

PRESIDENT'S MESSAGE



By Danya Lusk

Boise State is changing at a rapid rate. As the university grows, we are implementing new systems, policies and processes as quickly as we are admitting new students and launching new schools, programs and centers. Campus literally looks different than it did even 5 years ago.

Many staff are struggling to learn new systems that were launched this summer. From talking to some of these staff, they are overwhelmed with the change and they experience frustration on a daily basis. Doing what should be simple tasks takes them 3-5 times longer than it took them to do the same tasks in the old systems. Unfortunately, high stress levels are contagious and tangible. Even those of us who do not work directly in the new systems, feel the stress from our colleagues who do.

High stress and lots of change makes it difficult for people to volunteer for leadership positions on campus. AOP is recruiting its 2016-2017 officers now. The officers work as a team and we rely on our members to volunteer to share the work in planning our events and keeping the organization alive and relevant. I hope you will consider nominating yourself or a colleague to help shape the future of AOP. Trust me, it seems like more work than it really is and the board meetings offer the opportunity to get to know a variety of people from across campus. We laugh while we conduct business - and laughter is a great stress reliever. To nominate yourself or a colleague, see page 3 for the link to the nominations form.

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SEPTEMBER/OCTOBER 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

2015-2016 BSUAOP OFFICERS

President:

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danyalusk@boisestate.edu

President-Elect:

Vacant
Interested in this position?
Contact Danya Lusk
426-1687
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Vice President:

Vacant
Interested in this position?
Contact Danya Lusk
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Campus Recreation
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Treasurer:

Leslie Black
426-5776
lblack@boisestate.edu

Past President:

Leslie Black
426-5776
College of Health Sciences
lblack@boisestate.edu

Your 2015-2016 AOP board took a break over the summer.

I hope each of you got to take a little break from work as well. Are you ready to take your professional development to the next level and be part of a team of office professionals who make things happen? Please remember that no matter for what position you choose to run there is always a team of professionals and colleagues to help you succeed!

We are now taking nominations for the all of our board officers:

- President
- President-Elect
- Vice President
- Secretary
- Treasurer
- 2 Member Representatives

[Go to the nominations form now and get involved!](#)

If you have any questions about the open positions, you can call Danya Lusk 6-1687 or email danyalusk@boisestate.edu or Leslie Black 6-5776 or lblack@boisestate.edu and we will be happy to discuss it with you. This is your organization and, in order to thrive, it needs new leadership!

Are you needing a few more hours to earn toward your **PSP**?

NAEOP is offering the 2016-2017 webinar series, "Enhancing the Skills of the Educational Office Professional," which will begin on September 22, 2016, with the topic, "Microsoft Excel Tips & Tricks." The cost will be \$125 for the series of six classes.

These six 1-hour long webinars will be offered live at 12:00 PM or 2:00 PM EST. However, if you purchase the series, you will be sent the link to view them at your leisure the day after the live broadcast.

More information on the series which gives participants 6 hours of PSP educational credits and registration form is on the NAEOP web-site under events, or copy and paste this link into your browser:
<https://naeop.org/events/the-well-rounded-educational-office-professional-webinar-series/webinar-registration-form-online.html>

STANDING COMMITTEES

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Continued from page 1—Lusk

A brief description of each open position is on the nominations form. If you have questions, please don't hesitate to reach out to me or to Leslie Black. Our contact info is also on page 3.

Even if you don't think you can volunteer, I hope you will at least take some breaks for laughter and other stress-busting activities. It is vital that you take care of yourself during times of high stress. Remember you cannot run in high gear forever, lest you burn out and then miss out. Put yourself first before taking care of the rest of your world.

The Invisible People - by Michelle Davis

Today in the hall I witnessed a crime.
I saw a man sitting to pass the time.
His hands in his lap with his fingers at steeple.
Watching as so many passed by, busy people.

He looked up often trying to catch someone's eye.
He would shake his head as they just rushed on by.
He opened his mouth to speak a kind word.
They all looked away, his voice left unheard.

As I stood to the side and witnessed his pain.
His effort to connect again and again.
I realized with effort the crime that I saw.
When they looked at him they saw nothing at all.

What is this, I think, how can this be?
That man is sitting in plain sight, can't you see?
How can you pass by, saying nothing at all?
How can you not hear, his voice in the hall?

I suddenly realized the problem you see.
I saw that he wasn't just like, you and me.
I saw his hands clasped and his fingers at steeple.
I realized he was one of the invisible people.

