

# KEYNOTER

Boise State University Association of Office Professionals – BSUAOP

## PRESIDENT’S MESSAGE

### President’s Message

—**Ramona Martin**

### *Weathering the Storms*



The year has started and already seems to be zooming by so fast! Hopefully your new year has had some successful days and you are well onto a path of improvement; whether that be your overall health or a renewed spirit for enjoying life. In addition to your list of resolutions for the year, I encourage you to be a part of a positivity movement, where you shine a light of optimism and tolerance in your environment and social circles. Time moves too quickly to spend any of its precious minutes in patterns of negativity. Let us all reach out in our workplaces, neighborhoods, and families to find friends that will enrich our personal growth and encourage us to shine our lights with them!

I hope this year will also be a year of professional growth for you. There are many opportunities to increase your skills and certifications through the BSUAOP membership. Please consider applying for PSP (Professional Standards Program) or CEOE (Certified Education Office Employee) certifications. We have a State AOP representative

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## KEYNOTER—February/March 2019

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**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](mailto:AOP@boisestate.edu)**

## **BSUAOP OFFICERS**

### **President**

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### **Treasurer**

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michelekelly@boisestate.edu

### **Past President**

VACANT

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who will walk through that process with you. Those who are earning certifications will have the opportunity to “take the stage” at either the IAEOP conference in April in Boise, the NAEOP conference in July in Boise, or both.

I hope we will all look at this new year as an opportunity to shine; a year of professional growth, personal growth, and community growth. Friends, I invite you to shine as a participating BSUAOP member. Please consider coming to our monthly meetings, share your talents as a volunteer in our annual events or upcoming conferences, and help build our network of skill sets and community connections. With both the State and National conferences being in Boise this year, all eyes will be on us. We will need all of your participation to shine brightly as an organization.



### **NAEOP NW Area Professional Development Day March 16, 2019**

—see page 12

### **Idaho State Association of Educational Office Professionals 47th Annual Staff Development Conference April 17-19, 2019**

—see page 9

### **Boise State Association of Office Professionals 2019 Annual Professional Development Day Holistic Growth: Personal, Relational, Educational April 26, 2019**

—see page 4 and 6

### **National Association of Educational Office Professionals 2019 Annual Conference & Summit July 16-20, 2019**

—see page 13

## COMMITTEES 2018/2019

### Website

Pam Robbins  
pamrobbins@boisestate.edu

### Scholarships & Awards

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### Nominations & Elections

VACANT

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### Keynoter Editor

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**ACE  
Representative**  
VACANT

**PSA Representative**  
VACANT

**Bosses Breakfast**  
Shelly Doty  
sdoty@boisestate.edu

**Holiday Auction**  
Shelly Doty  
Ellie Pierce

### Professional Development Day

Shelly Doty  
sdoty@boisestate.edu

### Photographer

Cynda LeDuc  
cyndaleduc@boisestate.edu

## AOP 2019 Professional Development Day

Our annual Professional Development Day (PDD) is set for April 26, 2019, in the Micron Business and Economics Building (MBEB). This will be an all day workshop opportunity based on our four tracks:

- World Around You—How does the world around you influence you? How do you influence the world around you? Think individually and globally.
- BUILD Certificate—Have you been working on your BUILD certificate or thinking about starting? A great opportunity to begin or continue learning.
- Individual—What things can impact us all individually? How can we incorporate what we learn into our daily lives?
- Teamwork—Like a mystery that involves learning? Want to develop skills that lead to great teamwork and find out about yourself, others and methods while doing it?

We've got a great lineup of presenters from the university, the legislature and people, organizations and companies in and around the Treasure Valley.

- ⇒ Registration will open the 1st of April.
- ⇒ Breakfast snacks, lunch and afternoon snacks will be provided.
- ⇒ All workshop materials will be provided.
- ⇒ Talk with your departments now to see if they will assist you with registration costs. It is only \$60 for the entire conference.
- ⇒ Scholarships may be available through AOP to assist in registration if you have been a member for at least a full year. Please see the AOP website or contact us for further information. Scholarship application deadline has been extended and requests are due by March 1st.

