President’s Message—Shelly Doty

In our last newsletter I talked about standing in your own way because of fear. I’ve recently realized an instance of doing exactly that with my mother.

My mother was put on hospice about eight weeks ago. We knew she wasn’t doing well, and with Dad passing earlier in the summer it was not unexpected. Getting started was somewhat of a relief because at that point we realized we had help in the way of nurses, social workers, doctors, bath aides, and the chaplain. We knew we didn’t have to stress and worry about getting needed medications and that her increasing pain would be better addressed.

What I didn’t realize until the last week or two was that when she became a hospice patient I became afraid she would soon die. I stressed each night after putting her to bed, wondering if she would wake up in the morning. Each day she didn’t eat enough to feed a bird I worried she would waste away to nothing. When we couldn’t grasp what she wanted from us because of worsening speech I was afraid it would be the last time I would get to talk to her and the experience would be one of frustration.
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 has its own email: AOP@boisestate.edu
The holidays were stressful thinking these would be the last ones we would get to spend with her and wondering how we can make them special for her and for the entire family.

It’s slowly began to dawn on me that indeed, I am, standing in my own way. Because of fear, because of the fear of loss, because of the fear of failing to keep her alive.

With that realization has come a bit of understanding of myself. Why am I letting myself feel this fear and be afraid of the inevitable? Why is my mindset dictating my actions and stress level?

Inevitable? Yes, there’s no doubt. Today? Probably not. Probably not tomorrow either. Even with pain, even with meager meals, even with limited speech. Mom is still here. Mom still needs us as a family. Mom still understands that we care for and love her.

So I find myself adjusting my mindset from fear that she won’t wake up to wondering what I can fix in the morning that she might really enjoy eating. Adjusting from the worry about the pain to using the medication we have been given to help make her as pain-free, or at least as pain-minimum as possible. I think about how to make each day special, not just the holidays that come along.

And I think about letting go. Not just of being able to let go once she does pass, but letting go of the fear, getting out of my own way and making her life quality, regardless of quantity.
ARCHIVING YOUR OFFICE RECORDS

Thank you for working with Special Collections and Archives on archiving your office records. The goal of this program is to preserve the history of Boise State University, by collecting primary sources that document daily, monthly, semester, or yearly activities. With your help, we will ensure future Broncos can trace the development of our university.

**What to archive**

Nobody knows the records of a department better than the people who work in that department. It is difficult for Special Collections and Archives staff to tell you what to archive, however here are some examples:

- meeting minutes
- training manuals
- budgets
- reports
- planning documents
- directories
- newsletters
- marketing material
- organization charts
- photos and video
- PowerPoints

You might also consider an archiving strategy that collects documents that answers these questions:

- What is the mission of your office, and how do you make that mission public?
- How is your office responding to changing trends in your field?

**How to archive**

The **Archive** folder set up on your computers is the location for archiving your documents. We recommend **copying** all your archive documents to this folder, not moving. You do not necessarily need to reorganize your records, or rename anything. We can process unorganized files, but organization always helps. Once you copy your archive documents to the Archive folder, we will monitor this shared location and begin our processing procedures. You will receive a receipt when we have moved your archive files to their permanent location.

**Questions? Contact Jim Duran, 426-3990, jimduran@boisestate.edu**

**CONGRATULATIONS TO…**

**Angela Garcia** > Angela arranged for donation of a 2017-2018 parking pass from Transportation and Parking that brought in the highest bid for our annual Holiday Auction!

**Leslie Black** > Leslie, with huge support from Alexis Rowland and the College of Health Sciences, brought in the most new members for the 2016-2017 AOP year.
WE CAN'T ALWAYS GET THE TRAINING WE NEED TO COMPLETE THE JOBS WE ARE ASKED TO DO. SOMETIMES IT'S JUST NOT IN THE BUDGET. SOMETIMES WE JUST DON'T HAVE THE ABILITY TO TAKE THE TIME DURING OUR DAY TO TAKE A CLASS. THERE ARE A NUMBER OF WAYS THAT EACH OF US CAN IMPROVE OUR OWN SKILLS IN SMALL INCREMENTS.

YOUTUBE: YOUTUBE.COM
- TRY TYPING IN EXCEL, WORD, ACCESS. THERE ARE A NUMBER OF SHORT VIDEOS ON HOW TO DO A RANGE OF THINGS FROM FUNCTIONS AND FORMATTING TO CREATING DATABASES AND TABLES.

