

KEYNOTE

Boise State University Association of Office Professionals – BSUAOP

PRESIDENT’S MESSAGE



By Danya Lusk



Spring is here and, boy, is it busy! Spring is one of the busiest time on campus as we celebrate achievements throughout the year, write evaluations, wind down one fiscal year, plan for the next fiscal year, and maintain normal business operations throughout. As a result, Shelly and I are much later than planned in getting this newsletter to each of you.

To me, one of the blessings of spring is the Idaho Association of Educational Office Professionals (IAEOP) conference. The conference gives me two days to walk away from the craziness that occurs at my desk and spend a couple of days on me. I get to network with people on campus that I don’t see that often and people who work in the K-12 schools around the state that I only see once a year at the conference. The workshops and speakers are always thought-provoking and prompt me to reflect on myself, my job and my life.

On Saturday, April 9, our own Rene’ Delaney was installed as the IAEOP president for the 2016-2017 year. Rene’s theme is “Be the change you want to see.” I am so inspired by her theme. As you’ve heard through my messages and my own themes, I have been working to alter my habits to live a healthier, fuller life. Sue Antonich, another of our talented members, created this beautiful artwork for Rene’s theme.

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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

President:

Danya Lusk
426-1687
College of Health Sciences,
Administration
danyalusk@boisestate.edu

President-Elect:

Vacant

Interested in this position?

Contact Danya Lusk
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danyalusk@boisestate.edu

Vice President:

Carol Nickel
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Secretary:

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Campus Recreation
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College of Health Sciences
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Each of us has a butterfly within us - a value, a personality trait, an activity or hobby that we want to incorporate into our lives. Each of our butterflies are unique, but we each have to reflect on what we want to be, much like a caterpillar creates a cocoon to metamorphose into a butterfly.



As I write this, it is the Emotions day of BroncoFit week and it is appropriate to reflect on ourselves. I encourage you to take a little time to do some self-reflection. If you could create your life from scratch, how would you spend your time? What would you do more often? How would people describe you? What kind of world do you live in? To me, the answer to these types of questions helps me define my butterfly and what impact I want to have on the world around me.

Change is hard. It's hard to stay motivated, but I have found that focusing on the positives in the moment help me remain positive - one of the traits of my butterfly. The more I focus on how much I enjoy watching my dog sniff the world and wag her tail on our walks, the more I enjoy taking her out on walks, the more likely I am to take her out on walks.

In the larger context, I want to work at a university that supports healthy students and employees, encourages professional development and university involvement for its employees, and promotes students and employees to change the world. For the most part, Boise State University's administration does do these things.

One of the resources that the university has to accomplish and establish these campus culture traits is this association - Boise State AOP. One of the ways you can help shape the university is through serving on the board of AOP. The board will be seeking nominations for the 2016-2017 academic year in May. All the positions will be open - president, president-elect, vice president, secretary, treasurer, and two member representatives. Please consider running. Help serve the university. Help shape this association and the university. Help support your colleagues in becoming their butterflies.

STANDING COMMITTEES

Website

Twyla Perkins

twylaperkins@boisestate.edu

Scholarships & Awards

Sue Antonich

sueantonich@boisestate.edu

Nominations & Elections

Leslie Black

lblack@boisestate.edu

PSP

Representative

Angela Garcia

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Ways & Means

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lblack@boisestate.edu

Holiday Auction

Vacant

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Shelly Doty

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ACE

Representative

Shelly Marler

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Historian

Anita Lasher

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Auditor

Debbie Porter

debbieporter@boisestate.edu

FOCUS ON MEMBERS!



Audrey Williams Library Assistant II Albertsons Library

I'm originally from Taylorsville, way up in north eastern California. The population according to the 2010 Census is 140. As you might guess, Taylorsville is a small town up in the mountains with lakes, rivers, forests, as well as bears, deer, grey squirrels, and coyotes to name some of the wildlife. It is a beautiful place. My father was born in Taylorsville and at 88 years old still lives there today.

Boise, Idaho was the big city for me. A real change and rather scary at first. I have lived in Boise for over 27 years. I love it here—and it is no longer scary!

I graduated from Boise State University with a Bachelors in American Literature. I liked it so much I graduated again with a Masters in Interdisciplinary Studies/ American Studies.

I really enjoy public service and working at the Alberstons Library in Access Services, where I started out as a work study student in 1990 and was hired as full time staff in 1998.

