President’s Message
Desiree Reyes

Happy 2022, Boise State colleagues! I truly hope everyone had a healthy and relaxing holiday break.

The new year seems to be flying by much more quickly than most of us were anticipating. I imagine many on campus gearing up to assist in the spring commencement while others busy themselves with plans to welcome in the next bunch of students this coming fall—or perhaps more likely, your schedule shows your time as helping with both.

Spring is by far the busiest season for many of us—emails come in fast (and hopefully friendly), calls from both internal and external contacts may require we “drop everything” to assist with some quick problem-solving. The busyness of it all might make our days go by all too quickly and at times cause us to feel “spread too thin”.

It’s times like these we may need to push the pause button when it comes to taking on any additional projects. I know this practice is difficult for many of us as I believe there is for most a human tendency to wanting to saying “yes…absolutely, I can add that to my to-do list”, when in fact, we may not be able to.

Part of what I have been learning over the past several years is that sometimes it is truly better to say “not now”. This step might prove to improve your energy, your mental health, time allotted to other tasks, and may even be better for the other party. At some point, we all need to pull back and rest, reflect, and reset. If we don’t gift ourselves the opportunity to do so, our bodies may very well force it upon us—and that outcome then may not be near as refreshing.
Last Keynoter, we noted the need to be realistic and understand our limits. Our own AOP has itself been put to this test this year. Our Board has seen several changes since the fall semester alone and we have had to pivot to be realistic of what we are able to successfully achieve. We had hoped to be able to simply move our beloved Bosses Breakfast event to the spring. Realistically, however, we felt it best to accept that we had our own limitations and needed to cancel the event this year and instead start fresh next fall.

With that said, we are always welcoming any additional Boise State employees who would like to come alongside BSUAOP to create a larger membership. Those who would like to share their professional knowledge and those who want to learn professional growth are just the type we would love to see in this organization (tips and tricks are always an added bonus). Our annual nominations and elections for our 2022/2023 Board are coming soon…have you thought about throwing your hat in the ring?

We may have to wait until the fall for our next event, but be assured we are working behind the scenes during this time. We would love it if you chose to join us and come see what BSUAOP has to offer…and what you might be able to offer the organization in return.

**NOMINATIONS & ELECTIONS FOR THE**

**2022/2023 BOISE STATE ASSOCIATION OF OFFICE PROFESSIONALS**

Nominations are now open for the 2022/2023.

Want to be a bigger part of our organization? Want to learn new skills? Now is your opportunity to shine!

Do you know someone who might love our organization? Someone who likes to be involved and active? Someone who likes to learn? Nominate them for a board position! All they have to do is become a member to run to be listed on the ballot!

Help us shape our future and continue our signature events: Bosses Breakfast, Holiday Auction, Professional Development Day, Brown Bags.

Then come meet your new board at our Annual Business Meeting and Luncheon on June 2, 2022 in the Alumni and Friends Center, room 209.

**2022-2023 Nominations for Boise State Association of Office Professionals (BSUAOP)**

See page 7 for more information on the process.
Looking for something to do this summer that is both EDUCATIONAL and FUN!?! Look no further than the National Association of Educational Office Professionals annual conference.

This year’s conference takes place in Salt Lake City, Utah. As interim Northwest Area Director for NAEOP, I had the opportunity to attend the NAEOP Winter Board Meeting in January at the hotel where this conference will take place. From experience at past conferences I can tell you it’s a beautiful hotel with comfortable beds, located close to lots of things to do and great places to eat, along with easy transportation options.

Did you know that the Association of Office Professionals at Boise State offer educational scholarships? If you’re thinking about going, apply for a scholarship that might help pay for part of the cost! It’s within driving distance and just maybe you can find like-minded individuals that want to share the cost of travel and a room to help make it even more affordable.

The conference offers so many types of educational opportunities. And while you’re there take advantage of prescheduled fun with the Salt Lake City Trolley “Show-Tour” or the Salt Lake City Tour by bus.

Check out the NAEOP Conference website. Take a look at the conference brochure to find out all you need to know about what’s taking place. Not a member of NAEOP? It’s just $50 a year and gives you huge discounts to events and the annual conference, so think about becoming a member to receive that discount. Can’t make it to Salt Lake City this year? There’s a virtual registration option that might just work for you!

