PRESIDENT'S MESSAGE



Can you believe how fast the time is flying by? The campus is as busy as ever and I hope you are finding opportunities to be engaged and involved in our exciting community. Think big: personalize your future, discover your path find ways to be active in our community.

Engagement in the community can help you relieve stress, which is very important for your mental and physical health. Some of these activities may seem silly, but the change of pace, artwork, learning, exercise, all can help your mental and physical health. Mental and physical health are interconnected and true health resides in multiple areas.

Opportunities to engage are abundant on this campus and in this region. Check out what and who are on the quad. Walk along the Greenbelt while watching the geese, ducks, runners, cyclists and dog walkers. You can volunteer alongside students on Service Saturdays. Join an AOP book club. Attend a training through HRS' Learning and Development. Visit the countless galleries on campus. You can even visit the Boise Art Museum for free (just show your Boise State ID) Take your lunch break to visit Zoo Boise to see what the animals are up to or visit the Julia Davis Rose Garden.

Continued on page 2

| In this issue: | | University Health Services / Employees | 9 |
|-----------------------------------|---|--|----|
| President's Message | 1 | I Know Something Good About You | 1(|
| BSUAOP Membership | 4 | BSUAOP Board Meetings | 1 |
| Solving the Only Problem You've | 5 | One Sky International Awareness Event | 1 |
| Ever Had | | AOP Purpose | 1 |
| Luncheon / Annual Holiday Auction | 6 | Membership | 1 |
| Looking Back | 7 | PSP Standards | 1 |
| NAEOP & IAEOP Affiliate Benefits | 8 | Calendar of Events | 1 |

1

C S Prof E E E

 \mathbf{m}

S đ **u** 0

S S Ð

c e

0 f

ation

S 0 C 1

S

Universit

ate

-S Ð S

BSUAOP OFFICERS

President:

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

President-Elect: Vacant Interested in this position? Contact Danya Lusk 426-1687 danyalusk@boisestate.edu

Vice President: Rene' Delaney 426-5641 **Campus Recreation** rdelaney@boisestate.edu

Secretary:

Gay Barzee 426-1843 Educational Talent Search— Upward Bound/COE gbarzee@boisestate.edu

Treasurer:

Vacant Interested in this position? Contact Danya Lusk 426-1687 danyalusk@boisestate.edu

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

It's not who you are that holds you back -

It's who you think you're not.

Continued from page 1

Each day at least one event in the SUB is free and open to the public. Keep your eye on Update for seminars, lectures and graduate defenses that will expand your knowledge about a given topic. Call up one of your friends on campus and ask them to join you in one of these activities.

We had a great turnout for an exciting Professional Development Day in mid-October. More than 50 people turned out for an exciting line-up of workshops, with a variety of topics including fitness, wellness, communication, technology, and opportunities on campus, like working towards a new degree, wellness programs, and AOP. I hope that if you were able to join us for the day, you found the conference as exhilarating and as energizing as I did. Hopefully, you took away some knowledge and some techniques that you can use in your life and you made some new friends while getting caught up with current friends.

Sometimes we do need down time. As much engagement as the campus and surrounding community offers, it also offers assistance for your relaxation needs. Check out a book or e-book from Albertsons library. Don't want heavy reading? Not a problem - visit the Browsing Book section located just across from Starbucks, next to the magazine and newspaper reading racks. The Albertsons Library Curriculum Resource Center on the second floor also has a great selection of children's and young adult books for you or your family as well as videos and audiobooks that you check out. If you know of a book you want to read and can't find it, the library staff can track down a copy for you through Interlibrary Loan. They'll even deliver the book right to your office, though I enjoy the short walk to the library as another way to take a little bit of downtime in the midst of a busy work day. After all, we are allotted two 15-minute breaks to help us function our best each day.

