President’s Message—Shelly Doty

I'd like to start this issue by apologizing for the lateness of getting started this year. Many things contributed to the late start but I can assure you the AOP board is off and running! We've had our first board meeting and the minutes will be available soon. The Holiday Auction is in planning, Professional Development Day will be held in the spring and we're looking to move Bosses Breakfast to the fall. Dues for the year need to be paid now. You'll be receiving more information from Danya Lusk, past president or Pam Robbins, our new Membership Chair.

2016/2017 Theme:
You're standing in your own way - step aside.

This statement can have personal meaning for each person. For my daughter it was not getting what she needed done as a teen because of a lack of prioritization for the important things, like schoolwork. For college students it can mean needing to learn to manage their time, know where they want to go and having the ability - and the resources - to make a plan to get there. For staff it can mean not having the skills, knowledge or time. Non-prioritization, uncertainty, confusion, not understanding, time constraints; without addressing these concerns these things can all lead to one standing in their own way.

Continued on page 3
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
For me, standing in my own way relates to all of the above, along with fear. Being uncertain about a responsibility I'm given or not possessing the right skills, confused about the outcome of a project, not understanding what may have been asked of me, and the biggest one of all - being afraid of failure.

In the last few years I've discovered a few things about myself (though my children already knew 😜). I tend to be a perfectionist and I'm a little bit OCD. So when I'm given a new project, task, put on a new committee, whatever I'm asked to do - or volunteer for - I immediately begin subconsciously assessing my skill set to determine if I have the skills already, what I need to learn, how much time that will take, how quickly I can get it done, and on and on. My initial reaction is to jump right in and get as much planned and organized as is possible in a very short amount of time. This method works most of the time, but not always.

For some things I need to slow down and develop a broader plan, similar to writing a paper. First a topic needs to be chosen, information needs to be researched, a thesis statement needs to be written, an outline is established, notes and information need to be organized, a draft begins to expand, information and input revises the understanding and the final plan is put in place.

That's what I'd like to do this year. By stepping aside, by getting out of my own way, I'd like to begin the year with our theme, talk with those who have historic knowledge of AOP, develop a plan for the year with the board, gather the information and organize the year, and with input from all of our members put our plan in place to support the purpose of the Association of Office Professionals:

- The purpose of this Association shall be to elevate the standards and promote professional growth of the office personnel (or those aspiring to be) within the University and to provide for a finer understanding of the relationship between the University and the community in order to promote positive attitudes and to encourage further training in specific skills relevant to each member’s job responsibilities.

Please contact me at any time - I am always happy to have a conversation!
FOCUS ON MEMBERS
By Rob Pangaro—AOP president elect

Hey all, my name is Rob Pangaro and I am this years AOP President Elect and I work in the College of Business and Economics Dean's Office.

I moved to Boise just about a year ago and worked as an Academic Interventionist for the Boise School District before coming on staff at Boise State. Prior to that I worked for a school district in the Tacoma, Washington, area as a Volunteer Coordinator and Community Outreach.

I am a retired US Army Staff Sergeant and originally hail from the great State of New Jersey. I am married with five kids and when I am not at work, or taking classes here on campus, I try to focus all free time on my family.

My undergraduate degree is in Communications with a Minor in Law and Policy from the University of Washington. After both my wife and I graduated and no longer at the beckon call of the military we, for the first time, had a chance to choose our home and after much consideration and deliberation it was decided that Boise would be it.

After being in the area for some time I was afforded the opportunity to come interview with Boise State. From the moment I walked in the door, I knew this is where I wanted to be. The atmosphere, and the people, were so welcoming I could not help but hope to get the position. After getting the call and showing up my first day I knew I had found my new home. Boise State has already done so much for me in the short term that I want to make sure I give back, and that is why I chose to be a member of BSUAOP. I look forward to a great year and many more to follow.
Looking for a way to provide service to the university and your colleagues? We still need several positions filled for this year’s Association of Office Professionals. Please consider donating your time to our organization.

**Positions that still need filled:**

- Historian
- PSA Representative
- Scholarship & Awards chair
- Ways & Means chair
- Bylaws chair
- Handbook chair
- Auditor

**Scheduled Meetings:**

Monday, 2:30-3:30
November 14, 2016
Bergquist Lounge/SUB
December 12, 2016
Fisher Room/SUB

All meetings are open to members. Please join us and feel free to bring your lunch.

**Professional Development Day**

PDD will be coming up in April of 2017. Stay tuned for more information. It is an excellent chance to network, learn new skills and get to new your colleagues.

**Brown Bag Lunches**

We’ll be planning the Brown Bags soon. Let us know if there are topics or presentations you’d love to see.

Contact William Maxson, 426-1212
williammaxson@boisestate.edu
We still need auction items! Please consider getting together with your department to create a basket or donating items on your own.
Contact Danya Lusk, 426-1687, danyalusk@boisestate.edu
INTRODUCING YOUR NEW 2016/2017 BOARD & APPOINTEES

President: Shelly Doty
Member since: 2007/2008, 2012-
Other: Keynoter editor
Department: Albertsons Library
Position: Associate Academic Program Coordinator

Vice president: William Maxson
New member
Other: Programs chair
Department: Public Safety
Position: Technical Records Specialist

President elect: Rob Pangaro
New member
Other: Professional Development Day chair
Department: College of Business and Economics
Position: Management Assistant

