

KEYNOTER

Boise State University Association of Office Professionals {BSUAOP}

NOVEMBER—DECEMBER
2019
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BSUAOP has its own email:
AOP@boisestate.edu

President's Message Learn...Change...Grow

Wow! It's November already! I think all of us have been on the run since before the semester started and it doesn't show any signs of slowing down. So all of you hang in there—we're on the downhill side!

Lately one of the things I am thankful for are the AOP members who've wanted to volunteer to help put on our events. The things we offer truly do 'take a village' to pull off. Without their energy and commitment, events like Bosses Breakfast would never happen.

Most people don't realize how much work goes on behind the scenes for each of our events. Our upcoming Holiday Auction provides a great time and a chance to bid on absolutely awesome items. It's all the time, organization and effort by many folks beforehand that make the event so great.

Things like: contacting vendors (we have a list of hundreds) and university departments to ask for basket donations; choosing our theme and charity and finding auctioneers; getting people to work the events, which, depending on which event can be anywhere from three or four to 20 or more hours; getting folks across campus to help us advertise; working with Event Services to keep our costs low - and having the setup time needed; working with Boise State Marketplace for registration, having the man-power for the entire afternoon prior to the auction to set up the room with decorations and auction item displays; and ensuring that we have all items needed. We rely on our entire team, the AOP board and all the AOP members to help us make all of our events happen so that what people see when they attend is a finely tuned event or show or training opportunity.



Continued on page 9



2019 HOLIDAY AUCTION "A BLUE BLUE CHRISTMAS"

Sponsored by BSUAOP

November 22nd, 2019 11:30am - 1:00pm

Simplot Ballroom

**Lunch - \$13 +Tax Brown Bag - \$0
(10% discount for AOP Members)**

**Registration: <https://tinyurl.com/y8zul7rc>
Please register so that seating is available!**



Guest Auctioneers



Dr. Andrew Giacomazzi and Surprise Auctioneer

50/50 Tickets will be available

Proceeds to benefit Women's and Children's Alliance as well as fund scholarships to support education, training, conference attendance and more for members of BSUAOP.

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

**all taxable items will be assessed 6% sales tax at time of payment.*



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.

HOLIDAY AUCTION

Friday, November 22, 2019

By Ramona Martin, Committee Chair

We are accepting donations for the 2019 Holiday Auction from either university departments or community businesses. Who do you know that might be able to donate a weekend getaway? How about a river or camping trip? Do you have an artisan in mind that might like to share their talent in the form of a donation? Does your department want to donate a themed gift basket? Please complete the donation form for any auction donations: <https://forms.gle/QFit7Fww5wA74eMZA>. Contact Leslie Black (lblack@boisestate.edu) or Gay Barzee (gbarzee@boisestate.edu) with any questions.

To learn more, visit our webpage at <https://orgs.boisestate.edu/bsuaop/calendar/holiday-auction>.

Be sure to see the Holiday Auction flyer on the previous page and register to attend the Holiday Auction on November 15th...get there early to assess the products and plan your bidding strategy!



ALBERTSONS LIBRARY COLLECTING BOOKS FOR OPERATION WISH BOOK

By Pam Kindelberger, Albertsons Library



OPERATION WISH BOOK

Operation Wish Book is a non-profit organization started over 20 years ago by retired teachers who wanted to place new books in the hands of children who do not own books. The books are collected in the month of November and distributed to children in December through the Salvation Army. Albertsons Library started collecting new books for this wonderful organization in 1994. We

have collected 2,749 new books to help spread literacy throughout the Treasure Valley.

This year we would like to ask the Campus community to partner with Albertsons Library to collect even more new books to place in children's hands. We will be collecting new books from November 1 to December 6, 2019. You can drop the books off at the Circulation Desk or contact Pam Kindelberger (426-3827) or Nancy Donahoo (426-4038) or email Operation Wish Book (operation-wish-book-group@boisestate.edu).



