



PRESIDENT’S MESSAGE

By Danya Lusk

The holidays are nearly here again. This time of year often sends us scrambling in many directions as we prepare our families for Thanksgiving and Christmas, prepare our work areas for end-of-term activities, and prepare our students for commencement or spring term. As the leaves fall of the trees, it seems like we get more balls to juggle.



Remember the lessons from this year’s Professional Development Day, ask for help, take one moment at a time, and take care of yourself. If you didn’t make it to Professional Development Day this year or if you had to make tough choices on which session to attend, our Professional Development Day section in this of the newsletter offers recaps of almost every session.

Though I was not in the session, I heard from other attendees about an activity in Rodo Leone’s “Where Are You?” session. Rodo blindfolded the attendees and had them enter a maze that they had to exit. If they needed help, they were to raise their hand. Some attendees described it as going around in circles; they knew they’d been in that same spot before. But since there was supposed to be a way out, they kept going. Some admitted that their stubbornness kicked in and they were determined to find their own way out.

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NOVEMBER/DECEMBER 2015

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BOISE STATE UNIVERSITY

ASSOCIATION OF OFFICE PROFESSIONALS



A professional organization for persons employed at
Boise State University in educational office support positions

PURPOSE

The purpose of Boise State AOP is to assist its members in reaching a professional level of excellence, to promote positive attitudes, and to encourage further training in specific fields relevant to each member's responsibilities within the University.

CODE OF ETHICS

As educational office professionals, we affirm our belief that an education is the birthright of every person and pledge ourselves to the preservation of that right. We recognize the special province of the professional educator and the significance of the responsibilities assumed by the educator. We also recognize the unique role of the educational office professional and the importance of the contributions made.

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Help us preserve the University's history!

By Cheryl Oestreicher, PhD
Head, Special Collections and Archives/Assistant Professor

The University Archives is the repository for official university records and publications going back to its founding in 1932. The purpose is to collect, preserve, and make available those records which document the history of the University and its operations. Examples include: annual reports, newsletters, magazines, brochures, pamphlets, newspapers, catalogs, budgets, yearbooks, photographs, audio and video, books, posters, memorabilia, and athletics programs and media guides. We have the official records of the President, Faculty Senate, ASBSU, student organizations, administrative offices, and academic departments.

Donate! We actively collect permanent records from departments and offices. Boise State University [Policy 1020](#) governs the disposition of university records. More detail is in the State Board of Education's [records retention schedules](#). Contact archives@boisestate.edu or 426-3958 to discuss the transfer of records and papers. We will visit your office, bring you boxes, accept digital files, anything you need!

Do Research! Curious about our history? Research topics include faculty, students, campus life, buildings, academic departments, athletics, student organizations, and university departments. There is an in-house searchable database, email archives@boisestate.edu for assistance.

Browse online!

[ASBSU](#)
[Association of Office Professionals](#)
[Association of Office Professionals Scrapbooks](#)
[Books](#)
[Commencement Programs](#)
[Facts and Figures](#)
[FOCUS on Boise State](#)
[HRS Review](#)
[International Student Services](#)
[Office of the Provost](#)
[University Catalogs](#)
[Women's Center](#)
[Yearbooks](#)

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STANDING COMMITTEES

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See more publications: http://scholarworks.boisestate.edu/uni_docs/

More than 2,600 photos: [Historic Boise State](#).

"[The Boise State Story](#)," timelines of events, people, buildings, technology.

Take a tour! Want to see behind the scenes? Come visit and we'll show you our stacks and any materials of interest to you.

We serve you! Our goal is to preserve our history but also be a resource for the entire campus. We present at events or to departments, facilitate transfer of records, answer questions, and provide resources for everyone. All you have to do is ask!



Business Office Class,
1949/1950

L to R: Mrs. Lowre
Smith, Carol Peterson
(seated), Mary Beall,
Silva Bass, Rubylee
White, Helen Russell

Human Resources staff
dressed as reindeers,
1996

L to R: Debi Alvord,
Jane Buser, Sharon Yates,
Kristi Covington, Joan
Thies





2015 BSUAOP ANNUAL HOLIDAY AUCTION



Don't miss the annual Holiday Auction!!!

“Baby it’s cold outside.”

But hopefully not as cold and wet as it was last year!!! Get ready for some crooning, festive music and laughs at the Boise State University Association of Office Professionals’ annual Holiday Auction, 11:30 a.m. to 1:00 p.m. on Friday, November 13th in the Student Union Jordan D Ballroom.

This year the event will take a different shape than previous years. Boise State faculty and staff and several music students will provide a holiday concert and entertainment. A silent auction will feature themed gift baskets and handmade items. Two signed Boise State footballs will be auctioned by celebrity auctioneers Richard Klautsch and Andy Giacomazzi.

Choose from two lunch options: the Baked Potato Bar with beef chili, tossed garden salad, sautéed squash and zucchini, and rolls and butter for \$12; or bring your own lunch for \$3. Both options provide water, coffee, assorted sodas, and a Christmas cookie.

Help us spread the word because [REGISTRATION](#) is required no later than noon on Wednesday, Nov. 11. The President’s Office has granted one hour of release time with supervisor approval.

This event will be only as good as those who attend so the more the merrier!