Secretary: Lisa DeRosier
Member since: 2015-
Department: COED, Dept. of Literacy, Language & Culture
Position: Administrative Assistant 2
Treasurer: Katy Lightfield  
Member since: 2010/2011, 2015-  
Department: School of Public Service  
Position: Financial Technician

Past president: Danya Lusk  
Member since: 2008-  
Other: chair- Nominations & Elections, Holiday Auction, Website  
Department: College of Health Sciences  
Position: Graphic Design Specialist

Membership chair & representative: Pam Robbins  
Member since: 2014-  
Department: College of Arts & Sciences  
Position: Administrative Assistant 2

Membership representative: Valerie Hays  
Member since: 2013-  
Department: School of Public Service  
Position: Administrative Assistant 2
Membership representative: Michele Kelly  
Member since: 2015-
Department: Registrar’s Office  
Position: Transcript Evaluator, Senior

Membership representative: Ellie Pierce  
New member  
Department: College of Health Sciences  
Position: Academic Advisor

Professional Standards Program (PSP) chair: Angela Garcia  
Member since: 1996-
Department: School of Allied Health Sciences  
Position: Management Assistant

ACE representative: Sherepta McLeod  
Member since: 2012-
Other: ACE president  
Department: School of Nursing  
Position: Administrative Assistant 2

Photographer: Anita Lasher  
Member since: 2013-
Department: Veterans Upward Bound  
Position: Administrative Assistant 2 LSA
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

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 IAEOP and NAEOP conferences.

The deadline to apply for scholarships to attend the conferences will be announced at a later date. Please watch for emails. 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 Shelly Doty, BSUAOP President, Albertsons Library, MS 1430. If you have any questions, please contact Shelly Doty, 426-3559 (sdoty@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 williammaxson@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/
Keynoter: http://scholarworks.boisestate.edu/bsuaop_newsletter/

http://orgs.boisestate.edu/bsuaop/
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.
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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Karen Baker</td>
<td>Jill Jenkins</td>
<td>Sherepta McLeod</td>
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<td>Gaynel Barzee</td>
<td>Gueneth Johnson</td>
<td>Rebecca Morgan</td>
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<td>Leslie Black</td>
<td>Shawnee Karpuleon</td>
<td>Tina Myers</td>
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<td>Jane Curtis</td>
<td>Anita Lasher</td>
<td>Carol Nickel</td>
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<td>Rene’ Delaney</td>
<td>Katy Lightfield</td>
<td>Twyla Perkins</td>
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<td>Lisa DeRosier</td>
<td>Peggy Lindley</td>
<td>Lynelle Perry-Kolsky</td>
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<td>Shelly Doty</td>
<td>Danya Lusk</td>
<td>Deborah Porter</td>
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<td>Maya Duratovic</td>
<td>Judie Mayne</td>
<td>Pete Quijas</td>
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<td>Rossitta Fleming</td>
<td>Juli McCoy</td>
<td>Pam Robbins</td>
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<td>Angela Garcia</td>
<td>Brittany McEwen</td>
<td>Linda Rodgers</td>
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<td>Gina Giddens</td>
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<td>Jamie Sheppard</td>
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<td>Edileni Guerrero</td>
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<td>Emily Sommer</td>
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<td>Valerie Hayes</td>
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<td>Alicia (Li) Sperl</td>
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<td>Dori Hulme</td>
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<td>Allison Wilde</td>
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<td>Robert Kustra—H</td>
<td>Phyllis Carnahan—H</td>
<td>Lois Santillanes—H</td>
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<td>Connie Charlton—H</td>
<td>Donna Knaple (Amaru)—H</td>
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<td>Jackie Fuller—H</td>
<td>Maudie Garretson—H</td>
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**Did you renew your membership?**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 14, 2016</td>
<td>Executive Board Meeting—2:30-3:30—Bergquist Lounge/SUB</td>
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<tr>
<td>November 18, 2016</td>
<td>Holiday Auction—11:30-1—Simplot Ballroom</td>
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<tr>
<td>December 12, 2016</td>
<td>Executive Board Meeting—2:30-3:30—Fisher Room/SUB</td>
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<tr>
<td>January 9, 2017</td>
<td>Executive Board Meeting – 2:30-3:30—Tentative</td>
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<tr>
<td>February 6, 2017</td>
<td>Executive Board Meeting – 2:30-3:30—Tentative</td>
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<tr>
<td>February 10, 2017</td>
<td>Deadline for IAEOP Conference Scholarship* application</td>
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<tr>
<td>March 3-4, 2017</td>
<td>IAEOP Conference—Coeur d'Alene, Idaho</td>
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<tr>
<td>March 6, 2017</td>
<td>Executive Board Meeting – 2:30-3:30—Tentative</td>
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<tr>
<td>April 3, 2017</td>
<td>Executive Board Meeting – 2:30-3:30—Tentative</td>
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<tr>
<td>April 12, 2017</td>
<td>Deadline for BSUAOP Award Nominations</td>
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<td>April 21, 2017</td>
<td>Professional Development Day—MBEB</td>
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<tr>
<td>May 1, 2017</td>
<td>Executive Board Meeting – 2:30-3:30—Tentative</td>
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<tr>
<td>May 22, 2017</td>
<td>Deadline for NAEOP Conference Scholarship* application</td>
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<tr>
<td>July 12-15, 2017</td>
<td>NAEOP Conference – Greenville, South Carolina</td>
</tr>
<tr>
<td>October 2017</td>
<td>Bosses Breakfast—7:30-9:00am—TBA</td>
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*Application deadline for discounted registration deadline.

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