



PRESIDENT'S MESSAGE

By Danya Lusk

I cannot imagine where I would be today if I hadn't gotten so involved with Boise State AOP. I'd have fewer friends, significantly less job satisfaction and less connection with the campus community.



I became involved because my first supervisor at Boise State was involved and convinced me to join as well. Carol Carroll is one of many legendary Boise State staff members who are now emeritus staff enjoying retirement. When I joined Boise State in late October 2008, Carol was Membership Chair for AOP and she needed help processing memberships from Professional Development Day. Since the college's website was still being revamped by a web designer, I had much less on my plate. As we prepared the membership cards and updated the membership spreadsheet, Carol convinced me that I needed to get to know this fantastic organization. By the time Carol retired at the end of spring 2009, I had volunteered to be membership chair for the president-elect. Thus began my time on the board.

Without serving on the AOP board, I wouldn't know nearly as many people on campus - some of whom I now consider close friends. I wouldn't feel as deep of a tie to the campus community as I do. Without these friends and my tie to the campus, I can't see myself enjoying my job as much as I do. And I love my job and the people I work with on a daily basis. It is the larger campus community that makes me feel like my job has a larger purpose.

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FEBRUARY/MARCH 2016

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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.

BSUAOP now has its own email: AOP@boisestate.edu

BSUAOP OFFICERS

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Vacant

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Janet Worthington returns as Mary Hallock Foote

February 17th Brown Bag Event

Janet Worthington's portrayal of acclaimed author and illustrator Mary Hallock Foote was a huge hit with last year's Boise State AOP Brown Bag audience. She has graciously accepted our invitation to return with new stories and tales of adventure, plus a whole new "look." "Mary" will delight you with her captivating stories about life on the frontier of the American West and as an illustrator for such writers as Louisa May Alcott, Henry Wadsworth Longfellow, Nathaniel Hawthorne, and Bret Harte.

If you missed this presentation last year, you will not want to miss it this year! If you saw this presentation last year, you will most certainly want to come back for more. Encourage your co-workers to attend with you.

The February 17, 2016 Brown Bag will be held in the Student Union Building, Bishop Barnwell Room. Doors open at 11:30 a.m., program runs from noon – 1:00 p.m. This event is free of charge and open to all Boise State University employees.

MARY HALLOCK FOOTE:

Novelist and Artist

Mary Hallock Foote An acclaimed author and illustrator, left her New York home to follow her husband Arthur Foote into the frontier of the American West. Janet Worthington explores the many talents of Mary Hallock Foote as she portrays her experiences in Colorado, Idaho, California and Mexico and creates novels and illustrations that brought new insights into life in mining camps and ranches. Her twelve novels, as well as her illustrations for such classic writers as Louisa May Alcott, Henry Wadsworth Longfellow, Nathaniel Hawthorne, and Bret Harte demonstrate her talents for transforming her life into artistic work.



Portrayed by:

BSU Association of
Office Professionals
Brown Bag Luncheon

Wednesday, Feb. 17, 2016

Luncheon: 11:30AM—12:00PM
Presentation: 12:00PM—1:00PM

BSU Student Union Bldg.
Bishop Barnwell Room
1700 University Dr.
Boise, ID



Janet Worthington received her Ph.D. in English Education from Florida State University. She has taught in a number of universities and is Professor Emerita from Plattsburgh State University of New York. Dr. Worthington is currently an adjunct professor at Boise State University.

For information, please contact:
Carol Nickel, (208) 426-5961;
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This program is funded in part by the Idaho Humanities Council, a nonprofit organization that serves as the state-based affiliate of the National Endowment for the Humanities.

Continued from page 1 AOP has also made me better at my job and a better person. The professional development in which I have participated has enhanced my skills and my well-being. The leadership opportunities have made me a stronger person and have helped me battle my low self-esteem and depression. My world would be much bleaker without AOP.

So take the leap! In just a few weeks, our Past President, Leslie Black, will be recruiting members to run for office for the '16-'17 year. All positions will be open from president to member reps.* There is no better way to enhance your life, your job satisfaction, and your tie to the campus community. You'll build yourself, your resume, and the AOP organization. Plus we have a lot of fun at our board meetings. You can always find us by following the sound of laughter. Take a chance on yourself!

