

KEYNOTER

Boise State University Association of Office Professionals – BSUAOP

PRESIDENT'S MESSAGE

MESSAGE FROM BSUAOP PRESIDENT LESLIE BLACK

Happy New Year! The “ringing in” of the new year often gives us cause to ponder and reflect upon goals and resolutions of the past year and set new ones for the next year. How did you fare with your goals from last year? Do you have new ones for this year?

Hopefully your new goals include participating more frequently or at a higher level in BSUAOP! There is no other organization like it on campus and if you worked in the private sector you most likely would not have such an organization readily available to you. By participating in BSUAOP activities you can be part of a group of like-minded people who try to make sense of all of the policies, procedures, and changes that take place on a daily basis at Boise State University. You can belong to a community of people who care about your success in the workplace and in your personal life and will even help you achieve it.

Don't miss the February Brown Bag with Heidi Reeder on ‘How to Say No and Mean It!’ This workshop can help you provide great customer service even if you have to tell someone “no”, or help you become better at protecting your work load, or help you achieve better work/life balance.

BSUAOP is contemplating beginning a book club as part of our agenda of activities. We would like to get your feedback on your level of interest in participating, the frequency of meeting, the choice of book for the first read, and some other questions. Please go to: the following site to complete a survey and let us hear what you have to say:
<http://tinyurl.com/mt2eo5k>

Also, the legislature is in full swing and an ACE senator will be monitoring their activities regularly. Watch your email from the ACE organization on updates and requests for input into issues that affect you as a state employee. Don't buy into the negativity of our voices not being able to make a difference. We do make a difference - but only if you let your voice be heard loud and clear in an appropriate and useful way. Respond to those emails that give you the opportunity for a voice!

FEBRUARY/MARCH 2014

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Holiday Auction A Great Success

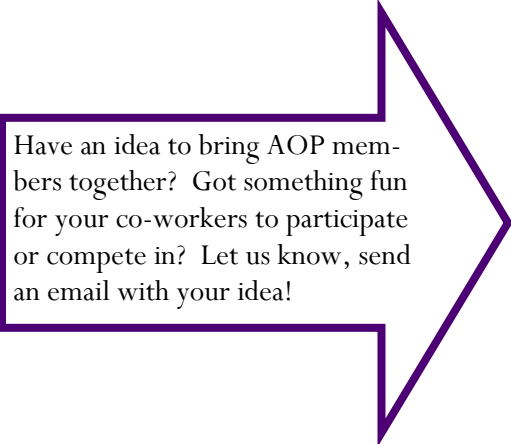
by Rene' Delaney

On November 8, 2013, the Boise State University Association of Office Professionals held its Annual Holiday Auction with Richard Klautsch and Andy Giacomazzi as the delightful auctioneers. It was a fun affair with more than 100 attendees and the famous Idaho Potato Bar for lunch.

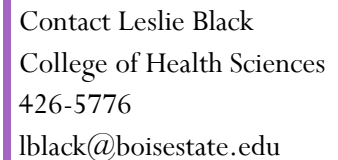
Over forty-nine vendors from the community and 18 on-campus departments and individuals donated items to make the auction a tremendous success.

The Annual Holiday Auction is a scholarship fundraiser. Monies raised fund scholarships for educational opportunities for office professionals at the University. In addition, 10% of all proceeds are donated to a worthy cause. This year the funds were donated to the GoodWill Program, sponsored by the Association for Classified Employees (ACE), for Boise State classified employees that need a little help with food while on campus. Many classified employees have more month to their expenses than they have paychecks.

There are truly not enough words to express our gratitude to the many vendors, departments and individuals who support the auction and give so generously year after year.



Have an idea to bring AOP members together? Got something fun for your co-workers to participate or compete in? Let us know, send an email with your idea!



Contact Leslie Black
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BSUAOP Hosts its' first Happy Hour A Merry Holiday Happy Hour

A dozen BSUAOP members celebrated the holidays at a December 12 happy hour at Tablerock Brewpub. Members enjoyed drinks and shared appetizers while catching up with colleagues from across campus.

Longtime BSUAOP members told stories to new Boise State employees about the adventures that they have had on campus during their careers. Merriment filled the atmosphere of the table for more than two hours as the group talked, laughed and ate.

Keep your ears open for the possibility of another Happy Hour in May!

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Mentor Program

Starting a new job is always mindboggling, but wouldn't it have been nice if when you started working at Boise State someone had taken you under their wing and showed you around, and given you tips on where to go for supplies, printing and changes in phone service?

