President’s Message
Desiree Reyes

All too quickly--and with more than a few stumbling blocks, I’m sure--the first two months of the semester have come and gone. My hope is we can all take a few minutes to congratulate ourselves and a coworker (or two) on surviving the chaos each new academic year brings.

For many of us, this new semester came with challenges we didn’t have even a year ago. In addition to any COVID-related issues, some of us may have also been organizing training for new hires, learning and implementing new databases for our students, or even in charge of both in-person and virtual events.

All of these changes and sometimes less-than-ideal circumstances can bring along added chaos. I’m a firm believer that challenging times are much like the waves in the ocean--they’ll come crashing in, but will slowly dissipate. Some waves are bigger than anticipated and some might even cause damage or the need for us to “change course”.

As we navigate the need to change course, AOP’s planning of the upcoming annual Holiday Auction is being done with careful consideration to try to limit any added stress and chaos. This is always a fun event with dedicated planning to help make it as successful as possible. Please consider getting your colleagues involved with perhaps a donation or a basket to auction...many hands make light work.

With the next few months of holiday breaks as well as the holiday “madness” itself, I’m sure most of us will have opportunities to try to organize some of the inevitable chaos shown during this season. Some of the “tips” I’ve been trying to keep in mind to organize my own chaos may seem so simple that perhaps they’ve fallen off my radar.

Continued on page 2
It is now time to bring them to the forefront so I can get back to my own “calm”.

- Be realistic and understand your limits. Now may not be the time to stress over “perfection”. Your colleagues, family, and friends may need your transparency now more than ever as it might help both you and them to open up about realistic expectations and the path to get the results.

- Be mindful of your health. Consider a brisk walk or going to bed a little early for some rejuvenation--both for your body and your soul. As a life-long “night owl”, this one is the hardest for me to do consistently, but I sure do notice the difference when I’m able to achieve such a simple task.

- Find a calming spot to unwind. Perhaps a few moments of deep breathing or meditation are just what’s needed for clarity to tackle the next bit of chaos.

- Appreciate the smells of the season. I have never really been one for scented candles and such, but was gifted one scented as “grey flannel”. I honestly have never in my life thought grey flannel even had a smell; and yet, here I am just appreciating the calmness that scent brings.

These are just a few of what I’m trying to implement in my routine. I’m sure many of us have thought of other great ideas that have helped keep the chaos at bay during this pandemic. Feel free to share what has worked for you. Invite a colleague to join you if you can, or even share the tip with the AOP Board by emailing us at aop@boisestate.edu. We’d love to know what’s working for you!

Desirée Reyes
2021-2022 BSUAOP President

BSUAOP has its own email: AOP@boisestate.edu

Please don’t hesitate to contact us.
For more information on our organization.
To ask questions about what’s going on.
To make suggestions for anything!
Just to say hi and tell us we’re doing a great job.

We’d love to hear from you.
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 3032 new books to help spread literacy throughout the Boise Valley.

This year we would like to ask the Campus community to partner with Albertsons Library to collect even more new books placed in children’s hands. We will be collecting new books from November 1 to December 3, 2021. 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)

“At the end it’s not about what you have or even what you’ve accomplished. It’s about who you’ve lifted up, who you’ve made better. It’s about what you’ve given back.”

— Denzel Washington

“If your actions create a legacy that inspires others to dream more, learn more, do more and become more, then, you are an excellent leader.”

— Dolly Parton
Our Brown Bag Trainings will remain virtual, rather than in person for the time being. I encourage you to visit our [Brown Bag Training](https://www.boisestate.edu/hrs/get-involved/association-of-office-professionals/) website, for notes on impactful training we have attended. I've recently added a review of the Center for Creative Leadership's "3 Research-Based Strategies to Support the Leaders of Tomorrow" workshop, which provides research data and offers considerations about how to best provide leadership opportunities for Gen Z and Millennials students and staff. We have the opportunity to make a great impact on tomorrow's future leaders here at Boise State. Being intentional about doing so will benefit society for years to come.