*Our bylaws require previous board experience in order to run for president and president-elect.

STANDING COMMITTEES

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Do you believe??

By Leslie Black



Be A Master Builder

What is a master builder? One of Merriam Webster's definitions for builder is "a worker or artisan qualified to teach apprentices" and another is "an artist, performer, or player of consummate skill". As with most words in the English language, there is also more than one way to use the term "builder". One of Webster's definitions of master is "something that helps to develop or increase something."

In The Lego Movie, the master builders are those who have the knowledge and skills to find solutions and convince people to work together to be part of the solution rather than part of the problem. A master builder does not always have all of the answers. Sometimes the solutions don't work well or they solve one problem but create another, but master builders don't get discouraged; they just keep on thinking, finding more solutions and encouraging others to do the same.

Master builders are organized, creative, cooperative and personable; have a passion for life; and have a good deal of knowledge about their environment. They have a knack for bringing people together to help themselves and others. Master builders are leaders, but maybe not the type of leader you most frequently envision. They can be those quiet, behind-the-scenes leaders rather than the one on stage with a spotlight on them or the one with the loudest mouth. Master builders are people who other people look up to and admire.

In The Lego Movie the characters all think there is one special person who has been chosen to be their leader. As events unfold it is shown that each character that was thought to be "the special" is not it at all. It turns out that it is the regular, ordinary, nothing-special-about-him guy who is the true Master Builder. He is the one who never gives up, with some encouragement from his friends, and convinces the villain (a dad who thinks he knows everything) that his way of thinking is not the only way. To quote the movie, "The only thing you need to be a master builder is the belief that you can be."

Don't we all, in our profession, help other people to develop or increase something? We help them develop office skills, people skills, teaching skills, crafting skills, etc., etc. We help them build better environments in their classrooms, businesses, homes, and communities.

You too can be a master builder! In fact, you may be already and just don't realize it. All you have to do is believe.

Come to this year's IAEOP conference and we'll have you believing!

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Conference Schedule

Thursday, April 7, 2015

Pre-Registration.....	5:00 pm to 8:00 pm
Hospitality Room Open.....	5:00 pm to 8:00 pm
IAEOP Executive Board Meeting and Dinner.....	6:00 pm to 9:00 pm

Friday, April 8, 2014

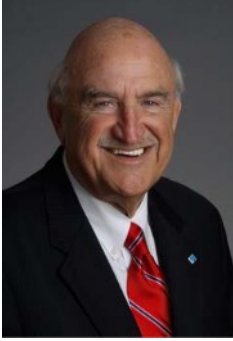
Registration.....	7:30 am to 8:30 am
Business I - Breakfast & Welcome	8:30 am to 9:45 am
Hosted by the Idaho Past President Assoc. (50/50 sales)	
Hospitality Break.....	9:45 am to 10:00 am
Workshops A or B	10:00 am to 11:30 am
A. Ashley Orme, Dare to be you. Building the Authentic Leader in all of us.	
B. Lisa McClain, How to Support Transgender Students in Idaho Schools	
Business Session II Membership Luncheon	11:30 am to 1:30 pm
Keynote Speaker, Dr. Robert Barr; Hosted by Region IV (50/50 sales)	
Hospitality Break.....	1:30 pm to 1:45 pm
Workshop C or D	1:45 pm to 3:00 pm
C. Dr. Ryan Weed, Building Community	
D. Anthony Ellerton, Innovations in High Tech Pedagogy	
Activity Break	3:15 pm to 5:30 pm
Option 1: Self Defense for Women—Tuckie Shaver	
Option 2: Tour of Historic Meridian, ID—Shelly Doty	
No Host Reception	6:30 pm to 7:00 pm
Awards Banquet	7:00 pm to 9:00 pm