AOP is beginning a new mentor program for new office professionals. Our member representatives will send welcome letters and offers of mentorship to new office support staff as they are hired to work at Boise State.

2014 ANNUAL CHILI FEED & QUILT RAFFLE



Come out and support the Association of Classified Employees GoodWill Fundraiser. The [GoodWill Program](#) helps those employees at the lower end of the payscale purchase meals on campus. It's a worthwhile event that benefits your fellow co-workers.

(photo: <http://creativecommons.org/licenses/by-nc-sa/2.0/deed.en>)

When: Wednesday, February 26th

**Where: St. Paul's Catholic Church
1915 W. University Drive**

Time: 11:30 am to 2 pm

Cost: \$5 meal ticket & \$2 raffle tickets

Special Rates: 1 meal ticket+1 raffle ticket-\$6

Raffle tickets: Six for \$10

Looking for more information on BSUAOP?

Check out the website and share it
with your co-workers:

<http://orgs.boisestate.edu/bsuaop/>

Minutes can be found at:

<http://orgs.boisestate.edu/bsuaop/board-meeting-minutes/>

Bylaws are found at:

<http://orgs.boisestate.edu/bsuaop/bylaws/>

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Mark Your Calendars!

For the Next Exciting BSUAOP Event This Winter

How to Say "No" and Mean It.

Have trouble saying "no" to people? Often plagued by guilt and/or fear when you need to say "no" to a friend, colleague, or loved one? Heidi Reeder, associate professor in the Department of Communication, will help you learn how to comfortably say "no" to obligations that are not your top priority. Come to BSUAOP's February brown bag workshop on **Tuesday, February 11**. Network with colleagues beginning at 11:30 in the Student Union's Brink room. Presentation will begin at noon. Please RSVP at <http://bit.ly/1m3sPDT> by **Friday, February 7** to your member representative.

Member Representatives:

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Did you miss January's Brown Bag Lunch?

Empower Your Inner Hero

Boise State's Association of Office Professionals organized a January lunch time workshop titled *Empower Your Inner Hero*. Jerri Mizrahi, manager of Human Resource Services' Employee Learning and Development, facilitated the interactive program. The workshop was open to administrative office staff campus wide.

The key components included:

What is a hero?

What are the types of heroes?

Hero characteristics.

When are heroes needed?

Discover, engage your inner hero.

Get inspired and emulate your heroes.

Reveal and challenge your inner hero.

From this workshop, I discovered I do have an inner hero. I recognized that the very people I work with every day are my heroes. They are my inspiration, encouragement and resources. There is always someone who is willing to help; just ask. I took from this workshop inspiration and encouragement for my personal challenges. Our inner hero reveals itself daily and most often when we help students and others with difficult situations. We take our inner hero for granted until someone gives us a sincere "thank you" because we've made his/her life a little easier.

—KEYNOTER—

INSTANT
NOTIFICATION

Do you want to get instant notification each time the Keynoter is published in

[ScholarWorks](#)?

Just follow these quick steps.

1. Start at the ScholarWorks page: <http://scholarworks.boisestate.edu> developed through Albertsons Library.
2. Click on University Documents in the middle of the page.
3. Click on Boise State University Association of Office Professionals—Keynoter.
4. Look at the top right of the list for the button that says Follow. Click on that button.
5. Click on Create a free account and fill out the information requested.

Simple as that!

Administrative Professionals –

by Lola Michaels

Executive Assistant to the Vice President for Finance & Administration

Anyone can be an office administrator, so what sets a Professional Administrator apart? There has been more focus in the last few years on administrative professionals, how they matter and what constitutes “professionalism” for this particular career path. There are countless “Top 10” lists on how to be the best, how to conduct oneself in the workplace, and even what shoes and glasses to wear in order to be taken seriously. I am constantly amazed at all the things I should be doing or wearing (according to experts, HR firms, etc.) in order to appear and be accepted as a professional. Since I do not follow even $\frac{3}{4}$ of the “tips” (I get hives when I hear that word), suggestions and opinions I encounter – it could be said that I am failing in the world of “Professionalism.” But I am not.

There are a few key skills I have learned as a professional administrator over the years in various industries and in varying capacities. My experiences working in a law firm were very different from working in a global manufacturing company. Higher Education is its own special environment and after 5 years I am still on a learning curve.