In a few weeks, I hope you'll join us for our exciting, fun-filled Holiday Auction. Richard Klautsch and Andy Giacomozzi continue to support AOP by hosting the auction. It's a wonderful event to start off the holiday season - and an early shopping opportunity while supporting AOP and a designated charity. City Light was chosen as this year's auction charity recipient by the attendees at Professional Development Day. Check out page six for more information.

STANDING COMMITTEES

Website Twyla Perkins twylaperkins@boisestate.edu

Scholarships & Awards Sue Antonich sueantonich@boisestate.edu

> Nominations Leslie Black <u>lblack@boisestate.edu</u>

PSP Representative Lois Santillanes <u>lsanti@cableone.net</u>

Ways & Means Leslie Black <u>lblack@boisestate.edu</u>

Holiday Auction Leslie Black Iblack@boisestate.edu

Keynoter Editor Shelly Doty sdoty@boisestate.edu

ACE Representative Rene' Delaney rdelaney@boisestate.edu

Historian Anita Lasher <u>anitalasher@boisestate.edu</u>

Auditor Guen Johnson gjohnson@boisestate.edu

MIND TOOLS

Check out www.mindtools.com for Leadership and Management skills.

Essential skills for an excellent career

DIDYOU KNOW?

Scholarship funds are obtained through the following resources:

50% of Holiday Auction proceeds

50% of all Ways and Means proceeds

100% of carry over money not used the previous fiscal/academic year.

They are then divided into three categories: 80% will be reserved for IAEOP/NAEOP annual conference attendance.

10% for Boise State University classes.

10% other training courses/workshops offered by private or public training facilities (i.e. SkillPath, Fred Pryor, State of Idaho, etc.).

There are other qualifications and guidelines for use of the scholarship funds. Get involved with BSUAOP and find out how you can learn and grow in your career!



BSUAOP MEMBER REPRESENTATIVES

Membership Committee Chair Carol Nickel

A-L & Emeriti: Carol Nickel 426-5961 Extended Studies—eCampus <u>carolnickel@boisestate.edu</u>

M-Z:

Emily Sommer 426-2531 Political Science/SSPA 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 Membership – What's in it For You? By Carol Nickel

Becoming a member of Boise State's office staff in 2012 was an exciting career accomplishment for me. Being a part of this university is important to me because of the major role it serves not only our local communities, but also the state of Idaho and

beyond. Arriving on campus as a new office employee can be overwhelming. Fortunately, a colleague of mine encouraged me to join the BSUAOP. Over the past year and half I have found the decision to join and become involved in the organization has returned far greater benefits than I could have imagined.

Membership in BSUAOP has given me the opportunity to become acquainted and network with many people that I would not otherwise have an opportunity to meet. Brown bag luncheons with themes specific to the challenges that we encounter have equipped me with new skills to communicate more effectively with management and my peers. The recent Professional Development Day, which offered a variety of workshops, was an event that gave Boise State office staff an opportunity to explore topics such as health, communication, learning strategies and computer productivity.

Members can apply for scholarships offered by BSUAOP. Scholarships are available, but not limited to, BSUAOP Professional Development Day, Idaho Association of Educational Office Professionals (IAEOP) annual conference, National Association of educational Office Professional (NAEOP) annual conference, NAEOP Professional Development Day and workshops provided by other organizations.

The stated purpose of BSUAOP 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." From my experience, I can say that BSUAOP achieves this purpose for the office professionals who have made the decision to become involved in this dynamic organization.

DON'T MISS OUT ON THE CHRISTMAS CARDS EXTRAORDINAIRE STAMPIN' UP! CLASS TAUGHT BY LESLIE BLACK, THURSDAY, 12/11, 5:30-8:30 PM, ROOMTBD. Create

two (2) classy handmade Christmas cards for someone special on your list. Kits will be provided. Cost is \$8 per person + a potluck dish to share. Fee will be collected at event. Must RSVP to Rene Delaney by 12/1/14, rdelaney@boisestate.edu, 426-5641

—KEYNOTER—

INSTANT

NOTIFICATION

Do you want to get instant notification each time the Keynoter is published in <u>Scholar Works</u>? Just follow these quick steps.