Saturday, April 9, 2014

Registration.....	7:30 am to 8:30 am
Business Session III – Breakfast (50/50 sales).....	8:30 am to 10:00 am
Keynote Speakers, Celeste Rush and Linda Winer, Co-authors of the biography of Helen "Nellie" McArthur McPherson <i>Deep Stuff</i>	
Hospitality Break.....	10:00 am to 10:15 am
Workshops D or E	10:15 am to 11:30 am
D. Ashley Orme, Dealing with "that" person (you know who I'm talking about)	
E. Federal Bureau of Investigation, Active Shooter Scenario	
Installation Luncheon/Installation of New Board	11:30 am to 1:30 pm
Business Session IV—Passing of Gavel—Closing Session	1:30 pm to 2:00 pm
Drawings	2:00 pm

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Robert Barr – Keynote Speaker



Dr. Robert Barr has gained national and international recognition for his research on at-risk children and youth, teacher education and alternative schools. He is a nationally recognized speaker, consultant, and scholar in the areas of at-risk youth, school improvement, and alternative education. He has appeared twice on PBS's nationally televised "Firing Line," featuring William F. Buckley, been interviewed on ABC Evening News with Peter Jennings and on Fox TV's "The O'Reiley Factor." He has been quoted in the New York Times, USA Today and the Wall Street Journal, served as an expert witness at many state and federal trials, and presented testimony to sub-committees of the U.S. Congress.

Barr has been widely published in almost every educational journal and is the author or co-author of eight books. Barr and Parrett have co-authored four books: *The Kids Left Behind: Teaching the Underachieving Children of Poverty*, (2007), *Saving Our Students, Saving Our Schools: 50 Proven Strategies for Revitalizing At-Risk Students and Low-Performing Schools* (Pearson Skylight, 2003, 2007); *Hope Fulfilled for At-Risk and Violent Youth* (Allyn & Bacon, 2001); *How to Create Alternative, Magnet and Charter Schools that Work* (NES, 1997); and *Hope At Last for At-Risk Youth* (Allyn & Bacon, 1996). Barr's editorial, "Who Is This Child," published by Phi Delta Kappan, February, 1996, was reprinted in French for distribution internationally and was nominated for a national award by the Educational Press Association. Other books authored by Dr. Barr include *Alternatives in Education* (Phi Delta Kappan, Bicentennial Publication, 1976); *Values and Youth* (NCSS, 1971); *The Nature of the Social Studies* (ETC Publications, 1978); and *Defining the Social Studies* (NCSS, 1978). *Defining the Social Studies* has been identified as the "single most influential book in the field of social studies."

Dr. Anthony Ellertson



Dr. Ellertson is the founding Director of the Games, Interactive Media and Mobile program funded under the Boise State College of Innovation and Design. He is principle investigator or co-principle investigator on a series of grants working with medical partners and social institutions both in and out of the state of Idaho. Dr. Ellertson's goal is to leverage his knowledge of mobile development and games toward the creation of enhanced therapy tools

and applications for children with Autism, communicative disorders, and for re-imagining in and out patient care utilizing gesture based navigation, augmented reality, RFID technologies, and other mobile solutions. Dr. Ellertson's work in virtual reality for nursing pedagogy has been nationally recognized by WCET and he and his team received the WOW award in 2015.

Presentation: Innovations in High Tech Pedagogy

Dr. Ellertson will present on the new Games, Interactive Media and Mobile (GIMM) program at Boise State. He will discuss trends in technology education and how trans-disciplinary pedagogy in conjunction with a learning community setting can help students transition into their professional careers.

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Ashley Orme

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Ashley Orme is an Enterprise Architect at the Idaho Transportation Department by day and an Adjunct Professor at Boise State University in the Dispute Resolution Department by night. After stumbling into Dispute Resolution 10 years ago, Ashley has since honed her passion for effective communication, emotional intelligence, and creating the most authentic version of yourself- all in support of having meaningful relationships

in your personal and professional life.

Through her education, which started with a Bachelors degree in Sociology that lead to a Masters degree in Conflict Management, and professional career, Ashley has witnessed the importance of learning and utilizing effective tools for managing differences that can lead to conflict in our lives. She looks forward to sharing her passion with you all.

