USM AOP Board Meeting
Joseph Green Hall 245
July 28, 2020

I. **Call to Order and Roll Call**: Meeting called to order at 12:03 p.m.

The following were in attendance: Valerie Craig, Mary Maner, Karen Shaw, Cory Williams, Katie Kitchens, Troy Night, Ratonia Shaw, Mernagh Howze, Cindy Walker. Joyce Powell

II. **Recognition of Guests**: *None*

III. **Adoption of Agenda:** (Motion- Cindy Walker. Second-Karen Shaw). All in favor.

IV. **Approval of Minutes:** Waiting on minutes for previous meetings. President will send them out before next meeting for approval.

V. **Inspiration** Valerie Craig [Diversity]- need to value each other. Our differences bring forth the richness of ideas as illustrated this past year through the richness and ideas illustrated in recent webinars/trainings. Our respect with each other and our collective strength will improve the power and strength that we have as a group. We recognize our differences, but we need to root for each other: our hearts are in the right place to grow this group and use our resources to do the best thing possible. AOP going to help Southern Miss get through the top through our diversity. We all know that we have weaknesses, but our neighbors may be strong in the ways that we are weak.

VI. **Communications-**

I. None received per Secretary.

II. Flight Path 2020- President highlighted that this contains all the information about students and employees returning to campus- ways to stay safe and what we need to know about coming back.

VII. **Reports of Officers/Committee Chairs:**

I. **Officer Reports:**

i. **President** (Valerie Craig)- no report. Valerie introduced herself as President. She noted she works in iTech as the manager of the team that helps takes care of applications including Mobile. She will make additional comments in new business.

ii. **President Elect** (Katie Kitchens)- no report- Introduction- Katie works for Institutional Effectiveness directly reporting to Douglas Masterson. Jack of all trades including administration of Digital Measures- updating all faculty CVs, resume, publications and creates a CV for them. Information in there connects to website automatically.

iii. **Vice President** (Mary Maner)
   a. No report
   b. Introduction- Assistant Director of Career Services on Gulf Park Campus. She has also been deemed “Praise Pusher”

iv. **Secretary and Hospitality** (Jennifer Lewis)
   a. Report- notes from past meeting ready for President to be sent out. Behind on previous notes- reached out to Melissa to get handwritten notes to update us for the last 3 meetings. Hospitality- Jewel Adams retired- this was shared on AOP listserv, USM Talk and Facebook.

b. Other- President noted that she realized she joined MAEOP and needed to renew as she is already a member of NAEOP.

v. **Treasurer's Report** (Cindy Walker)-
   a. Report- Provided her report as follows: Budget is $2,949.44; Checking Account $3,305.87; Comcast Funds $3,022.00; Savings Account $1,182.17. Total Balance of $10,459.48. Charges for NAEOP scholarships have not come out of the budget yet. Other than that, there are no pending charges. No report for affiliations. Scholarship Winner-Valerie Arnold. Jennifer asked about status of AOP Administrator and Office Professional the Year. Cindy noted we had no nominations. Cory noted we did not have to submit anyone. Applications for submitting someone to MAEOP those applications are due in December.
   b. Introduction-She is the only returning officer.

vi. **Immediate Past President's Report** (Melissa Coker)-
   a. Report- No report. Not in attendance.

II. Committee Reports:

i. **Affiliations** (Treasurer) (Cindy Walker)- no committee report. Cindy noted that she is providing the application for Office Professional and Office Administrator of the Year to Jennifer for posting on the website and to the AOP Board with both the forms and the guidelines.

ii. **Budget** (Treasurer) (Cindy Walker)-no committee report.

iii. **Community Service** (Jennifer Lewis)- Jennifer noted that several AOP members have been serving at Eagle's Nest Pantry, Produce Delivery to students, and soliciting donations for International students. Please let her know if you have any ideas on how to request funds to support our international students. Furniture, etc. is being collected at the BSU. Requests are received both in posts as well as on a combined list that is part of I-Friends Hattiesburg. Valerie has requested information on those international students who have pending financial needs related to COVID. Jennifer explained that they are not allowed to work even for donations. The definition of working is very broad. There are some exceptions, but those require legal guidance as the consequences of working illegally are ultimately deportation. Jennifer will send a list of students needing donation upon receipt of an email from any AOP member.

iv. **Gulf Coast** (Mary Maner)- Mary works with four wonderful people Joyce Powell, Kelly Johnson, Brandon Schmid, and Karen Shaw as members of the Gulf Coast PSP Workshop Committee. They are formulating a list of those workshops that need to be approved.

v. **Hospitality** (Secretary) (Jennifer Lewis)- No committee report currently.

vi. **In-service** (Pres-Elect) (Katie Kitchens)- No committee report currently.

vii. **Membership** (Vice Pres) (Mary Maner)- No committee report currently.

viii. **Publicity** (Chair) (Vacant)- currently being filled by Jennifer Lewis pending new appointment)- Written report provided by email. Seeking a chair. Troy was asked about helping with social media and the newsletter; he can help, but we need a Chair for the Committee. We need to be sure that we are sharing our PSP training information as much as possible using our social

media so that we can increase opportunities for credentialing resulting in wage increases.