*Pam Kindelberger
Albertsons Library*

2019 BOSSES BREAKFAST RECAP

By Leslie Black, College of Health Sciences

If you missed Bosses Breakfast, Hollywood Games 4.0, you missed a knock down drag out friendly competition between the Deans and the Vice Presidents of Boise State. Competition centered around Hollywood games such as “Mono Tones (Doo Doo Doo), Show Me the Music (acting out a song for the team to guess the song title), Where Ya Goin’? (giving clues to the driver about where he is taking you), Blockbusters, Change the Lyrics, and Four Word Phrases (rearranging cubes with words on each side to make the phrase that matches the clue).

Some of the doo doo doo’s were pretty impressive and some gave a clue to no one. It really helps if you know the song you are supposed to be doo doo doing! Clues to tell the bus driver where he was going were pretty creative and I believe everyone arrived at each destination safely although some trips took longer than others. Hitting the buzzer to provide the answers to the Blockbusters game turned out to be challenging. One of the VPs knocked down one of the Deans in an attempt to be the first to “ring



in” and one of the Deans tried to “listen in” on the conversations the VPs were having. Um, I believe that is called cheating! But, all in good fun, of course.

This year the points all added up to the Dean’s winning the contest! (There may, or may not, have been some creative point awarding there!) Mark your calendars for next year’s event sometime in October to start your day out with some good belly laughing and help us all honor our supervisors and the extra efforts they put in to making Boise State the BEST place to work!



OFFICE PROFESSIONAL AND ADMINISTRATOR OF THE YEAR

By Shelly Doty, BSUAOP President

The Boise State Association of Office Professionals hosted the annual Bosses Breakfast on October 4th. During the event awards were given for Office Professional and Administrator of the Year, chosen from the nominations received.

The 2019/2020 Office Professional of the Year is Maya Duratovic. As the Office Manager for the English Department, Maya was chosen based on her outstanding contributions to Boise State as well as local, national, and global communities. Her work in the Bosnian community has been extensive. As a co-writer for the \$200,000 grant for the Mandella Washington Fellows and her most recent award of Young Professional of the Year, she has helped shape the community of Boise by bringing Boise to the world and the world to Boise.

The 2019/2020 Administrator of the Year is Dr. Andrew Giacomazzi. Dr. Giacomazzi embodies Boise State. He is recognized for his unwavering support of students, faculty, and staff throughout the university. Dr. Giacomazzi's continued involvement with Boise State as well as local, regional, and national organizations is exemplary. Receiving an ASBSU Golden Apple Award and participation for five years as Faculty in Residence for the Leadership and Engagement Living Learning Program highlight his dedication to higher education.



Maya Duratovic, left, and Dr. Andrew Giacomazzi, right, receive their Office Professional and Administrator of the Year awards, respectively, at the 2019 Bosses Breakfast on October 4th.

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

Awesome!

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NAEOP HIGHER EDUCATION COUNCIL CHAIRPERSON

By Ramona Martin

BSUAOP Immediate Past President, President-Elect

The National Association of Educational Office Professionals (NAEOP) has membership councils that help to represent our office professionals across the country. These councils allow NAEOP to focus representation in educational areas like elementary education or administrative services. Our Boise State AOP members who are also members of NAEOP are part of the Higher Education Council.

Ramona Martin (BSUAOP immediate past president and president-elect) has been appointed by Jill Averyhart (NAEOP President) to be the Higher Education Council Chairman until July of 2020. Ramona stated, "This is a perfect opportunity for BSUAOP to reach out and network with those who are having similar institutional challenges and successes as we are. A way to make connections, share skills, and make more friends." The Council Chairman is responsible for updating the website (<https://sites.google.com/view/highereducationcouncil>), representing it's members at the national level as a member of the Board of Directors, and hosting the Higher Education Council meeting at the National Conference in July.



*Ramona Martin,
BSUAOP Immediate
Past President,
President-Elect*



86th ANNUAL NAEOP CONFERENCE

July 20-24, 2020

Salt Lake City, Utah

The dates and place are set for the 2020 NAEOP Conference next summer. Be sure to check out the recent NAEOP Tuesday's Tip (<https://youtu.be/-6I9J1wTmO0>) to see what awaits you in Salt Lake City!

Visit www.naeop.org for additional details about the annual NAEOP Conference under the 'EVENTS' tab.