IDAHO COMMISSION FOR LIBRARY: LIL1.ORG
- COLLEGE/UNIVERSITY RESOURCES: LEARNING EXPRESS LIBRARY
- MIDLIFE+ ADULTS RESOURCES: LEARNING EXPRESS LIBRARY: POPULAR SOFTWARE TUTORIALS

ALBERTSONS LIBRARY
- CHECK OUT NUMEROUS ONLINE BOOKS ON PUBLISHER, WORD, EXCEL, ACCESS, VARIOUS PROGRAMMING LANGUAGES AND CREATING TUTORIALS AND THE VERY POPULAR “… FOR DUMMIES” BOOKS THAT WALK YOU STEP BY STEP THROUGH A MULTITUDE OF SKILLS

MOOC’S
- HTTPS://WWW.EDX.ORG/
- MANY INSTITUTIONS OFFER MOOC’S INCLUDING HARVARD, STANFORD, BERKELY, YALE AND OTHERS.

Khan Academy: https://www.khanacademy.org/
Microsoft Office: https://support.microsoft.com/en-us
GCFLearnFree.org: http://www.gcflearnfree.org/topics/
Alison: https://alison.com/

Don’t let lack of resources available through your work or the cost stop you from learning what you want to learn. Sometimes all it takes is a bit of research to take you to the next level—and maybe the next promotion!
The Association of Office Professionals (AOP) Invites you to save the date:

**Professional Development Day**

April 21st –all day beginning with breakfast at 8:00am

This year we will be hearing on a plethora of topics to include:

- Leadership Culture in the workplace
- Inclusion & Diversity in the Workplace
- Conflict Management
- How to Retain & Inspire Women at Work and Why It Matters
- Creating a Stress Free Workplace
- KEYNOTE: 2016 TEAM USA PARALYMPIC ARCHER SAM TUCKER

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**SAM TUCKER**

Sammi Tucker is a genuine, straight-from-the-heart, passionate speaker. Her message provokes and engages audiences to step into the best version of themselves. She provides them with the inspiration and the tools to take the next step toward living the life they have always wanted.

Sammi’s charm, warmth and down-to-earth sense of humor have impacted many lives. Her amazing personal transformation after losing her arm in 2010 is a clear testament to the power of mindset and intentionality in tackling obstacles. As proof, she put her own message to the test to rise from novice archer in January 2015 to a history-making Paralympic Archer in September of this year.

"My mission is to show people how to see obstacles as the opportunities they are. To help them get out of their own way and live an unlimited life. To see that they are created for a life of purpose, joy and meaning. I want them to hear my message and know that they are capable of more than what they are currently settling for.”

Sammi honed her communication skills as a civilian and Air Force radio and television broadcaster and Department of the Army public affairs officer. She is a soon-to-be author and now speaks to groups looking for inspiration and transformation in individual and collective growth.

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http://orgs.boisestate.edu/bsuaop/
IAEOP ANNUAL SPRING CONFERENCE
March 3-4, 2017
Best Western Plus
Coeur d’Alene, Idaho

Conference Information: http://www.idahoaeop.org/conference-information.html

Please join IAEOP at their annual conference in Coeur d’Alene this year. The conference is a great way to network with other office professionals and to develop knowledge and skills that will assist in all aspects of the profession.

Workshops for Friday, March 3rd

A: Customer Service in the Educational Office
B: The Phoenix: Rising from the Ashes

Keynote Speaker: Dr. Mary Ann Ranells, West Ada School District superintendent

C: Supporting Gay and Transgender Students
D: Date to Soar: Dream, Believe, Achieve, Celebrate

Workshops for Saturday, March 4th

E: Let’s all be Baggers
F: How to Work in Education and Live to Tell About It

Check out the conference website, listed above, for the complete list of workshops, awards banquet, installation, and the online link to registration.

Do you need help with the cost of attending the conference? Talk with your administrator to see if they will help defray the cost for professional development. Go to the AOP scholarship page and submit an application for a scholarship to help with the cost. The deadline to apply for a scholarship is February 10th. Need to arrange a shared ride? Contact us at aop@boisestate.edu and we’ll see what we can do to help make connections.
ANNUAL HOLIDAY AUCTION RECAP

The Holiday Auction on November 18, 2016 was a tremendous success! Andy Giacomazzi and Cindy Anson did a great job of being our enthusiastic auctioneers. There were lots of laughs, great auction items—both live and silent, and good food.

