

KEYNOTER

Boise State University Association of Office Professionals – BSUAOP

PRESIDENT’S MESSAGE

President’s Message—Rob Pangaro



Taking the World By Storm...

It has been a crazy couple of months. First off I want to thank everyone that helped to support our AOP Bosses Breakfast. It was such a well-received event and all I have heard are positive comments. It is always a pleasure to be able to have a little fun at the expense of those in charge.

We have the upcoming Holiday Auction which I am sure will bring a plethora of new and interesting baskets that will help us raise funds for AOP and the ACE GoodWill Fund. The ACE GoodWill Fund assists classified employees that meet certain criteria, by supplementing their pay with meal assistance throughout the month.

As I mentioned in my first message this years theme is “Taking the World by Storm.” Over the past few months this has become a way of life for some of us. Some of us have dealt with personal loss, whether by the death of a family member, the loss of a job or financial security, an injury, mental stress, or a wide variety of other things that come at us every day. One of my favorite Rocky quotes is:

Continued on page 3

KEYNOTER—November/December 2017

In this issue:

President’s Message	1	Focus on Members	10
AOP Purpose	2	Christmas Diet	11
AOP Membership	4	NAEOP	12
Holiday Auction	6	Administrator of the Year	13
Bosses Breakfast Recap	7	Membership	16
Bosses Breakfast Photos	8	PSP Standards	17
10 Days of Gratitude	9	Calendar of Events	18



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 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.

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

BSUAOP OFFICERS

President:

Rob Pangaro
426-1388
College of Business and
Economics
robpangaro@boisestate.edu

President-Elect:

Ramona Martin
426-1175
College of Engineering
ramonamartin@boisestate.edu

Vice President:

Lisa DeRosier
426-2862
Dept. of Literacy, Language
and Culture
lisaderosier@boisestate.edu

Secretary:

Michele Kelly
426-3933
Dept. of Respiratory Care
michelekelly@boisestate.edu

Treasurer:

Katy Lightfield
426-2531
Dept. of Public Policy &
Administration
katylightfield@boisestate.edu

Past President:

Shelly Doty
426-3559
Albertsons Library
sdoty@boisestate.edu

Continued from page 1

“Let me tell you something you already know. The world ain't all sunshine and rainbows. It's a very mean and nasty place and I don't care how tough you are it will beat you to your knees and keep you there permanently if you let it. You, me, or nobody is gonna hit as hard as life. But it ain't about how hard ya hit. It's about how hard you can get hit and keep moving forward. How much you can take and keep moving forward. That's how winning is done!”

This is an absolute truth I believe in. Life will throw at us unimaginable curveballs, sometimes more often than we would like, but it is our strong will and determination that will help us all to persevere.

As I have mentioned many times in the past here at Boise State I have met so many diverse people with many different “stories.” It is in those stories I have come to know that many people here on campus have dealt with some level of strife. The other thing I have recognized is that those people have also learned to deal with their own personal problems in different ways to still give their all to our university, and no matter what, our college is still running because of all of you.

In closing I just want to say to all of you that have been hit hard by life, thank you. Thank you for being strong enough to give me a place I love to come to every day. Thank you for reminding me I am not alone in my struggles. It is because of the BSU family I have been adopted by that I still come to work.

Thank you all.