Presentation #1: Dare to be You. Building the Authentic Leader in all of Us.

What does it take to be a good leader? A High IQ? Emotional Intelligence? Communication Skills? A combination of all of those things? Sure all of those things help. But what if being a good leader is as simple as finding and building your authentic self? Let's be clear though, simple and easy are not the same thing. In this session we will explore how to build your leadership skills by building the most authentic version of you.

Presentation #2: Dealing with "that" person (you know who I'm talking about).

We all have "those people" in our lives, personally and professionally, that drive us a little crazy. This session we will explore different ways of dealing with the difficult people in our lives. Focusing on the skills and attitudes that help make our own lives easier.



Linda Winer

Linda Winer is the co-author of this work of historical fiction based on the life of a woman who lived in the foothills outside Boise, Neither Celeste nor I are professional writers, but as we learned more about Nellie, it became quite evident that we needed to tell her story! We both live in the Dry Creek Valley and have been members of the Dry Creek Historical Society since its inception. In my previous life, while living in Bel Air, Maryland, I enjoyed raising our children, Rachel and Aaron, with my husband Ken. I taught special education for many

years and community education classes to adults in various settings. Ken and I have lived in Boise for ten years now and cherish our friends and the community.

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Celeste Rush

In 1970 Celeste Rush and her family moved to the Dry creek Valley, then a ranching community located six miles north of Boise in the foothills. Residents of the Dry Creek and nearby Stack Rock communities related many stories to Celeste about a person they called “Nellie” who lived near Stack Rock in the nineteen thirties through fifties. They wondered where she came from and if the stories she told were all true; like if she really dined at the White House, traveled to Europe and really knew artists like Tallulah Bankhead. They also wondered why she seemed to enjoy shocking folks with her nudity. By 2007, Celeste and her friend Lyn Winter were both involved with the Dry Creek Historical Oral History Collecting Committee. Interviews collected from people who were living or once lived in the Stack Rock and Dry Creek communities gave numerous stories about Nellie. An RN active in the field of nursing for over 50 years, Celeste retired in 2007 and immediately filled her life with new sorts of adventures including working with Lyn to research, write and self-publish *Deep Stuff*.

Presentation: Celeste and Linda will be discussing their book *Deep Stuff by Nellie McArthur MacPherson*

Tuckie Shaver



Tuckie Shaver is the Personal Safety Program Coordinator for the Boise Police Department’s Crime Prevention Unit, where she has worked for over 18 years. She specializes in all aspects of Personal Safety education, which includes child and teen safety, and educating parents and disabled persons on topics such as personal safety, stranger safety, home alone, internet safety, cyberbullying and teen issues. She also focuses on adult safety issues which include self-defense, elder personal safety, Identity theft prevention and online safety. She is an active member of the Idaho Crime Prevention Association where she holds the office of Treasurer. She has a Bachelor’s Degree from the University of Washington, and has called Boise her home for over 20 years.

Presentation: Tuckie will be presenting Self-defense for Women.



Tuckie Shaver

Boise Police Crime Prevention

Personal Safety Program Coordinator

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Dr Ryan Weed

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Dr Ryan Weed is a native of Boise. He left long enough to get a couple of college degrees, most recently at Parker University in Dallas, TX, and hurried back when he was finished. He owns one of the busiest chiropractic practices in Boise and speaks all around the valley on health and optimal function. When he's not in the office, he's usually playing board games or sports with his wife, Bethany, and four energy-ridden children. He is delighted to be presenting at the IAEOP conference!

Presentation: Building Your Community



Dr. Lisa McClain

Dr. Lisa McClain is a Professor of History and Gender Studies at Boise State University. Her fields of specialty include the history of religion and the intersections of gender, religion, and popular culture. She is the author of the book *Lest We Be Damned: Practical Innovation and Lived Experience among Catholics in Protestant England 1559*, the *Catholic Historical Review*, and the *Journal of Religious History*. She is currently working on a new book on changing gender roles and the Catholic Church.

