President’s Message
Ramona Martin

Fall and winter seasons, and all those encompass, is a particularly hard time physically, financially, mentally, and spiritually for many people. As office professionals here at Boise State, we are not sheltered from these affects. My message is to “reach out”.

Please take a few moments each morning to think of any co-workers, students, or faculty who appear to be having a hard time. Offering to go for a quick cup of coffee, giving small treats or a “thinking of you” card, and other small acts of kindness can make a huge difference in a receivers’ world.

Our tendency as office professionals is to have everything wrapped up so we can “appear” like everything’s fine. Yet just under the surface we are stressed, concerned, struggling, etc. Often we feel like we have to “have it all together” before we reach out to another, but reaching out is extremely self-therapeutic.

Many struggle with asking for help, or reaching out on their own behalf. Please pick someone you will reach out to each

Continued on page 3
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
day, starting today. If each AOP member reaches out to one other person each day until the end of winter (March 20, 2019); we can make our workplace environment healthier and more connected.

Let’s combat these mentally draining effects of the upcoming season by taking a few minutes each day for creating the human touch with co-workers, AOP members, students, faculty, and all those around us.

Ramona Martin
2018-2019 BSUAOP President

Professional Development Day (PDD) Spring 2019

Professional Development Day is our one day event to join business people, deans, administrators, legislators, teachers and/or community leaders as they hold workshops and training focused on diversity, leadership and other important topics across campus. It is a great opportunity to network with your peers and the leaders among us. PDD provides training in resources and skills from office needs to personal growth and to support the purpose of AOP to elevate the standards and promote professional growth of the office personnel along with the entire university community. More information will come out in March 2019. Lunch and refreshments will be served!

Date: Friday, April 26, 2019
Place: Micron Business & Economics Building
Imagination Lab

Do you have suggestions for presenters or trainers?
Contact Shelly Doty, sdoty@boisestate.edu and let her know.
Hi Everyone! I’m the Department Manager in the Dept. of Communication and have been since June 2004.

My university career began when I set foot on the BSU campus in January 1979 (for the first time) to take my very first college class: Intro to Interior Design. At that time I was in my mid-20s and married with two small children. I thought I was too old and not smart enough to take a college class. So imagine my surprise when I earned an A in that night class and discovered that I loved being a college student. That semester was an awakening! I was hooked on spending time in academia on a university campus. Consequently, I spent the next 10 years, from 1979-1988, as a BSU student, first part-time, later full-time, and earned a B.A. in Anthropology (Cultural Anthropology Emphasis) in 1986 and worked on a M.A. in History (Architectural History Emphasis) from 1986-1988. I spent the Summer of 1988 documenting and researching more than 100 buildings in downtown Nampa as a novice architectural historian. I also spent the Summer of 1984 island hopping up & down the South Pacific (Hawaii, Fiji, Tahiti, Cook Islands, New Zealand, Australia) before landing in American Samoa to conduct anthro research with my professor & another student. During the 80s, I think I earned enough credits for a doctorate!

I was also a work study student during the 80s at PBS Channel 4, Accountancy and Art. The latter job led me to full-time employment in the Art Dept. as Office Manager from 1989-1996.

In Fall 1996 adventure called. I answered and moved to Ft. Lauderdale FL, where I worked at the Graduate School of Computer and Information Sciences (GSCIS) at Nova Southeastern University until 2003. NSU is the largest private, nonprofit institution of higher ed in Florida. And GSCIS was one of the first in the nation to offer fully accredited online degree programs at both the masters and doctoral level. Little did I know then that I was immersed in the future of higher ed while learning

Continued on page 5
Continued from page 4—Focus

the ropes of online education. While at NSU GSCIS, I was employed as marketing manager, marketing director, and assistant director of doctoral programs. I traveled extensively for both business and pleasure, east of the Mississippi, from Miami to Memphis to Manhattan, Chicago to D.C. to New Orleans, and other cities in between.

I also swam with dolphins at Marathon Key, rang in 1999 on Duval Street in Key West, toured the Everglades in an airboat, enjoyed authentic Cuban cuisine, and played on the Florida Gulf Coast beaches every chance I got. I really enjoyed my life in Florida except for three things: alligators, hurricane season and palmetto bugs the size of a mouse.