Please open your eyes as you walk in the hall.
Please listen closely to hear the call.
Please slow down and smile when you see their hands steeple.
Please say hello to the invisible people.



Alexis Rowland Receives National Award

Alexis Rowland, business manager for the College of Health Sciences, received the National Association of Educational Office Professionals (NAEOP) Administrator of the Year award during the annual NAEOP conference awards banquet on July 14 in St. Louis, Missouri.



Rowland began at Boise State in the summer of 2007 as the management assistant for the School of Nursing. She previously worked at the University of California Los Angeles for 17 years in various human resources positions including payroll; system support, training and special projects; and academic personnel manager. Rowland earned the Boise State College of Health Sciences Excellence in Staff Service Award in 2010 for her outstanding service to the college. She also received the Idaho Association of Educational Office Professionals Administrator of the Year award in 2015.

Rowland is an advocate for staff, encouraging staff to attend and arranging for financial support for professional development opportunities. She wants her colleagues to excel and she achieves this through inclusion, respect and understanding the value of others - not just what she sees as important, but knowing what is important to her colleagues. She believes that showing support in both word and deed makes everyone better employees, better citizens and better individuals.

One of Rowland's NAEOP award recommendation letters stated that Rowland "is fearless in terms of protecting and standing up for her employees. She will move mountains and make as many changes as needed to obtain equity for her staff. She has great vision and uses her leadership skills to put the pieces in place to realize the change - all the while advocating for her employees."

"The College of Health Sciences has experienced tremendous growth in the past five years which has benefited Boise State students, regional health professionals and the state of Idaho. Many hard working people have been involved with the work that has been necessary to be successful in this endeavor. Alexis Rowland has been critical in this effort," states Tim Dunnagan, dean of the College of Health Sciences. "She does her work with a positive attitude and a wonderful demeanor. Employees such as Alexis are the reason why the College of Health Sciences is successful. She is to be commended for her contributions. We are so proud of her being recognized nationally."

April Brown Bag

by Carol Nickel



The April 12th Brown Bag event received rave reviews from the guests who were entertained and educated by Marc Bechard, Ph.D., Director of the Raptor Research Center at Boise State. The title of the presentation was “What Satellite-tracked Turkey Vultures and Hooded Vultures Have Taught Us about Their Movement in Ecology”.

The Raptor Research Center at Boise State has been involved in research with vultures around the world for 10 years. Studies focus on common vultures like the turkey vulture and their migratory behavior in North America and endangered vultures like hooded vultures in Africa. Dr. Bechard has been one of the leaders of these studies.

Turkey vultures migrate between North and South America annually and with great memory. Hooded vultures are less understood but they also remember their homes away from home. Dr. Bechard shared the results of these studies and how well vultures remember home.

Dr. Bechard has worked at Boise State for 33 years. He is a Distinguished Professor of Biological Sciences. He co-founded the Raptor Research Program at Boise State in 1987 and is currently the Director of the Raptor Research Center at Boise State. He mentored the establishment of the Intermountain Bird Observatory at Boise State and made it possible even though many told him it was impossible. He has worked with birds of prey for 40 years and they inspire him - hawks, eagles, osprey, falcons, and caracaras. He has graduated over 40 Master's degree students, many of whom have gone on to become Ph.D's and work at universities and federal and state agencies. Recently his research has shifted to studying vultures' movement ecology and how people endanger them.

For more information about the Raptor Research Center at Boise State, visit <https://raptorresearchcenter.boisestate.edu/>



Graduate Technical Communication Program Offers Options to Enhance Your Workplace Communication Skills

By Maya Duratovic, Administrative Assistant II, English Department



As professional office staff, we regularly create documents (both print and online), communicate clear and concise instructions, and write a lot of emails. The challenge is to get our readers to notice, understand, and act on our information. Understanding and applying technical communication concepts to your communications can help. If you are interested in improving your communication skills and advancing in your career, taking technical communication classes will help you do just that. Boise State offers a Masters of Arts and Graduate Certificate in Technical Communication. Tech comm skills help you research, design, create, and deliver information clearly and quickly.

The two distinguishing characteristics of the Tech Comm degree and certificate are the practical curriculum and flexible curriculum (both in delivery and your choices). Topics covered range from analyzing your audience and editing text to designing infographics and writing proposals. Such topics are applicable to not only your career but also your personal life. Most classes are held at night and delivered in a hybrid format (i.e., some weeks you meet face-to-face and other weeks you complete online work) so it's easy to hold a day job and take classes at the same time. You also have flexibility in choosing your electives to create a program that meets your academic and career goals.