You may want to consider the conference lay-a-way program (<https://bit.ly/2NnIXa3>), which can be established with a minimum down payment of only \$50.00.

Over time, you can pay off your conference registration, which should be paid in full by 30 days prior to the conference to avoid the after-deadline fee. To learn more about the lay-a-way program, visit the NAEOP website, under 'EVENTS' tab, 'NAEOP CONFERENCE', 'CONFERENCE LAY-A-WAY FORM'.



Sharing a recent Tuesday's Tip are NAEOP Southwest Area Director, Teresa Himmerlberger, CEOE (middle), and Conference Professional Development Co-Chairpersons, Julianne Hamblin, CEOE (left) and Gayna Breeze, CEOE (right).

MINDFULNESS IN THE OFFICE

By Kaelyn Rogers, OTR/L, RYT

Working in an office setting can be stressful. Between the traffic and stress of a commute, the sensory overload of the office, high expectations and busy workloads, it may feel like you cannot escape the day to day stress. Unfortunately this can have a negative effect on our mental and physical health, and decrease our productivity and the quality of our work.

While many of the things mentioned above cannot be changed, you do have much more control of your own responses to this stress than you would imagine. By adding a few simple routines to your day, you will have the ability to monitor and improve your energy levels, decrease your stress and anxiety, improve your confidence, and change your overall mood and outlook.



Kaelyn Rogers, OTR/L, Upward Inertia Founder and Executive Director

Try these techniques seated at your desk, in the lunchroom, or maybe even in the bathroom (if you just need a quick escape from the hustle and bustle of the office).

1. Use your breath

As humans, breath is our super power. It is the only direct connection we have to our autonomic nervous system—the nervous system that controls the “fight or flight” and “rest and digest” responses. Generally we are unable to control the components of these, think the heart rate, circulation, or digestion. However, we do have the capacity to use our breath to affect these responses.

When we become stressed, anxious, or angry, our breath will become shorter and shallower, signaling to the body that there is a threat. This is part of the “fight or flight” response. As the response is activated it doubles down within our breathing patterns, causing the breath to shorten even more. It’s a negative feedback loop that can cause the body to stay in panic mode.

If we begin to become conscious of our breath and control our breathing patterns, we can begin to relax the body and send the message that it’s time to relax.

Allow yourself to sit comfortably or lay on your back with your hand just below the ribcage. As you breathe in, aim to fill the abdomen like a balloon—the belly expanding with each inhalation. Squeeze out the air with each exhalation. Notice how fast or slow you naturally breathe. If it feels comfortable, allow the breath to slow down, counting to 4 as you breathe in and 4 as you breathe out. You should not be holding the breath but rather filling slowly, as though breathing through a straw. If you’d like to go further, allow the exhale to lengthen, perhaps breathing in for 4 and out for 6 or 8. Allow yourself to modify these patterns to meet the needs of your body, noticing if the breath is too long or short for your comfort. Allow yourself to breathe consciously for 3-5 minutes, focusing the attention on the breath throughout. This will both calm the body and mind and re-center your focus so that you can work more efficiently.

2. Take movement breaks

You may notice that your energy levels drop throughout the day—perhaps you become less focused or start to nod off. This can be your body responding to the sedentary behavior associated with desk work. Luckily, there are simple ways to increase your arousal level with basic movements.

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UPDATE FROM FACILITIES, OPERATIONS, AND MAINTENANCE

By Barbara Beagles

Director, Facilities, Operations, and Maintenance

Facilities, Operations, and Maintenance (FOM) has had a busy summer prepping for the opening of our new Center for Visual Arts, and the beginning of the fall semester. The Center for Visual Arts is the newest addition to our campus, which includes 90,000 square feet of very specialized studios and classrooms.

If you have a chance to get around campus, please check out the improvements that we have been making at Boulder Hall and Multipurpose. We have painted the lobbies, updated some lighting to LED, and purchased new lobby furniture to update the space and make it more inviting.