Help us out and bring all of your colleagues!



snow angel
ruby



illustrated by
aki fukuoka



Continued from page 1

However, Rodo was teaching the attendees a valuable lesson - sometimes you have to ask for help. To get out of the maze, all the attendees had to do was raise a hand and ask for help.

How often do we get caught up, juggling all our responsibilities, forgetting that if we ask, someone can help us manage the work on our plate? For me, the answer is much too often. What about you?

Remember there is no shame, no guilt, absolutely nothing wrong in asking for help. Please keep that in mind this holiday season! Take care of yourself and help yourself by asking for help sometimes.



PROFESSIONAL DEVELOPMENT DAY—2015

We all had a *great* time at the Professional Development Day this past October! All of the presenters were awesome, discussions abounded, and information flowed! Here are some snips of each presentation.



[Danya Lusk, BSUAOP president, opening the Professional Development Day Conference]

[Welcome table: Carol Nickel, Leslie Black,



Danya Lusk, Sherpta McLeod]





[Welcome speaker: Dr. Mandy White,
Regional Director, West Ada School District]

[A large group attending one of the sessions after lunch]



1A: Navigating the World Economically

Corinne Henke, Director, International Learning Opportunities

By Michele Kelly



[Corinne Henke—Director, International Learning Opportunities]

Corrine Henke’s presentation, “No Fear – Less Gear: How to Travel the World” was both entertaining and educational. Corrine is the Director of International Learning Opportunities at Boise State University. Some of her most useful tips are as follows:

Be sure to keep your passport and money safe and secure by using a money belt. Connie suggested that travelers make two copies of their passport – one to leave at home with someone and another stowed away in your luggage. That way if the original is lost or stolen, a replacement is more easily obtained. It is also imperative to notify your bank and credit card company prior to departure to avoid your accounts being frozen. A traveler should also carry three different forms of payment, meaning US dollars, the currency of destination and credit/debit cards. Not all locations will take any form of payment.

Corrine encouraged travelers to blend in and experience the culture. This will enhance the experience and save the traveler money. Stay away from chain hotels and fast food restaurants. Staying in hostels can save large sums of money. Eat where the locals eat; the food is better, cheaper and the company can be fascinating.

Corrine shared information and websites with varied information. They ranged from airlines (book on a Wednesday, travel on Tuesday or Wednesday and return on Mondays), to lodging (try a bed and breakfast), to health (get immunized if needed), to how to pack (pack light and stay with neutral colors that can mix and match), to safety (register with STEP-Smart Traveler Enrollment Program). This was a very informative presentation.

Contact Danya Lusk or Shelly Doty to get a copy of Corinne’s PowerPoint presentation.

1B: Refocusing Your Internal Compass

Dr. Ryan Weed, chiropractor-Dudley Chiropractic

By Denise Ooley, Crystal Pidjeon, Rex Hadley and Alaysha Muna

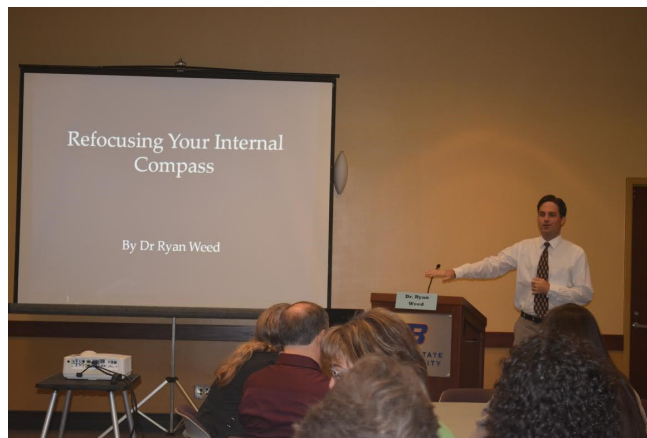
Dr. Weed's presentation started with a short film from Simon Sinek. In the film he presents his "Golden Circle" theory that consists of Why, How, What. According to Simon the most influential, successful companies start with "Why". Why what they do can change your world and then progress to tell you how and what. It was a good film and interesting idea.

The second part of the session was the refocusing pyramid. There were ten topics we could choose from: Fitness, Social Life, Character, Intellectual Life, Spiritual Life, Emotional Life, Love Relationship, Parenting, Career and Financial Life. The beginning of the process is to choose which of these areas you did the best with and the one you had the worst time with. Health was also pre-chosen.

The pyramid was divided into 5 separate sections. Starting at the bottom of the pyramid there is: Premise, Purpose, Psychology, Procedure and Prosperity, which is the tip top.

- Premise is your philosophy about that particular category. The premise you have often determines the root cause for your issue. For instance, with the category Fitness, one's premise could be it is a necessary evil or it's too time consuming or I don't have time in my busy day.
- Purpose is why. Why you believe that you feel the way you do.
- Psychology is the thought process. Look at the "why" and start to rewrite your premise.
- Procedure is taking the steps to incorporate the revised thinking.
- Prosperity is the completed change.

The pyramid is another way of processing change into your life.



