

***USM AOP General Meeting***

*Via Teams*

*March 16, 2021*

I. **Call to Order and Roll Call:** Meeting called to order at 12:02 p.m.

**The following were in attendance:**

II. **Recognition of Guests:** *Andrea Phillips*

I. Andrea presented on the role of the Controller's Office and provided a handout that is accessible using the following link- <https://smttt->

- ii. Payroll- [payroll@usm.edu](mailto:payroll@usm.edu) received by Caitlin, Alison & Kim Brandon (Payroll Manager)
    - Caitlin Sumrall (6.4087 or [Willa.Sumrall@usm.edu](mailto:Willa.Sumrall@usm.edu), who handles time entry and W-2 questions
    - Alison Robertson (6.4089 or [Alison.Robertson@usm.edu](mailto:Alison.Robertson@usm.edu) who handles payroll data questions
  - iii. Tax Compliance- [taxcompliance@usm.edu](mailto:taxcompliance@usm.edu)
    - Melody Duncan 6.6677 or [Melody.R.Duncan@usm.edu](mailto:Melody.R.Duncan@usm.edu)
    - To submit PSA, send to [psa@usm.edu](mailto:psa@usm.edu)
    - To submit sales tax reporting, send to [salestax@usm.edu](mailto:salestax@usm.edu)
  - b. For Accounting/Financial Reporting
    - Interdepartmental invoices can be sent to Joseph Steadman 6.5731 or [Joseph.Steadman@usm.edu](mailto:Joseph.Steadman@usm.edu) or to the controller's office
    - Send MDR questions to Melody Duncan at 6.6677 or [Melody.R.Duncan@usmedu](mailto:Melody.R.Duncan@usmedu)
    - For ACH Receipt questions- email Joseph Steadman 6.5731 or [Joseph.Steadman@usm.edu](mailto:Joseph.Steadman@usm.edu)
  - ii. We average 150 receipts a week- some state incoming wire so difficult for us to figure out who they should go to. However, can contact Joseph on look out for specific amount, and then ask him to deposit to this DE- do not have to have this done through the Business Office.
  - iii. They maintain a list of unclaimed deposits that they work through
    - They use this list to contact departments who they know are expecting ACH to track it down but could be difficult to identify.
  - iv. When reached out to other universities, none of them had a good grasp on how to handle ACH receipts- some returned money if could not identify while some deposited into holding account.
  - v. We hold them for 2 years, and after that move and retain.
- iv. Training-
  - a. we only have a handful of training sessions available so moved to videos, including SOARFIN (GL Combo Class) which includes how to run

- b. If you are interested in a specific training session, they can set up separate training classes, but they need ideas. Please email ideas to Andrea to get new programs out there.
- III. **Adoption of Agenda:** (Motion-Linda Dorsey; Second Jennifer Lewis). All in favor.
- IV. **Approval of Minutes:** Already approved minutes by email vote (minutes from last year and latest minutes from January of this year).
- V. **Inspiration** Valerie Craig provided the inspiration on the topic of The Past Is In Your Head: The Future Is In Your Hands- [https://smttt-my.sharepoint.com/:p:/g/personal/w305249\\_usm\\_edu1/Ea6AcSBZL\\_pIlzAYIY1EOd4B9JQz\\_NKVntXeQgDaAQutaw?e=BCEusX](https://smttt-my.sharepoint.com/:p:/g/personal/w305249_usm_edu1/Ea6AcSBZL_pIlzAYIY1EOd4B9JQz_NKVntXeQgDaAQutaw?e=BCEusX)
  - I. You must think a few years down the road to set goals now.
  - II. Must take control of your own life.
  - III. Think about what is best for you and your family as well as yourself
  - IV. Think less about the needs and wants of others.
  - V. Worrying does not take away anything that happened in the past. Just takes the peace away that allows you to have the courage to do what you must do.
  - VI. Grit- the commitment and persistence to keep moving forward.
  - VII. Interested in having a second career- second life.
  - VIII. Make time for the things that are important to where you want to go because what you do today and the way that you think today will determine where you end up in the future.
  - IX. Protect your beliefs.
  - X. Sometimes people think where they are is where you should be.
  - XI. Remove those barriers or self-doubt.
  - XII. Must start doing and start believing before you are ready.
  - XIII. Most of the times we are all that we need to be and just need to start setting our personal goals which we break down into smaller and smaller targets of which you could do today to reach a long-term goal.
  - XIV. There is something that we can do each day to further our goals.
  - XV. Make goals SMART (Specific, Measurable, Attainable, Relevant, and Time-based)
- VI. **Communications-**
  - I. Created a newsletter in January.
  - II. Would like to begin working on another newsletter.
  - III. Send suggestions for next newsletter- containing info about things that are relevant or about which you would like to find out such as the type of info Andrea provided.
- VII. **Reports of Officers/Committee Chairs:**
  - I. **Officer Reports:**
    - i. **President** (Valerie Craig)-
      - a. Remember that dues for 2021 are \$10 annually to keep certain expenses afloat and to provide scholarships and opportunities.
      - b. If you have not paid your dues or not sure you have, talk to Cindy Walker (Treasurer) or to Mary Maner.
      - c. January Newsletter submitted to the National organization for their newsletter award.
    - ii. **President Elect** (Katie Kitchens)-
      - a. Not in attendance.
    - iii. **Vice President** (Mary Maner)

We are still holding and still accepting your membership fees.  
Workshops are going well.

As far as the Gulf Park campus, we have 5 more scheduled by the end of the Spring semester.

Email Mary if you have suggestions for the summer.

People are enjoying the topics and notably we are connecting more with our campus and overall community.

Valerie noted that use of Teams has created so much buzz around sessions as compared to lower turnout that occurred prior to the pandemic.

Highest turn out and attendance during last year.

Jennifer advised Mary that the recording of the last webinar did not stop recording.

iv. **Secretary and Hospitality** (Jennifer Lewis)

Contacted by William Polston of WDAM who saw our story about the AOP, Staff Council and Sigma Alpha Lambda and will be covering our current donation drive delivery on the news.

Posed question that the \$10 is for the July 1<sup>st</sup>, 2021 start date.

v. **Treasurer's Report and Affiliations** (Cindy Walker)-

Budget balances as of 2/28/21

USM Budget \$,2454.44

Bancorp South Checking Account \$1,855.62

Comcast funds \$3,022.00

Southern Miss Federal Credit Union \$1,182.17

Total Budget from all accounts \$8,514.23

vi. **Immediate Past President's Report** (Melissa Coker)-

No report.

**II. Committee Reports:**

a. **Affiliations** (Treasurer) (Cindy Walker)- continuing to accept nominations for administrator and office employee of the year through May 1<sup>st</sup>.

b. **Budget** (Treasurer) (Cindy Walker)- see previous

c. **Community Service** (Jennifer Lewis)-

i. 23 bags donated to the Sr and office all administered by the Tc 0 Tw 0.522 0 Td( )Tj0.326 0 f1.63

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## Meeting Minutes

- I.** Good News to Share-
  - i.** President Craig celebrating 30<sup>th</sup> anniversary and planning nice trip. Congratulations to President Craig.
  - ii.** Webinar tomorrow about Establishing and Maintaining Health in 2021.
  - iii.** Vaccinations made available to us on campus through the 19<sup>th</sup> with vaccinations available every 15 minutes.
  - iv.** Twitter- we will send out additional newsletters including Title IX Webinar based on the book Sexual Citizens.
- XI. Adjournment-** Motion by Cindy Walker and Second by Linda Dorsey. Meeting is adjourned at 1:03 p.m.