Our electrical team has been working to update all lighting in the Education Building to LED, and we are nearly finished updating Science to LED. When this project wraps up, we will be moving to Albertsons Library. LED lighting is 90% more efficient than incandescent bulbs and they produce less heat. This helps immensely with our utility bills on the amount of energy used to keep the lights on, and in the summer with keeping our buildings cooler. LED lights lasts longer, which means less maintenance. We are looking forward to continuing to transition to LED lighting throughout campus.



Barbara Beagles, Director, Facilities, Operations, and Maintenance



Photo courtesy of Boise State Photo Services

Please be cautious when walking on campus as winter weather approaches. Our grounds crew clears leaves off of walkways daily—but as soon as we remove them, more continue to fall. Leaves that get wet can be extremely slick. Please watch your step as you walk across campus.

Our grounds crew is also responsible for removing snow in the winter. We do the best we can, but just like at home; as we clear areas, and the snow continues to fall, it might look like the area has not had much attention. We will get there and ask for patience from students, faculty, and staff. Our crews have routes and as soon as they clear an area, they move on to the next spot on their route. It could be up to 45 minutes to an hour before they can get back to where they started. If areas have been missed, please notify Service Request by calling and reporting the area in question.

To prevent slips and falls, please wear appropriate footwear when on campus. Shoes or boots with good tread really help keep you stable and your risk of falling minimized.

FOM has a new cell number for our 'Text N Fix': 208-866-6825. Plug this into your smartphone, snap a picture, and text us your concerns. This is an easy way for us to respond to concerns on campus.



Photo courtesy of Boise State Photo Services

It's the same with our jobs. There is so much that students, faculty, and staff don't realize goes on behind the scenes. Our goal is to present a finely tuned unit, department, or college that supports our university seamlessly and to the benefit of those we serve. We do, however, run our feet off making that happen, just like with all of our events.

Much like our events, we support our colleagues, help each other, encourage each other to provide the best in whatever our job entails.

Whether with the Association of Office Professionals or with your job, reach out, create connections, learn...change...and grow. Help others do the same.



Shelly Doty
BSUAOP President,
2019-2020

TECH TIPS & TRICKS:

15 AMAZING SHORT CUTS YOU AREN'T USING

Submitted by Li Sperl



Li Sperl
School of Public Service

Do you wish you were a little more efficient when it comes to using the hot keys on your keyboard? Perhaps you find yourself a bit envious when a coworker clicks away as if use of the hot keys are second nature to them. It's time we embrace the hot keys and give ourselves the opportunity to speed up work flow.

Watch this short YouTube video of "15 Amazing Shortcuts You Aren't Using": <https://www.youtube.com/watch?v=VeAK7Bv4F1o>, which will cover many hot keys including:

- Create a virtual desktop
- Switch between virtual desktops
- Return to the desktop from apps
- Open an app from the taskbar
- Split-screen between two apps
- Switch apps
- Program management and trouble shooting
- Open File Explorer
- Use the magnifier
- Take screen shots
- Use Action Center
- Access the settings
- Talk to Cortana or Siri
- Use the Windows game bar
- Lock down your PC



SPECIAL THANKS AND APPRECIATION

By Shelly Doty, BSUAOP President



Marlayna Boice,
Event Services

Boise State AOP would like to extend a HUGE and heartfelt "Thank You" to both Marlayna Boice (Event Services) and Cristin Schmidt (Student Financial Services with Marketplace). Marlayna and Cristin have gone above and beyond to make our events successful. They have been accommodating as possible to each requested change (including multiple changes to our registration platform), helped to keep our costs down, all while remaining pleasant and understanding. Thank you for the continued support, Marlayna and Cristin!



Cristin Schmidt,
Student Financial

FOCUS ON MEMBERS:

JENNIE FICKS

Department of Music

Hi! My name is Jennie Ficks, Administrative Assistant 2 in the Department of Music. I first came to Boise State as a student French Hornist in 1974, and studied Music Education from 1974-1981. I played in the Marching Band before it was the Keith Stein Blue Thunder Marching Band, when we still wore Stetsons and boots, and the field was green, and the department was located in what is now Communications and the Hemingway Center. I returned to Boise State as a student and studied Music/Business from 1995-2000. Believe me, I appreciate the Blue Turf and Morrison Center for the Performing Arts at least as much as anyone on Campus, probably much more.