STANDING COMMITTEES

Website

Ramona Martin
ramonamartin@boisestate.edu

Scholarships & Awards

Shelly Doty
sdoty@boisestate.edu

Nominations & Elections

Shelly Doty

PSP Representative VACANT

Program Committee

Lisa DeRosier
lisaderosier@boisestate.edu

Keynoter Editor

Shelly Doty
sdoty@boisestate.edu

ACE Representative

Rob Pangaro
robpangaro@boisestate.edu

PSA Representative

Daniel Gold
danielgold@boisestate.edu

Bosses Breakfast

Michele Kelly
michelekelly@boisestate.edu

Holiday Auction

Ellie Pierce
elliepierce@boisestate.edu

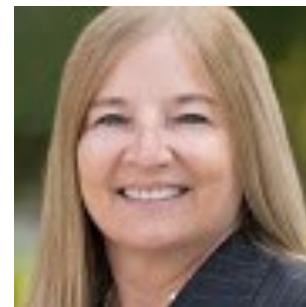
Professional Development Day

Ramona Martin
ramonamartin@boisestate.edu

Photographer VACANT

AOP Membership

by Pam Robbins, Membership Chair



Membership to the Association of Office Professionals is a staple and vital part of our organization. Just a small fee of \$12.00, which is only a dollar a month, supports the activities and growth of AOP, its members and Boise State University.

As our online purpose states, “The goal of Boise State University Association of Office Professionals is to provide professional growth and renewal for all office personnel.” This is true in the many activities AOP sponsors, such as the annual Professional Development Day, Holiday Auction and Bosses’ Breakfast. Because of our members, we are able to support these important events that promote collegiality and fellowship throughout the university.

The 2017-2018 membership totals are 57 paid members and five additional honorary members. Thirty-four areas on campus represent our member population from both classified and professional staff. There are monthly board meetings which are open to all members as well as any interested university associates. The diverse membership across campus allows members to establish important rapport and outreach with colleagues as well as foster positive networking. Volunteering for our major events helps build relationships and promote our Boise State community.

AOP members bring a variety of skillsets and experience to the organization that builds a strong network of information, collaboration and support. And, to that point, we are always looking for additional members. If you or a coworker are interested in joining, we have a prorated membership. Please reach out to me or any AOP member to learn more about our organization and/or join. Together, we build a strong and supportive Boise State community.

Check out the AOP website at:

<https://orgs.boisestate.edu/bsuaop/>

**BSUAOP
MEMBER
REPRESENTATIVES**

**Membership Committee
Chair**

Pam Robbins
426-4281
pamrobbins@boisestate.edu

A-F & Emeriti:

Valerie Hayes
2016/2018
426-2530
Dept. of Public Policy &
Adminsitration
valeriehayes@boisestate.edu

G-L:

Shannon Eddins
2017/2019
426-4040
School of Social Work
shannoneddins@boisestate.edu

M-R:

Ellie Pierce
2017/2019
426-1675
College of Health Sciences
elliepierce@boisestate.edu

S-Z:

Pam Robbins
2016/2018
426-4281
College of Arts and
Sciences
pamrobbins@boisestate.edu

*Do you have an article or information from another source that you'd like reprinted in the Keynoter?
Awesome!*

Because of copyright laws I need permission from the original source to republish most things. If you would like to get permission, or on the site is permission to republish or reuse the content, send that information along with your suggestion for content. You can also provide me with contact information when sending the content and I'll do my best to contact the original source. Unfortunately, without permission I cannot legally republish or reuse content.



Hello everyone! We are wanting to get back to offering lunch time learning and entertainment through our "**Brown Bags**".

If you have any ideas for things you'd like to learn more about or someone that is willing to entertain us, we'd be happy to coordinate. Email **Lisa DeRosier**, lisderosier@boisestate.edu, or call, 426-2862.

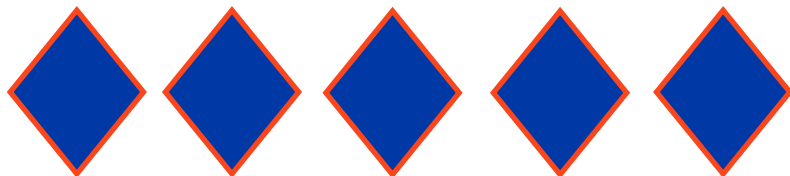
In **January**, the Albertson's Library will host the first in the series on what the library can do for employees. We will get out the info in the Update and in an email to our membership when details are locked in.



Memberships and Certifications

Are you a member of IAEOP, NAEOP or do you have your PSP or CEOE? We would like to know so that we are able to track members affiliations, certifications and assist Boise State AOP in being an active affiliate of these organizations and mentoring programs.