She served as Director of Gender Studies from 2002-2011, during which time the program received the Emerging Center Award from the National Council for Research on Women in 2010. In the field of Gender Studies, Dr. McClain has researched the issue of domestic violence and sexual assault perpetrated against women with disabilities as part of her work in Gender Studies. Her work has been published in Barbara Waxman Fiduccia Papers on Women and Girls with Disabilities published by the Center for Women Policy Studies based in Washington DC.

Dr. McClain is an activist for equity issues—particularly gender, disability, and sexual orientation—in academia, in Boise, and throughout the state. She currently serves as state secretary for the Idaho Safe Schools Coalition. This organization fosters partnerships with community organizations, schools, churches, government agencies, businesses, youth, families and educators to raising community awareness regarding the issues facing LGBTQ youth in our community. For her work, she was named an Idaho Woman of the Year by the *Idaho Business Review* in 2008, an Idaho Woman Making History in 2009, and was a finalist for a Les Bois Award in 2009 for service on LGBTQ issues in education.

Dr. McClain and her husband have two teenagers enrolled in the Boise Independent School District, one of whom is on the LGBTQ spectrum.

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Shelly Doty

Shelly Doty is a born and raised 2nd generation Meridianite. Her father was born here in 1931 and grew up on the farm her Grandmother and Grandfather owned through 1969. Shelly also grew up on the same farm, starting in the 'small house', and including several years after the farm was sold, in which her family moved into and rented the 'big house'.

Changes Shelly sees most:

Population: 1960 - 2,081: 2014 - 87,743

Creamery: Torn down for new City Hall

Parks: Absolutely awesome!

Downtown: Trying hard to come back

Tour:

Historic Downtown Meridian



January Brown Bag Lunch Event “Foodamentals to Eating Well”

By Carol Nickel

On January 12, 2016, Boise State University’s campus dietician MarLee Harris presented an informative and entertaining workshop on nutrition fundamentals to help attendees keep themselves nourished.

MarLee introduced a “Personal Food Description” worksheet and explained the importance of thinking carefully about food choices. On what to do before you eat, here are some of MarLee’s suggestions:

- Think about what you want your food to do for you. Do you want it to nourish you, taste good, and/or sustain you?
- What is essential and what is preferred with the food you eat? (i.e. tasty, healthy, easy to prepare)
- How will you ensure the food is nourishing to you?
- How does food impact other areas of your life?
- How can you structure your life to allow food to nourish you?

People often think in rigid terms when thinking about their diet. MarLee encouraged her audience to embrace the middle ground. It isn’t necessary to follow a plan perfectly. Choose one eating behavior and focus on it. And use the word “food” more. Food actually does a lot of good things for us.

Coffee with local author Michael Weitz

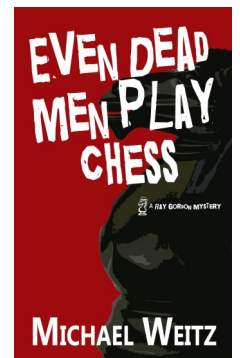


The BSUAOP Employee Book Club met with local author Michael Weitz and his wife Catherine, at Lucky Perk on the corner of Eagle and Overland in Meridian on Saturday, January 23. (Incidentally Lucky Perk is across the street from the location of the IAEOOP annual conference which is happening on April 8 & 9. Look for more information about the conference in this issue.)

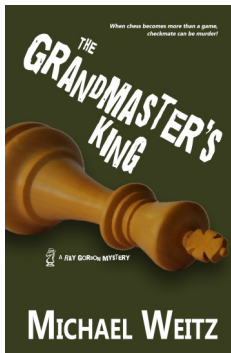
After hearing in October that there were new books out by a local author that just happened to be the husband of our own Catherine Weitz, director of Payroll Services, we couldn't wait to read them. We were not disappointed.

Mr. Weitz was awarded the 2014 Chess Book of the Year (Fiction) by Chess Club Live, and 2nd place in the Mystery category of the 2014 Idaho Author Awards.