And here I am, 40 years later since Intro to Interior Design, with 10 years as a BSU student under my belt, followed by 30 years as a university employee (between BSU & NSU). And ready to retire in 2019! Did I mention that I also write cowgirl poetry? You can read my poetry here: http://www.cowboypoetry.com/sharonbrown.htm. Oh, the adventure!

It's that time of year!
2018 Annual Holiday Auction
BEST OF BOTH WORLDS - DESSERT AND SHOPPING
Friday, November 16th
11:30 am - 1 pm
Simplot Ballroom

What we need right now are donations.

- Please feel free to share the attached flyer with every colleague, department and college you come in contact with.
- Check with businesses you may know for donations.
- Do you create jewelry, art, etc? Donate hand made items.
- Small items can be combined with other donated like items.

Donations are needed no later than noon on November 15th.
Items can be donated at any time to Shelly Doty, ALBR109A, sdoty@boisestate.edu.

Donating? Submit this form and print a copy of your submission that you will receive through email to attach to the donated item before delivery.
2018 BSUAOP
Holiday Auction

BEST OF BOTH WORLDS - DESSERT & SHOPPING

Friday, November 16th
11:30 am - 1:00 pm
Simplot Ballroom

$7.00 registration fee sales tax included
(10% discount for AOP members)
~ festive desserts and beverages will be served ~

register online by November 12th, 5pm
https://tinyurl.com/y8zul7rc
*all auctioned items will be assessed
6% sales tax at time of payment

Guest auctioneers
Dr. Andrew Giacomazzi and Surprise Auctioneer

Proceeds will benefit The Peregrine Fund as well as fund scholarships to support education, training, conference attendance and more for the members of AOP.

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

BOISE STATE UNIVERSITY
ASSOCIATION OF OFFICE PROFESSIONALS
BUDGET REPORT as of 10/24/2018
by Michele Kelly, Treasurer

Current balance: $8,880.88.
   Fiscal Year 2019 revenues included in this balance:
   • $2,271.99 from 2018 Bosses Breakfast
   • $426 from 50/50 raffle
   • $184 from this fiscal year's memberships
There are no outstanding revenues.
Outstanding expenditures that have not yet posted:
   • $213 to Wyakin Warriors, donation
   • $213 to Women's and Children's Alliance, donation
   • $2300 (approximately) to Event Services for the cost of Bosses Breakfast

The estimated balance of the account after outstanding expenses are paid will be approximately $6154.88.

Website Update
by Pam Robbins, Website

The AOP website has been updated with the Board meeting minutes from July through October. Check it out at https://orgs.boisestate.edu/bsuaop/.

You can find a variety of information on the AOP website like membership, meetings, board members, upcoming events such as Holiday Auction and Professional Development Day, and much more. We encourage you to browse and feel free to send us any questions at AOP@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.

Thanks, Shelly Doty
Editor, Keynoter
How Not To Plan an Event for the Association of Office Professionals
By Ellie Pierce
AOP Member Representative

As any of my AOP colleagues will tell you I am a danger to myself and others if appointed to chair an event any larger than two people sitting down for coffee. In fact, I have a terrible talent for social awkwardness that makes me uneasy even thinking about meeting over coffee. In most of those interactions someone is going to walk away from the table with coffee stains.

To successfully plan an AOP event there has to be a mastermind. There needs to be a person with a clear view of the final outcome. An event chair should be able to employ technology like Google Sheets and Google Sites, to track every detail and every task allocated. An event chair has to have a driving determination to see the project through to its completion. An event chair needs to balance striving for near-perfect execution, with realism and flexibility, so that unexpected challenges are calmly overcome and prevented from throwing the whole project off schedule.

The sad fact is that although I have lived well into adulthood, managing to provide for my family, I am a procrastinator. A successful AOP event must be planned well in advance, and meticulously monitored throughout the months leading up to the event. No detail is too small to be tracked carefully on an event spreadsheet, and a good event chair has each detail assigned to someone, with a backup person for each detail identified, in case of emergency. My shoot-from-the-hip overconfidence has often resulted in nobody being assigned to anything.