1C: Navigating Your Wellness Goals

Holly Levin, Health Educator, University Health Services

By Brittany McEwen



I attended "Navigating Your Wellness Goals" by Holly Levin during this year's Professional Development Day. During this session, Holly taught the SuPeRSMART goal-making process which encourages individuals to make and accomplish their goals. I was particularly intrigued because this method takes softer, vaguer thoughts about one's health and sharpens those thoughts into specific, actionable behaviors. As someone who struggles with thinking too much and acting too little (especially when it comes to my health), this method is particularly helpful to me. Holly had the group start out by listing some of the thoughts we have about our health. Second, we had to rate how our current behavior measures on a scale of 1 - 10. Then, we rated on the same scale where we thought we could end up if we worked on these behaviors. By writing these ratings, it became clear which behaviors had the greatest capacity for change and which are fairly fixed in our lives. Realizing this made writing productive goals much easier and helped me focus on those behaviors where I stand the most chance of success.

During this session, we focused on only one health behavior to complete the rest of the steps in writing a goal. We examined that behavior by thinking of it in terms of stumbling blocks it presents and potential opportunities to overcome those stumbling blocks. The opportunities needed to be specific thoughts on how we could overcome the challenges presented by struggles with our health. I also enjoyed this part of the process because I was motivated by the short list of reasonable changes that I could make to improve my health. Feeling empowered to change is significant, and this goal-writing process helped me feel like I could tackle even my most ingrained habits.

The last step in writing these goals is to write a paragraph that summarizes the process you've just gone through. This paragraph helps by putting in one place the sum total of what you learned in the previous steps. This paragraph is ideally full of firm statements about what you *will* do based on the brainstorming you've gone through. Reading a whole paragraph that I've dedicated to my wellness goal is a good reminder of what I realized I can do and will help me stay on track when I get further down this wellness road.

Overall, I enjoyed Holly's presentation very much. By taking vague beliefs and examining them in concrete terms, our ability to achieve a wellness goal skyrockets. I left feeling inspired and prepared to take action in my own life toward better health and wellness.



2A: Hunger: Following Your Internal Compass **MarLee Harris, dietitian, University Health Services**

By Marika Butler

Marlee Harris, RDN, LD, is a dietitian at University Health Services in the Norco Building on campus. Marlee says, "I am not the food police."

This session was a group discussion on how to honor hunger, how to reject the diet mentality, and making peace with food. Making peace with food was big for me. It instills in me that food is not the enemy. It is what nourishes our body and keeps our mind functioning.

We also discussed how we decide what we eat. Is it taste, cost, health, convenience, or sustainability? In a 2012 food & health survey by International Food Information Council Foundation, Americans said, 87% was taste, 73% was price and then 63% was healthfulness.

Marlee is available to assist each person with their individual dietary needs and assessment. Contact Marlee at marleeharris@boisestate.edu, 426-1459.



2B: Coping with Change While Navigating through the Demands of a Changing Environment

Karla West, Director of Counseling Services, University Health Services

By Kim Rhoades

Change=to make or become different. It is common knowledge that people fear change. However, change is inevitable and necessary. We all accept change at our own pace.

Karla offered us a [Seven Traits of Change Readiness](#) assessment. The seven categories were resourcefulness, adaptability, optimism, confidence, adventurousness, passion/drive, and tolerance for ambiguity. This allowed us to see our strengths and weakness in each category. The idea being to be well rounded in all categories will help you accept and deal with change.

For example: **Passion/Drive** - Passion is the fuel that maximizes all the other traits. If you have passion, nothing appears impossible. If you don't, change is exhausting. Passion is the individual's level of personal dynamism. It shows up in a person's level of intensity and determination. To make a new procedure work, to overcome the myriad of problems that any plan for change unwittingly produces, you've got to have passion and enthusiasm. Very high scorers in this category may mean you're bullheaded, obsessed and heading for burnout.

Many of us will deal with change with maladaptive behaviors such as anxiousness, resistance and negative attitude. If we can turn those behaviors around, it will make change much less scary. A few ways to do that are to be prepared for the change, check your attitude (be positive), find ways to problem solve through your obstacles, be flexible, and seek support. Expect it's going to be hard, but work through it with an open mind.

Change is inevitable, growth is optional!



2C: Where Are You? Finding Your Compass

Rodo Leone, Assistant Director of Outdoor Recreation

By Debra Nordquist, Head Secretary, Meridian Elementary School, West Ada School District

Ever have that feeling of not knowing where you are going? I learned that the first step in reaching a destination is to find out where I currently am. Taking inventory of my current location, whether it is a physical place or where I am at in my career, will help me reach my destination. Rodo Leone is a wonderful instructor. He made us think about our foundation – where we are now – and how to get to where we would like to go; taking a heading for the right direction that suits our individual needs.

I especially liked the activity he had for us. Everyone was asked to find their way out of a maze. Our instructions were to hold onto the rope with one hand, move forward, and to raise our hand if we needed help. All of this was done while we were blindfolded and silent. I admit that, after a few minutes, it felt frustrating and awkward. I was tempted to raise my hand right away. However, it was announced that people were making their way out of the maze. So I stuck with it. Eventually we found out that the exercise was to raise our hand for help. Everyone needs help at some point and it is okay to ask. I appreciated that reminder.

I enjoyed Rodo as a speaker. He engaged everyone and made us think. I am glad that my compass is now pointed in the right direction.