Campus opportunities to provide leadership experience for the younger generation are seemingly endless. For instance, this fall I am enjoying participating in the Kinesiology Department's Fitness Challenge. My personal trainer and student, Samantha Duerksen, plans to become a Personal Trainer once she graduates. Meeting with her now gives her the opportunity to practice her trade and learn leadership in the area of health and physical fitness. Samantha is teaching me a lot about proper weightlifting techniques and is doing a fantastic job being the expert!

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

**Awesome!**

Because of copyright laws, permission from the original source is needed to reprint most publications. If you would like to get permission, or if the site offers permission to republish or reuse the content, send that information along with your suggestions for the content to Desirée Kohl, desireekohl@boisestate.edu. Contact information can also be provided when sending the content and best attempts will be made to contact the original source. Unfortunately, without permission, content cannot legally be republished or reused.
HOW TO COMPLETE A SWOT ANALYSIS

By Rhonda Scharf, President

On The Right Track

It’s time for a SWOT analysis. Strengths, weaknesses, opportunities, and threats. I recommend doing them twice a year professionally and at least once a year personally. It helps you stay focused on your goals, stay current with your skills, and stay out of that comfort rut that threatens us all from time to time.

Strengths is the category I consider the most important. List all the skills and attribute that you consider a strength. If you had to rate these skills and attributes on a scale of one through ten, you would rate yourself at least a nine, even on bad days. These are the things you naturally bring to the table. Maybe your attitude is consistently positive and uplifting. Perhaps you are an Excel ninja or a travel guru. What skills and attributes do you consider a natural gift?

Then make them even better. Yes, you read that right. If you are a nine out of ten when it comes to organization, work to be a 12 out of ten. You need to be so good at this skill or attribute that your name comes up when it is mentioned.

Whatever you’ve listed as your strengths (and this list won’t be a lengthy list if you are totally honest) will be your legacy, your reputation, your brand. Everything can’t be a strength. A true strength needs to be something you maximize to stand out and add value to your organization.

Weaknesses – List all the skills and attributes that you would rate yourself four, five, or six out of ten. They aren’t going to hurt you, but you don’t excel in those areas either. They may be things that you don’t enjoy doing or things that are more effort than you often want to exert. Examples might include taking minutes, keeping your computer skills up-to-date, filing, or understanding the budget process.

For your weaknesses, you want to make sure you don’t ignore them so they become threats. You do want to invest some time and energy. If you can, bring them up to a seven or eight rating so you know that you are good enough in those areas that, with a bit of effort, they could become an opportunity for you.

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Opportunities – The same list applies, and these would be the skills and attributes that you would rate seven or eight out of ten. You are good at them. You probably enjoy them. Some days, they may be procrastinated upon, but generally, you wouldn’t say it is your best strength, but it could be if you focused on them. Opportunities are areas that offer you growth, learning, and, of course, opportunity. 

Your opportunities combine a look to the future and an interest. You are interested in new technologies and software and are very good at adapting quickly when introduced. This is an area where you could, if you wanted to, make a strength of this item.

I used not to enjoy taking minutes. I created them fine, but I didn’t love them. Until I started teaching Minute Taking Made Easy when I started to really enjoy taking minutes. Now that I’ve been teaching this program for over 20 years, I have gotten very good at them, I enjoy taking minutes (and finding out what is going on), and I moved this weakness up to an opportunity and then to a strength.

Threats are the second most important category. These are those skills and attributes that, if left unchecked, will get you fired or ruin your reputation. These are typically those elements you truly don’t enjoy, you procrastinate upon, or legitimately is something you cannot do.

By identifying your threats, those skills and attributes that you rate a one, two, or three out of ten, you are ensuring your avoidance of these skills and attributes don’t cause you to lose your job or damage your reputation.

Perhaps an example is that you avoid uncomfortable conversations. This could make you an easy target for someone to bully at work. Maybe you have a short temper which causes you to explode inappropriately. Both of these examples could come with extreme consequences.

When you identify your threats, you want to ensure you invest in yourself to mitigate these threats. Learn the skills required to rate them a four or five instead of a lower number. You may never enjoy doing these things, but they are necessary.

I look at my strengths, weaknesses, opportunities, and threats at least twice per year. As I set my goals and complete my personal performance reviews, it is easy for me to plan what needs to improve, what needs education, and what needs my attention. I look forward to finding new things to learn, new things
to improve on, and new things that get me excited. I want to ensure that I don’t slip in some things (which I do) and catch myself before they become a professional liability.