Please email Pam Robbins, pamrobbins@boisestate.edu, or give her a call at 426-4281. Let her know and she'll take care of documentation.



GIFTS FROM THE HEART

Holiday Auction

11:30 a.m.—1:00 p.m.

Simplot Ballroom

November 17, 2017

With guest auctioneers,
Dr. Andrew Giacomazzi, Director Cindy Anson, and Dr. Richard Klautsch

*90% of proceeds benefit Boise State AOP and
10% of proceeds benefit The Goodwill Fund*

Pasta Trio Lunch for \$13 (includes sales tax)*

*Bring Your Own Brown Bag Lunch for \$5
(includes sales tax, drink and dessert)*

Register Online by November 13

<http://bit.ly/2yDcneO>

*The President's Office has granted
one hour of release time for
employees to attend with
supervisor approval.*

**after November 13th, price is \$15 for lunch or \$7 for brown bag*

Bosses Breakfast 2017 **by Michele Kelly**



The 2017 Bosses Breakfast was a great success! Over 280 people from across campus registered for the event that took place on Friday, October 13, 2017. Some might say it's an unlucky day—Friday, the 13th—but for this event our luck was excellent! Not only was the entertainment top notch (as befitting our host and contestants) everyone enjoyed the build your own breakfast!

A rematch of the 2016 competition, Hollywood Game Night 2.0: Deans versus VPs, provided exciting and hilarious entertainment. Once again Andy Giacamazzi was our ever enthusiastic gameshow host.

Kelly Arispe, assistant professor, World Languages, made a guest appearance.

Celebrity contestants for the Deans' team included:

- Dian Schooley Pettis, associate dean, College of Business and Economics
- Corey Cook, dean, School of Public Service
- Rich Osguthorpe, dean, College of Education
- Tim Dunnagan, dean, College of Health Sciences
- Mark Wheeler, dean, Division of Extended Studies

Celebrity contestants for the VPs' team included:

- Leslie Webb, vice president, Student Affairs
- Mark Hiel, vice president, Finance and Administration
- Laura Simic, vice president, University Advancement
- Greg Hahn, associate vice president, Office of Communication & Marketing
- Max Davis-Johnson, associate vice president, Office of Information Technology

Highlights of the event included Corey Cook's Gangnam Style dance and the apparent mental telepathy between Laura Simic and Leslie Webb. Generous audience members allowed AOP to donate over \$200 each to the Women's and Children's Alliance and the Horse Bit Food Pantry.

In the end the competition ended in a tie. Which is great news because that leaves open the possibility of Hollywood Game Night 3.0!



AOP president, Rob Pangaro, presented the Association of Office Professionals 2017/2018 Administrator of the Year Award to Joelle Powers, associate dean for the College of Health Sciences.



The Teams:

(L) Deans: Corey Cook, Mark Wheeler, Richard Osguthorpe, Diane Schooley-Pettis, Tim Dunnagan

(Standing): Andy Giacomazzi

(R) VPs: Leslie Webb, Laura Simic, Max Davis-Johnson, Mark Heil, Greg Hahn



4-Letter Words—Blindfolded contestants were each given a letter and a clue and had to unscramble the letters to spell the 4-letter word



Show me the Music— Tim has noise cancelling headphones trying to figure out Mark and Diane’s acting out of the song “Who let the dogs out”.



10 DAYS OF GRATITUDE

Starting Nov. 1, BroncoFit is hosting the 10 Days of Gratitude. By joining the program, you'll receive a daily email with information, gratitude templates and details of events occurring throughout the 10 days. With the holidays approaching, BroncoFit encourages you to explore how expressing gratitude can enhance your daily life all year-round.

For more information and to sign up, please visit the Health Service website.