The main character in the books, *Even Dead Men Play Chess* and *The Grandmaster's King* is a chess teacher named Ray Gordon. Even though Ray Gordon isn't based on the life of the author (even if the author is an avid chess player) he has experienced some of the events he's written into his stories. Weitz includes chess moves and circumstances that happen in the world of chess in the narrative of his books and he explains the moves well enough that even non-players can understand.



Michael answered many questions from the members of the book club such as "How do you name your characters?" and "Do you create an outline of the story before you start to write it?" Weitz doesn't create an outline of his story but does know how he wants to end and builds the adventure from there. He also tries to choose interesting names that fit the characters and keeps a notebook or his phone handy to jot down events, names and ideas to use in future books or articles.



It was an enjoyable time that we spent and I encourage you to pick up *Even Dead Men Play Chess* and *The Grandmaster's King* next time you are at the local bookstore. Both books are available at the Boise State University library and are also available through Amazon.com in Kindle format. I know that we are all looking forward to book three of the Ray Gordon series, which he is currently editing.

You can visit his webpage at <http://www.michael-weitz.com/>

Some of the other books that the book club has enjoyed are: The Book Thief by Markus Zusak, The Museum of Extraordinary Things by Alice Hoffman, Undaunted Courage: Meriwether Lewis, Thomas Jefferson and the Opening of the American West by Stephen E. Ambrose and several books by Lee Child featuring the character Jack Reacher.

The book club meets once a month on a Thursday from 12:00-1:00pm on the second floor in the Student Union Building. If you are interested in joining us or have book suggestions, please contact Danya Lusk at danyalusk@boisestate.edu for information. Everyone is welcome to join us.



The **annual Holiday Auction** went very well. The live auction part was a change from the past but well received. We had 27 items in the silent auction and we live auctioned 3 signed footballs - 1 by the current team to raise money for CASA/criminal justice student project; 1 by the current team for AOP; and 1 from last year's team that Kimber Shaw donated from her collection.

The Christmas karaoke was great entertainment and BSUAOP earned money for their member-scholarship program.

The Goodwill Fund through the Association of Classified Employees was chosen as the charity this year and we were able to donate \$157.

From the NAEOP Newsletter v.1 iss.2
10 Ways YOU Can “Connect, Join, Thrive”
By Lisa Morehouse, CEOE,
NAEOP Vice President and Membership Chairman

When you attend an association event what steps do you take to connect with others? I ask that question whenever I attend an area or state conference or a local association event. Following are the comments and suggestions members have told me made a difference to them. Keep in mind we are all different and some suggestions will appeal to you and some won't. I challenge you to find three and put them in practice throughout the rest of this school year.

- Ask an office professional at your location if they are planning to attend the upcoming association meeting, event or conference? Ask if they'd like to attend with you or connect once you are there and stay in touch throughout the event.
- Greet someone you don't know with a smile, a handshake and introduce yourself.
- NEVER allow anyone to sit alone. Introduce yourself and ask if you can join them.
- Arrive early so you have time to visit and meet others.
- When the President asks for volunteers for something that needs to be done or work on a committee, step out of your box and raise your hand. Or, if you're a little hesitant to do that in front of others, go up to the President afterwards and volunteer.
- Be a politician and “work the room,” except, unlike the politician...really care about the members you meet and chat with. Then, follow up with them by email or phone to let them know you enjoyed meeting them. Try to keep the connection going throughout the year.
- When attending functions, silence your cell phone and put it out of sight. Unless you are expecting an urgent or emergency call, eliminate the distraction and concentrate on the event and the people around you.
- If you didn't bring someone new to the event, try to find someone new and introduce yourself. Once you've told a bit about yourself, engage them with questions about what they do, how long they've been at their jobs, how long have they been a member, etc.
- When the event ends, don't rush right out. Offer to help clean up and chat with others a bit longer.

As members, it is our responsibility to help encourage other members to keep coming back. Retaining our membership is equally as important as encouraging new members to join. Your actions to reach out and connect are what make our associations thrive!

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.



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

Want to attend a 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.