On the other hand, a successful AOP event committee chair needs to delegate well. I have an unfortunate tendency to believe that I can handle whatever needs to be done. I have difficulty asking for help. An event committee chair needs to be ruthless about parceling out tasks, checking to see if they have been done, and relentlessly nagging those who have not contributed. I can’t nag, just ask my kids.

To sum it up, if you want an event well-and-truly mishandled I may be the woman for the job. On the other hand, my colleagues and I at AOP share a common determination to work together to continue to deliver informative, entertaining and unifying events for our co-workers here at Boise State. And fortunately, among the AOP membership are large numbers of wonderful event chairs demonstrated by our long history of exciting and informative Professional Development Days, side-splitting Bosses Breakfasts and sparkling Holiday Auctions. I am always proud to be led by one of them and glad to participate to the best of my abilities.
Browser Tips & Tricks
by Beth Allen
Albertsons Library
Web and IT Support Specialist

What do we all use - browsers! Whether it be Chrome, Microsoft Edge, Firefox, etc., we use them to navigate the web in our daily life. Here are a few little tips and tricks that I have utilized over the years with Windows OS that may be of some interest to you.
Test them out!

- You don't have to use the http: or https: when putting a URL in the address bar. Put boisestate.edu in the address bar and away you go.
- Use the tabbed browsing feature. As you are reading along and come across a link you want to investigate further, hold down the Ctrl key and left-click. You will stay on the page you are reading and the link will open in a new tab in the browser.
- Use the Tab key to tab through content on pages. Shift+Tab will move backwards on the page. Also along this line, you can use the spacebar to scroll down a page, Shift+spacebar will scroll you back to the top.
- To move your cursor back to the address bar, use Alt+D or Ctrl+L. This will bring you back to the address bar with the address highlighted.
- Use Ctrl+F to open the find box to search for text within that page.
- To increase and decrease the screen size, hold down the Ctrl key and press the "+" or "-" to make larger or smaller. Ctrl+0 will reset your page.
- Refresh your page by using F5.
- Use privacy mode if you are having issues with a page not loading correctly or if you just want to keep a site from storing cookies. Firefox uses "private" window or Chrome uses "incognito."
- Customize your browser to open your homepage.
- If you want to get back the tab you just closed, press Ctrl+Shift+T.
- To shift between the tabs you have open on your browser, use Ctrl+Tab.
- Google has a "Pin Tab" feature so if you are like me and have 50 web pages open at once, you can right click on a tab and select the "Pin-Tab" option. It will make it a very small tab off to the left of your browser.
BSUAOP 2018 Bosses Breakfast is a Smash Hit
by Pam Robbins

The Boise State University Association of Office Professionals held its annual Bosses Breakfast on October 5th with over 200 in attendance. A hearty breakfast of eggs, potatoes, bacon, muffins, coffee and juice was enjoyed by all.

This year’s theme was “Hollywood Game Night 3.0 – The Tie Breaker – Deans vs Veeps”. Participants were Boise State vice presidents Laura Simic, Tony Roark, Max Davis-Johnson, Greg Hahn, Mark Heil, Leslie Webb versus Boise State Deans including Corey Cook, Rich Osguthorpe, Joelle Powers, Peter Risse, Tracy Bicknell-Holmes, and Scott Lowe.

The Veeps team pulled off the win in an exciting and spirited competition! Both sides competed hard in the five categories under the capable leadership of Master MC Andy Giacomazzi with help from Kelly Arispe.

A big part of the event was awarding the Administrator of the Year. This year’s winner was Dr. Richard Osguthorpe, Dean of the College of Education. Congratulations Dr. Osguthorpe!

Our guest team captains, Emily Burns (Deans) and Kelly Talbert (Veeps) played in the last game round, playing for their chosen charities. With the generous contributions of those in attendance, the 50/50 raffle earned a total of $426.00. As the team captain for the Veeps winning team, Kelly’s charity, Women’s and Children’s Alliance, will be given $213.00. The 50/50 draw winner, Gerti Arnold, University Advancement Development Director, graciously donated her winnings of $213.00 to the charity Wyakin Warriors, which was Emily’s chosen charity. We have an amazing and generous group of employees at Boise State!