[Photo by Mark Hogan, Playground Maze, Canterbury]

Keynote Address: Life at 2MPH

Paul Bentley, Director-Center for Professional Development

By Juli McCoy



Among the numerous wonderful speakers at this year's BSUAOP Professional Development Day was Keynote Speaker Paul Bentley who shared with us what it means to live life at 2 MPH. Paul and his wife Barbie set off from Northern Idaho in July of 2006 on a "marriage pilgrimage" to celebrate and grow their marriage. They had originally intended to walk across the country and end up in Florida. They didn't make it all the way to Florida but in the summers of 2006 and 2007 they walked together and learned a lot about themselves, their relationship and the basic goodness of other people.

Along the way they dealt with sprinklers flooding their tent at 4am, major blisters, rattle snakes and extreme heat just to name a few of the challenges that were encountered. However, despite the struggles, the positives of the journey outweighed the negatives. Paul shared with us several stories about the wonderful people they met along the way like the two tough bikers they encountered who had come to check on an angel memorial left in the wilderness for one of their wives or the family with several children living a simple, meager life at a campground who were willing to share a meal with them in spite of having so little.

The stories Paul shared were beautiful and I loved the positive, humorous spin he put on things and the way he related their experiences and how it grew them as a couple and as individuals. I was deeply touched by the message that he discovered along the way that people generally want the best for you and are kind given the chance to be so. This is a profound truth that is often lost in our frantic hustle and bustle world where connecting with others is so difficult.

Most of us won't be able to take the time to check out of our normal life and walk across the country like Paul and Barbie. But the relating of this experience should give us pause to think about how, in our lives day to day, we can slow down and live at 2 MPH on occasion and take the chance to connect with those we share deep bonds with as well as the people who cross our paths for a short while.

3A: Navigating the Seas of Services and reSources, panel

By Karen Baker



A snapshot the resources presented during BSUAOP Professional Development Day.

University Health Services – Tara Brooks, Michelle Ihmels

All Boise State employees are eligible to receive medical and wellness services at the Health Center. A full range of primary care, urgent care, and wellness services provided for faculty and staff on campus. Pop-up clinics for flu vaccinations and mobile mammograms. Information on release time for wellness: <http://healthservices.boisestate.edu/>

Dean of Students – Lauren Oe

Provide support for Student Withdrawal, Grievances, ASBSU Legal Services, and Courtesy Absence Notifications. Notary Services available for employees. <http://deanofstudents.boisestate.edu/>

Career Center – Debbie Kaylor

Student-Employment Job Listings, Internship Positions, Counseling, Resume & Cover-Letter Assistance and Interview training. Also provide Graduate School Information. <http://career.boisestate.edu>

Women’s Center – Molly Volk

The Boise State University Women’s Center is a place for everyone. We promote active citizenship and focus primarily on gender-related issues, encouraging dialogue about the social construction of gender and how gender intersects with race, ethnicity, class, sex, sexual orientation, ability, age and nationality. Departmental training available. <http://womenscenter.boisestate.edu>

Human Performance Lab – Taylor Thompson

The Human Performance Lab seeks to foster physical activity, optimum health, and extraordinary performances through science, teaching, and promotion. HPL@Boisestate.edu Also, Like them on Facebook for more information. <https://www.facebook.com/bsuhumanperformancelab/?fref=ts>

OIT – Erin Taylor—The Coast Guard for Technology at Boise State

Protecting the Network, equipment check out, Help Desk services, service employee personal computers, support 500 public computers on campus and customize training for Departments. Subscribe to OIT News for more information. So OIT really can do more than the Coast Guard. <http://oit.boisestate.edu/>

Albertsons Library – Beth Brin

The mission of Albertsons Library is to actively engage in learning, teaching, and research at Boise State University. Collaborative equipment/software is available for use in the Library. The MakerLab is now open and offering a wide range of technology including 3D printers, Raspberry PI, Arduinos, Green Screen technology, audio, image and video editing, and more. <http://library.boisestate.edu/> or <http://makerlab.boisestate.edu/>

3B: Navigating Cs – Courses, Credits, Certificates and More, panel

By Rene' Delaney



The Bachelor of Arts in [Multidisciplinary Studies](#) is a degree completion program and we help students finish what they started. With just 58 credits, a minimum 2.25 GPA and five years of experience we can help you finish that bachelors degree that so many started but still need to complete. If you don't quite have the requirements, that's okay too, we will help you until you do! We are here to help. Make an appointment and check out our website, you could be closer than you think!



The [Center for Professional Development](#) provides you additional training on a wide variety of topics, including Leadership, technical writing, communication skills, and so much more. Many discounts are available, call 426-1709 to see what you may qualify for.



Still searching for a major, [Advising and Academic Enhancement](#) (AAE) can help? Wondering about how to get back to studying again or just need a boost? You can always check out this helpful [workshops](#).



4B: Don't Get Stranded on a Sandbar; Find your Way to Paradise **Try a Jimmy Buffet Paradise-themed Aquafit class—Campus Rec pool** **Sandy Roberts, fitness instructor, Campus Recreation**

By Danya Lusk



“Really stretch your arms out to mimic pulling a rope. Don’t use t-rex arms to pull; that’s just flailing,” called Aquafit instructor Sandy Roberts to the seven of us trying to run in the deep end of the pool. Sandy demonstrates what not to do by bending her arms up to her chest and flailing a little with limp wrists, imitating a tyrannosaurus rex.