Come meet some absolutely great people from across the United States, from Alaska to Florida, Maryland to California, and everywhere in-between. It’s such a great way to network! And trust me, I know, these people love to both learn and have fun!

Contact staff@naeop.org to find out more about membership.

Contact me, sdoty@boisestate.edu, to find out more about the organization and what being a member can do for you.
OUR REACH AROUND THE WORLD!

Through Albertsons Library’s ScholarWorks, Digital Commons shows us our reach across the world! From the beginning of our current membership year, July 1, 2021 through February 28, 2022.

17 Different Countries!

United States • China • South Africa • India • Australia • Canada • Ukraine • Czech Republic • Singapore • United Kingdom • Greece • Ireland • Iraq • Georgia • Republic of Korea • Netherlands • Sweden • Germany

Wonder how many times our newsletter has been downloaded since 2009 when Digital Commons began being used by Albertsons Library?

145 different Institutions • In 102 different Countries • For a total of 5,885 Downloads

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

By Kim Wilcox

This year's Holiday Auction was a tremendous success and we are so grateful for all the donations and support we received in these times. Our Board consisted of the following: Desiree Reyes, Kim Wilcox, Pam Robbins, Angela Roberts, Annette Welburn, Beverly Sherman, Dawn Brown, Katy Lightfield, Andrew McLeod, Isabel Rowsell, Linda Kauffman and Shelly Doty. These busy bees helped set up the event and wrap gifts as well as donate some items and gather donations for the auction. They also kept up momentum as we pressed forward with this fun event.

Special thanks to our amazing MC’s Andy Giacomazzi and Richard Klautsch. They made the festivities very fun and engaging and were troopers when we needed to roll along and come back to things during the event. We all know our time is valuable and these two were so generous with their time and talents. We are so grateful.

From set up to donations to the live event we had helpers every step of the way. Thank you all from the bottom of our hearts. This event was not a one person effort, but a small community that worked hard and had a fun time as well.

Results of the 2021/2022 Holiday Auction:

- $2,786.40 raised for the support of the AOP education and events.
- $160.50 donated to the Women's and Children's Alliance.
- Connected with 40+ small community businesses and many groups on campus that donated a basket or item for the auction.

A huge THANK YOU from the AOP board and volunteers that helped make this event possible. We are so grateful.
Reflections and Farewell
By Annette Welburn

Recently accepting the job of Donor Relations Director at Mission Aviation Fellowship, has caused me to reflect on the last few years at Boise State working as an Evaluator in the Registrar’s Office, and serving on the AOP Board.

The Registrar’s Office does a great job of prioritizing and supporting our students as they pursue academic success and the evaluator team has been a great crew to work with! Our manager, Cynda LeDuc, does a fabulous job serving students; balancing the substantial workload of our team, while always making her employees feel valued. One of the ways I benefited from Cynda’s servant leadership was through her encouragement to not only join AOP, but to serve on the board. Even though an evaluator’s workload is consistently heavy, Cynda saw my love for both educational opportunities and serving people and recognized that participating as an AOP board member would be a good way to give back to our community of office professionals.

I have appreciated AOP’s educational focus and believe the yearly Professional Development Day is an excellent value for all who choose to attend! Unfortunately this year’s PDD needed to be canceled due to the COVID challenges we still face, but I encourage you to take advantage of 2023’s Professional Development Day and think you will be glad you did!

Many wonderful memories are created each year at Bosses Breakfast and the Holiday Auction and if you’ve never had the opportunity to participate, I encourage you to carve out time to do so this coming fall! These are fun-filled events that are hosted by the Boise State AOP board. Many employees say these are some of their favorite events at Boise State and I know I will personally miss being a part of these community get-togethers.

If, like myself, you value educational opportunities and enjoy working with a fun group of people who are focused on a common goal, I encourage you to consider becoming part of the Association of Office Professionals 2022-2023 board. Also, please consider supporting AOP’s vision by subscribing to a yearly membership. In a typical year, the $12 dues provide you with a discount to Professional Development Day, but more importantly they support the important work AOP does for our campus community.
Nominations and Elections for 2022/2023

Nominations and Elections begin now. For those who are members and have never held a Board position, please think about giving of your time to help continue our great organization!