<https://healthservices.boisestate.edu/wellness/wellness-employee/gratitude/>





**FOCUS ON MEMBERS:
Rita Nuxoll
Albertsons Library**

Hi, I'm Rita Nuxoll, Library Assistant at Albertsons Library and proud BSU alumni and fan. I received my Bachelor of Science in Mathematics here at Boise State in 1987 and have worked at the Library for the last 27 years. During my time here I've been involved with the Association of Classified Employees but am new to BSUAOP.

I grew up on a family farm in a small town in north central Idaho called Greencreek. We grew wheat and barley, raised cows, pigs, sheep, and chickens, and had a huge vegetable garden so I was truly a country girl. We were in the heart of University of Idaho territory which is part of the reason I came to Boise State and I have loved it here so much that I stayed. Guess I'm a city girl now. My favorite things to do for fun include going to Boise State football and men's and women's basketball games (season ticket holder for all). I also bowl on a women's league in Meridian.

I've worked at a horse racing track and a construction firm before truly finding my home at Boise State. I am a strong supporter of education and believe there is not much better we can do with our lives than help people continue to learn and grow. I love working here and I'm looking forward to getting to know more people around campus who share my enthusiasm for education.

**84th Annual NAEOP Conference
July 16-20, 2018
Minneapolis, Minnesota
DoubleTree by Hilton
Bloomington Minneapolis South
7800 Normandale Blvd.**

Scholarship applications are due by April
15, 2018.

**Annual IAEOP Conference
April 13-14, 2018
Idaho
City TBD**

Scholarship applications are due by
February 1, 2018.

Christmas Diet

1. Avoid carrot sticks. Anyone who puts carrots on a holiday buffet table knows nothing of the Christmas spirit. In fact, if you see carrots, leave immediately. Go next door, where there are rum balls.
2. Drink as much eggnog as you can, and quickly. Like fine single-malt Scotch, it's rare. In fact, it's even rarer than single-malt scotch. You can't find it any other time of year but now. So drink up! Who cares that it has 10,000 calories in every sip? It's not as if you're going to turn into an eggnog-aholic or something. It's a treat. Enjoy. Have one for me. Have two. It's later than you think. It's Christmas!
3. If something comes with gravy, use it. That's the whole point of gravy. Gravy does not stand alone. Pour it on. Make a volcano out of your mashed potatoes. Fill it with gravy. Eat the volcano. Repeat.
4. As for mashed potatoes, always ask if they're made with skim milk or whole milk. If it's skim, pass. Why bother? It's like buying a sports car with an automatic transmission.
5. Do not have a snack before going to a party in an effort to control your eating. The whole point of going to a Christmas party is to eat other people's food free and lots of it. Hello?
6. Under no circumstances should you exercise between now and New Year's. You can do that in January when you have nothing else to do. This is the time for long naps, which you'll need after circling the buffet table while carrying a 10-pound plate of food and that vat of eggnog.
7. If you come across something really good at a buffet table, like frosted Christmas Cookies in the shape and size of Santa, position yourself near them and don't budge. Have as many as you can before becoming the center of attention. They're like a beautiful pair of shoes. If you leave them behind, you're never going to see them again.
8. Same for pies. Apple. Pumpkin. Mincemeat. Have a slice of each. Or, if you don't like mincemeat, have two apples and one pumpkin. Always have three. When else do you get to have more than one dessert? Labor Day?
9. Did someone mention fruitcake? Granted, it's loaded with the mandatory celebratory calories, but avoid it at all cost. I mean, have some standards.
10. One final tip: If you don't feel terrible when you leave the party or get up from the table, you haven't been paying attention. Reread tips; start over, but hurry, January is just around the Corner.