**See page 6 for more in-depth information on PDD.**

**BSUAOP  
MEMBER  
REPRESENTATIVES**

**Membership Committee  
Chair**

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**BUDGET REPORT as of 1/8/2019  
by Michele Kelly, Treasurer**



BSUAOP financial report as of January 8, 2019. Our account is gaining in strength after two successful fall events – Bosses Breakfast and the Holiday Auction. Net income from our annual Holiday Auction brought in \$3281.52. We were able to donate over \$350 to the Peregrine Fund from Holiday Auction proceeds. The current balance of the account is \$9538.34; of this we owe Event Services \$437.92 for the Holiday Auction desserts provided. Expected upcoming expenses include Professional Development Day, the Annual Meeting, and any scholarships the organization might award.



**Website Update  
by Pam Robbins, Website**



The website has been updated with Professional Development Day information. More will be forthcoming soon. SAVE THE DATE for PDD on April 26th, in the MBEB.

If you have any suggestions for the website please be sure to contact us and let us know your thoughts!

## Professional Development Day Workshops

Registration information will be available in the April/May Keynote.

### HOLISTIC GROWTH: PERSONAL, RELATIONAL, EDUCATIONAL

#### List of Confirmed Workshops

#### **KEYNOTE SPEAKER: Dr. Vincent Kituku**

- Media and Identity—Kim Camacho
- Media and Literacy/Fake News—Dr. Seth Ashley
  - Google Apps—Jennifer Weddel
  - Civility—Melissa Wintrow
- Introduction to LGBTQIA+ Identities—Csea Leonard, Valeryn Shepherd
  - Microaggressions in the Workplace—Tasha Souza
  - How to Reinvent Your Personal Brand—Melinda Keckler
    - Food That Works for You—Marlee Harris
    - Personal Budgeting—Lisa Hamilton
    - Life Coaching—Dr. Terry Pape’
    - Google Photo—Kelly Hall
  - Boise Escape/Teamwork—Boise Escape on Wheels/Jacy Jones
    - AGILE—Brian Fariss
  - Generational Synchronicity—Dr. Jeremy Graves

We still have a few workshops to schedule so watch for upcoming information in the next Keynote, the Update and your member email, along with membership information for the upcoming year!

MBEB, Imagination Lab

Check-in/Breakfast: 7:00—7:30 am

Welcome: 7:30—7:45 am

Session A: 8:00—9:15 am

Session B: 9:30—10:45 am

Session C: 11:00 am—12:15 pm

Keynote Speaker/Lunch: 12:15—1:30 pm

Session D: 1:45—3:00 pm

Session E: 3:15—4:15 pm

Closing: 4:30—5:00 pm



## Holiday Auction Recap

By Cinda LeDuc, AOP Secretary

Our annual Holiday Auction took place November 16th and was a smashing success! Thanks to the awesome contributions of baskets, gift certificates, footballs, hand-made items and more from departments and offices all over campus, friends of friends and companies within our community. Thanks to the countless hours donated by AOP members to arrange everything. Most importantly, thanks to the hilarious comedy duo auctioneers Andrew Giacomazzi and Richard Klautsch. Everyone had a great time and opened up their wallets to bid!



There was the traditional live auction, where Andy and Richard were worth the ticket price alone. The auction included a great sampling of items on the silent auction, and just this year we tried out a kind of ticket grab bag for other miscellaneous items.



Bob Wood, director of the School of Allied Health Sciences entertained the crowd before the auction. He sang a variety of holiday carols before the fast and furious bidding wars began. Luckily, everyone kept their energy up by partaking of the yummy treats!



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BSUAOP netted a grand total of \$3,281! We send our heartfelt thanks to everyone who donated, bid or helped out in any way!! These funds are used to help send our members to the IEAOP and NAEOP annual conferences and Professional Development Day. The funds can also be used toward other education needs, like books, workshops and webinars.



As part of the Holiday Auction we always donate 10% of the proceeds to a chosen charity. This year it was the Peregrine Fund. AOP was able to donate \$358.00 to assist in their raptor conservation mission.

This is always a fun and competitive annual event and we really appreciate everyone who donated time or items to our success.



Our AOP president, Ramona Martin, won the always competitive bidding for the parking permit!

**See you next year!**

## **SAVE THE DATE!**

Our new membership year begins in July.  
Along with the new year comes more fun.

