

USM AOP General Business Meeting
April 30, 2024

- I. Call to Order and Roll Call
 - a. Call to Order – 11:31 AM
 - b. Roll Call – Joyce Powell, Mary Maner, Cindy Walker, Chiquila Dolison, Geneal Washam, Jennifer Lewis
- II. Recognition of Guests or New Members
 - a. Tamara Miller – Office of Fiscal Planning and Analysis
 - b. Martina Newman - Payroll
- III. Adoption of Agenda – Jennifer – 1st, Dajaneir – 2nd
- IV. Approval of Minutes – Mary – 1st, Dena – 2nd
- V. Inspiration (Joyce Powell, President)
 - a. The Four Agreements (Part 4) – Always do your best.
 - i. Your best is going to change from moment to moment.
 - ii. Under any circumstance, simply do your best, and you will avoid self-judgment and regret.
- VI. Communications - None
- VII. Reports of Officers/Committee Chairs:
 - a. Officer Reports:
 - i. President (Joyce Powell)
 1. None but news in the announcement section
 - ii. President-Elect (Geneal Washam)
 1. In-Service
 - a. Thank you to everyone who attends the workshops with feedback and follow-up!
 - b. Survey to be sent by the end of the week for the last workshop with PSP certificates.
 - iii. Vice President (Mary Maner)
 1. Membership
 - a. April – 4 New AOP Members – Tamara Miller, Martina Newman, Alexandra Schneider, and Briana Dubaz.
 - iv. Secretary (*vacant*)
 1. Hospitality – None but announced last day with USM as of 4/30/24 due to accepting a new position outside of USM. Joined the last meeting to ensure the final minutes for 2023-2024 were completed.
 - v. Treasurer (Cindy Walker)
 1. Budget report
 - a. **Financial Report Effective 1/1/24 thru 3/31/24**
 - b. **Total Balance of all accounts: \$7,536.18**

- c. **Total Income to Checking: \$22.22**
- d. **Total Expenses from Checking: \$64.16**
- e. **Total Expenses from Budget: \$250.00**

2. Affiliations report

- a. The 2024-25 student scholarship recipient is Stephanie Ussery from the Gulf Coast campus. She is the Federal Programs Bookkeeper with the Picayune School District and will graduate in May 2025 with a bachelor's degree in accounting.
- b. We are currently taking nominations for Educational Office Professional of the Year and Educational Administrator of the Year. The nomination forms and guidelines are on the USM AOP website. The deadline to nominate is May 1st

b. Committee Reports:

i. Community Service (Jennifer Lewis, Gayle Sollfrank)

- 1. February event about Heart Awareness
- 2. Currently collecting donations for Wesely's Pantry
- 3. Northstar Rescue – relocated from Columbia to Lucedale (food or donations of any type) and email to be sent with a link
- 4. USM Animal Advocate – dog gave birth to 12 puppies and Lucy, mom needs a home; will be shared with AOP and contacting other rescues
- 5. Any ideas for the coming semesters, please let the Community Service committee know – in need of inspirational ideas

ii. Gulf Coast (Dajaneir Thompson)

- 1. None
- 2. Highlight Stennis Visit - partnered with USM Staff Council for Thursday, April 4 – Thanks to ALL who attended!

iii. Publicity (Dena Temple)

- 1. Website: Small changes have been made to the website since our last report, but nothing substantial. The website has been submitted to NAEOP for consideration for their Website Award.
- 2. Facebook: Alexis Cato has assumed responsibility for posting to social media.
- 3. Committee members: The Publicity Committee met once since the last AOP general meeting to discuss the status of the various elements of publicity, and Alexis volunteered to monitor and post to our social media accounts.
- 4. Newsletter: The Spring issue of the AOP newsletter, The Voice, was published in March. It was submitted to NAEOP for

consideration for the Rachel Maynard Award for Excellence in Communication.

5. If anyone notices any errors or would like to suggest changes, please contact Dena Temple at dena.temple@usm.edu.
6. Joyce Powell – shoutout to Dena Temple for recently being awarded two awards, Coastal USM Outstanding Staff Member and the College of Business and Economic Development Outstanding Staff Member award

iv. Ways and Means (Mary Maner)

1. No new updates
2. Invitation to members for suggestions.
3. Joyce – still have today and tomorrow for the Split the Pot fundraiser (sell your tickets (Cyndi Walker or Mary Maner for tickets) to support attendees to the NAEOP conference in July – half to winner and half to attendees) – Cyndi sell tickets through the end of this week - May 3, 2024, for drawing to be held on May 8, 2024).
 - a. Thank you to all who have been participating!
 - b. President's Office will support financially President Elect – Geneal to attend the conference.

v. PSP Advisory (Cory Williams)

1. I've spoken with a few people about the PSP program, thank you to those that have reached out.
2. NAEOP has created a new worksheet to help track your documentation as you work towards a certificate. The file has tabs laid out in the same order as your application. It also has different sheets for those that are applying for recertification as opposed to a first certificate or upgrade. The new worksheets are not a replacement for the application forms, just a way to help you track your progress.
3. Link to the new worksheets:
<https://www.naeop.org/s/PSPWorksheets32824.xlsx>

VIII. New Business

a. Proposed bylaw changes and discussion

- i. Appropriate process for changes to the bylaws.
- ii. Vote to full membership...send changes then one month later do an online vote to paid members
- iii. Main proposed changes – changed meeting schedule to match a once-a-month rotation for general (4) and committee meetings (in-between)
- iv. Proposed changes – change chairman to chairperson or chair

- v. Proposed changes – number of committee members needed from a specific number to the number of members needed to carry out tasks
 - vi. Proposed changes – some other small changes
 - b. Orientation and Onboarding Project
 - i. Working on this at the University level
 - ii. 15 people responded to Joyce’s survey and the responses were passed back on to HR – to be meeting soon to discuss more comprehensive orientation and onboarding for new employees. (contact Joyce via email for more questions/concerns)
- IX. Announcements
 - a. Election Results
 - i. 2024-2025
 - 1. President-Elect – Cynthia Crosby
 - 2. Vice President – Gayle Sollfrank
 - 3. Secretary – Cory Williams
 - ii. Congratulations to Newly Elected Officers!
 - b. Save the Date:
 - i. AOP Member Appreciation Luncheon and Officer Installation – June 14, 2024
 - 1. Dr. Joe Paul will be giving the Welcome!
 - 2. More details to come as it will be at Hattiesburg Campus, 11:30 AM with RSVP upcoming.
 - ii. MAEOP Annual Conference – June 6-7, 2024
 - 1. Gulfport, MS
 - 2. 75th Annual Conference
 - iii. NAEOP Annual Conference – July 14-17, 2024
 - 1. Little Rock, AR
- X. Adjournment (by motion) – 12:07 PM
 - a. Cindy – 1st, Cynthia – 2nd