National Association of Educational Office Professionals **Accept the Challenge – Become the Difference**

When you accept the challenge and join **NAEOP**, the National Association of Educational Office Professionals, you are joining a national association dedicated exclusively to the educational office professional. NAEOP members are actively working in educational offices across the nation. There are also many state and local affiliated associations. Becoming a member of NAEOP can open the door for you to experience many professional development opportunities:

- Conferences (State, Area, and National)
- Educational Institutes and Workshops
- Improved Leadership and Technology Skills
- Webinars
- Online Member Resources

NAEOP offers opportunities for recognition and certification:

- Educational Office Professional of the Year
- Educational Administrator of the Year
- Affiliate Recognition for newsletter and website publications
- Scholarship opportunities for members, member dependents, and students
- National Certification (Professional Standards Program)

Networking opportunities abound when you join NAEOP:

- Through the NAEOP website (www.naeop.org)
- Specific council meetings at the Annual Conference
(where members network, exchange ideas and share common concerns/goals)
- Through Quarterly issues of the Association's Magazine (NES Connector)
- NAEOP Social Media Sites (Facebook, LinkedIn, Pinterest, Twitter)

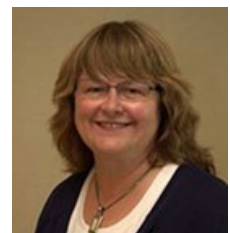
Other Membership Benefits:

- Term Life Insurance
- Member Discounts

The mission of NAEOP is to provide professional growth opportunities, leadership, and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements, and fellowship.

I invite you to accept the challenge to join us and learn how you can become the difference!

Debbie Hendricks, CEOE
Higher Education Council Chairman 2017-18





Joelle Powers
2017/2018 Boise State University
Association of Office Professionals
Administrator of the Year

Joelle Powers, associate dean for the College of Health Sciences, was recently awarded the 2017-2018 Boise State University Association of Office Professionals Administrator of the Year Award.

Powers was recognized for her contributions in the Dean's Office and in Social Work education research for numerous Boise State Social Work programs. Powers was nominated by Ellie Pierce, academic advisor for the College of Health Sciences, who has worked with Powers since 2012 in the School of Social Work. Pierce was eager to nominate such an "extraordinary person whose knowledge, emotional intelligence and personality contribute in equal parts to make working with her both a pleasure and an honor."

"I feel Dr. Powers' qualifications truly exceed what is required of this award. But it's not just the "written" qualifications that she meets; Dr. Powers' passion, sincerity and old fashion "gumption" is what makes her the standout candidate for this award. Her support and respect for staff, not only in the dean's office but across the College, I don't think can be matched by any other administrator. She cares; truly cares; by words, actions and deeds." said Alexis Rowland, senior business manager for the College of Health Sciences.

Shannon Eddins, administrative assistant for the online MSW program for the School of Social Work also added, "I have never had a moment's hesitation in going to Dr. Powers with a question or request, and she never fails to help me resolve whatever may be going on."

Article by
Danya Lusk



Boise State Association of Office Professionals (AOP) is a professional organization for Boise State employees, classified and professional, in educational office support positions. The organization assists its members in reaching a professional level of excellence, promotes positive attitudes and encourages further training in specific fields relevant to each member's responsibilities within the university. For more information about Boise State AOP, visit <http://orgs.boisestate.edu/bsuaop/> or contact membership chair Pam Robbins, pamrobbins@boisestate.edu.

MEMBERSHIP

Contact:

Pam Robbins

Membership Chair

426-4281

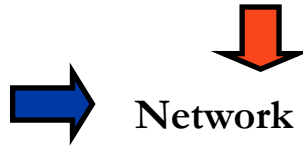
pamrobins@boisestate.edu

Get information on updating your membership for the year. Membership renewal will entitle you to receive the Keynoter in your inbox along with being eligible to apply for scholarships for conferences, workshops, training and education.

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 with notice of conferences. 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 past president, Albertsons Library, MS 1430. If you have any questions, please contact Shelly Doty, 426-3559

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 lisaderosier@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.