### **Bosses Breakfast:**

Friday, October 4, 2019

### **Holiday Auction**

Friday, November 15, 2019



# "Accept the Challenge of Growth"

## 47th Annual IAEOP Conference

### Idaho Association of Educational Office Professionals

April 17-19, 2019

Riverside Hotel, 2900 W Chinden Blvd, Boise, ID

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 , 50/50 Sales 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, 50/50 Sales 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

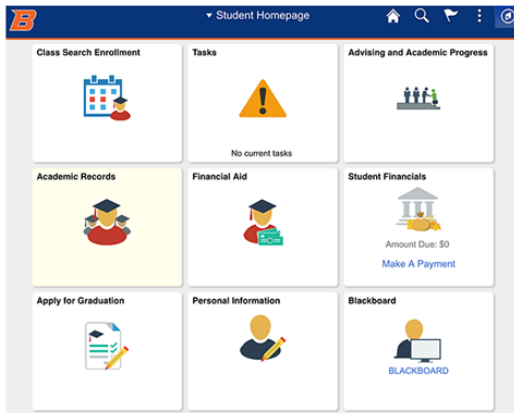
**Registration information coming soon:**

<https://www.idahoaeop.org/conference-information1.html>

## New Age of Software at Boise State University

By Ellie Pierce, Member Representative

*“The price of doing the same old thing is far higher than the price of change”  
William Jefferson Clinton*



Most of us have had occasion to reach out to the Office of Information Technology. Some of us have Help Desk on speed dial. For office professional staff in higher education, the degree of skill with which we function in various software applications is a hallmark of our professionalism. It is something in which we take pride. Our professional development and competence can, to a certain degree, be measured by the diversity of our software knowledge. In OIT Chief

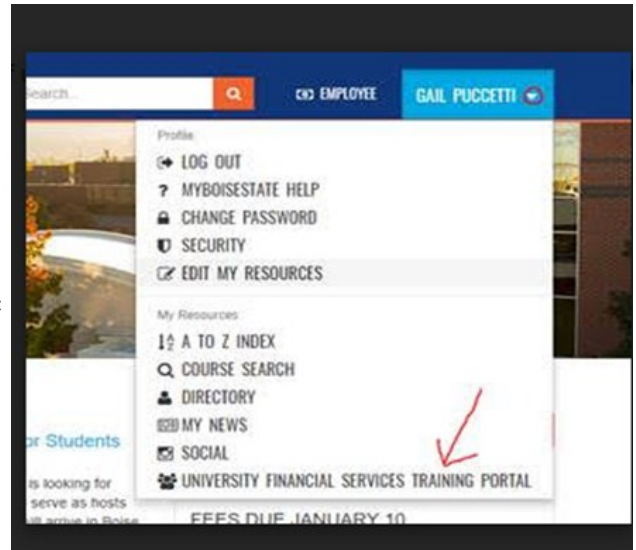
Max Davis' "Max's Minute" video "[The Age of Software](#)", Vice President Davis makes connection between that competence benchmark and the sociological gap which exists between those who have software knowledge and skills contrasted with those who are not in a position to develop them. It is a "have and have-not" deficit similar to the gap between students who are raised in tech-friendly homes and those who come to school having never used a laptop, tablet or cell phone. Vice President Davis says that the evolution of software competencies leading to effortless information sharing will make us "smarter, safer and hopefully more efficient".

There have been some significant changes in Boise State University software technology this past semester. On the 24<sup>th</sup> of September the Office of Information Technology upgraded the dashboard of our People Soft data base. It was a change in appearance, and to a lesser degree function. The new 'dashboard tiles' look was a bit daunting at first but it was possible to still "feel" the old data base working under the new look. This transition was effected surprisingly well with very little loss of productivity for most of the users of the software. And for those of you who are still a bit uncomfortable with the new look, I have solicited some tips from AOP members.

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Rosan Ames of the Registrar’s Office suggests that we, “use the 3 dots to add to the Navbar what you use most often instead of using Favorites. You have to open favorites and the pages on the Navbar are right there.

Gail Pucetti of COBE says, “a tech note for the rookies out there (and I know this is completely unrelated [*to the People Soft dashboard upgrade*]), I found the link below to be really helpful for completing financial forms.” She even provides a screen shot to illustrate. Way to go Gail!!



## FOCUS ON MEMBERS

**Gerry Bryant**  
Albertsons Library



I am Gerry Bryant. I have worked at Albertsons Library at Boise State University for a little over 30 years. Most of this time I have worked in the Serials Unit. I grew up in Nampa, Idaho, graduating from Nampa High School. I will be retiring within the next couple of years. I enjoy reading (favorite book: *The Stand* by Stephen King), watching movies (favorite movie: *The Harry Potter* series), and going to plays (favorite play: *Jeffrey* by Paul Rudnick). I’ve also had the awesome opportunity of working with several of the local theater groups acting, directing, stage managing, and running lights & sound.

