-certified in May 2007 and May 2012 at the bachelor’s degree level.

She is the only USM staff member to serve as President at the National level of our organization (NAEOP), in addition to serving as Immediate Past President of our state chapter (MAEOP) and university chapter. She was president of USM’s AOP chapter when we were at our height of membership, which totaled over 300 active registered members in the 1980’s. Currently, she serves as advisors to several officers at all levels and serves on the state and local boards as Chairman of the Professional Standards Program.

Pam has served and chaired numerous committees at the local, state, and national levels. She has also served as President of the USM Staff Council and presently serves as Parliamentarian.

Pam is a life member of the Girl Scouts Organization, where she has served as Service Unit Manager, Service Unit Cookie and Nut Manager, Council Adult Trainer, Troop Organizer, Troop Consultant, Silver/Gold Award Advisor, Troop Leader of Troop 472, and Convention Delegate. As a young girl, Pam was also a girl scout from brownie to senior level.

At her church, she serves as Children’s Ministry Director, church organist, assistant pianist, church clerk, assistant treasurer, assistant music director, and serves on the Counting and Bylaws committees. Pam loves music and enjoys learning to play various instruments – the latest, the dulcimer and psaltery.

In regards to her family life, Pam has been married to Thomas Posey for over 36 years and they have one daughter, Gloria, who recently married Korey Hardin, a Civil Engineer. Gloria is a 5th grade Math teacher at Oak Grove in Hattiesburg, Mississippi and an alumnae of USM.

QUICK FACTS

- 31 Years as an Active Member of AOP
- 37 Years as a Member of USM Staff
- Past President of USM, Mississippi, & National chapters of AOP
- First & only USM staff member to lead NAEOP, our national association
- Lifetime Member of the Girl Scouts Organization
- Married for 36 Years

WINTER BIRTHDAYS

Tonia Shaw – January 3
Jo Ann Johnson – January 11
Jewel Adams – January 13
Pam Posey – January 21
Heather Posey – January 22
Cindy Walker – January 25
Lisa Carter – February 26
Elayne Lockett – March 7
Julia Gates – March 10
Cathy Connell – March 11
BJ Davis – March 13
Tonia Kennedy – March 16

Have a Wonderful Birthday!
COMMUNITY SERVICE
Chair: Elizabeth Killinger
Email: Elizabeth.Killinger@usm.edu

Our committee was recently involved with helping out at Winter Commencement. We are currently working on a charity drive for the local domestic abuse shelters, the Domestic Abuse Family Shelters. Please check them out on Facebook @dafsofms to learn more about them. We will be having the drive in March in honor of Women’s History Month.

If you would like to assist in the planning process, please contact Elizabeth Killinger.

If you would like to donate, please watch for more information about this event on campus communications, emails, and at AOP’s website www.usm.edu/aop.

WAYS AND MEANS
Chair: Katie Kitchens
Email: Katherine.Kitchens@usm.edu

We recently finished our laundry detergent fundraiser in December where we raised $600.00. In total, we sold 300 gallons of detergent, 3,750 pods, and 1,900 garbage bags.

We would like to thank everyone that participated by selling, buying, and organizing this fundraiser!

We are currently looking to do a few more fundraisers in the Spring semester. Our biggest one is a Cookbook Fundraiser. In the past AOP has done multiple cookbooks to raise funds, and we plan on including some of the best recipes from our old cookbooks dating back to the 1970’s. To contribute a recipe, please contact Katie Kitchens.

MEMBERSHIP
Chair: Jewel Adams
Email: Jewel.Adams@usm.edu

Membership numbers are up for the year to 52 members as of January 2017. Last year we had approximately 10 registered and paid members.

The Membership Committee currently is in the process of planning a New Member Ice Cream social for a recruitment event. Please attend this event if you are interested learning more about AOP, or if you are a current member to help raise awareness of AOP.

When: February 24th from 3pm to 4pm
Where: Hub 110

We call on all members to submit names for anonymous invites that will go out to named individuals as Valentine Cards and invites to the Ice Cream Social. For every 3 names a member submits, they will be entered to win a free membership for next year and an AOP shirt of their size when we place our next order. Please submit names by emailing Jewel Adams.

INSERVICE
Chair: Jennifer Lewis
Email: Jennifer.Lewis@usm.edu

In the Fall semester, we were able to put together a Financial Planning Seminar and UPD Training Seminars at our Hattiesburg and Gulf Park campuses.

This Spring semester we are planning to offer small campus tours, a book club (see Page 2), and seminars. We have already had a tour of the new nursing building, Asbury Hall earlier in this month.