Following graduation, I continued to play horn in the SummerFest band and orchestra, the Treasure Valley Concert Band (now in its 37th season—I'm proud to be a charter member), numerous Boise Music Week musicals, and in a brass and woodwind quintet. One of my favorite horn-playing jobs was as a band member for the Idaho Shakespeare Festival's production of "Comedy of Errors", even though it required putting on a wool-blend band uniform in 100-degree-plus heat, and even marching a little on state. I also really enjoyed substituting as a percussionist for a couple of the Boise Philharmonic's children's educational events. I worked part-time at Boise State (yes, in the Department of Music), doing various clerical and organizational tasks, plus a little horn playing while also teaching band at Sacred Heart Catholic School, and working for the South Region as a receptionist/office worker at Idaho State Department of Parks and Recreation.

I was hired full-time in my current position in the Department of Music in May of 2008. I still play the horn as much as possible, and am still in the Treasure Valley Concert Band, and also play in the Treasure Valley Symphony. One event I really enjoy is playing horn for the Hymns of Thanksgiving event (a free program of inspirational music held in downtown Boise in the CenturyLink Arena every year on the Sunday evening before Thanksgiving, and aired on Idaho Public Television and 24/7 over the Thanksgiving holiday weekend). I also am one of the orchestra personnel managers and assist with putting musicians together for the event.

Besides having a long history with Boise State music, I also still avidly follow Boise State football. Fairly recently, I added watching the Dallas Cowboys, since Demarcus Lawrence is/was my all-time favorite player at Boise State, but it's even better now that we have so many former Boise State Broncos on the team and the coaching staff. I've been reading up on fantasy football and may put a team together one of these seasons.



I enjoy spending time with family and friends, and am lucky that they're generally pretty willing to both humor and accompany me in my quest to find and try new things. We are currently working to come up with a time we can all get together and do some axe throwing and ping-pong at Base Camp, and putting together our Halloween, Thanksgiving, and Christmas plans.

Feel free to come by the Department of Music and say hello. I always have my festive Boise State football and Demarcus Lawrence décor up (I rotate things in and out of my office collection) and often add some holiday decorations as well.

BSUAOP OFFICERS 2019/2020

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BOISE STATE UNIVERSITY
ASSOCIATION OF OFFICE PROFESSIONALS

Continued from page 7—Mindfulness in the Office

Backbends, twists, and lateral bends all work to increase the energy levels of the body. The movements don't need to be extreme and can be done sitting or standing in a small space.



Option 1: Take a moment to sit or stand with your spine straight, your feet or bones grounded into the earth.

Imagine a stream of energy running through your body, coming from the earth below you. As you inhale fill the abdomen with rich oxygen and begin to reach the arms overhead, pointing your heart up towards the sky. Imagine that you are trying to lift the shoulders over a large barrel, making the spine longer as you open. Make this bend as big or small as feels right for your body and hold this for a few slow breaths, letting the shoulders move away from the ears and the heart open more and more towards the sky. When your body feels ready, return to a straight, neutral spine, and grasp the left wrist with the right hand. With the exhale, begin to trace the left hand along the ceiling towards the right, lengthening the left side. Try to keep both shoulders in a line facing the wall opposite you. Hold this for a few breaths and before completing this on the opposite side. When ready, release the hands towards the side and gently swing the arms and chest toward the opposite knee, moving side to side with ease. Repeat this sequence five to ten times, noticing the energy moving through your body, recharging you.

Option 2: Get up and take a walk. Whether its three minutes or thirty, this will help to refocus your brain and awaken your body. As you walk, move intentionally, noticing how your foot makes contact with the ground, how your body feels as it moves through space. Allow your thoughts to continually come back to your steps, releasing the stress and anxiety that creeps its way into the mind.

3. Use thought filtering

Our thoughts are perhaps the most powerful influencer of our emotions and actions. If we constantly believe we cannot accomplish what we hope, or tell ourselves that we're not good enough, we will accept this as a truth. This will, of course, then effect our self-esteem, stress and anxiety levels, and overall mental health. We can, in the same way, train our brain to provide positive feedback and a sunny outlook.