I have enjoyed working at the library and seeing all of the changes that have happened. The biggest change in the library was the right sizing. Assisting the University in space issues, the Library had to make room for another college. This included withdrawing books and journals and shifting hundreds of thousands of items from floor to floor. Whew! Was it ever hard work!

I just recently became a member of AOP and am looking forward to finding out what the organization has to offer both personally and throughout the University!

Email Eldene Wall, NAEOP  
NW Area Director for more  
information:  
eldenew@ncesd.org

**NAEOP NW Area Professional Development Day**  
**“The Leader in YOU Part III: Mentors Matter.”**  
**Educational Service District 105**  
**Yakima, Washington**  
**March 16, 2019**

We hope you can join us for an amazing day of professional development featuring five previous Administrators of the Year selected by NAEOP and the Washington Association of Educational Office Professionals (WAEOP).

8:00 a.m. Coffee and Networking

8:20 a.m. Welcome by ESD 105 Staff

8:30 a.m. Dr. Michelle Price, Superintendent of North Central ESD  
2018 NAEOP Administrator of the Year  
“Who are you going to call?”

9:45 a.m. Break

10:00 a.m. Dr. Ismael Vivanco, superintendent of Orondo and Palisades SD  
2015 NAEOP Administrator of the Year  
Dr. Millie Watkins, NCESD Migrant Education Coordinator;  
2009 WAEOP Administrator of the Year  
“Ships Ahoy: Mentorship, Partnership & Leadership Part I”

11:30 a.m. Lunch

12:00 p.m. Dr. Ismael Vivanco, superintendent of Orondo and Palisades SD  
2015 NAEOP Administrator of the Year  
Dr. Millie Watkins, NCESD Migrant Education Coordinator;  
2009 WAEOP Administrator of the Year  
“Ships Ahoy: Mentorship, Partnership & Leadership Part II”

1:00 p.m. **Alexis Rowland, Boise State University**  
2016 NAEOP Administrator of the Year  
“Mentorship: A Star Wars Approach”

2:15 p.m. Break

2:30 p.m. Dr. Gene Sharratt, retired superintendent of North Central  
ESD, current AESD Network Executive Director of Statewide  
Initiatives, 1986 NAEOP Administrator of the Year  
“Are You Coachable?”

4:00 p.m. Closing

Leslie Black, lblack@boisestate.edu will be driving to this conference if you'd like a ride.

**2019 NAEOP Annual Conference & Summit**  
**July 15-20, 2019**  
**Riverside Hotel, 2900 Chinden Boulevard, Boise, Idaho**

**Registration Information: <https://www.naeop.org>**

**Summit Class Offerings:**

- Evernote PLUS and All Things Google
- Preventing Targeted Violence and Continuity of Operations Planning: Planning for the Natural, Technological and Human-Caused Disasters

**Breakout Sessions**

- PSP: Are You Up For the Challenge?
- So You're Going to be President!
- Transitions: Are You Prepared?
- Fostering Healthy Work Environments: Powered by Civility, Professionalism, and Collegiality (two parts)
- Parliamentary Procedures Simplified
- Ask the Undertaker
- Communicating to Make a Difference
- Leading Where You Are
- Infographics for Everyone
- Meeting Difference with Understanding—Behavioral Styles at Work
- Rising With the Phoenix
- Walking Through the Minefields of Life
- Effective Gatekeeping for the Office Professional
- Is Your Customer Service Up to PAR (Professional, Accurate, Responsive)?
- Creating a Culture of Wellness in the Workplace
- The Purposeful Professional
- Shine the Light On You
- Increasing Access to Mental Health Services in Schools Through Community Partnerships
- A Basque Cultural Experience
- Motivational Interviewing: A Skill for Professionals
- Human Rights for All
- How to Support Transgender Students
- Caring for Yourself at Work
- Be CEO of Your Own Career
- The Future is Not What it Used to Be
- The Essentials of Tai Chi and Qigong
- Avoiding Scams and Fraud (Medicare)
- Everyone Has a Story/What is Your Legacy?
- Ace the Social Media Test: How to use Social Media in Education
- Caregiving



## Vacation, Anyone??

By Gay Barzee

The Boise State Association of Office Professionals hosted a brown-bag lunch on January 31<sup>st</sup> that offered a deluge of self-help wellness tips. The topic was “How to deal with stress while finding a work-life balance” with Holly Levin from University Health Services as guest speaker.