DISABILITY AWARENESS AT APRIL GENERAL MEETING
Our speaker, Scott Dossett, for our April General Meeting asks that members planning to attend this April 4th meeting submit any questions you have regarding Disability Accommodations law and services, in particular any services his office, the Office of Disability Accommodations (ODA), provides to campus. Please submit questions directly to Jennifer Lewis via email.

Terry Whittington giving AOP a tour of Asbury Hall on January 12, 2017

For a full listing of upcoming AOP events please see Page 9. If there is something you would like us to offer, feel free to contact Jennifer Lewis directly.

HAPPY VALENTINE’S DAY!

YOU'RE AWESOME.
Mississippi Association of Educational Office Professionals [MAEOP]

MAEOP 68th Annual Conference
June 1-3, 2017
Table 100 Conference Center
Flowood, Mississippi
Host Hotel: Holiday Inn
More news will be released in the coming months and sent to all AOP members via meetings and electronic communications.
For information in joining our state level affiliated organization, please contact Alfreda Horton at alfreda.horton@usm.edu or visit MAEOP's website at missaeop.org.

National Association of Educational Office Professionals [NAEOP]

NAEOP Southeast Area Professional Development Seminar
March 24-26, 2017
Courtyard Marriot Hotel
Gulfport, Mississippi
HOSTED BY MAEOP!
More news will be released in the coming months and sent to all AOP members via meetings and electronic communications.

2017 Annual NAEOP Conference
July 12-15, 2017
Hyatt Regency Greenville
Greenville, South Carolina
The full conference details and schedule have been published by NAEOP on their site at naeop.org. If you would like to attend this event, please contact Jennifer Lewis at Jennifer.Lewis@usm.edu.

For information in joining the national level of our affiliated organization, please contact Pam Posey at pam.posey@usm.edu or visit NAEOP's website at www.naeop.org.
RECENT EVENTS

AOP HOLIDAY PARTY
December 2, 2016

AOP Halloween Booth at USM Carnival
October 28 | Hattiesburg, MS

CANDY CORN TOSS

President Cory Williams thanking speaker Chris Logan for Financial Planning Seminar for Women

Tour of new nursing building Asbury Hall
January 11, 2017 | Hattieburg, MS

UPD Chief Hopkins for C.R.A.Z.E. Active Shooter Seminar
11/15/16 | Gulfport, MS

AOP volunteering for the Council on Community Literacy’s float for USM Homecoming Parade - passing out books!
October 29 | Hattiesburg, MS

UPD Trainers for S.A.F.E. Self Defense Seminar
November 7, 2016 | Hattiesburg, MS

Cont. of S.A.F.E. Seminar in above photo
## Winter 2017 Calendar of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Location</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Meeting</td>
<td>Any AOP member can come to our monthly board meetings. We have limited space, so please contact us beforehand if you would like to attend. This specific meeting will be used to review and update our bylaws.</td>
<td>TEC 242 Conf Room IVN Available</td>
<td>January 24 12:00pm to 1:00pm</td>
</tr>
<tr>
<td>Eat &amp; Greet with Krystyna Varnado</td>
<td>Come meet USM’s new Associate VP of Human Resources, Krystyna Varnado. Light refreshments will be served. For more information about this event please see Page 5.</td>
<td>Baptist Student Union</td>
<td>January 25 12:00pm to 1:00pm</td>
</tr>
<tr>
<td>Book Club Meetup</td>
<td>Our first book club meetup. We will be discussing Keith Ferrazzi’s book <em>Never Eat Alone.</em> ISBN: 978-0385512053</td>
<td>Java Werks 2902 Hardy Street</td>
<td>February 2 5:15pm to 6:15pm</td>
</tr>
<tr>
<td>General Meeting</td>
<td>February meeting with speaker Dr. Rebbecca Malley for Title IX Compliance.</td>
<td>HBG: Sciana Hall 3042 IVN Gulf Park: FEC 303</td>
<td>February 7 12:00pm to 1:00pm</td>
</tr>
<tr>
<td>Excel II Course of Lunch &amp; Learn Webinar Series</td>
<td>The fourth installment of our Back to Basics webinar series. If you would like to sign up for this webinar series, please contact Jennifer Lewis at <a href="mailto:jennifer.lewis@usm.edu">jennifer.lewis@usm.edu</a>.</td>
<td>Online Webinar Course</td>
<td>February 16 12:00pm to 1:00pm</td>
</tr>
<tr>
<td>New Member Ice Cream Social</td>
<td>Any staff member of our University is invited to come out to this event to learn more about our association and why you should join. Current members should attend and invite individuals via anonymous Valentine’s Day/Invite Cards. Please see Page 5 for more information.</td>
<td>Hub 110</td>
<td>February 24 3:00 to 4:00pm</td>
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<td>February 25 12:00pm to 1:00pm</td>
</tr>
<tr>
<td>Active Shooter (C.R.A.S.E.) Seminar</td>
<td>A Civilian Response to Active Shooter Events training seminar that will be presented by UPD.</td>
<td>Sciana Hall 2005</td>
<td>February 27 12:00pm to 1:00pm</td>
</tr>
<tr>
<td>Book Club Meetup</td>
<td>We will be discussing a book voted on by the attendants of our February 2nd meetup. The book will be themed around Women’s History.</td>
<td>Java Werks 2902 Hardy Street</td>
<td>March 2 5:15pm to 6:15pm</td>
</tr>
<tr>
<td>General Meeting</td>
<td>We will be electing a nominations committee to solicit names and prepare ballots for the 2017-2018 officers.</td>
<td>HBG: Sciana Hall 3042 IVN Gulf Park: FEC 303</td>
<td>March 7 12:00pm to 1:00pm</td>
</tr>
<tr>
<td>Records Management Course of Lunch &amp; Learn Webinar Series</td>
<td>The fourth lesson in our Back to Basics webinar series. If you would like to sign up for this webinar series, please contact Jennifer Lewis at <a href="mailto:jennifer.lewis@usm.edu">jennifer.lewis@usm.edu</a>.</td>
<td>Online Webinar Course</td>
<td>March 16 12:00pm to 1:00pm</td>
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<td>TEC 242 Conf Room IVN Available</td>
<td>March 21 12:00pm to 1:00pm</td>
</tr>
<tr>
<td>Dixie Darlings Throughout the Ages Presentation</td>
<td>This is a presentation for Women’s History Month chronicling how women have progressed as seen through the evolution of the USM Dixie Darlings. Our speaker will be Allison Gillespie</td>
<td>HBG: Sciana Hall 1008 IVN Gulf Park: Hardy Hall, room 316</td>
<td>March 29 12:00pm to 1:00pm</td>
</tr>
</tbody>
</table>