What a great way to start a Friday morning at Boise State University! A big thanks to all the participants and attendees for supporting Boise State University Association of Office Professionals. We are already looking forward to next year!
The Application

Prerequisites:
- High School Graduation or Equiv.
- NAEOP Active Membership

Forms:
- Form I (p.1) Work Experience
- Form I (p.2) Education
- Form II Administrator's Evaluation
- Form IIIa Inservice Training in Seminars/Workshops
- Form IIIb Association Responsibility
- Form VII CEOE application
- Whole Packet of Forms

Application Deadlines:
- SEPT 15
- JAN 15
- MAY 15

Gathering the paperwork:
- All education courses since HS graduation
- Official College Transcript
- All inservice courses since July 1, 1980
- Administrator (supervisor) evaluation

Application Assistance:
Kathy Buck, CEOE is the Committee Chair for the PSP Program for Idaho AEOP. If you have any questions regarding the PSP Program, Kathy would be happy to help you.

http://orgs.boisestate.edu/bsuap/
**STEP 2**

**Pick Education Option**

**PSP**
Professional Standards Program

- **Option 1**
  - Basic
  - Associate Professional
  - Advanced 1
  - Advanced 2
  - Advanced 3

- **Option 2**
  - Basic
  - Associate Professional
  - Associate Degree
  - Advanced 1
  - Advanced 2
  - Advanced 3
  - Bachelor Degree
  - Master Degree
  - Doctoral Degree

**CEOE**
Certified Educational Office Employee
At these levels you can submit CEOE application at same time as PSP!

Option 1 choices are for certification through Adult Education courses, Cleps, seminars, institutes, and workshops.

1 CEU = 10 classroom clock hours

Option 2 choices are for certification through accomplished college credit hours or highest degree earned.
### Step 3: Count your Experience

#### ASSOCIATION
- **Required:** 10 points accumulated
  - **Minimum 5 points in edu association**

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<th>POINT</th>
<th>DESCRIPTION</th>
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<td>1</td>
<td>Membership (per association/per year) ACE, PSA, AOP, FS, PTA, etc.</td>
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<td>2</td>
<td>Elected Association Officer</td>
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<td>2</td>
<td>Association Committee Chairperson</td>
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<tr>
<td>1</td>
<td>Association Committee Member</td>
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<tr>
<td>1</td>
<td>Workshop/Seminar Leader or Keynote Speaker (each presentation)</td>
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<tr>
<td>1</td>
<td>Advisor to NAEOP Officer (serving on local, state, or NAEOP board of Directors)</td>
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#### WORK
- **Required:** 4 Years office experience
  - **Minimum 2 years in an edu office**

- **Office Professional Year 1**
- **Office Professional Year 2**
- **Office Professional Year 3**
- **Office Professional Year 4**
Now What?

Upgrade or Recertification

Application Assistance:
Kathy Buck, CEOE is the Committee Chair for the PSP Program for Idaho AEOP. If you have any questions regarding the PSP Program, Kathy would be happy to help you.

Application Deadlines:

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<thead>
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<td>May</td>
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<td>Sept</td>
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Forms:
- Form II Administrator's Evaluation
- Form IIIa Inservice Training in Seminars/Workshops
- Form IIIb Association Responsibility
- Form IV Upgrade Application
- Form V Recertification Application
- Form VI Education Recertification
- Form VIa Association Responsibility recertification
- Form VII CEOE application
- Whole Packet of Forms

Application Fees:
- Upgrade PSP $45
- Recert. PSP $25
- CEOE $55

Workshops Available

http://orgs.boisestate.edu/bsuap/
Albertsons Library Strategic Planning and the Connection Found in AOP
By Michelle Armstrong, Association Dean, Albertsons Library
and Shelly Doty, Associate Academic Program Coordinator, Albertsons Library

In Fall 2017, Albertsons Library staff began a process to develop the library’s next strategic plan. Through a series of open discussions and facilitated brainstorming sessions, all library employees participated in identifying potential areas that the library could target through its services and resources. Building upon this work, members of the library’s leadership team along with a group of employee volunteers, further refined the list of possibilities until three Focus Areas were finalized.