Warren and I also have similar conversations about our relationship. Neither of us wants to take things for granted nor get complacent with our marriage, finances, friendships, or health.

Won’t you do a SWOT on your professional and personal life too? You might just find that you learn a few things about yourself.

Check out Rhonda’s latest workshop: From Admin to Strategic Partner: https://on-the-right-track.com/event/adminsrock-pre-conference-workshop-two-day-online-live-workshop/

It’s not just for Admins!

CALLING ALL DEPARTMENTS!

We’re getting ready for our annual Holiday Auction.

We could really use your help!

Has your department done a basket in the past and have even greater ideas for this year?

Have you all never done one and want to help with our major fundraiser for the year? And be creative in the process?

Use your imagination, create a theme, create a hodgepodge, just simply create!

Need some ideas?

- Basket of Lottery tickets
- Basket of gift cards
- Basket of baked good
- Basket of books
- Basket of Boise State items
- Basket of homemade items

The list is endless and you can be as creative as you like!

Contact Kim Wilcox, kimwilcox@boisestate.edu for more information and help us help our organization grow and learn!
Association of Office Professionals

2021 Holiday Auction

BSUAOP’s Holiday Auction begins on December 1st!
Mark your calendars!

Auction item previews and holiday treats (Dec. 1st-10th)
Silent Auction Bidding (Dec. 1st-10th)
Split the Pot (Dec. 6-10th)
(1/2 of proceeds to a local charity)
Online Live Auction (Dec 10th; 12pm)

***Auction items may require 6% tax to be paid in addition to auction amount***
10% of all auction proceeds will go to the Women’s and Children’s Alliance

For Department Basket Donations

please contact AOP’s Kim Wilcox at kimwilcox@boisestate.edu

Visit https://sites.google.com/boisestate.edu/holidayauction2021/home
Hi, I’m Angie Roberts and I am an Administrative Assistant II in the eCampus Center. I will have been a part of the Boise State Community for five years this November. I have been attending the great Professional Development Day put on by the AOP every spring for the past several years. This year I decided it was time to see where I can help out and serve others looking for good learning opportunities. I am a new membership representative and excited to really get involved.

I joined the Boise State team after working in the family printing business for over 23 years. Life was stale and I needed learning opportunities. I have definitely found it here. As I hadn’t finished a degree before due to health issues, I decided to enroll in the Bachelor of Science in Public Health program with a Health Education and Promotion emphasis. I am set to graduate this spring!

I have lived in Nampa all my life other than a few years at Rick’s College (now BYU). I was raised cheering for a rival team, but have since come to my senses and know Boise State is the best! I try hard not to rub it in to my daughter and parents that we beat their team 26-17.

I have been married for 28 years and have one daughter. We enjoy spending time together watching movies, playing games, going to car shows and parades. We have several Ford Model Ts and a garage full of parts begging to be put back to use.

https://www.boisestate.edu/hr/人事/association-of-office-professionals/
As a BSUAOP member representative, I had the opportunity to volunteer for events on campus this past year. In doing so, it increased my confidence level to accept this new way of life. After all, the mix of Zoom and in-person is our new normal, right? Well, we are here to meet you where you are to support your growth as a university professional.

AOP is interested in the past, present, and future members, so we will reach out to you soon. The events that we normally plan out are about to get creative... Check for new emails and feel free to come along to an AOP event with a co-worker if you are on campus or share this link with any of your university colleagues.

Contact Isabel Rowsell for more information on membership: isabelrowsell@boisestate.edu.

### AOP Financials—

Some specifics regarding the AOP Finances during our past AOP FY:

- **Annual Holiday Auction:** income of $4,075
- **Bosses Breakfast:** cost $2,325
- **Professional Development Day:** cost $1,114.50
- **Membership:** income of $204

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### Professional Development Day—

Unfortunately due to many contributing circumstances, AOP’s Professional Development Day has been postponed from spring 2022 to fall 2022. As you all are completely aware, changes over the last couple of years have continued to impact each of us individually, both personally and professionally, along with impacts to our organization.