If you decide to enroll in the program or just try a few courses first, you won't be alone. Several Boise State employees are currently in the program (and several have graduated). Below are two quotes from current students who are also Boise State employees.

"The MATC program is particularly beneficial to me because it covers so many different topics and has really been growing and improving over the past few years. Every semester is an opportunity to learn about new software, tools, and technology. I love that classes are not just about how to write and edit content, but also about how to communicate effectively through other mediums like web and mobile app development and information design."

Rachael Renk, Technical Writer
—MATC program

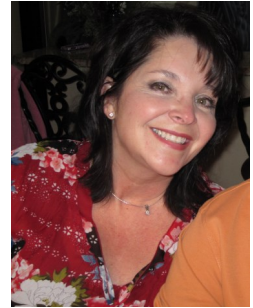
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First Time Attendee—IAEOP Annual Conference

By Anita Lasher



Check in Table, Sue Paseman, Kim Rhoades Debra Nordquist



I attended the 2016 IAEOP conference for the first time in April. From check in to the last tap of the gavel, it proved to be a fun and knowledgeable event that I have been missing out on since joining BSUAOP in 2013. President Black's theme, "Becoming a Master Builder", was a great introduction leading up to the events of the days ahead. The guest speakers certainly demonstrated Master Builder characteristics: those who have the

knowledge and skills to find solutions and convince people to work together and find a way to be part of the solution rather than part of the problem.

The workshops that I attended were very insightful and interesting. I was so excited to learn about what this thing called High Tech Pedagogy was and the information that was presented was so interesting. Dr. Anthony Ellertson, is the founding director of the Games, Interactive Media and Mobile program funded under the college of Innovation and Design at Boise State University. He presented information that I would have never known about had



Dr. Anthony Ellertson

I not taken his workshop. I was also eager to take Ashley Orme's workshops, "Building the Authentic Leader in all of Us" and "Dealing with "that" person (you know who I'm talking about)." I learned so much about others and myself during that workshop. It was informative and we had such a great time laughing at ourselves and what we were discovering about ourselves and others.



Dr. Robert Barr, Keynote Speaker

Dr. Robert Barr's Keynote presentation during the luncheon on Friday eloquently discussed our cultural attitude towards poverty and diversity through his many stories. He discussed the economic trend of people who do not receive education beyond high school and how the number of people in poverty increases dramatically every ten years. We have moved from the agricultural

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and industrial eras into the information era. Information is now the product, not a means of getting the product and the only way to increase one's knowledge is through education. He was funny, inspiring, and was without a doubt one of the most interesting people that I have ever met. He left us with wanting more.

There was much to learn about Nellie McArthur MacPherson, an Idaho pioneer woman, from Linda Winer and Celeste Rush's book "*Deep Stuff*." I can't wait to start reading this little gem which I was able to purchase at the event. All the proceeds of the book will go to the Dry Creek Historical Society (www.drycreekhistory.org). The information the two authors presented was interesting and left me wanting to know more about Nellie, so I purchased the book.

Another fun activity was being able to tour the city of Meridian with Shelly Doty. I have lived in Meridian for the last 6 years and felt that I needed to learn more about the little city in which I reside. Shelly is a born and raised 2nd generation Meridianite and presented us with a walking tour in the historical downtown of Meridian. She had many fun facts about Meridian and several of us that attended were inspired by her knowledge of a fast growing city. I can now pass this information down to others as I take them on a tour of the city when they visit.



Last but not least, the last session of the conference was inspiring and motivating as I was able to capture many moments during the passing of the gavel and closing session with the aid of my camera. I was very touched by the 2016-2017 theme of President Rene' Delaney: "Be the change you want to see." My heart was warmed by attending this conference as there were many inspiring and insightful mo-

ments. I am already looking forward to the next conference and I hope that I can inspire others as I have been inspired during this weekend.

“Be The Change That You Want To See” - IAEOP 2016/2017 Theme

by Rene’ Delaney, president



Butterflies are beautiful, wondrous creatures but before a butterfly can flap its wings, it starts out as something completely different and transforms itself through four stages. First as an egg, then as a caterpillar, next as a pupa in its chrysalis, and finally, it emerges as a butterfly.

Just as the butterfly, our lives go through many changes. Circumstances and how we choose to deal with those circumstances is our metamorphosis. Unlike the butterfly whose changes are set in pre-defined order our choices are not.