Thought for the day:

With every person I meet it changes my story—if I let it—if I'm paying attention.

The Danger of a Single Story

Chimamanda Ngozi Adichie

TedGlobal 2009

This is Nollywood

“This is Nollywood’ tells the story of the Nigerian film industry—a revolution enabling Africans with few resources to African stories to African audiences.”

HOLLYWOOD GAME NIGHT

Deans vs Vice Presidents

**Andy Giacomazzi will host our
celebrity teams—**

Deans

and

Vice Presidents

**—while they compete with a
Boise State employee to win the
top prize of a donation to the
employee's preferred charity**

**1 hour of employee release time has been granted by
President Kustra**

**Donations will be accepted throughout the
event to fund the Grand Prize. We will
collect in the usual manner, bring cash. :)**

On-Line Registration: <http://bit.ly/BroncoHGN>

Payment Options:

Credit Card or Electronic Check (ACH) - you will be able to pay from this site.

Pay by Cash: Please register here and take payment to Leslie Black (COHS Office of the Dean MS1800),

PLEASE - Pay in advance; we cannot accept payment at the door.



BOISE STATE UNIVERSITY
ASSOCIATION OF OFFICE PROFESSIONALS

The Annual BSUAOP Bosses Breakfast

Friday, April 29, 2016

SUB Jordan Ballroom

7:30— 9:00AM

**Cost is \$10/person* for the
show and breakfast and
\$3/person* for the show only.**

***Sales tax included, the show only
charge goes to production costs**

**Menu: Breakfast Burrito,
Idaho Potatoes, Fruit, Yogurt,
Coffee & Tea**

**Office Professional of the Year
Rene' Delaney**



2016 IAEOP Conference



**Paper
bouquets
made by
Leslie Black
for Rene'
and Nicole**

**Bouquets
sent to
Rene' and
Nicole after
the
conference**



**Administrator of the Year
Nicole Nimmons**





March Brown Bag Series

Guest Speaker Petya Stoyanova Johnson Moves Audience with Personal Stories in Recognition of International Women's Day

On Tuesday, March 8, 2016, Petya Stoyanova Johnson, a doctoral student at the Boise State College of Education and Educational Specialist for the TRIO Education Talent Search program, presented the lecture “Human Connections, Sisterhood and Solidarity – Our Strength in Stories” to the Boise State AOP and guests. This was the fourth installment of the current Brown Bag series.

Beginning with the following quote from Costa Rican poet Carmen Narangio, “Stories break silence and nourish those who work, feel, and dream,” Petya emphasized the importance of keeping our hearts open and being vulnerable enough to listen to other’s stories in order to break barriers.

Petya took the audience on a personal and emotional journey as she wove together stories from her own experience growing up in Bulgaria during the major political revolution in the late 80’s and early 90’s. She shared how she came from an economically poor upbringing and that her childhood included harvesting fields alongside her father and standing in line at 5 a.m. for bread and oil with her mother after communism fell. One particularly moving story was of how her mother saved money to afford a college education for her by owning just one pair of jeans for the four years during which Petya attended college – a story Petya’s mom shared with her later.

Petya was working for a hotel in New Orleans on August 29, 2005, when Hurricane Katrina struck. She remained at the hotel for several days after the storm and witnessed first-hand what she described as the worst and best of the human condition – including paramedics who worked around major obstacles to save other’s lives and who also felt overwhelmed by their inability to take care of every one of the numerous victims. It was during this time as Petya watched friends abandon all they owned that she says she learned truly what it means to lose everything.

After Katrina battered the Gulf Coast, Petya relocated to Texas and then received a call from her uncle who insisted that she come to live with him at his home in Boise. In the beginning Boise did not “smell like home.” But eventually Petya found “home” in her position with Boise State University’s TRIO Educational Talent Search, assisting under-represented students who share their own stories with her.

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Petya emphasized the critical importance of including “all stories” as part of our collective history. She urged us to remember the obligation to contribute our unique story, and the shared responsibility to never silences someone else’s.

In addition to pursuing her Doctorate degree in Curriculum and Instruction at Boise State’s College of Education, Petya keeps busy working and enjoying time with her very active three year old son. She also enjoys relaxing in the Idaho mountains. More information about the TRIO programs can be found at education.boisestate.edu/trio.