The library’s strategic plan will be implemented over the next three years and is designed to accomplish the following goals:

- The library uses a cyclical process of evaluating and prioritizing services to maximize the impact of services and resources to best serve our community.
- Library employees are empowered to acquire the skills necessary to serve our community.
- Develop external relationships to collaboratively identify and capitalize on opportunities that positively impact the university, library, and community.

Unlike many strategic plans which cover all service areas of an organization, Albertsons Library purposefully limited the scope and timeline in order to direct attention and resources to these specific items.

To implement the plan three volunteer Focus Area groups have been formed that include employees throughout the library. A shared Team Drive and Trello board have been set up to help manage workflow and related documents. Both of these online tools are available to everyone in the library to create both a transparent process and to help future groups build upon the work the groups are doing. Additionally, the groups are self-managing and do not include members of the library’s leadership team in a primary, directorial role. Instead, the groups have been actively encouraged to disregard traditional authority roles and unit affiliations. When appropriate, administrative oversight is provided through consultation with the associate dean or group reports to the leadership team. Ultimately this sort of disruptive approach requires a generous and willing attitude, as well as an understanding that standard group development (forming - storming - norming - performing) will be a part of the process.

Continued on page 16
Key Similarities in Strategic Planning for AOP

- Short term – Each year’s events are planned with each new AOP board, building on what already exists, to continue to improve.
- Inclusive developmental process – All members are essential for the success of AOP and what the organization brings to the university. Each member, each board, has the opportunity to direct the course of AOP within the Purpose and Code of Ethics, by planning, volunteering, being a part of the overall conversation.
- Limited focus without dismissing existing activities and priorities (especially existing events) – Professional growth is essential and is a part of every member’s responsibility. Each board develops signature events that benefit the university while using creativity, brought new, to the table each year.
- Three Focus Areas (not limiting) – AOP has three major events along with other areas of opportunity. By incorporating learning, collegiality, and networking into each event members learn new skills that help them stretch beyond their traditional roles and expand opportunities.
- Internally focused – What AOP provides for its members is the opportunity to learn skills that become useful in their jobs and in their life while also serving the university. This allows members to operate at their highest level.
- Self-managing groups – Each committee has the opportunity and responsibility for managing the planning and implementation of their given charge.
- Transparency and accountability to the rest of the members – Each committee, each person responsible for an area, has the responsibility to keep the board and membership informed and to keep communication open.
- Support as needed
  - AOP email to make ease of contact with the board a priority.
  - AOP Google Site to make information available to all membership.
  - Open meetings to all members and the university community. Anyone is welcome to attend and speak at any meeting.
  - Shared planning documents so that planning is an inclusive event.
- AOP President oversight – The AOP president helps direct the organization while also allowing the members to develop in their own right skills and abilities they may not have the chance to develop in their university positions.

Michelle Armstrong is the Associate Dean for Albertsons Library and the Head of Scholarly Communications and Data Management (with strong experience in planning and implementation). Shelly Doty is the current AOP Membership Chair and Keynoter editor, and works at Albertsons Library as the Associate Academic Program Director.
"Accept the Challenge of Growth"
47th Annual IAEOP Conference
Idaho Association of Educational Office Professionals
April 17-19, 2019*
* Note the date change (from 4/11-12) for the conference
Boise, Idaho
Riverside Hotel
Registration and specific information will be available in February/March 2019.

IAEOP Website can be found at https://www.idahoaep.org/.

AOP scholarship applications are due by February 15, 2019.

85th Annual
NAEOP Conference and Institute
National Association of Educational Office Professionals
July 15-20, 2019
Boise, Idaho
Riverside Hotel
Registration and specific information will be available in March/April 2019.

NAEOP website can be found at https://www.naeop.org/
Sponsored by IAEOP. If you would like to help make the national conference a success contact Leslie Black, lblack@boisestate.edu and volunteer.