As you move through your day, begin to notice your thoughts. Whenever your mind moves down a negative or self-deprecating path, see if you can change the pattern. For example: When your immediate response to the new task that you were given is "I will never get this done," allow yourself to rephrase the response to something like, "This is a great opportunity for growth." If you are unable to totally change the thought, allow yourself to add a "but..." statement. For instance, "This is a huge project that I will never get done, but I have a very supportive team who will help me work through it." The "but..." statement does not even need to directly relate to the negative thought, it simply needs to be positive and encouraging. In doing this, we teach ourselves to find the positive in each situation. While this may feel challenging in the beginning, as we practice it becomes our blueprint and thus our go-to response.

* Kaelyn Rogers, OTR/L, is the founder and executive director of Upward Inertia, a yoga therapy based non-profit. Visit www.upwardinertia.com to learn more about the program, class offerings, and ways you can get involved.

**BSUAOP
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REPRESENTATIVES**

**Membership Committee
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PROFESSIONAL DEVELOPMENT DAY

Friday, April 24, 2020

By Ellie Pierce, Committee Chair



We have a tentative date for PDD 2020. At this time, let's just say that you can expect it to happen on a Friday late in April. It's my honor to chair the committee this year. If you know me at all, you know I'm ALL ABOUT collaborative continuing education and human resource development. I'm asking for feedback on my theme words this year. Please help by voting via this link: <https://tinyurl.com/y44ardbw> for the five words you feel are most important for this year's PDD theme. Please vote as soon as possible so we can start collaborating.

BUDGET REPORT

By Michele Kelly, Treasurer

BSUAOP financial report as of October 7, 2019. Current Account Analysis Report is showing a balance of \$12,340.64. Of this balance, it is estimated there is \$432 of Bosses Breakfast revenue and \$12 for a new membership that is not yet posted. Expenses

BB 2019 Estimates	
Revenue	
	\$2,556.00
approximately \$2124 has been posted to our account so far	
Expenses	
Non Taxable	
AV services	\$ 99.00
Screens	\$ 30.00
Projectors	\$ 180.00
Microphones	\$ 50.00
Pipe and Drape	\$ 140.00
	<u>\$ 479.00</u> Total non taxable
Taxed	
Catering	
215/\$11.99 each	\$ 2,577.85
18% discount	\$ 464.01
	<u>\$ 2,113.84</u> Total catering
3% credit card fee	\$ 63.42
6% sales tax	\$ 126.83
	<u>\$ 2,304.09</u> Total catering/taxes and fees
Total Expenses	\$ 2,783.09
Total net loss	(\$227.09)

are expected to be posted to our account within the next few weeks totaling \$2,783.09. A breakdown of these expenses is shown.



These are estimates as we have not received a final invoice from Event Services. Added to these expenses will be the cost of the plaques presented at the Bosses Breakfast event.

WEBSITE REPORT

By Pam Robbins, Website



Boise State Human Resources has offered to sponsor the BSUAOP, ACE, and PSA web pages. Although details are still being ironed out, it looks as though we will indeed be able to keep our website as opposed to the previous plan of moving to OrgSync.

When available, more information will be shared in upcoming board meetings and newsletters.

COMMITTEES 2019/2020

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BROWN BAGS

By Ellie Pierce, Committee Chair

The next installment of the Brown Bag Lunch Series will be centered around unique holiday gift ideas. Although the date is to be determined, look for an announcement and registration link to come out for the December meeting.

Contact Ellie Pierce for more information
(elliepierce@boisestate.edu)



Membership and Events

By Audrey Williams, Membership Representative, Chair



AOP currently has 48 members. One of the reasons people are drawn to our organization is our three signature and very popular events that we have each year: Holiday Auction, Professional Development Day, and Bosses Breakfast.

The Holiday Auction is coming up on November 22, 2019. All of our signature events are for the University community. An opportunity to network, learn, get to know each other, and have fun while doing so.

It takes more than just the Board to pull off these events. If you would like to volunteer to help, please reach out. Talk to your colleagues about becoming a member. We would love to reach the 100 member mark! The more the merrier!

Membership Contact: Audrey Williams by phone at 208-426-4039 or email at awilliam@boisestate.edu. 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.