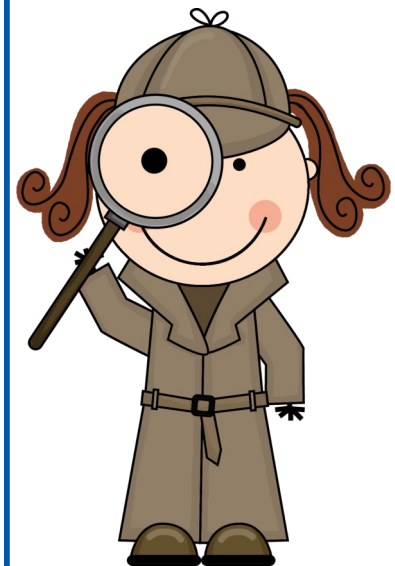
What it does:

A portion of the money returned to Boise State supports additional recycling and sustainability initiatives and a portion provides continued funding to the Goodwill Pro-



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 2017/2018

Elizabeth Allen	Kristen King	Pam Robbins
Rhosan Ames	Desiree Kohl	Kellie Rose
Brittany Archuleta	Keiko Knudson	Isabell Rowsell
Gaynel Barzee	Elaine Lambrou	Tom Schmidt
Jacob Bingham	Anita Lasher	Emily Sommer
Leslie Black	Katy Lightfield	Shanda Sorenson
Julia Camilli	Danya Lusk	Li Sperl
Kait Chase	Ramona Martin	Andrea Sullivan
Jeanju Clifton	Kili Murphy	Eden Taylor
Lisa DeRosier	Chris Murua	Elizabeth Taylor
Shelly Doty	Tina Myers	Susan Weese
Patricia Dudziak Kerr	Carol Nickel	Audrey Williams
Shannon Eddins	Rita Nuxoll	Tracy Yarnell
Jennie Ficks	Twyla Perkins	Chris Young
Rossitta Fleming	Lynelle Perry	
Collyn Halsted	Ellie Pierce	<u>Associate Members</u>
Angela Haugh	Gail Puccetti	Jackie Fuller
Valerie Hayes	Suzan Raney	Donna Knaple (Amaru)
Eva Horn	Shannon Reed	Maudi Garretson
Guen Johnson		Angela Garia
Shawnee Karpuleon		Connie Charleton
Michele Kelly		Rene' Delaney

To renew your membership fill out the membership form at
orgs.boisestate.edu/

PSP ENDORSEMENTS

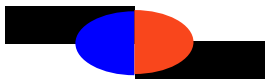
The PSP Program is endorsed by:

- *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
BSUAOP
Board Members



To find out even more check out the NAEOP website:

[http://
www.naeop.org/2012-
07-07-00-03-11/
professional-standards-
program.html](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 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.

Boise State University Association of Office Professionals 2016-2017 Calendar



July 14, 2017 Executive Board Meeting—2:30-3:30—MBEB 3100

August 14, 2017 Executive Board Meeting—2:30-3:30—MEC 301

September 11, 2017 Executive Board Meeting – 2:30-3:30—EDUC 523

October 1, 2017 Office Professional & Administrator of the Year*

October 9, 2017 Executive Board Meeting – 2:30-3:30—NORCO 113F

October 13, 2017 Bosses Breakfast—7:30-9 am—Jordan Ballroom

November 13, 2017 Executive Board Meeting – 2:30-3:30—EDUC 709

November 17, 2017 Holiday Auction—11:30 a—1:30 p—Simplot Ballroom

December 11, 2017 Executive Board Meeting – 2:30-3:30—TBD

January 8, 2018 Executive Board Meeting – 2:30-3:30—TBD

February 1, 2018 IAEOP Conference Scholarship*

February 12, 2018 Executive Board Meeting – 2:30-3:30—TBD

March 12, 2018 Executive Board Meeting – 2:30-3:30—TBD

April 9, 2018 Executive Board Meeting – 2:30-3:30—TBD

April 13-14, 2018 IAEOP Annual Conference—TBD

April 15, 2018 NAEOP Conference Scholarship*

April/May 2018 Professional Development Day—TBD

May 14, 2018 Executive Board Meeting – 2:30-3:30—TBD

June 11, 2018 Annual Meeting – 2:30-3:30—TBD (Tentative)

July 16-20, 2018 NAEOP 84th Annual Conference—Minneapolis, MN

***Application/Nomination deadline**