AOP scholarship applications are due by April 15, 2019.
See page 19 for a sample of speakers and presenters.
"Accept the Challenge of Growth"
47th Annual IAEOP Conference*
Idaho Association of Educational Office Professionals
Tentative Conference Schedule at a Glance

Wednesday, April 17, 2019
- Pre-Registration  5:00 pm—8:00 pm
- Hospitality Room Open  5:00 pm—8:00 pm
- IAEOP Executive Board Meeting and Dinner  6:00 pm—9:00 pm

Thursday, April 18, 2019
- Registration  7:30 am—8:30 am
- Breakfast  8:30 am—9:30 am
- General Session Welcome  9:45 am—10:30 am
- Morning Workshops  10:30 am—12:00 pm
  - 1A: Power School Tricks and Tips
  - 1B: Financial Literacy
- Business Session I / Membership Luncheon  12:00 pm—1:45 pm
  - Keynote Speaker: Shawn Miller
- Afternoon Workshops  2:00 pm—3:30 pm
  - 1C: Records Retention 101
  - 1D: PSP Workshop

Friday, April 19, 2019
- Registration  7:30 am—8:30 am
- Breakfast  8:30 am—9:30 am
- General Session  9:45 am—10:30 am
- Morning Workshops  10:30 am—12:00 pm
  - 2A: TBD
  - 2B: TBD
- Business Session II / Installation Luncheon  12:00 pm—2:00 pm

*NOTE: The dates for the IAEOP conference have been updated to
April 17-19, 2019.
NAEOP Conference, July 2019, Speakers/Presenters Sampling

Keynote Speaker: Ashley Ludlow – “Rediscovering What Makes You Shine”

So often we look outside of ourselves for what will make us shine. What new thing can I learn to make me unique or more valuable? The good news is that you already have everything inside of you that you need to make a positive difference within yourself and with those you work with. You just need to rediscover and harness those intuitive qualities. That’s what we’ll be doing together in this session. Let’s walk through the process of re-discovering your natural strengths (even those disguised as weaknesses), then learn to use daily tasks as cues to remind you to tap into those qualities. As you strengthen those muscles (so to speak), shining brightly in your life will become natural to you.

Ashley Ludlow, best known for her song, "All Grown Up", is a speaker, nostalgic, pop/folk singer, and songwriter. Her music inspires listeners to see the great value in life and the fantastic role they play in it.

Breakout Presenter: Dr. Cinthia Clark – “Fostering Healthy Work Environments: Powered by Civility, Professionalism, and Collegiality”

Imagine a workplace that is a joy to experience—an environment where you can truly thrive in your career and profession. This engaging and thought-provoking session provides a deepened and empirical understanding of workplace incivility and bullying and its impact on individuals, teams, and organizations. Join a renowned researcher and accomplished author for a stimulating, interactive session to explore evidence-based strategies to foster healthy work environments.

Dr. Cynthia Clark is an award-winning, tenured Professor, Professor Emeritus, and Strategic Nursing Advisor for ATI Nursing Education. She is the founder of Civility Matters™.

Breakout Presenter: Ely Delaney – “Evernote is for Everyone”

Evernote is your tool to store everything. From those thoughts you have on the bus to your shopping list, to business cards, to the outline for your next best seller. Evernote is your tool to keep track of everything, including photos, notes, PDFs, audio notes, websites, recipes and much more. On your computer, on your tablet or on your phone, Evernote is there for you to get stuff out of your head so you never lose your notes again.

Ely Delaney is the Co-Founder and Lead Trainer of YourMarketingUniversity.com; an education company designed specifically to help entrepreneurs & business professionals discover and use the tools, technology and strategies to leverage their time better and go from surviving to thriving in their industry.
Membership and Events

By Shelly Doty
Membership Representative, chair

AOP currently has 61 members, an increase of four from last year (so far). One of the reasons people are drawn to our organization is our three signature events that we painstakingly plan each year.

These events - Bosses Breakfast, Holiday Auction and Professional Development Day literally take months of preparation, collaboration and detailed planning. All of our signature events are for the University community to build networking and collegiality, to learn, and to have fun while we do.

It takes more than just the Board to pull off these events. If you would like to volunteer to help please reach out, Holiday Auction and Professional Development Day are coming up. Talk to your colleagues about becoming a member. We would love to reach the 100 member mark!

GENERAL ELECTION VOTING INFORMATION

Early voting has begun and the November general election day is just around the corner on Tuesday, November 6th. There are several places to find information if you are interested.