Office professionalism often has nothing to do with how to wear the right suit (I hate suits – who can think in them?) or how high up the career ladder you are. It may not even be about how much you know or do on any given day. It’s more about what’s on the inside: integrity, flexibility, creativity, loyalty and curiosity. Yes, it is good to align with the office policy on clothing, or to be literate and well spoken. However, it is even more important to cultivate those things that make up the best of who we truly are because who we are on the inside defines our level of professionalism.

Office professionals are trusted by their supervisor(s) and peers based on the level of honesty and integrity they display from day to day. I could not do my job effectively as an Executive Assistant if my executive and others could not trust me. It takes strength to deal with circumstances out of your control or to deftly handle a co-worker who is causing problems for everyone. It takes integrity to find a way to work through issues and move forward. It also takes laying aside pride to own my mistakes and even more pride to accept mistakes perceived as mine, but aren’t, in order to keep the peace. That’s a tough one.

Cultivating flexibility allows one to deal with the daily routines, unexpected chaos, and management of numerous projects. It also takes flexibility to learn new technologies (since they are going to continue flying at us at breakneck speed). What flexibility does not mean is being a doormat in the face of being treated unfairly or allowing oneself to be placed in a compromising position. The more you value yourself and the value you add to your work environment, the more flexible you can be.

(Continued on page 10—Lola Michaels)

ANTICIPATE YOUR FUTURE

Idaho Association of Educational Office
Professionals Annual

Conference—

April 4-5, 2014

Connect with

colleagues from
across Idaho



National Association of Educational Office Professionals
Conference—

July 14-17, 2014

Doubletree by Hilton,
Portland, Oregon—

Connect with
colleagues from across
the United States



Professional

Standards

Program—

Start anytime

Develop your skills,
learn and make
connections

EIGHT CRITICAL STEPS TO NEW YEAR'S RESOLUTIONS THAT *REALLY* WORK

Would you like to lose weight, be more organized, or get out of debt? Maybe you've been meaning to build new job skills, travel, or take better care of your health. The saying goes that "new year's resolutions are made to be broken." But it doesn't have to be that way. Whether you want to establish good habits or break bad habits, you can do it when you commit yourself to that goal.

1. **Focus on one goal at a time.** Do not attempt too many resolutions at a time. You'll be distracted—set priorities.
2. **Set your sights on the next 12 months.** This is a good time to plan for the entire year. Don't let your resolution be something that you focus on for just a few weeks.
3. **Focus on realistic goals with measurable results.** Break your goal down into small steps that you can manage. Instead of trying to lose 30 pounds, focus on losing five pounds at a time. And instead of trying to lose five pounds a week, focus on losing a pound a week.
4. **Acknowledge the price, and decide to pay it.** Any worthwhile human achievement requires sacrifice, risk, effort, and perseverance. Know what you will sacrifice AND reinforce the gain.
5. **Start now.** Action precedes motivation, not the other way around. Instead of waiting for inspiration to act on your goals, you need to take action first and motivation will follow.
6. **Declare your resolutions.** Tell someone whom you trust about your resolutions. It helps to share your goals with friends, who can gently nudge you in the right direction when you veer off course.
7. **View setbacks as lessons for growth.** Mistakes can be and usually are opportunities for learning. If you fall short of your goals, ask yourself what kept you from achieving them and then make corrections. People who like to sail understand this navigational concept. You almost never go directly from point A to point B. You set a course and periodically take readings of your position, then make adjustments as you go along.
8. **Reinforce your commitment.** Sometimes it's easy to forget the resolution after the New Year's motivation passes away. Plan to remind yourself of it throughout the year. Create visual reinforcement like a chart or calendar. Reward yourself as you reach stages of your goal. Use affirmations.

I will enjoy my life more, be optimistic, and happy.

I will master a new skill that expands my professional horizons.

I will take action to conserve resources and make environmentally responsible choices.

I will be more helpful to others and contribute to my community and neighbors.

I will be organized and disciplined. I will simplify my environment and de-clutter.

I will spend more quality time with my family and good friends.

I will become fit and trim—minimizing fast food and empty calories and maximizing my energy.

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SCHOLARSHIPS!

Plan on attending the 2014 Annual IAEOP Spring Conference in Twin Falls, April 4-5 or the Annual NAEOP Conference in Portland,

Oregon, July 14-17?

Scholarships are available for BSUAOP members to attend this favorite annual conference.