- Start at the Scholar-Works page: http:// scholarworks.boisestate.edu developed through Albertsons Library.
- 2. Click on University Documents in the middle of the page.
- Click on Boise State University Association of Office Professionals—Keynoter.
- 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!

Solving the Only Problem You've Ever Had

You know that peaceful feeling when a commercial comes on and

you hit the mute button? Ahhhhhhh. The sound of silence... Now you can use that internal skill to solve the only problem you've (n) ever had.



At Jackie's first coaching session I asked her what her dream was. She said it wouldn't matter **because of all her money problems.** Details followed without any prompting. I recognized her panic. I'd been there.

When she stopped, we focused on the part of her mind that was worried - her "monkey mind." I invited her to be silent for 30 seconds and listen to all the thoughts racing through her mind. When she finished, I asked, "Were you hearing things like, '*This is such a waste* of time!...Why did I even come to work with this woman?...She can't really help me...'?"

She laughed and nodded. I asked her to go into silence one more time, sit outside that chattering "voice" and just observe it for 30 more seconds with the "mute" on, watching it without getting sucked in.

Then I asked, "Who was listening to your monkey mind just now?" She shrugged, so I continued. "The part of you that can listen objectively and unemotionally to your thoughts is YOU. The part that wants to believe you have problems in your past or your future is your monkey mind. The great news is **you can step back anytime** it starts screeching and just observe it swinging through your mind."

"But aren't my money problems **real**?" she asked.

"You've had lots of money issues in the past. Have they all gotten resolved?" She nodded. "So this one will get resolved too, but it will get resolved a lot faster if you **stay conscious** and don't let your monkey rule the day. What you think about grows. You have a situation. You don't have to turn it into a problem."

That week she sold the exercise bike she no longer used, got a roommate, and found a part-time job. The next time I saw her she walked taller and smiled broader. "I watch my monkey a lot these days. He talks a lot. *I just don't buy what he's selling*."

- MK (MK Mueller)

Printed by permission: <u>www.8togreat.com</u>

Do you or your department want to donate a basket to raffle? You have until November 10th to get your donation in. Contact Karen Baker at 447-1099 to schedule pickup.

Festive Holiday Menu: \$13.50Chinese Chicken Salad with a Sesame DressingCashew Beef Stir-FryVegetable Fried RiceSzechuan Green BeansEgg Rolls with assorted dippingAssortment of Rolls with ButterWater - CoffeeAND a Christmas Cookie!Brown Bag (bring Your own) \$2.00AND a Christmas Cookie!AND a Christmas Cookie!

Come join BSU Association of Office Professionals Enjoy the fun & bid on great holiday gifts

> Auctioneers: Richard Klautsch and Andy Giacomazzi

Crafts, themed baskets, hotel stays, event tickets & so much more!

BSUAOP LUNCHEON & ANNUAL HOLIDAY AUCTION FRIDAY, NOVEMBER 14TH JORDAN BALLROOM D

10% of the proceeds will be donated to City Light. Dr. Kustra has graciously approved one hour of release time for this event.

To Register, please click: <u>http://bit.ly/aopauction</u> .

Call or email Leslie Black with questions: 426-5776, lblack@boisestate.edu

6

Looking back....waaay back! By Connie Charlton

It seems incredible that I have been a member of BSUAOP for 33 years! One the one hand, it seems so long ago; on the other, I remember clearly the first meeting I attended: it was 1981. It was held in the College of Applied Technology, now housing CWI programs.

I was so excited for this opportunity to get together with other clerical staff (that's what we were called back then – my title was "Principal Clerk," working in the Library). And honestly, that was my main objective: meeting and getting to know others on campus. The professional development aspect of adding and improving my skills, knowledge and abilities was just more icing on the cake. That first program I attended was on proofreading. I joined up.