Petya’s recommended readings:

- [Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead](#) by Dr. Brene’ Brown
- [Acts of Meaning](#) by Dr. Jerome Bruner
- [Critical Race Counterstories Along the Chicana/Chicano Educational Pipeline](#) by Dr. Tara Yoso


Scholarships awarded this year include:

- * Angela Garcia for the NAEOP Webinars
- * Shelly Doty, Carol Nickel, Rene’ Delaney, and Emily Sommer for the IAEOP Conference

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- * **We’ll be sending out a PowerPoint soon with pictures from the IAEOP Conference! Keep an eye out!**
-

Did you get a chance to read the March 2016, volum 1, issue 3 of the
NAEOP **Keeping Affiliates Active** Newsletter?

file:///M:/BSUAOP/2015_2016/Keynoter/15-16%20Issue%203%20AffNews.pdf




Ever wonder about the **scholarships for members** that BSUAOP offers? Just so you know, some of your colleagues have applied and received scholarships during this past year.

NAEOP Conference—Angela Garcia

IAEOP Conference—Shelly Doty, Carol Nickel, Rene' Delaney, Emily Sommer

So if you're eligible for a scholarship and are looking for funding, whether a conference, workshop or books, be sure to talk with the scholarship people and apply! Receiving a scholarship may open many doors for you!



Idaho Association of Educational Office Professionals
2016 Conference
April 8-9, 2016

BSUAOP has approved \$250 in funds to purchase a basket to raffle for the fundraiser. The basket will be filled with a myriad of different gift cards to various establishments such as Starbucks, Shari's, Costco, Macy's, and Ihop. The final gift cards decided upon will be a surprise!



BSUAOP Elections Coming Up!

Elections for the Boise State University Association of Office Professionals will be happening shortly after the IAEOP Conference.

Are you interested in being on the board of AOP?

Do you have a desire to serve?

Do you want to connect with colleagues across campus?

Think about running in the upcoming elections?

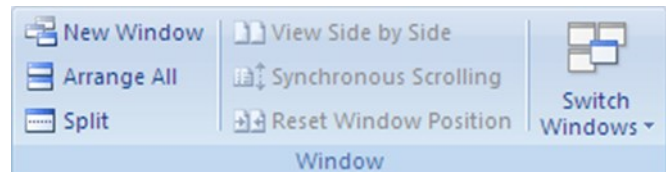
More information will come out through email and the Update soon.

MS Word Functions

Compare documents side by side

For more information about how to compare revisions in a pair of documents, see [Merge comments and changes from several documents into 1 document](#).

1. Open both of the files that you want to compare.
2. On the **View** tab, in the **Window** group, click **View Side by Side**.



NOTES

- To scroll both documents at the same time, click **Synchronous Scrolling** in the **Window** group on the **View** tab.
If you don't see **Synchronous Scrolling**, click **Window** on the **View** tab, and then click **Synchronous Scrolling**.
- To close Side by Side view, click **View Side by Side** in the **Window** group on the **View** tab.
If you don't see **View Side by Side**, click **Window** on the **View** tab, and then click **View Side by Side**.



BSUAOP MEMBER REPRESENTATIVES

Membership Committee Chair

Carol Nickel
426-5961

carolnickel@boisestate.edu

A-K & Emeriti:

Shawnee Karpuleon
447-1091

shawneekarpuleon@boisestate.edu

L-Z:

Emily Sommer
426-2531

Political Science

emilysommer@boisestate.edu

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 country at NAEOP . . . 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 the [NAEOP conference](#).

The deadline to apply for scholarships to attend the IAEOP conference is **May 5, 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).

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.



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	Twyla Perkins
Lisa DeRosier	Peggy Lindley	Lynelle Perry-Kolsky
Shelly Doty	Danya Lusk	Deborah Porter
Maya Duratovic	Judie Mayne	Pete Quijas
Rossitta Fleming	Juli McCoy	Pam Robbins
Angela Garcia	Brittany McEwen	Linda Rodgers
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>	Jamie Sheppard
Edileni Guerrero		Emily Sommer
Valerie Hayes		Alicia (Li) Sperl
Dori Hulme		Allison Wilde
		Audrey Williams
Robert Kustra—H	Lois Santillanes—H	
Phyllis Carnahan—H	Donna Knaple (Amaru)—H	
Connie Charlton—H	Maudie Garretson—H	
Jackie Fuller—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
April 29, 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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