“Don’t Get Stranded on a Sandbar; Find Your Way to Paradise” began after we changed into our swimsuits and made our way to the Campus Rec pool. As we arrived, Sandy attached a flotation belt to our waists so that we would remain buoyant in the twelve foot water, in the deep end of the pool.

After a warm-up, we did [tabata](#) intervals with a variety of exercises. In tabata, you work as hard as you can at a single exercise for 20 seconds and then you do a recovery exercise for 10 seconds. You repeat the cycle eight times. It’s intense, but research shows that it scorches calories. We ran in place and around the pool, we did jumping jacks in the pool, we lifted our knees high and so much more.

But it wasn’t as simple as it sounds. The water that surrounded our bodies offered more resistance than air, which means our bodies had to work harder to do these exercises in the water than if we were doing them on land. The benefit though is that the water has no impact on our joints. Think about how your legs feel when you do a jumping jack. There’s an impact on your knees and ankles when you land. Since we couldn’t touch the bottom of the pool, our water jumping jacks were more like slicing through the water with our legs and arms, our torsos bobbing up and down. No impact, but a lot more resistance! And a lot of cardio work!

Despite all the effort it took, I had a lot of fun. I’d never taken an Aquafit class and I didn’t know whether or not I’d like it. I enjoyed the class, though it’s not one of my favorite forms of exercise. Sandy rewarded us for our effort with souvenir rubber duckies that were dressed as pirates and she sent us to the jacuzzi to relax after class.

Though the Rec’s current Aquafit classes are not at times that I’d be able to regularly attend, I would definitely go again in the future. If you want to try the class, give me a call and I’ll go with you!

4C: Navigate the Rec and Your Breath: Yoga Anyone? Tour and Meditation/Relations Class, Campus Recreation

by Gay Barzee



Ahh.....breathe

BSUAOP Professional Development Day ended on a relaxing note for those who attended the Rec Center tour and Yoga class on October 13, 2015. We started with a tour of the Rec Center and found it to be very busy on a Tuesday afternoon. A lot of people were there trying to stay in shape and get healthy. Darby Ebeling, our tour guide, showed us around and did a great job of explaining all the areas and everything the Rec has to offer. Did you know it is free for full time students? It is also reasonably priced for employees and a great way to get in shape or stay in shape while keeping out of the hot sun or cold weather. Plus, it is right here on campus. I'm almost ashamed to admit that it's right across the street from me and I haven't signed up yet.

The yoga class was taught by Amanda Stone. She took us through some relaxation poses like "child's pose" and moved on to a few harder moves like "threading the needle" and "warrior" pose. Yoga is a great way to stretch your muscles and strengthen your core. Did you know that the biggest part of yoga is breathing? Getting oxygen in those lungs helps reduce stress. Yoga has a lot of great benefits for your body.

Did you also know there is a Restorative Yoga class offered by Health Services every Friday, now through November 20, and it's free for all employees? It is a very relaxed session with gentle stretching, relaxation, some meditation and lots of breathing. It is in the Kinesiology Annex room 201 from 12:10 to 12:50. It's a great way to use those 60 minutes of release time for wellness. They also offer a Stretch and Tone class on Tuesdays that is a little more of a work out. Same place, same time, different day. You'll probably want to change into some comfortable clothes for this one. Take advantage of these free classes while they are available. Health Services has made it easy and affordable. Let's see if you can find your ahh....



BSUAOP MEMBER REPRESENTATIVES

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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 has developed a 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. So let your member rep know of any new employees.

Save the Date – April 8 & 9, 2016

Idaho Association of Educational Office Professionals Conference

The 44th annual spring conference of the Idaho Association of Educational Office Professionals (IAEOP) will be held April 7-8, 2016 at the Courtyard by Marriott in Meridian. The hotel is located on Eagle Road just off the freeway.

The two days will be filled with networking, catching up with colleagues and workshops, workshops, workshops.

Stayed tuned for more information in the next Keynoter.



Network with Colleagues from across the state at IAEOP . . . and get financial support to do so.

Want to attend the conference, but not sure you can afford the registration? Apply for a scholarship with BSUAOP! As a member of BSUAOP you are eligible to apply for a scholarship for professional development opportunities, including IAEOP conference.

The deadline to apply for scholarships to attend the IAEOP conference is **March 15, 2016**. To apply, please visit <http://orgs.boisestate.edu/bsuaop/scholarship/> Application is at [Scholarship Application online](#).

Once the application form is completed, please submit it to Sue Antonich, BSUAOP Scholarship Chair, Radiologic Sciences, MS 1845. If you have any questions, please contact Sue Antonich, 426-1996 (sueantonich@boisestate.edu). Deadline for IAEOP is March 15, 2016 and for NAEOP is May 5, 2016.

BSUAOP Helpful Links

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

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

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

Professional Standards Program: <http://orgs.boisestate.edu/bsuaop/professional-standards-program/>

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

Scrapbook (digitized): <http://digital.boisestate.edu/cdm/compoundobject/collection/archives/id/2739>

Keynoter: http://scholarworks.boisestate.edu/bsuaop_newsletter/

**DECEMBER BROWN BAG
MANAGING HOLIDAY STRESS**

Presented by Holly Levin
Health Educator, University Health Services
Noon to 1 pm, Bishop Barnwell Room/Student Union

Holly will provide some tips on how to manage the holidays and the stress that goes along with the fun.