We discussed how to gather tools in our toolbox to help us handle the top things that cause us stress. At the top of the list are workload, financial concerns, home stress, and lack of sleep. Can anyone relate? We learned the importance of taking care of ourselves first and filling our own toolbox with those things that will help us get through stressful situations. The key is to be prepared with our tools ahead of time.

A few of the things we learned to do is to relax when eating and to eat mindfully and nutritionally. It’s important to eat the foods you enjoy and fuel your body with healthy snacks such as carbs and protein combinations. “Allow food to let you pause” so that you are eating and enjoying your food.

We learned the importance of play in the workspace and discussed ways we could do that. Holly gave us all a silly putty egg to take back to our desks. Health services also has those orange stress balls that we all have at our desks. If you don’t have one, give Holly a call.

A big take away from our training was the four minute vacation that we took. It was a guided meditation through the sights, sounds, smells, tastes and textures of our favorite place on earth where we like to relax. Some people went to the beach, others to the woods and rivers, but we all went “away” for a few minutes of relaxation. We also learned ways we could take these places back to our desks so we can “get away” every day without ever leaving our desks. It only takes a few minutes.

The “Relaxation Toolkit” includes sight, sound, taste, touch, smell and any other additional items you feel you might need to help you unwind for a few minutes. We need to incorporate this into our day in order to feel better and remain healthy. What will you put in your toolkit? Plan it, do it, and take care of yourself.





## Membership and Events

By Shelly Doty

Membership Representative, chair

AOP currently has 78 active members and 7 associate members.. 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 open to 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; Professional Development Day is coming up. Talk to your colleagues about attending and becoming a member. We would love to reach the 100 member mark!



### The Legislature is in Session

The Idaho State Legislature is in session. Keeping abreast of the legislation that affects you, your community and your state is a great way to keep in touch with what is going on around you.

Here are some key links to keep informed:

Idaho Legislature: <https://legislature.idaho.gov/>

Who's My Legislator: <https://legislature.idaho.gov/legislators/whosmylegislator/>

Idaho Statutes: <https://legislature.idaho.gov/statutesrules/idstat/>

Idaho Constitution: <https://legislature.idaho.gov/statutesrules/idconst/>

Idaho Session Laws: <https://legislature.idaho.gov/statutesrules/sessionlaws/>

Administrative Rules: <https://adminrules.idaho.gov/>

State Employee Compensation: <https://dhr.idaho.gov/Compensation/StateEmployeeCompensation.html>

Idaho in Session: <http://idahoptv.org/insession/>

Legislative Breakdown: <http://www.boisestatepublicradio.org/topic/legislative-breakdown#stream/0>

Idaho Reports: <https://video.idahoptv.org/show/idaho-reports/>

Eye on Boise: <https://www.idahopress.com/eyeonboise/>

## MEMBERSHIP

Contact:

**Shelly Doty**

**Membership Chair**

**426-3359**

**[sdoty@boisestate.edu](mailto:sdoty@boisestate.edu)**

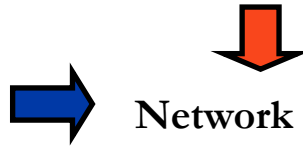
Get information on updating your membership for the year. Membership renewal will entitle you to receive the Keynoter in your inbox along with being eligible to apply for scholarships for conferences, workshops, training and education.

## AOP Mentoring

Starting a new job is always mindboggling, but wouldn't it be nice if when you start working at Boise State there is someone to show you around, and give you tips on where things are and who to contact for what service?

AOP member representatives send welcome letters and offers of mentorship to new office staff as they are hired to work at Boise State. So let your member rep know of any new employees.

All of our members are welcoming and happy to help new employees maneuver their way around the university, whether they become an AOP member or not.



## **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/>. The application can be found 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 [kimshively@boisestate.edu](mailto: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/>

**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/](http://scholarworks.boisestate.edu/bsuaop_newsletter/)



—KEYNOTER—

INSTANT  
NOTIFICATION

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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!

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](mailto: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. All we need are 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](mailto:sdoty@boisestate.edu).