Subsequent sessions were on punctuation, grammar, organizing files – all kinds of very useful information, readily applicable to the job. "Teachers" were faculty, staff and/or members of BSUAOP. At that time, we were all using IBM Selectric typewriters! Fast forward to the computer age: our monthly meetings focused on learning programs, short -cuts, and keeping abreast of changes to the way the University did business. We were "going paperless."

And we presented, and still do, Bosses Breakfast every year – always a highlight. The entertainment was put on by the members for their bosses: from the 1980s, I recall a melodrama, a "fashion" show of humorous get-ups, such as a "checked dress" made of canceled checks; in the 1990s, a patriotic theme in which "Boogie Woogie Bugle Boy of Company B" was a big hit; and in 2001, "The Space Odyssey" (BSU's version, of course!). BSUAOP members are not only highly skilled, they are full of talent!

At one point in the 90s, the organization hit a very low point, with membership at the fewest ever, burned out officers and chairpersons, and low morale. We considered disbanding. But with the help of the advisor at that time (Gwen Smith, Director of Training), knowing we did not want to abandon what was dear to us, we rallied, and with renewed strength kept it going and growing again.

BSUAOP has continued to evolve. In my opinion, Professional Development Day was a brilliant idea and has proved to be an excellent program. The annual auction is an anticipated highlight, with revenue going to help members to attend conferences, classes or seminars that further their education and to support a local charity.

Everything that made me join in 1981 is still available to me and others: the opportunity to grow, to network, to learn, to serve, to collaborate, to form friendships and parnterships – and to have fun! It's what BSUAOP is all about – waaay back then, today, and on in to the future.

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 <u>Funding Factory</u> to gather recyclable toner and ink cartridges campus wide.

Collection locations:

Student Union Athletics Taco Bell Arena Children's Center Morrison Center Housing Campus Recreation

What it does:

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



Are there benefits to being an affiliate of NAEOP and IAEOP?

Why yes, there are!

IAEOP Benefits

- Eligible for representation on the IAEOP Advisory Council
- Eligible to request a field service visit from the Field Service Committee
- Eligible to nominate a candidate for IAEOP Education Office Professional of the Year and a candidate for IAEOP Administrator of the Year

Check out the Idaho Association of Educational Office Professionals website at: http://www.idahoaeop.org/

NAEOP Beneftis

- Advisory Council Delegate—Each affiliated association may send a delegate to the annual Advisory Council Meeting
- Field Service Program—Upon request, NAEOP board members will visit affiliated associations to present speeches, workshops, installations, etc.
- ♦ Network and exchange of information
- Nominate candidates for the Marion T. Wood Student Scholarship
- Nominate a candidate for the Olive T. Ritchie Educational Office Professional of the Year
- Nominate a candidate for National Educational Administrator of the Year
- Participate in the Louise Henderson Nelson Awards Program
- Participate in the Rachel Maynard Awards Program for magazines and newsletters
- ♦ Host a NAEOP annual conference
- Develop leadership potential through participation in conferences, institutes, and programs of NAEOP
- Receive the Keeping Affiliates Active Newsletter

Check out the National Association of Educational Office Professionals website at: http://www.naeop.org/

8



University Health Services is excited to expand our offerings to Boise State employees. We aren't just here for flu shots! A wide scope of medical services are available right on campus for ease and convenience, and appointments can be either scheduled or walk-in. All types of insurance can be billed with the exception of Medicare and Medicaid. The health center is located behind Campus Rec in the Norco Building, and is open 8:00am-5:00pm on Monday, Tuesday, Thursday, and Friday, and 10:00am-5:00pm on Wednesdays.

Medical services available to employees include:

- Primary Care
- Urgent Care
- Sports Medicine
- Allergy Shots
- Employee Wellness Screening
- Medical Massage
- Dispensary
- Flu Shots (and other immunizations)

In addition, wellness services are also on campus and available to bronco employees. You may have heard in the President's address that University Health Services has set a goal to become the healthiest campus in America. In order to do that, our employees need to have the opportunity to be just as well as our students.