Do you know someone who’s not a member but would be great for the organization? Encourage them to become a member and run for a position on the Board! Check out our Bylaws for more information on position responsibilities.

Committee:
Pam Robbins, chair
Katy Lightfield
Isabel Rowsell

Positions up for election:
- President Elect
- Vice President
  - Secretary
  - Treasurer
- Member Representative (2)

Continuing positions for 2022/2023:
- President: Kim Wilcox
  - Member Representative: Katy Lightfield
  - Member Representative: Beverly Sherman

Be part of the Process - Nominate and Vote for YOUR Board.

Association of Classified Employees Update from Angela Roberts

The minimum earnings requirement for being eligible to qualify for the Goodwill Program funds has been raised from a cap earning of $13.25 per hour to $15.00 per hour.
THE FAMILY CAREGIVER NAVIGATOR PROJECT CONNECTS CAREGIVERS TO RESOURCES AND SUPPORT

Do you…

* Prepare meals or meds for a parent?
* Handle an adult child's finances?
* Support a friend with mental illness?
* Do chores for your elderly neighbor?
* Manage appointments for a spouse?

Then you are a caregiver. Family Caregiver Navigator can provide support free of charge.

Many people don’t identify as a “caregiver,” yet one in four Idahoans support a friend or family member of any age with physical or cognitive disabilities, chronic or mental health conditions. Caregiving is a diverse and personal experience that can range from supporting kids with behavioral or functional disabilities, to supporting a friend or spouse with a mental health condition, or helping an elderly relative manage age-related illness. Preventing burnout is paramount for the caregiver’s health, as well as the health and well-being of the person they care for.

Continued on pg. 9
To improve the lives of both those giving and those who need care, the Idaho Caregiver Alliance under the Center for the Study of Aging at Boise State University, launched an evidence-based pilot program called the Family Caregiver Navigator Program. Dozens of other community partner organizations helped support this project and increase the number of resources available for caregivers.

The Family Caregiver Navigator program is free and accessible to all caregivers statewide and is funded through a Medicaid subgrant. Through this program a Navigator offers support and resource referrals to unpaid caregivers who range across the lifespan. In an effort to improve quality of life, the Navigator focuses on the needs of caregivers by using a research-backed assessment process.

Following the assessment, the navigator and caregiver work together to create a personalized care plan that addresses the caregiver’s individual caregiving goals with a list of resource referrals. These resources can range from respite care or physical therapy to support groups and wellness workshops. The Navigator assists in connecting caregivers with resource referrals when possible, and importantly, follows up with the caregiver on a three-month basis to ensure the care plan is still the right fit for the caregiver.

“In my 10 years of working closely with family caregivers, a consistent message has been the need for person-centered information and support,” said Sarah Toevs, director of the Center for the Study of Aging at Boise State University and co-founder of the Idaho Caregiver Alliance. “Being deluged with pamphlets and resources when discharged from a hospital, while valuable, doesn’t help. We need support as we work through the day-to-day challenges a caregiver experiences. This project was implemented to meet this critical need.”

Caregiving is a subject that’s close to the heart of the Family Caregiver Navigator team.

“At one point I was taking care of my parents, my aunt and my brother,” says Mary Holden, who also coordinates the Justice Alliance for Vulnerable Adults. “I was overwhelmed and struggling to find resources where I could find help.”

“As caregivers there can be a mindset – and I know because I’m a caregiver myself… that your priority is just to get through every day and get through every task. But that survivalist mentality can really start to wear you down over time and it will break you down in little ways you don’t notice.” Says Emma Ballytyne, a Masters of Social Work student and one of the program’s Navigators.

If you are a caregiver or would like more information about the Idaho Caregiver Alliance and the Family Caregiver Navigator project, visit www.caregivernavigator.org or call (208) 426-5899 from 8 a.m.-5 p.m. MST Monday-Friday. You can also follow them at @idahocaregiveralliance on Facebook and Instagram, and @AllianceIdaho on Twitter.

This article was submitted by: Sheila Weaver, Project Coordinator and Lead Navigator, Center for the Study of Aging, Boise State University, sheilaweaver@boisestate.edu

This publication was made possible by the Money Follows the Person Grant 93.791 from the Centers for Medicare and Medicaid Services. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department or the Centers for Medicare and Medicaid Services.

https://www.boisestate.edu/hrs/get-involved/association-of-office-professionals/
Caring for others is a journey.