## BSUAOP Membership List 2018/2019

Elizabeth Allen	Candace Hart	Twyla Perkins
Rhosan Ames	Angela Haugh	Lynelle Perry
Brittany Archuleta	Valerie Hayes	Ellie Pierce
Gaynel Barzee	Lauren Hershey	Gail Puccetti
Jacob Bingham	Eva Horn	Suzan Raney
Leslie Black	Victoria Hoshino	Pam Robbins
Sharon Brown	Dori Hulme	Kellie Rose
Gerry Bryant	Guen Johnson	Isabell Rowsell
Noreen Camacho	Linda Kauffman	Beverly Sherman
Julia Camilli	Michele Kelly	Kim Shively
Anita Castello	Kristen King	Emily Sommer
Kait Chase	Desiree Kohl	Shanda Sorenson
Ella Christiansen	Anita Lasher	Li Sperl
Alicia Clapier	Marianne Ledford	Andrea Sullivan
Rochelle Cunningham	Cynda LeDuc	Elizabeth Taylor
Michelle Davis	Katy Lightfield	Jennifer Taylor
Lisa DeRosier	Michal Lloyd	Tiffany Widman
Diane Donald	Danya Lusk	Allison Wilde
Shelly Doty	Linda Machado	Audrey Williams
Patricia Dudziak Kerr	Ramona Martin	Tracy Yarnell
Debbie Eidson	Brittany McEwen	Chris Young
Jennie Ficks	Sonia Medrano	<u>Associate Members</u>
Rossitta Fleming	Yessica Mendoza	Rene' Delaney
Susan Fullmer	Cheri Molatore-Lemoine	Jackie Fuller
Sage Grimmett	Kili Murphy	Donna Knaple (Amaru)
Collyn Halsted	Chris Murua	Maudi Garretson
Jeanne Hansen	Rita Nuxoll	Angela Garcia
Corbin Harp	Kristin Olson	Phyllis Carnahan
MarLee Harris	Dana Oster	Connie Charleton

## PSP ENDORSEMENTS

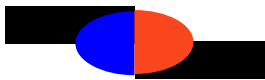
The PSP Program is endorsed by:

- \*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 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

## 2018-2019 Calendar



July 11, 2018	Executive Board Meeting— 3:00-4:00 pm—ALBR 109A
August 9, 2018	Executive Board Meeting— 3:00-4:00 pm—MBEB 3100
September 5, 2018	Executive Board Meeting – 3:00-4:00 pm—MBEB 3100
<b>September 24, 2018</b>	<b>Office Professional &amp; Administrator of the Year*</b>
October 2, 2018	Executive Board Meeting – 3:00-4:00 pm—MBEB 3100
<b>October 5, 2018</b>	<b>Bosses Breakfast—7:30-9 am—Jordan Ballroom</b>
November 13, 2018	Executive Board Meeting—3:00-4:00 pm—ALBR 109A
<b>November 16, 2018</b>	<b>Holiday Auction—11:30 am-1:00 pm—SUB/Simplot</b>
December 11, 2018	Executive Board Meeting—3:00-4:00 pm—ALBR 109A
January 8, 2019	Executive Board Meeting—3:00-4:00 pm—RUCH ENGR 301
February 12, 2019	Executive Board Meeting—3:00-4:00 pm—ALBR 109A
<b>March 1, 2019</b>	<b>PDD Scholarship Application Due*</b>
<b>March 1, 2019</b>	<b>IAEOP Conference Scholarship Application Due*</b>
March 12, 2019	Executive Board Meeting—3:00-4:00 pm—ALBR 109A
April 9, 2019	Executive Board Meeting—3:00-4:00 pm—ALBR 109A
<b>April 15, 2019</b>	<b>NAEOP Conference Scholarship Application Due*</b>
<b>April 17-19, 2019</b>	<b>IAEOP 47th Annual Conference—Riverside Hotel, Boise, ID</b>
<b>April 26, 2019</b>	<b>Professional Development Day—MBEB</b>
May 14, 2019	Executive Board Meeting—3:00-4:00 pm—ALBR 109A
<b>June 4, 2019</b>	<b>Annual Meeting – TBD</b>
<b>July 15-20, 2019</b>	<b>NAEOP 85th Annual Conference—Riverside Hotel Boise, ID</b>

**\*Application/Nomination deadlines**