AOP BOARD MEETINGS —

The board meetings for AOP are held on the 4th Tuesday of each month from 12 pm to 1:30 pm. All meetings are open meetings (only board members are able to vote). If you have ever been curious about how it all works come join us and find out! Bring your lunch and join us in Norco 408A.

Check out the September 2015 [Keeping Affiliates Active](#) newsletter from the National Association of Educational Office Professionals, NAEOP

FOCUS ON MEMBERS—I'm Searching for You!

We really enjoy our Focus on Members section. It's great to learn about the people who support the Association of Office Professionals, their time at the University and their life. Unfortunately, we can't do it without your help. Please consider volunteering to be highlighted in our Focus on Members section. We have two more issues this year so all we need is two outgoing, fun loving people to introduce. Even if you're not outgoing we'd love to get to know you. Think about it and give me, Shelly Doty, a call! I can be reached by phone at 426-3559 or email at sdoty@boisestate.edu.



—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!

BE A MASTER BUILDER

Introducing the
2015-2016 Executive Board
Idaho Association for Educational Office Professionals (IAEOP)
The new board took effect April 25, 2015



President—Leslie Black, Boise State University
President-elect—Rene' Delaney, Boise State University
Vice President—Angela Garcia, Boise State University
Treasurer—Pam Teeter, Cassia County Joint School District
Recording Secretary—Susan Belliston, CEOE, Burley High School
Immediate Past President—Shirley Hanes, Jerome School District
Area I Representative—Kathy Morris, Cassia County School District
Area II Representative—Susan Paseman, Boise State University
Area III Representative—Debra Nordquist, West Ada School District
Area IV Representative—Linda Christensen, Declo High School
Area V Representative—Carol Arpke, CEOE, Bonneville School District
Area VI Representative—Janet Andersen, Sugar-Salem School District

Standing Committee Chairs

Affiliations--Angela Garcia
Auditor--open
Awards-- Angela Garcia
Budget/Finance--Pam Teeter
Bylaws-- Shirley Hanes
Conference Planning--Rene' Delaney
Field Service--Kathy Buck, CEOE
Historian--Anne Martin
Membership--Carol Arpke, CEOE
Nominations/Elections--Shirley Hanes
Professional Standards Program--Karen Piper, CEOE
Publicity and Publications--Megan Stelma
Scholarships--Kathy Morris
Ways and Means--Shirley Hanes
Web Site-- Susan Belliston, CEOE

Go to the IAEOP website for more information:

<http://www.idahoaeop.org/>

Syndromes Keeping Pace with the 21st Century

A report from the NAEOP Conference

By Rene' Delaney

While attending the session on Communications of the 21st century at the NAEOP conference in July, I heard a new term: email fatigue. I imagine that this happens when you receive the 14th email in an hour from someone that doesn't understand what you are asking them, or from someone you really don't want to talk to. (Have you noticed how much easier it is to ignore an email than to ignore a ringing phone?)

I decided to check out some other syndromes that are technology based. I was surprised by all of those that I found; and then again, maybe not so surprised. I will only list a few here.

Email Fatigue – This refers directly to a form of fatigue related to receiving a steady flow of email each day. Some folks call it direct email fatigue, and junk email fatigue.

This is becoming a real challenge for many of us. Gone are the days of throwing piles of junk mail in the trash straight from the mailbox and the satisfaction that came in doing that. Now we have to take it apart, recycle what we can and shred the personal stuff. Or we can subscribe to lists that are supposed to limit our junk mail.

Is there something like that for email? Our tech people help limit what comes to our mailbox at work and we can send suspicious stuff to our spam folders. Personal email is another story. I get emails trying to sell me underwear, perfume, vacations and genealogy stuff. (Everyone knows that I go for the genealogy stuff). If you try to stop them by asking to unsubscribe from the emails, then you receive triple in number. It can be a nightmare and I'm fatigued just thinking about it.

Password Fatigue - Exhaustion and frustration caused by having to remember too many passwords. I saw something on television this morning about crooks trying to steal our identities and how to reduce the risk. Think your passwords are safe? I read that a hacker can crack a 16-character password in less than an hour! <http://www.dailymail.co.uk/sciencetech/article-2331984/Think-strong-password-Hackers-crack-16-character-passwords-hour.html>

I know that you've heard it before but you should never use the word "password" as your password. Really. Or your dog's name or the birthdays of your children. It's best to download a password manager.

Continued on page 22





There are many password managers out there. Dashlane is one, LastPass, Sticky Password and Password Genie are a few others. Some cost money and some are free. You'll only need to remember one password (after you enter your passwords for every website that you use into the password manager.) I've used LastPass which works just fine, but I always have to look up my password for that since I wanted it criminal proof I made it a good one. It's my favorite movie spelled backwards with numbers and characters dispersed every third letter.

I've also been told not to write my passwords down on a sticky attached to my keyboard. I'm smarter than that. I keep all of mine in a Winnie the Pooh address book that my niece gave to me as a Christmas gift. It's in the top drawer of my desk. Just so no one will find it.

This is my personal favorite. **Cell phone face** – is this something that you really want to happen? To have a drooping jawline and hanging jowls caused by neck muscles that have been shortened from constantly looking down at a smartphone or similar device. I see people walking around staring at their phone and texting, oblivious to the world around them. I also looked for an image to include but the ones that I found were just too sad.