Wellness services available to employees include:

- Health and Wellness Release Time
- Free Exercise Classes
- Incentive Campaigns/Challenges
- Newsletters
- Nutrition Counseling
- Health Coaching
- Presentations/Workshops
- Miscellaneous Campus Events (Mobile Mammogram)

For questions or more information:

| Healthservices.boisestate.edu | facebook.com/boisestatehealth | (208)426-1459 |
|-------------------------------|-------------------------------|---------------|
|-------------------------------|-------------------------------|---------------|

I Know Something Good About You by Louis C. Shimon

Wouldn't this old world be better If the folks we meet would say -"I know something good about you!" And treat us just that way?

Wouldn't it be fine and dandy If each handclasp, fond and true, Carried with it this assurance -"I know something good about you!"

Wouldn't life be lots more happy If the good that's in us all Were the only thing about us That folks bothered to recall?

Wouldn't life be lots more happy If we praised the good we see? For there's such a lot of goodness In the worst of you and me!

Wouldn't it be nice to practice That fine way of thinking, too? You know something good about me,

Found back issues of the Keynoter have been added to Albertsons Library's ScholarWorks page! Check out our past and see how we got to our future! http://scholarworks.boisestate.edu/bsuaop_newsletter/

BSUAOP Board Meetings...In a Nutshell

by Gay Barzee, Secretary/BSUAOP



If you have ever wondered what happens at board meetings, here is a list of everything you ever wanted to know about BSUAOP Board meetings and elected Board members but were afraid to ask.

Each elected board member has specific duties that are assigned to them for the year.

- President oversees the organization, chooses the theme for the year and plans board meetings
- Past-President Chairs the Holiday Auction and Nomination and Elections committees
- Oresident-Elect Chairs Professional Development Day committee
- Vice-President Chairs monthly program committee and plans monthly membership meetings and trainings
- ♦ Treasurer Oversees all financial matters and prepares a monthly report
- ♦ Secretary Attends monthly meetings and produces minutes
- Member Representatives Invite members to events, answer questions and recruit new members
- Other Committee Chairs Those appointed or volunteer committee chairs that we could not survive without that do various things, like produce newsletters, help members with PSP preparation, process member scholarships, and communicate to the board regarding other important things going on all over campus.

So what happens at a BSUAOP board meeting?

It can vary from meeting to meeting depending on what is going on in the near future, but here is a list of the business we normally discuss each month:

- \Rightarrow Plan and review events
- \Rightarrow Plan meetings
- \Rightarrow Approve expenditures
- \Rightarrow Approve meeting minutes
- \Rightarrow Approve scholarships
- \Rightarrow Discuss fund-raising
- \Rightarrow Discuss elections
- \Rightarrow Discuss membership incentives
- ⇒ Discuss affiliation and activities with (IAEOP) Idaho Association of Educational Office Professionals and (NAEOP) National Association of Educational Office Professionals
- \Rightarrow Have fun networking and getting to know other board members

So, there it is, short and sweet and this is just a fraction of what it is that the board as a whole contributes to this great professional organization. Each board member has a heart of gold that wants to see the organization continue in its success at helping all office professionals on campus who want to be involved. We want our members to be informed, connected, successful, and enjoy their experience at Boise State University.

ONE SKY

INTERNATIONAL AWARENESS EVENT NOV. 10-14, 2014

In an effort to bring international affairs, campus awareness and community involvement together, we created the One Sky International Awareness Event at Boise State University.