Gandhi, the man who inspired human rights movements worldwide all by dramatically living the simple nonviolent life he preached, once said “you must be the change you want to see in this world”. We now see this quote everywhere. But what does “be the change” mean? To be the change means to want, choose and commit your actions to do the right thing.

In order to do something, you have to want it. If you really want something, you’ll endure what it is needed. You will be determined to reach your goal. A change can only happen if you want to see it happen, and change can only occur if you put your effort into it. You can choose to make a change or not. To take action or just sit there. At the end of the day, the choice was and is yours.

Gandhi said “whatever you do will be insignificant, but it is very important that you do it.” I know that each of us makes an impact on those around us every day. We are a group of educational office professionals which by nature of the environment in which we work there are many opportunities to “be the change.” We should do the right thing just because it is the right thing to do. Our decisions need to be made there and then, and we have to commit our actions to create the change we want to see.

“To be the change you want to see” means to notice what is happening around you and take the steps towards constructing the life and world that you imagine. That is what commitment means; a contract with yourself to give all your effort and thought into making the change you want to see happen, take place.

In the next year I am recommitting myself to the objectives of IAEOP.

- to provide professional growth opportunities to Educational Office Professionals in the State of Idaho
- recognize educational office professionals as members of the educational team
- elevate the standards of office personnel education in the state of Idaho

Won’t you join me to be the change we want to see in IAEOP? We can make this journey together.

“The Technical Communication program at Boise State University has been one of the best professional development experiences of my career. The faculty are very supportive of practical applications and during my time in the program I've conducted research, developed style guides, and created resources that immediately benefited my work team. Working full time and taking graduate classes at night was challenging, but my supervisors and colleagues were also very supportive of my efforts making the choice to pursue this program at Boise State even more valuable.”

Carolyn Quintero, Student Services Coordinator, Boise State eCampus Center
—MATC program

Applying for the MA degree program is straightforward; all you need to do is submit a current resume, transcripts, write a 1,000 word statement on why you would like to enter the MA program and send three letters of recommendation. There is no GRE/GMAT requirement. You can find more information about the graduate Technical Communication program at <https://english.boisestate.edu/techcomm/graduate-program/>. If you have questions about submitting your application materials, please contact me at mayaduratovic@boisestate.edu. If you have questions about the tech comm program, please contact Dr. Roger Munger, Director of Technical Communication, at rmunger@boisestate.edu.

2016-2017 IAEOP Board Members

President.....	Rene' Delaney, Boise State University
President Elect.....	Debra Nordquist, Meridian Elementary School
Vice President.....	Angela Garcia, Boise State University
Treasurer.....	Kim Rhoades, West Ada School District
Secretary.....	Li Sperl, Boise State University
Immediate Past President.....	Leslie Black, Boise State University
Area (Member) Representatives.....	Kathy Morris, Cassia County School District
Susan Belliston, Burley High School
Shirley Hanes, Jerome School District
Anne Martin, Cassia High School
Carol Arpke (CEOE), Bonneville School District

NAEOP Conference Reviews

By Angela Garcia, Boise State University, Community & Environmental Health

The 2016 National Association of Educational Office Professionals (NAEOP) Annual Conference was held in St. Louis, MO. The venue was the St. Louis Union Station Hotel, a renovated historic train station in the heart of downtown St. Louis. The site was spacious and I got my exercise each day getting to my sessions. It was a fun venue.



Highlights that showcased Idaho included:

- Alexis Rowland, Business Manager, College of Health Sciences at Boise State University was recognized as the NAEOP Administrator of the Year. Following this announcement, Alexis gave a personal speech about the people who encouraged leadership in her life from a young age and through the years. It was a real pleasure to meet and visit with Alexis's son, Brian Kirby, who was seated at the Idaho table. Brian serves in the military and drove several hours from the Air Force Base to celebrate this special occasion.
- The BSUAOP Keynoter placed first in the local association newsletter category of less than 100 members. Congratulations to editor, Shelly Doty!
- On Saturday evening at the Awards Banquet, Idaho had two members on the stage being inducted:
 - **Susan Belliston**, from Burley High School, was inducted as NAEOP Vice President.
 - **Rene' Delaney**, from Boise State University, was inducted as Higher Education Council Chairman. We are so proud of both of you.