This also leads to another syndrome: **Text messaging injury** – TMI (not to be confused with “Too Much Information”) is a repetitive stress injury caused by excessive use of the thumb to type text messages into a mobile device. Ouch!

The last one that I wanted to talk about is **laptop thigh or toasted skin syndrome** which is caused by lengthy exposure to a heat source, such as a laptop computer sitting on your lap for an extended period. The heat generated by the computers can cause an awful rash. Ouch! Since more people are using tablets instead of laptops this may fade into the past.

So this is my list of syndromes keeping pace with technology. At least now you know what is plaguing you and that there is a name for it. Admission is the first step to the road of recovery.



Book Club News

By Danya Lusk

Enjoy reading? Laughing? If the answer is yes, consider joining the AOP Employee Book Club.

We meet once a month in the SUB and we read all kinds of books. And we love to chat and laugh, just as much as we love to read!

Currently, we are reading *Even Dead Men Play Chess*, a mystery by local author Michael Weitz. Michael has released two mysteries in this series and is working on a third. *Even Dead Men Play Chess* is the first mystery in the series. We'll discuss *Even Dead Men Play Chess* on Tuesday, November 17th at noon on the second floor lounge of the Student Union Building near the Women's Center.

Because Michael's wife works for Boise State, Michael has heard about our club and has offered to meet us for coffee on a Saturday and read us an excerpt from his third book. We have not yet scheduled this special event, but we will be discussing it at our November 17th gathering.

If you're interested in more information about the club or in joining the club, please contact Danya Lusk, danyalusk@boisestate.edu, or Sue Paseman, spaseman@boisestate.edu.



Six Ways to Tell if You Work for a Really Great Company

By Jack and Suzy Welch
reprinted from LinkedIn Pulse

A company where people really want to work has one of the most powerful competitive advantages in the game: the ability to hire and field the best team.

Building that advantage can often take years -- decades or more. That's just the way it is with employer reputations. They're built career by career, annual report by annual report, crisis by crisis (because every company has one or two of them), and recovery by recovery.

In today's media-saturated world, however, there is a major exception to the generally slow pace of reputation-building. Companies can become preferred employers virtually overnight thanks to the "buzz factor," which is as potent as it is fast-acting. In a technology-based company, buzz usually comes with an exciting breakthrough or paradigm-altering product or service. Google, Amazon, and Twitter are perfect examples. Buzz can also come from having a glamorous or prestigious brand, like Chanel or Ferrari.

But across all of these magnetic companies, there are a few big common denominators.

So how does your employer stack up? Do you work for a great company? Here's how to tell...

1. Great companies demonstrate a real commitment to continuous learning. No lip service. These companies invest in the development of their people through classes, training programs, and off-site experiences, all sending the message that the organization is eager to facilitate a steady path to personal growth.
2. Great companies are meritocracies. Pay and promotions are tightly linked to performance, and rigorous appraisal systems consistently make people aware of where they stand. As at every company, the people you know and the school you went to might help get you in the door. But after that, it's all about results. People with brains, self-confidence, and competitive spirit are always attracted to such environments.
3. Great companies not only allow people to take risks but also celebrate those who do. And they don't shoot those who try but fail. As with meritocracies, a culture of risk-taking attracts exactly the kind of creative, bold employees companies want and need in a global marketplace where innovation is the single best defense against unrelenting cost competition.

Continued on page 25

Recycling Program

Boise State Environmental Health, Safety, and Sustainability (EHSS), Facilities, Operations and Maintenance and Boise State AOP are working together through a program called [Funding Factory](#) to gather recyclable toner and ink cartridges campus wide.

Collection locations:

All recycle collection sites or containers in each building on campus.

What it does:

A portion of the money returned to Boise State supports additional recycling and sustainability initiatives and a portion provides continued funding to Boise State AOP programs.



Continued from page 24

4. Great companies understand that what is good for society is also good for business. Gender, race, and nationality are never limitations; everyone's ideas matter. Preferred employers are diverse and global in their outlook and environmentally sensitive in their practices. They offer flexibility in work schedules to those who earn it with performance. In a word, great companies are enlightened.
5. Great companies keep their hiring standards tight. They make candidates work hard to join the ranks by meeting strict criteria that center around intelligence and previous experience and by undergoing an arduous interview process. Talent has an uncanny way of attracting other talent.
6. Great companies are profitable and growing. A rising stock price is a hiring and retention magnet. But beyond that, only thriving companies can promise you a future with career mobility and the potential of increased financial rewards. Indeed, one of the most intoxicating things a company can say to you, as a potential employee, is: "Join us for the ride of your life."