This year we will be featuring the documentary "Half the Sky: Turning Oppression into Opportunity for Women Worldwide" and selling handmade goods made by local refugees from Artisans 4 Hope. More details below for a complete list of events.

| Nov. 10 | Nov. 11 | Nov.12 | Nov. 13 | Nov.14 |
|---|--|--|--|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Artisans 4 Hope | Artisans 4 | Artisans 4 | Artisans 4 | Artisans 4 Hope |
| Table | Hope Table | Hope Table | Hope Table | Table |
| Film "Half the Sky" 5:00pm with Discussion <u>Simplot</u> <u>Ballroom</u> | Speaker: Fidel Nshombo 7:00pm <u>Jordan D</u> <u>Ballroom</u> | Women's Center: Bystander Workshop 5:00pm <u>Barnwell</u> | International Student: Film with Q & A 5:00pm <u>Hatch CD</u> | Involvement Booths: Circle of Sister- hood, Women's Center 5:00pm |
| | | <u>Room</u> | <u>Ballroom</u> | Bronco Lounge |



This event is sponsored by the Panhellenic Council, Dept. of Public Policy and Administration, Gender Studies and The Women's Center. For more information on Half the Sky, visit http://ww.halftheskymovement.org/



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 Membership List

| Traci Anderson | Angela Garcia | Peggy Lindley | |
|--------------------|--|----------------------|--|
| Sue Antonich | Maudie Garretson—H | Danya Lusk | |
| Karen Baker | Valerie Hayes | Juli McCoy | |
| Gaynel Barzee | Guen Johnson | Sherepta McLeod | |
| Lori Biss | Shawnee Karpuleon | Carol Nickel | |
| Leslie Black | Donna Knaple (Amaru)—H | Sue Paseman | |
| Phyllis Carnahan—H | Lesley Knight | Twyla Perkins | |
| Anita Castello | Robert Kustra—H | Lynelle Perry-Kolsky | |
| Connie Charlton—H | Elaine Lambrou | Mandi Pierce | |
| Michelle Davis | Anita Lasher | Pete Quijas | |
| Rene' Delaney | Did you renew your mem- | Lois Santillanes—H | |
| Shelly Doty | bership when you registered for Professional Develop- | Jamie Sheppard | |
| Coleen Dudley | ment Day? If not, fill out the member- | Emily Sommer | |
| Rossitta Fleming | ship form at orgs.boisestate.edu/bsuaop/ | Alicia (Li) Sperl | |
| Jackie Fuller—H | membership . | Judy Wayne | |

H = Honorary Member

Professional Standards Program

PSP ENDORSEMENTS

The PSP Program is endorsed by: *The American Association of School Administrators *The American Association for Public Continuing and Adult Education *The Association of School Business Officials *The National Association of Elementary School Principals *The National Association of Secondary School Principals

The underlying concepts of the Program are endorsed by: *The National Business Education Association *The National School Boards Association

For questions contact the PSP Chair: Lois Santillanas, 409-1696, <u>lsanti@q.com</u>



To find out even more check out the NAEOP website:

<u>http://</u> www.naeop.org/2012-07-07-00-03-11/ professional-standardsprogram.html **The Professional Standards** Program (PSP) is a voluntary program established by the National Association of Education Office Professionals (NAEOP) to encourage education office professionals to grow professionally. The privilege of participation will be open to active and retired members only.

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

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

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

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

* Keep track of all training your receive either on or off campus (<u>Training Record</u> <u>Template</u>)

* Get a copy of your unofficial transcript to check your education credits

* Make copies of all certificates of training (make sure you get a certificate at each training you attend)

* Keep track of all your membership/volunteer work in BSUAOP, IAEOP, and NAEOP (10 points are needed for PSP applicants)

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

For complete requirements, request a PSP book from NAEOP, PO Box 12619, Wichita, KS, 67277-2619 or go to the <u>pspbook</u> from the Boise State AOP website.