- [https://idahovotes.gov/](https://idahovotes.gov/) Provides official voting information for Idaho citizens
- [https://adacounty.id.gov/elections/](https://adacounty.id.gov/elections/) Ada County voter information
- [https://www.vote411.org/](https://www.vote411.org/) Compare candidates and issues
- [https://gis.adacounty.id.gov/ElectionDay/](https://gis.adacounty.id.gov/ElectionDay/) Find out what’s on your ballot and where you go to vote
- [https://idahovotes.gov/resources-national/](https://idahovotes.gov/resources-national/) National resources
- [https://www.usa.gov/voting](https://www.usa.gov/voting) Voting in the United States
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 members are happy to provide mentorship. 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 Scholarships & Awards chair, 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 send the information to kimshively@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/](http://orgs.boisestate.edu/bsuaop/)
- **Officers:** [http://orgs.boisestate.edu/bsuaop/officers/](http://orgs.boisestate.edu/bsuaop/officers/)
- **Bylaws:** [http://orgs.boisestate.edu/bsuaop/bylaws/](http://orgs.boisestate.edu/bsuaop/bylaws/)
- **Professional Standards Program:** [http://orgs.boisestate.edu/bsuaop/professional-standards-program/](http://orgs.boisestate.edu/bsuaop/professional-standards-program/)
- **Scholarships:** [http://orgs.boisestate.edu/bsuaop/scholarship/](http://orgs.boisestate.edu/bsuaop/scholarship/)
- **Keynoter:** [http://scholarworks.boisestate.edu/bsuaop_newsletter/](http://scholarworks.boisestate.edu/bsuaop_newsletter/)

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.
Do you want to get instant notification each time the Keynoter is published in ScholarWorks?

Just follow these quick steps.

1. Start at the Scholar-Works page: http://scholar-works.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!

---KEYNOTER---

INSTANT NOTIFICATION

Want to ask us something? Have a suggestion or reason to cheer?

There’s a number of ways you can contact AOP and anyone on the board.

Email: aop@boisestate.edu

Website: https://orgs.boisestate.edu/bsuaop/

Board members: https://orgs.boisestate.edu/bsuaop/officers/

This is your organization. Help us make it great!

- Suggest workshops
- Volunteer to help out
- Give us ideas
- General comments

Let us know if a member is celebrating a milestone! We’d love to feature them in the newsletter!