More information can be found at <http://orgs.boisestate.edu/bsuaop/scholarship/>. The deadline to apply for both scholarships is March 15, 2014.

If you have any questions regarding the AOP awards and scholarships please contact Sue Antonich, 426-1996.

<http://orgs.boisestate.edu/bsuaop/>

Boise State Spirit Crossword Puzzle Contest Sponsored by Boise State University Association of Office Professionals

Boise State University Association of Office Professionals (BSUAOP) is hosting a campus-wide crossword puzzle contest. The purpose is to add a little brevity to a stressful time of year (winter blues, legislative issues, tax season, etc.), to create some team spirit within colleges/departments/ units, and to help educate all of us about each other. BSUAOP will coordinate submission, judging and prize awarding and reserves the right to reject any puzzle that is deemed inappropriate. All winners will be announced and prizes awarded at Bosses Breakfast on Friday, May 9, 2014.

Watch the UPDATE for more information!

PART 1 - Create a Puzzle

Create a puzzle using a website such as <http://worksheets.theteacherscorner.net/make-your-own/crossword/>, or use Word or Excel and submit your puzzle by March 10, 2014, following the rules listed below:

1. Work in teams, minimum 3/maximum 8 people per team. Student employees can be team members.
 - a. When submitting your entry you must list all team members names and identify one team member as the lead in case we have questions or need additional information.
 - b. Submit the blank puzzle with clues on sheet 1
 - c. Submit the answers on sheet 2
2. Minimum of 30/maximum of 50 clue/answer pairs.
3. All team members must be from the same college/department/unit. Can have multiple teams per college/department/unit submit a puzzle.
4. Crossword puzzle should be educational about the team's college/department/unit.
5. Answers must be able to be found on the Boise State website.
6. Cross-campus judges will be announced later in February.
7. A \$100 restaurant gift card will be awarded to the team that is determined to have the best puzzle so that they can celebrate their win together.

PART 2 - Solve the Puzzles

The second part of the contest is to solve ALL of the puzzles. All approved puzzles entered will be made available for anyone on campus to access by April 1, 2014. The following rules must be adhered to:

Work in teams, minimum 3/maximum 8 people per team.

1. Can have multiple teams. Teams do not need to be college/department/unit specific.
2. Save all crossword puzzles in one document for an email submission.
3. The first team to complete correctly (as per the answer key) and submit all crossword puzzles distributed wins.
4. A \$100 restaurant gift card will be awarded to the first team that is determined to have completed all of the puzzles correctly so that they can celebrate their win together.

Upcoming development opportunities

**Brown Bag Lunch—
Most Months
Sept through May—
An opportunity for
connecting and
learning**



February 11, 2014
How to Say “No”
and Mean It
with Heidi Reeder
Brink Room, Boise State
Student Union Building



March’s Brown Bag will
highlight Women’s History
Month



April 15, 2014
National Humor Month
Marty Downey, School of
Nursing faculty, will lead a
brown bag workshop on
therapeutic humor for stress
management. Come to the
Barnwell room in the SUB
with your lunch for the
11:30 social time and the 12
noon presentation. Prepare
to laugh and relax!



May 9, 2014
Bosses Breakfast
Treat your boss to breakfast
and have some fun! It’s al-
ways a great time, year after
year!

**THE HURRIER YOU GO,
THE BEHINDER YOU GET**

A *USA Today* national survey discovered that most of us feel that we are busier this year than last year and we were busier last year than the year before. We feel that the pace of life is speeding up, leaving us, like the Lewis Carroll character, feeling that the faster we scurry, the further behind we get.

In this technology age, we expect everything to be fast. We want fast computers, fast food, and no waiting in line at any time. We seek instant and concise communication via text and email. The irony is that technological breakthroughs that were meant to be timesaving have left us feeling that we have little “spare” time.

The most valuable resource that we have is our time, and like many other resources, it can’t be manufactured. As much as we try, we can’t “make” time or “save” time. Most people say they’d like more time to spend with family and friends, or more time at work to be creative. Yet most of us take our time for granted, spending it less wisely than we do money. Becoming conscious of time in a different way will help; some of these tips may seem simplistic. Before you disregard them, ask yourself whether you actually put the idea into practice on a daily basis!