The Boise State Association of Office Professionals offers monthly brown bag events featuring guest speakers on a variety of topics from health and well being to professional skills development. Presentations typically run approximately 50 minutes. If you would like to recommend a guest speaker for an upcoming event, please forward the information to carolnickel@boisestate.edu. Type "Brown Bag Speaker Recommendation" in the subject line of your email. Indicate the name of the person you are recommending, the suggested topic for their presentation, and their contact information. Thank you.

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/

—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!

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 the Goodwill Program.



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.





Boise State Staff Appointed to Serve as National Council Chair



Rene' Delaney, administrative assistant for Campus Recreation, has been appointed to be the Higher Education Council Chairperson for the National Association of Educational Office Professionals (NAEOP). Delaney was appointed by Wendy Heslink, the current president-elect of NAEOP. Delaney and Heslink will be installed in their respective positions in July 2016 at the NAEOP annual conference, which will be held in St. Louis, Missouri.

The Higher Education Council is one of six councils in NAEOP. All members who are employed in a higher education institution are members of the council. The council offers opportunities to meet other office personnel at universities and colleges across the country to discuss concerns, goals and ideas and provides feedback and proactive information to the executive board on issues that affect higher education office employees. It also produces a quarterly newsletter and holds a breakfast meeting during the NAEOP annual conference. The chair position of the Council is a member of the NAEOP Board of Directors.

“We are so proud to have Rene’ represent Boise State University, Boise State Association of Office Professionals and Idaho at the national level,” said Danya Lusk, president of Boise State Association of Office Professionals. “Rene’ has been attending NAEOP conferences for the last few years. The professional development and networking she has done during her time at the conferences has been invaluable to the organizations that she serves and has helped her to be recognized as a leader among higher education office professionals in the U.S.”

Delaney started working for Boise State as a live operator on the main switchboard prior to the current automated system and has remained a Boise State employee since 1986. Delaney has worked in a variety of capacities, currently as the administrative assistant for Campus Recreation. She is dedicated to Boise State, to staff and, most importantly, to the students on campus. In addition to serving her colleagues through Boise State University Association of Office Professionals, she has also served on the Association for Classified Employees Senate for many years in a variety of capacities. Delaney is currently the secretary for the Boise State Association of Office Professionals and the president-elect for the Idaho Association of Educational Office Professionals, both of which are affiliated organizations of NAEOP.

For more information about Boise State Association of Office Professionals, visit <http://orgs.boisestate.edu/bsuaop/>, or contact membership chair, Carol Nickel at carolnickel@boisestate.edu. For more information about IAEOP, visit <http://www.idahoacop.org/>. For more information about NAEOP, visit <http://naeop.org/>.

BSUAOP Membership List 2015-2016

(H = Honorary Member)

Karen Baker	Jill Jenkins	Sherepta McLeod
Gaynel Barzee	Gueneth Johnson	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 orgs.boisestate.edu/bsuaop/membership .</p>	Linda Rodgers
Edileni Guerrero		Jamie Sheppard
Valerie Hayes		Emily Sommer
Dori Hulme		Alicia (Li) Sperl
		Allison Wilde
Robert Kustra—H		
Phyllis Carnahan—H	Lois Santillanes—H	Audrey Williams
Connie Charlton—H	Donna Knaple (Amaru)—H	
Jackie Fuller—H	Maudie Garretson—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
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 personnel 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 11, 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 17, 2016	Brown Bag Lunch/Bishop Barnwell – 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 15, 2016	Deadline for IAEOP Conference Scholarship* ^{application}
March 22, 2016	Executive Board Meeting – Noon-1:30 pm—Norco 408A
April 8-9, 2016	IAEOP Conference
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
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* ^{application}
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

JULY 2015 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	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		<p>3 <i>Independence Day Observed—Boise State Closed</i></p> <p>4 <i>Independence Day</i></p>	<p>1 <i>New Year's Day</i></p> <p>11 <i>Classes Start</i></p> <p>12 Tentative Brown Bag</p> <p>18 <i>M.L. King Day/Idaho Human Rights Day</i></p> <p>26 Executive Board Mtg</p>	JANUARY 2016 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	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						
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