- Promotion
- Retirement
- Conferences attended

---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 three more issues this year so all we need is three 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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http://orgs.boisestate.edu/bsuaop/
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Elizabeth Allen</td>
<td>Candace Hart</td>
<td>Ellie Pierce</td>
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<td>Rhosan Ames</td>
<td>Angela Haugh</td>
<td>Gail Puccetti</td>
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<td>Brittany Archuleta</td>
<td>Valerie Hayes</td>
<td>Suzan Raney</td>
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<td>Gaynel Barzee</td>
<td>Lauren Hershey</td>
<td>Pam Robbins</td>
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<td>Jacob Bingham</td>
<td>Eva Horn</td>
<td>Kellie Rose</td>
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<td>Leslie Black</td>
<td>Victoria Hoshino</td>
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<td>Sharon Brown</td>
<td>Dori Hulme</td>
<td>Beverly Sherman</td>
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<td>Shanda Sorenson</td>
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<td>Desiree Kohl</td>
<td>Li Sperl</td>
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<td>Keiko Knudson</td>
<td>Andrea Sullivan</td>
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<td>Anita Lasher</td>
<td>Elizabeth Taylor</td>
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<td>Cynda LeDuc</td>
<td>Jennifer Taylor</td>
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<td>Rochelle Cunningham</td>
<td>Katy Lightfield</td>
<td>Susan Weese</td>
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<td>Michelle Davis</td>
<td>Danya Lusk</td>
<td>Tiffany Widman</td>
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<td>Lisa DeRosier</td>
<td>Ramona Martin</td>
<td>Allison Wilde</td>
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<td>Diane Donald</td>
<td>Brittany McEwen</td>
<td>Audrey Williams</td>
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<tr>
<td>Shelly Doty</td>
<td>Sonia Medrano</td>
<td>Tracy Yarnell</td>
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<td>Patricia Dudziak Kerr</td>
<td>Yessica Mendoza</td>
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<td>Debbie Eidson</td>
<td>Cheri Molatore-Lemoine</td>
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<tr>
<td>Jennie Ficks</td>
<td>Kili Murphy</td>
<td>Associate Members</td>
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<tr>
<td>Rossittta Fleming</td>
<td>Chris Murua</td>
<td>Rene’ Delaney</td>
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<tr>
<td>Susan Fullmer</td>
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<td>Jackie Fuller</td>
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<td>Sage Grimmett</td>
<td>Kristin Olson</td>
<td>Donna Knaple (Amaru)</td>
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<td>Collyn Halsted</td>
<td>Dana Oster</td>
<td>Maudi Garretson</td>
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<td>Jeanne Hansen</td>
<td>Rob Pangaro</td>
<td>Angela Garcia</td>
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<td>Corbin Harp</td>
<td>Twyla Perkins</td>
<td>Phyllis Carnahan</td>
</tr>
<tr>
<td>MarLee Harris</td>
<td>Lynelle Perry</td>
<td>Connie Charleton</td>
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</table>
The Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational 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 Educational 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 pspb​ook from the Boise State AOP website.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>July 11, 2018</td>
<td>Executive Board Meeting— 3:00-4:00 pm—ALBR 109A</td>
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<tr>
<td>August 9, 2018</td>
<td>Executive Board Meeting— 3:00-4:00 pm—MBEB 3100</td>
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<tr>
<td>September 5, 2018</td>
<td>Executive Board Meeting – 3:00-4:00 pm—MBEB 3100</td>
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<tr>
<td>September 24, 2018</td>
<td><strong>Office Professional &amp; Administrator of the Year</strong>*</td>
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<tr>
<td>October 2, 2018</td>
<td>Executive Board Meeting – 3:00-4:00 pm—MBEB 3100</td>
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<tr>
<td><strong>October 5, 2018</strong></td>
<td><strong>Bosses Breakfast</strong>—7:30-9 am—Jordan Ballroom</td>
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<tr>
<td>November 13, 2018</td>
<td>Executive Board Meeting—3:00-4:00 pm—ALBR 109A</td>
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<tr>
<td>November 16, 2018</td>
<td><strong>Holiday Auction</strong>—11:30 am-1:00 pm—SUB/Simplot</td>
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<tr>
<td>December 11, 2018</td>
<td>Executive Board Meeting—3:00-4:00 pm—ALBR 109A</td>
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<tr>
<td>January 8, 2019</td>
<td>Executive Board Meeting—3:00-4:00 pm—ALBR 109A</td>
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<tr>
<td><strong>February 1, 2019</strong></td>
<td><strong>IAEOP Conference Scholarship Application Due</strong>*</td>
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<tr>
<td>February 12, 2019</td>
<td>Executive Board Meeting—3:00-4:00 pm—ALBR 109A</td>
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<tr>
<td>March 12, 2019</td>
<td>Executive Board Meeting—3:00-4:00 pm—ALBR 109A</td>
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<tr>
<td>April 9, 2019</td>
<td>Executive Board Meeting—3:00-4:00 pm—ALBR 109A</td>
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<tr>
<td><strong>April 15, 2019</strong></td>
<td><strong>NAEOP Conference Scholarship Application Due</strong>*</td>
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<tr>
<td>April 17-19, 2019</td>
<td>IAEOP 47th Annual Conference—Riverside Hotel, Boise, ID</td>
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<tr>
<td>April 26, 2019</td>
<td><strong>Professional Development Day</strong>—MBEB</td>
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<tr>
<td>May 14, 2019</td>
<td>Executive Board Meeting—3:00-4:00 pm—ALBR 109A</td>
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<tr>
<td><strong>June 2019</strong></td>
<td><strong>Annual Meeting</strong> — TBD</td>
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<tr>
<td>July 15-20, 2019</td>
<td><strong>NAEOP 85th Annual Conference</strong>—Riverside Hotel Boise, ID</td>
<td></td>
</tr>
</tbody>
</table>

*Application/Nomination deadline

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