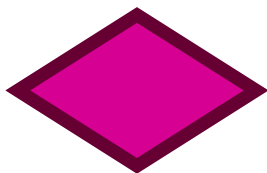
- Time is an investment; make it in those things that really matter. At work and at home, set priorities based on what is most important. Give yourself permission to put off until tomorrow those things that are not urgent or important.
- Don’t let email have tyranny over your day. You don’t always need to be online and your answer to every message doesn’t have to be instant. Try answering email at specific times of the day.
- Build time for the unexpected into your workday; protect your time by scheduling time to work on projects and tasks that have deadlines.
- SLOW down. Take care of yourself and consciously decide to slow down or be patient. Make one deliberate choice each day to do something that “takes longer.”
- At home and at work, take time to interact with people in a pleasurable way.
- Emphasize the good. Count your successes not failures; supporters not detractors; gains not losses; achievements not mistakes; your kind deeds, not your “mean” or impatient acts.
- Monitor yourself for signs of impatience. Take a few deep breaths. As you exhale, imagine expelling brown or gray clouds of stress or anxiety; then, imagine the fresh air circulating through your body, refreshing and re-energizing you.
- Dissipate nervous energy. Take a walk, even if it’s down the hall to the bathroom to wash your hands and collect your thoughts.

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**Lois Santillanes
President-Elect
National Association of
Retired Educational
Office Professionals
(NAREOP)**

Lois will be installed as President of the National Association of Retired Educational Office Professionals (NAREOP) at the July 2014 annual meeting in Portland, OR. She has requested help from BSUAOP with getting packets ready for the first meeting she will preside over. Her theme is **“Explore Your Potential”** and she would like any input regarding how to represent that theme or help you can offer putting together information to distribute to her sizable board.

You can contact Lois at lsanti@cableone.net or 338-5678.



Want to help plan the **Bosses Breakfast** coming up in May? Contact Danya Lusk for more information. Email: danya-lusk@boisestate.edu or call: 426-1687.

DID you know?

...that ten people from Boise State University have been president of the Idaho Association of Educational Office Professionals organization?

Here's the genealogy:



Past Presidents of IAEOP

2009-2010--Suzan Raney--Boise State University

2007-2008--Terri Shafer--Boise State University

2003-2005--Lois Santillanes--Boise State University

2000-2001--Merrylea Hiemstra, CEOE--Boise State University

1998-1999--Cathy Hampton, CEOE--Boise State University

1986-1987--Jackie Fuller, CEOE--Boise State University

1981-1982--Mary Lou Crane--Boise State University

1978-1979--Maudie Garretson--Boise State University

1975-1976--Ernie Roberson, CEOE--Boise State University

1972-1974--Mary Cozine--Boise State University

1972 = Beginning of IAEOP

Check out the IAEOP page at <http://www.idahoaeop.org/>

Check out the NAEOP page at <http://www.naeop.org/>

**Administrator of the
Year
Office Professional of
the Year**



It's not too early to start thinking about nominating an outstanding colleague for one of these awards.

Guidelines and forms can be found on our website at

<http://orgs.boisestate.edu/bsuaop/awards/>.

The deadline for applications is April 30, 2014.

Nominees selected for these awards will be nominated for the 2015 IAEOP Administrator of the Year and Office Professional of the Year Awards.



<http://orgs.boisestate.edu/bsuaop/>

Lola Michaels (continued from page 5)

Creativity is both inherent and learned - how we use it matters. I learned to be creative as a receptionist years ago. Receptionists are exceptionally creative when answering the phone and finding a raving lunatic on the other end. I also learned to be very creative when juggling work for three or more attorneys. Managing a United Way campaign challenged me to be creative because it was out of my comfort zone. In my experience different industries and positions require different levels of creativity and I don't just mean artwork when you've got to find a way to put back together an important document someone has just accidentally torn apart. Two words: tape and patience. I am good with tape ... not so much with patience.

Remember when people would stay at companies for their entire career, and when being "loyal" was a source of pride? Today's business world looks much different than even 15 years ago. People job hop more often and it seems that nothing is stable anymore. While loyalty looks a little different than it used to, it's still important to recognize that being loyal right where you are at this point in time is critical. Loyalty to a person, a company or an ideal is something others can sense and respect. If it is hard to be loyal to a company or a person, be loyal to yourself and your skills by doing your absolute best, whatever the environment.