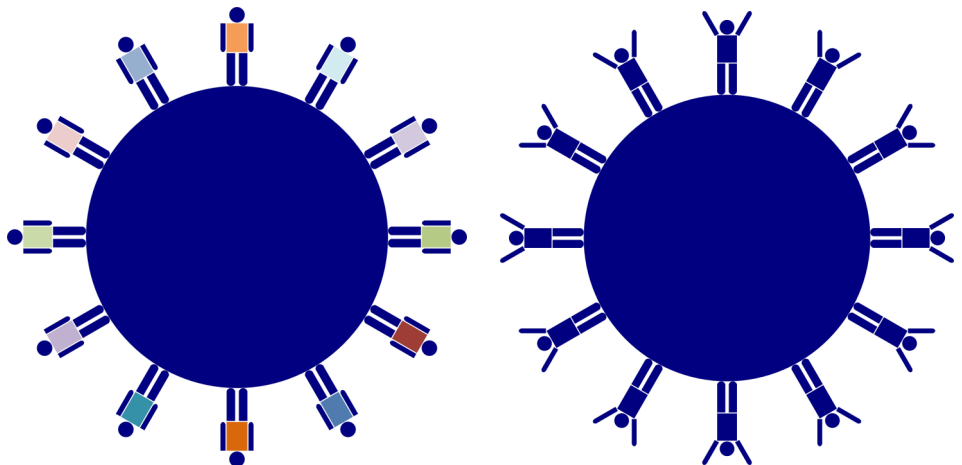
And that launches a virtuous cycle. The best team attracts the best team, and winning often leads to more winning. It's a ride that you and your people will never want to get off.

See the Jack Welch Management Institute:

<https://jackwelch.strayer.edu/?mcv=JDG244>

Also see LinkedIn Profile:

https://www.linkedin.com/in/johnfwelch?trk=pulse-det-athr_prof-art_hdr



BSUAOP Membership List 2015-2016

Karen Baker	Valerie Hayes	Sherepta McLeod
Gaynel Barzee	Jill Jenkins	Rebecca Morgan
Leslie Black	Shawnee Karpuleon	Tina Myers
Jane Curtis	Anita Lasher	Carol Nickel
Rene' Delaney	Katy Lightfield	Susan Paseman
Lisa DeRosier	Peggy Lindley	Twyla Perkins
Shelly Doty	Danya Lusk	Lynelle Perry-Kolsky
Maya Duratovic	Judie Mayne	Deborah Porter
Rossitta Fleming	Juli McCoy	Pete Quijas
Angela Garcia	Brittany McEwen	Pam Robbins
Gina Giddens	<p>Did you renew your membership when you registered for Professional Development Day?</p> <p>If not, fill out the membership form at http://orgs.boisestate.edu/bsuaop/files/2014/10/</p>	Linda Rodgers
Edileni Guerrero		Lois Santillanes
		Emily Sommer
		Alicia (Li) Sperl
		Allison Wilde
Phyllis Carnahan—H	H = Honorary Member	Donna Knapple (Amaru)—H
Connie Charlton—H		Robert Kustra—H
Jackie Fuller—H	Maudie Garretson—H	Lois Santillanes—H

PSP ENDORSEMENTS

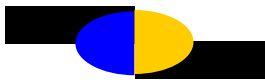
The PSP Program is endorsed by:

- *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

For questions contact the
Angela Garcia
426-3929
danyalusk@boisestate.edu



To find out even more check out the NAEOP website:

<http://www.naeop.org/2012-07-07-00-03-11/professional-standards-program.html>

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 Education 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 verify 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 per year
Committee Chair = 2 points per year
Committee Member = 1 point per year
Workshop/Seminar leader or keynote speaker = 1 point per presentation

For complete requirements, request a PSP book from NAEOP, PO Box 12619, Wichita, KS, 67277-2619 or go to the [pspbook](#) from the Boise State AOP website.

Boise State University Association of Office Professionals 2015-2016 Calendar



September 22 2015	Executive Board Meeting – Noon-1:30 pm—Norco 408A
October 13, 2015	Professional Development Day - 8:30am-4:30 pm
October 27, 2015	Executive Board Meeting – Noon-1:30 pm—Norco 408A
November 13, 2015	Holiday Auction
November 24, 2015	Executive Board Meeting – Noon-1:30 pm—Norco 408A
December 8, 2015	Brown Bag Lunch/Bishop Barnwell – 11:30-1 pm
December 22, 2015	Executive Board Meeting – Noon-1:30 pm—Norco 408A
January 12, 2016	Brown Bag Lunch/Bishop Barnwell – 11:30-1 pm
January 26, 2016	Executive Board Meeting – Noon-1:30 pm—Norco 408A
February 9, 2016	Brown Bag Lunch/Trueblood – 11:30-1 pm
February 23, 2016	Executive Board Meeting – Noon-1:30 pm—Norco 408A
March 8, 2016	Brown Bag Lunch/Hatch C – 11:30-1 pm
March 20, 2016	Deadline for IAEOP Conference Scholarship*
March 22, 2016	Executive Board Meeting – Noon-1:30 pm—Norco 408A
April 12, 2016	Deadline for BSUAOP Award Nominations
April 12, 2016	Brown Bag Lunch/Bishop Barnwell – 11:30-1 pm
April 26, 2016	Executive Board Meeting – Noon-1:30 pm—Norco 408A
April 29-30, 2016	IAEOP Conference
May 10, 2016	Bosses Breakfast - 7:30-9:00 am
May 10, 2016	Brown Bag Lunch/Bishop Barnwell – 11:30-1 pm
May 22, 2015	Deadline for NAEOP Conference Scholarship*
May 24, 2016	Executive Board Meeting – Noon-1:30 pm—Norco 408A
July 13-16, 2016	NAEOP Conference – St. Louis, Missouri

*Application deadline for discounted registration deadline.

All dates are subject to change. Details to be announced as they are known.

Boise State AOP | 2015-2016 CALENDAR

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