Auction Stats*:

- $2,888.00 Live Auction Income
- $1,495.06 Silent Auction Income
- $882.90 Lunch Income
- **Total Income From Auction:** $5,265.96
- $1,014.86 Catering Charge
- $243.00 Event Services Charge
- $43.51 Auction Supplies
- $397.03 Donation to the ACE Goodwill Fund
- **Total Revenue for AOP:** $3567.56

*Figures may be subject to change based on updated Treasurer report.
Access the January edition of the Idaho Gem: “The official newsletter, THE IDAHO GEM, is published three times per year and features news of IAEOP and its local affiliates, professional tips, and coming events of state and national interest. THE IDAHO GEM is mailed to each member of IAEOP. You can find the pdf of the September and January issues at the IAEOP website, under Programs and Services.

If you are a member of IAEOP you are now able to individually nominate a person you would like to see be awarded one of these two awards: IAEOP Administrator of the Year and IAEOP Office Professional of the Year.

Think about the people who have had a positive impact on you as a professional such as a co-worker, an administrator, or a fellow IAEOP member. Who do you know who has done something outstanding for the profession, who has inspired you or been a role model, or someone who deserves recognition for their contributions? This is your opportunity to give that deserving person some recognition.

The nomination form and criteria for both of these awards can be accessed at the IAEOP website at this link: http://www.idahoaeop.org/programs-and-services.html. The nomination materials are due by February 5, 2017. If you would like help in completing the nomination materials, contact Angela Garcia, 426-3932, agarcia@boisestate.edu.

Award recipients will be notified on February 10, 2017. Awards will be presented at the Annual Conference Awards Banquet in Coeur d’Alene ID on March 3, 2017.

The AOP board is working on updating the Bylaws and Standing Rules of the organization. We hope to have suggested changes to these documents out to the membership within the next 30 days for comments and suggestions. Please keep an eye out for that information. This is your organization and we want to make it work for us all.
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 a scholarship to IAEOP is February 10th, for NAEOP it is May 5th.

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 AOP at aop@boisestate.edu or Shelly Doty, BSUAOP President, Albertsons Library, MS 1430. If you have any questions, please contact Shelly Doty,

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/
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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To renew your membership fill out the membership form at [orgs.boisestate.edu/bsuaop/membership](http://orgs.boisestate.edu/bsuaop/membership).
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 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 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.

The underlying concepts of the Program are 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

To find out even more check out the NAEOP website:

http://www.naep.org/2012-07-07-00-03-11/professional-standards-program.html

For questions contact
Angela Garcia
426-3929
danyalusk@boisestate.edu

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

http://orgs.boisestate.edu/bsuaop/
Boise State University Association of Office Professionals
2016-2017 Calendar

November 14, 2016  Executive Board Meeting—2:30-3:30—Bergquist Lounge/SUB

November 18, 2016  Holiday Auction—11:30-1—Simplot Ballroom

December 12, 2016  Executive Board Meeting—2:30-3:30—Fisher Room/SUB

January 9, 2017  Executive Board Meeting – 2:30-3:30—Tentative

February 6, 2017  Executive Board Meeting – 2:30-3:30—Tentative

February 10, 2017  Deadline for IAEOP Conference Scholarship* application

March 3-4, 2017  IAEOP Conference—Coeur d'Alene, Idaho

March 6, 2017  Executive Board Meeting – 2:30-3:30—Tentative

April 3, 2017  Executive Board Meeting – 2:30-3:30—Tentative

April 12, 2017  Deadline for BSUAOP Award Nominations

April 21, 2017  Professional Development Day—MBEB

May 1, 2017  Executive Board Meeting – 2:30-3:30—Tentative

May 22, 2017  Deadline for NAEOP Conference Scholarship* application

July 12-15, 2017  NAEOP Conference – Greenville, South Carolina

October 2017  Bosses Breakfast—7:30-9:00am—TBA

*Application deadline for discounted registration deadline.

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

http://orgs.boisestate.edu/bsuaop/