Boise State University Association of Office Professionals 2014-2015 Calendar

| August 26, 2014 | Executive Board Meeting – Noon-1:00 pm |
|--------------------|--|
| September 8, 2014 | Installation - Noon-1:00 pm - Norco 408A |
| September 23, 2014 | Executive Board Meeting – Noon-1:00 pm |
| October 14, 2014 | Professional Development Day - 8:30am-4:30 pm |
| October 28, 2014 | Executive Board Meeting – Noon-1:00 pm |
| November 14, 2014 | Holiday Auction - 11:30 am - 1:00 pm |
| November 25, 2014 | Executive Board Meeting – Noon-1:00 pm |
| December 11, 2014 | Card Making Extraordinaire - 5:30-8:30 pm |
| December 16, 2014 | Executive Board Meeting – Noon-1:00 pm |
| January 13, 2015 | Tentative Date for Brown Bag Luncheon |
| January 27, 2015 | Executive Board Meeting – Noon-1:00 pm |
| February 10, 2015 | Tentative Date for Brown Bag Luncheon |
| February 24, 2015 | Executive Board Meeting – Noon-1:00 pm |
| March 10, 2015 | Tentative Date for Brown Bag Luncheon |
| March 13, 2015 | Deadline for Boise State AOP Award Nominations |
| March 20, 2015 | Deadline for IAEOP Conference Scholarship* |
| March 24, 2015 | Executive Board Meeting – Noon-1:00 pm |
| April 7, 2015 | Tentative Date for Brown Bag Luncheon |
| April 24-25, 2015 | IAEOP Conference – Riverside Hotel, Boise, ID |
| April 28, 2015 | Executive Board Meeting – Noon-1:00 pm |
| May 5, 2015 | Bosses Breakfast - 7:30-9:00 am |
| May 22, 2015 | Deadline for NAEOP Conference Scholarship |
| May 26, 2015 | Executive Board Meeting – Noon-1:00 pm |
| | |

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

Boise State University Association of Office Professionals

2014-2015 Calendar

| July 2014 | | | | | | | |
|-----------|----|----|----|----|----|----|--|
| Sυ | Μ | Τu | W | Th | F | S | |
| | | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | |

| | August 2014 | | | | | | | |
|----|-------------|----|----|----|----|----|--|--|
| Sυ | Μ | Τu | w | Th | F | S | | |
| | | | | | 1 | 2 | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| 31 | | | | | | | | |

| September 2014 | | | | | | | | | |
|----------------|----|----|----|----|----|----|--|--|--|
| Su | Μ | Τu | w | Th | F | S | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | |
| 28 | 29 | 30 | | | | | | | |
| | | | | | | | | | |

| | October 2014 | | | | | | | |
|----|--------------|----|----|----|----|----|--|--|
| Sυ | Μ | Τu | W | Th | F | S | | |
| | | | 1 | 2 | 3 | 4 | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | | |

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

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

| January 2015 | | | | | | | |
|--------------|----|----|----|----|----|----|--|
| Sυ | Μ | Tu | w | Th | F | S | |
| | | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | | |

| | February 2015 | | | | | | | | |
|---|---------------|----|----|----|----|----|----|--|--|
| S | U | Μ | Tu | W | Th | F | S | | |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | | |
| 8 | | 9 | 10 | 11 | 12 | 13 | 14 | | |
| 1 | 5 | 16 | 17 | 18 | 19 | 20 | 21 | | |
| 2 | 2 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| | | | | | | | | | |
| | | | | | | | | | |

| March 2015 | | | | | | | | | |
|------------|----|----|----|----|----|----|--|--|--|
| Su | Μ | Tu | W | Th | F | S | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | |
| 29 | 30 | 31 | | | | | | | |
| | | | | | | | | | |

| | | Ар | oril 20 | 015 | | |
|----|----|----|---------|-----|----|----|
| Su | Μ | Tu | w | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | |

| May 2015 | | | | | | | |
|----------|----|----|----|----|----|----|--|
| Su | Μ | Τυ | W | Th | F | S | |
| | | | | | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | |

| June 2015 | | | | | | | | | |
|-----------|-------------|----|----|----|----|----|--|--|--|
| Su | M Tu W Th F | | | | | | | | |
| | 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 | | | | | | | |
| | | | | | | | | | |



Event Dates



Holiday/Boise State University Closed



Executive Board Meeting



Tentative Event Dates



Scholarship/Award Deadline

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