It's important to develop the skills you already have, and to reach for those you do not but are either interested in or have a sense you will need in the future. Curiosity keeps me moving forward. My new interest is Prezi. I know firsthand that it can be difficult (sometimes impossible) to convince your boss that continuing education is very important for a professional administrator. They often don't see the point even though this is an educational setting. So, I've found other ways to work it out. Using LinkedIn as a resource has been very helpful because there are numerous administrative groups from around the world that are likely experiencing the same situations that you are on a day-to-day basis. There are also helpful websites and articles/books that you may have to look for, but are worth the search. I have also found that YouTube has great videos on the types of things that may apply to your particular area of work. Another option is to form a supportive group of like-minded people on campus, sign up for a good webinar and split the cost. The smaller the cost, the more likely you are to convince the powers that be that it is doable.

Finally, respect for yourself, your chosen career path, and your hard earned skillset is so important. No matter what your job is, doing it with pride matters. I make it a point not to say, "That's not my job." If I am capable of doing it, it needs doing and doesn't involve washing windows ... it is my job. In fact, I probably should head to the shared kitchen and do some manual labor – the dishes aren't going to do themselves! ♦

BSUAOP is forming an employee Book Club—Check out the ad in the BSU UPDATE and take the survey to sign up for the AOP Book Club!

<http://news.boisestate.edu/update/2014/01/29/employee-book->

BSUAOP Membership List

Bea Allen	Bonnie Dodson	Dominick Longbucco
Sue Antonich	Shelly Doty	Danya Lusk
Karen Baker	Coleen Dudley	Rhonda Magill
Gaynel Barzee	Rita Fleck	Tamara Martinez-Anderson
Brooke Bell	Angela Garcia	Sherepta McLeod
Leslie Black	Chris Griffin	Carol Nickel
Anita Castello	Valerie Hayes	Twyla Perkins
Connie Charlton	Dori Hulme	Lynelle Perry-Kolsky
Lisa Clements	Carol Hutson-Marso	Gloria Rolland
Kelley Daugherty	Pam Johnson	Lois Santillanes
Michelle Davis	Elaine Lambrou	Jamie Sheppard
Rene' Delaney	Anita Lasher	Alison (Ali) Sosnowski
Debbie DelToro		

PSP ENDORSEMENTS

I hope everyone had the opportunity to spend quality time with your family and friends during the holidays, As the New Year begins we are hopeful for a successful year.

Sharing ideas and net working with others will help to build up your confidence when you set out on this journey of achieving professional growth.

I would like to encourage all members to think about starting the process of working on a PSP certification and CEOE distinction. If you are interested in doing this please contact at Lois Santillanes, lsanti@cableone.net
BSUAOP PSP Chairman.

The PSP Program is endorsed by:

- *The American Association of School Administrators
- *The American Association for Public Continuing and Adult Education
- *The Association of School Business Officials
- *The National Association of Elementary School Principals
- *The National Association of Secondary School Principals

The underlying concepts of the Program are endorsed by:

- *The National Business Education Association
- *The National School Boards Association

Professional Standards Program

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Education Office Professionals (NAEOP) to encourage education office professionals to grow professionally. The privilege of participation is open to active and retired members only.

The program is designed as a series of five levels in Option I and nine levels in Option II. The awarding of a certificate based on education, experience and professional activity recognizes each level of achievement in the program. The current highest-level certificate must be recertified five years from issue date or upgraded according to the guidelines to be considered current by NAEOP.

A member who holds the Advanced III, Option I, or Associate Degree or higher under Option II is qualified to apply for the distinction of Certified Educations Office Employee (CEOE).

The program is governed by the Professional Standards Program governing body, referred to as the Governing Board. The PSP Committee makes recommendations to the Governing Board. The final decision is made by the NAEOP Board of Directors.

If interested in obtaining your PSP certificate, here is some useful information:

- * Keep track of all training you receive either on or off campus ([Training Record Template](#))
- * Get a copy of your unofficial transcript to check your education credits
- * Make copies of all certificates of training (make sure you get a certificate at each training you attend)
- * Keep track of all your membership/volunteer work in BSUAOP, IAEOP, and NAEOP (10 points are needed for PSP applicants)

Membership = 1 point per year
Elected Officer = 2 points
Committee Chair = 2 points
Committee Member = 1 point
Workshop/Seminar leader or keynote speaker = 1 point

For complete requirements, request a PSP book from NAEOP, PO Box 12619, Wichita, KS, 67277-2619 or click [pspbook](#).

BSUAOP

2013-2014 Calendar

July 2013						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


February 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	


March 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


April 2014						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			


May 2014						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

 Holiday/Boise State University Closed

 Holiday but BSU is OPEN

 Workshop / Event Dates

 BSUAOP Board Meeting Dates