By Debra Nordquist, Meridian Elementary & IAEOP President Elect

It is amazing how inspired and renewed I feel by attending this year's NAEOP Conference held in St. Louis. At first it seemed a little daunting. I had signed up for two days of Institute; highly impactful and full days of training.

I went in thinking, "what in the world am I getting myself into." I didn't want to work. I wanted to relax. I soon found out that my worries were unfounded. My courses were enlightening and **fun**. I have benefited by bringing back knowledge that I am now using in my workplace.



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I sharpened up my skills working with Microsoft programs and embraced Google Apps for Education (an awesome and powerful office solution that I look forward to using – best of all, it is free!)

The Institutes were so enjoyable that I signed up for three Briefings after my initial courses were over. These were short 1.5 hour sessions that are loaded with information. The topics I chose were Parliamentary Procedures (an insight on how to properly conduct meetings); The Proof Is in the Reading (polishing proof reading and punctuation skills); and The 3 R's of Crisis... Readiness, Response, Recovery (dealing with crisis on campus and the aftermath).

It was especially exciting to see Rene' Delaney installed as the Higher Education Council Chairperson and Alexis Rowland honored as the National Administrator of the Year.

The renewing of friendships and the networking at a conference like this has been invaluable. I want to thank Angela Garcia for being such a gracious roommate. She has been an inspiration. Her kindness and encouragement has made me feel wonderful. (You can do it Debra. You can do it.)

I highly encourage you to attend a NAEOP Conference. It has given me motivation to "Learn... Inspire...Lead." I am counting down to next year's conference. See you in South Carolina!



Idaho Members at the NAEOP Installation Ceremony.

Seated, left to right: Jim Delaney, Lois Santillanes,
Angela Garcia, Debra Nordquist
Standing, left to right: Rene' Delaney, Susan Belliston



Angela Garcia
carrying the Idaho
State Flag at
NAEOP



Rene' Delaney
Installation Dinner
NAEOP



BSUAOP MEMBER REPRESENTATIVES

**Membership Committee
Chair**
Vacant

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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.



BSUAOP Offers Financial Support

Want to attend a conference or take classes, but not sure you can afford the associated fees? Apply for a scholarship with BSUAOP! As a member of BSUAOP you are eligible to apply for a scholarship for professional development opportunities.

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 aop@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

Karen Baker – Gaynel Barzee – Josettte Bell-Bossard – Leslie Black - Dori Blackmon –
Jane Curtis – Sharla Davison – Rene' Delaney – Lisa DeRosier – Shelly Doty –
Maya Duratovic – Shannon Eddins – Kelley Erickson – Rossitta Fleming – Angela Garcia –
Edileni Guerrero – Valerie Hayes – Dori Hulme – Jill Jenkins – Gueneth Johnson –
Shawnee Karpuleon – Michele Kelly – Frances Knight – Anita Lasher – Grace Lazenby –
Katy Lightfield – Peggy Lindley – Danya Lusk – Judie Mayne – Brittany McEwen –
Sherepta McLeod – Rebecca Morgan – Tina Myers – Carol Nickel – Twyla Perkins –
Lynelle Perry-Kolsky – Deborah Porter – Pete Quijas – Julie Rising – Pam Robbins –
Linda Rodgers – Lois Santillanes – Jamie Sheppard – Emily Sommer – Li Sperl –
Allison Wilde – Audrey Williams – Janette Young

Have you renewed your membership for this
year?

If not, fill out the membership form at
orgs.boisestate.edu/bsuaop/membership.

Or register during the
upcoming Professional
Development Day.

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

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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 2016-2017 Calendar



DATESTO KEEP IN MIND—UPDATED CALENDAR TBA

Idaho Association of Educational Office Professionals Annual Conference
—March/April 2017 (TBA)

Employee Recognition Luncheon—October 17, 2016

Administrative Professionals Day—April 26, 2017

Bosses Breakfast—April/May 2017 (TBA)

**Thanks to everyone who has contributed to the *Keynoter*
newsletter over the past year!**

The Boise State University Association of Office Professional (Boise State AOP) newsletter publication the *Keynoter* has again won **First Place** at the National Association of Educational Office Professionals (NAEOP) competition.

The newsletter placed again in the Raychel Maynard Communication Award for newsletter—local category one (100 members or less) during this year's July national conference.

Way to go!

Check out the NAEOP 2015/2016 volume1, issue 4 newsletter:

[Keeping Affiliates Active](#)

<https://drive.google.com/drive/folders/0Bz99cmwKirhSY0Q4VGdsUlJWdEU>

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