Please bear with us as we sort through the changes to be able to manage our signature events and provide the opportunities with as much foresight and thought as possible to benefit our AOP members and the campus community.
AOP SCHOLARSHIP GUIDELINES

Scholarships can be requested by any current member. Funds may be available to help in a variety of ways: training, workshops, school, textbooks, and conferences.

Scholarships are awarded on an individual basis as funding allows for active members, one+ years, who are committed to supporting our organization through their attendance at monthly meetings and/or their participation as a board member or committee member in planning our events and doing the work of the organization.

Do you need financial assistance to bring your dreams and goals into fruition? Contact Desiree Reyes, desireereyes@boisestate.edu, for more information. She can provide you with an application. Once the board receives the application it will be voted on based on funds available, need and use.

We’ll have online information and application materials available soon!

Join AOP for the monthly Board meetings, from 11 am to 12 noon on Zoom. See how the Board works and help us make this a great year! Check out the AOP calendar on the last page of the Keynoter for meeting days.

Zoom link: https://boisestate.zoom.us/j/95536493695

Online list of meetings: https://www.boisestate.edu/hrs/get-involved/association-of-office-professionals/calendar-events/

Online list of meeting minutes: https://www.boisestate.edu/hrs/get-involved/association-of-office-professionals/calendar-events/2021-2021-meeting-minutes/

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https://www.boisestate.edu/hrs/get-involved/association-of-office-professionals/
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
- 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

--- 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 Colleges, Departments, and Centers.
3. Click on University Documents.
4. Click on Boise State University Association of Office Professionals—Keynoter.
5. Look at the top right of the list for the button that says Follow. Click on that button.
6. Click on Create a free account and fill out the information requested.

https://www.boisestate.edu/hr/get-involved/association-of-office-professionals/
BSUAOP Membership List 2021/2022

Beth Allen                  Cynda LeDuc                  Beverly Sherman
Leslie Black               Katy Lightfield              Jimmy C. Taylor
Dawn Brown                 Kili Murphy                  Annette Welburn
Matthew Cordell            Rita Nuxoll                  Audrey Williams
Catherine Crapo            Twyla Perkins                
Janet Deardorff            Lynelle Perry                
Shelly Doty                Desiree Reyes                Gaynel Barzee
Paty Dudziak Kerr          Pam Robbins                  Connie Charleton
Maya Duratovic             Angela Roberts               Rene’ Delaney
Luke Hellwege              Isabel Rowsell               Jackie Fuller
Lauren Hershey             Timothy Saunders             Maude Garretson
Dori Hulme                 Maggie Scott                Guen Johnson
Linda Kauffman             Susie Seltzer                Suzan Raney

Lifetime Members

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://boisestate.edu/hrs/get-involved/association-of-office-professionals/

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!
- Promotion
- Retirement
- Conferences attended
Boise State University Association of Office Professionals

2021-2022 Calendar

September 7, 2021  Executive Board Meeting – 11:00am-12:00pm—Zoom
October 5, 2021  Executive Board Meeting – 11:00am-12:00pm—Zoom
November 2, 2021  Executive Board Meeting – 11:00am-12:00pm—Zoom
December 7, 2021  Executive Board Meeting – 11:00am-12:00pm—Zoom
December 10, 2021  Holiday Auction—12 pm, Noon—Live Auction—TBA
January 4, 2022  Executive Board Meeting – 11:00am-12:00pm—Zoom
February 1, 2022  Executive Board Meeting – 11:00am-12:00pm—Zoom
March 1, 2022  Executive Board Meeting – 11:00am-12:00pm—Zoom
April 5, 2022  Executive Board Meeting – 11:00am-12:00pm—Zoom
Spring 2022  Bosses Breakfast—TBA
May 3, 2022  Executive Board Meeting – 11:00am-12:00pm—Zoom
June 7, 2022  Executive Board Meeting – 11:00am-12:00pm—Zoom
June 2022  Annual Meeting – TBA
July 16-20, 2022  NAEOP 87th Annual Conference—Salt Lake City, UT
Fall 2022  Professional Development Day—TBA

*Application/Nomination deadlines

https://www.boisestate.edu/hrx/get-involved/association-of-office-professionals/