Stay updated on AOP news!  
Follow us on Facebook @usmaop & check our site at www.usm.edu/aop.
**OUR AOP BOARD**

**President**
Cory Williams

**Email:** Cory.Smith@usm.edu
**Phone:** 601-266-4357
**USM Position:** iTech System Administrator I
**Higher Education Division Secretary/Treasurer for the Mississippi Association of Educational Office Professionals**

**Immediate Past President**
Pam Posey, CEOE

**Email:** Pam.Posey@usm.edu
**Phone:** 601-266-4895
**USM Position:** School of Construction Assistant to the Director
**USM AOP PSP Chair**

**Secretary**
Alfreda Horton

**Email:** Alfreda.Horton@usm.edu
**Phone:** 601-266-4025
**USM Position:** Coordinator to the Office of Student Ombudsman Services
**Membership Director for the Mississippi Association of Educational Office Professionals**

**Gulf Coast Coordinator**
Karen Shaw

**Email:** Karen.Shaw@usm.edu
**Phone:** 228-214-3469
**USM Position:** Serials & Stacks Coordinator of Gulf Park Library

**Affiliations Chair**
Sequitta Haley, CEOE

**Email:** Sequitta.Haley@usm.edu
**Phone:** 601-266-4787
**USM Position:** Army ROTC Human Resources Technician

**Email:** Jennifer.Lewis@usm.edu
**Phone:** 601-266-4466
**USM Position:** Compliance Coordinator
**USM AOP Inservice Chair**
**Higher Education Division Vice President for the Mississippi Association of Educational Office Professionals**

**Email:** Jewel.Adams@usm.edu
**Phone:** 601-266-6762
**USM Position:** Administrative Assistant to the Chair of Economic Development, Tourism, & Sports Management
**USM AOP Membership Chair**

**Email:** Lucy.Cameron@usm.edu
**Phone:** 601-266-4247
**USM Position:** University Libraries Acquisitions Supervisor
**USM AOP Budget Chair**

**Email:** Elizabeth.Killinger@usm.edu
**Phone:** 601-266-5752
**USM Position:** Disability Specialist of Technology & Auxiliaries
**USM AOP Publicity Chair (The Voice Editor) & Community Service Chair**

**Email:** Katherine.Kitchens@usm.edu
**Phone:** 601-266-4399
**USM Position:** Event Services Reservation Specialist
**Ways & Means Chair**
Katie Kitchens

**President Elect**
Jennifer S. Lewis

**Vice President**
Jewel Adams, CEOE

**Treasurer**
Lucy Cameron

**Historian**
Elizabeth Killinger

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