If you are looking for a way to upgrade your job skills and are interested in meeting new people, BSUAOP is for YOU!

Annual IAEOP Conference

April 15-17, 2020

Sun Valley, Idaho

Scholarship applications are due by
February 1, 2020

Professional Standards Program

PSP ENDORSEMENTS

The PSP Program is:

- Allied with the American Association of School Administrators
 - Affiliated with the National Association of Elementary School Principals

The PSP Program is Endorsed by:

- National Association of Secondary School Principals
- Association of School Business Officials International
- National School Public Relations Association
- American Association for Adult and Continuing Education

For questions contact PSP Chair, Shelly Doty (sdoty@boisestate.edu)

To find out more check out the NAEOP website:

<https://www.naeop.org/programs/professional-standards-program.html>

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 [pspbook](#) from the Boise State AOP website.

— 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!

BSUAOP Membership List 2019/2020

Elizabeth Allen	Linda Kauffman	Pam Robbins
Rhosan Ames	Michele Kelly	Isabel Rowsell
Quinn Anderson	Desirée Kohl	Naomi Sallay
Gaynel Barzee	Anita Lasher	Beverly Sherman
Leslie Black	Marianne Ledford	Kim Shively
Gerry Bryant	Cynda LeDuc	Shanda Sorenson
Jennifer Buel	Michal Lloyd	Li Sperl
Matthew Cordell	Danya Lusk	Annette Welburn
Lisa DeRosier	Linda Machado	Audrey Williams
Shelly Doty	Ramona Martin	Wendy Wong
Megan DuPre	Kili Murphy	
Maya Duratovic	Rita Nuxoll	<u>Associate Members</u>
Debbie Eidson	Dana Oster	Connie Charleton
Jennie Ficks	Twyla Perkins	Rene' Delaney
Michelle French	Lynelle Perry	Jackie Fuller
Jan Gabelman	Ellie Pierce	Angela Garcia
Christine Harpham	Gail Puccetti	Maude Garretson
Valerie Hays	Suzan Raney	Guen Johnson
Guen Johnson	Patrick Resler	Donna Knaple (Amaru)

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://orgsync.com/150497/chapter>

Board members: <https://orgsync.com/150497/groups>

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

Boise State University Association of Office Professionals

2019-2020 Calendar

July 9, 2019	Executive Board Meeting— 3:00-4:00 pm—ALBR 109A/201C
August 13, 2019	Executive Board Meeting— 3:00-4:00 pm—ALBR 109A/201C
September 10, 2019	Executive Board Meeting – 3:00-4:00 pm—ALBR 109A/201C
September 27, 2019	Office Professional & Administrator of the Year*
October 4, 2019	Bosses Breakfast—7:30-9 am—Jordan Ballroom
October 8, 2019	Executive Board Meeting – 3:00-4:00 pm—ALBR 109A/201C
November 12, 2019	Executive Board Meeting—3:00-4:00 pm—ALBR 109A/201C
November 22, 2019	Holiday Auction—11:30 am-1:00 pm—SUB/Simplot Ballroom
December 10, 2019	Executive Board Meeting—3:00-4:00 pm—ALBR 109A/201C
January 14, 2020	Executive Board Meeting—3:00-4:00 pm—ALBR 109A/201C
February 1, 2020	IAEOP Conference Scholarship Application Due*
February 11, 2020	Executive Board Meeting—3:00-4:00 pm—ALBR 109A/201C
March 10, 2020	Executive Board Meeting—3:00-4:00 pm—ALBR 109A/201C
April 14, 2020	Executive Board Meeting—3:00-4:00 pm—ALBR 109A/201C
April 15, 2020	NAEOP Conference Scholarship Application Due*
April 15-17, 2020	IAEOP 48th Annual Conference—Sun Valley, ID
April 24, 2020	Professional Development Day—MBEB
May 12, 2020	Executive Board Meeting—3:00-4:00 pm—ALBR 109A/201C
June 2020	Annual Meeting – TBD
July 20-24, 2020	NAEOP 86th Annual Conference—Little America Hotel Salt Lake City, UT

***Application/Nomination deadlines**