ix. **Ways and Means** (Vacant)-President noted that Ways and Means is vacant. Melissa handled it last year. Jennifer Lewis noted that our only means of fundraising is the Comcast Tournament since we are not a 501(c)(3) which most (except Fuzzy's Tacos) requires for fundraising efforts. Have not heard if Tournament will move forward. Jennifer will reach out to obtain an update. Tournament is typically in October. Mary indicated that her church is running a virtual draw together (draw down). She asked if that is something that we could do to obtain donations. President Craig noted that this might be something that we would be interested in doing.

x. **PSP Advisory Committee Update** (Chair) (Cory Williams)- PSP training was created, but there have been significant changes in how the PSP program works as learned during NAEOP conference. Looking at those changes to see the effect. USM has extra restrictions in place due to the wage increase. We may need to reach out to HR due to effect of changes. Any courses or training you have previously attended will not be affected. One major change is that the program will work for support personnel (such as custodial staff and other tradesmen) not just administrative staff. They will have a separate designation for them that they can earn. Cory will be evaluating the impact of the changes and meeting with HR prior to any future PSP training. Deadlines are being removed: it will now be rolling applications. Cory will provide her report following this meeting. President Craig noted that the focuses she envisions for this year are Community Service and PSP. Goal needs to be to help people work through the PSP program. People are not stopping to learn about it and determine how they can get the certificates they need to earn toward the designations. We need to focus on it as a team to get as far on it as we can. The PSP session previously provided was very helpful for people to get started. Cory noted that USM's additional requirements made the PSP process more complicated. With changes that national has made, it will be a lot simpler and help a lot of people.

VIII. Old Business- None.

IX. New Business-

I. **National Association of Office Professionals Virtual Conference**- The virtual conference took place last week and several individuals benefitted from attending based on USM AOP scholarship. President Craig noted that what impacted her was the true support of members for one another. There were genuine friendship and relationships exhibited not just in work but in life. It was nice to see that people in NAEOP really care about one another. Sessions related to soft skills and hard skills (i.e. tools needed to do your job day to day) were provided. The conference will be in Pittsburg next year. The promotional videos illustrated that there was a lot to see and do there. Karen Shaw shared her appreciation for being able to attend the virtual conference, which is cost prohibitive due to travel and lodging. Karen noted that virtual sessions were

fantastic, and people were able to communicate real-time during the live sessions. USM AOP was highly represented during the conference. Jennifer Lewis presented 2 online workshops and an instructor (Deidra Minor) presented live. USM also had Dr. John Kmiec presenting at the NAEOP Virtual Conference. MAEOP needs to think about following the path toward conducting virtual conferences as well.

II. **Committee Appointments-** President Craig noted that Publicity and Ways and Means are vacant. If you would like to volunteer to be part of the committee by offering your special talents or skills, please let us know.

III. **Professional Standards Program**- President Craig would like several workshops and even in-person help sessions to grow toward certifications.

IV. **Community Service**- Per President Craig, the Eagle's Nest Food Pantry is important because it helps students and staff. If you or someone you know is really struggling, they can get help through The Pantry. Would like to focus our money and time. Jennifer will send out a list of what they need including the link to their Amazon Wishlist. Though we mentioned international students, President Craig also wanted to highlight that we have several individuals who work additional jobs at other jobs due to the level of wages they receive at USM. President Craig would like to focus on students or Southern Miss Staff. If you need assistance or know of someone who needs assistance, please let us know. Each of us could be in need, and we need to think about how we can help the members of our community. We need to communicate to individuals that we are here to help if they have a need and that we want to help each other out. Jennifer Lewis noted that 100 boxes each on Mondays and Wednesdays: 80 and 90 of those boxes go to staff. Primarily, the staff are from physical plant and residence life, which are our lowest paid positions. Produce is also farmed fresh and delivered to students directly, and the Wesley Foundation also delivers boxes to individuals. Jennifer noted that Extra Table supports The Pantry and can use donations. We will send out information about how to help The Pantry and post the same information to the AOP website.

V. **Returning to Campus**- If you are asked to go back to campus, make sure you have a way to keep your area clean including having wipes. If you have concerns, please express those. Our custodial staff can only do so much with the time they are given including being assigned to different buildings, so it is left to us to address other areas. Please consider all these things as you are returning and sharing space with people. If you are not sure if you are doing what is needed, contact HR and Physical Plant to provide proper cleaning things that we need to return safely.

VI. **Gulf Coast Committee**- Mary Maner is still listed as our Gulf Coast coordinator. Jennifer noted that we do not have anyone from GCRL serving. Joyce Shaw is the co-chair of the workshop committee. Karen noted that no one from GCRL has served on any AOP committees. No specific person from GCRL identified. Karen noted that we may be able to use Teams to identify someone in the future. Cory noted that last year was the first year that we had co-chairs. Cory noted that we could just have one person. Karen has offered to assist Mary with the committee if any assistance is needed. Mary can hold both positions per Cory- an officer position as well as a position on the Board. Karen noted that it is up to

the Board to determine if the committee is still needed or not. Alternately, Karen can take the role on and find a co-chair. Mary noted that she is fine as it is since it is being handled as a team.

X. Announcements- none

XI. Adjournment- 1:06 p.m.