Family Caregiver Navigator

Did you know 1 in 4 Idahoans is a caregiver?

Everyone’s caregiving journey is unique, which is why our Navigators develop care plans - or "maps"- tailored to the needs of individual caregivers. We connect you with the resources and services throughout Idaho that can reduce stress and increase quality of life for both you and the person you care for. Sponsored by the Idaho Caregivers Alliance, we provide telephone-based assistance to caregivers of any kind - free of charge.

Contact Us
208-426-5899
caregivernavigator.org
info@caregivernavigator.org
Mon-Fri, 8am-5pm or by appointment

How it works

Connect with a Navigator
Take the Assessment
Make a Plan

This publication was made possible by the Money Follows the Person Grant 93.791 from the Centers for Medicare and Medicaid Services. Its contents are solely the responsibility of Boise State University and do not necessarily represent the official views of the Department or the Centers for Medicare and Medicaid Services.

https://www.boisestate.edu/hris/get-involved/association-of-office-professionals/
FOCUS ON MEMBERS

Kenzie Long
Management Assistant

Hello, my name is Kenzie Long. I am a Management Assistant for the Department of Public Safety. I started with Boise State back in December as an employee but have been around campus almost my entire life. My first experience at Boise State was during Bring Your Child to Work day when I was in elementary school. It was there I learned all about the university, library and all the people who make up what we see. I have also been to too many football games to count and have been a student off and on for a bit. I am a new member to AOP and just attended my first meeting. I am really excited to be part of this organization and help where I can.

Prior to Boise State I worked with a non-profit in the area doing Human Resources for a few years and executive and administrative assisting before that. I graduated with my Associates Degree from College of Western Idaho in December and plan to finish my Bachelors at Boise State in Multidisciplinary Studies.

I was born and raised in Meridian, Idaho, and have attempted to move out of state twice but missed Idaho too much. Plus it rains too much in Washington for me. I have a 10 year old dog named Shilo and a 1.5 year old cat named Cholula (like the hot sauce). I enjoy learning new things, being outdoors and kayaking. I also enjoy binge watching new shows and spending time with my family and friends.

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

Five day float down the Salmon River with friends and family
MEMBERSHIP

Membership is at one of its lowest points and it raises concerns for our community. In an effort to unload some of the stresses our community is going through, we are canceling 2022 Professional Development Day (PDD). But we are gearing up for next year and it is a great way to stay engaged so please feel free to volunteer. Also, we plan on reaching out to our previous members to see how they are doing, so you can expect to hear from us soon.

Check out who we are! [https://youtu.be/x6o_641AGO8](https://youtu.be/x6o_641AGO8)

Current membership is 41—Only 59 to go to get to 100! Share our organization with your coworkers! Contact Isabel Rowsell for more information on membership: isabelrowsell@boisestate.edu.

AOP Financials—

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Professional Development Day—

Unfortunately due to many contributing circumstances, AOP’s normal Professional Development Day has been postponed from spring 2022 to 2022/2023. 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.

So to deal with ‘un-normal’, the Employee Appreciation Week committee asked if we’d like to provide a couple of sessions during the week of April 25th. Of course we said yes! There will be one, possibly two sessions (still in the works) and will be offered virtually. We’ll let you know when we have our timing worked out and share the information.
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 Shelly Doty, sdoty@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.

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/
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

For questions contact Shelly Doty, sdoty@boisestate.edu interim Northwest Area Director

To find out more check out the NAEOP website: Professional Standards Program

--- 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.

Simple as that!

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

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<th>Beth Allen</th>
<th>Cynda LeDuc</th>
<th>Susie Seltzer</th>
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<tr>
<td>Leslie Black</td>
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<td>Suzan Raney</td>
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**Lifetime Members**

- Cynda LeDuc
- Katy Lightfield
- Annette Welburn
- Audrey Williams
- Kim Wilcox

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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/](https://boisestate.edu/hrs/get-involved/association-of-office-professionals/)

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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

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
March 31, 2022  Nominations for AOP Board*
April 5, 2022  Executive Board Meeting – 11:00am-12:00pm—Zoom
May 3, 2022  Executive Board Meeting – 11:00am-12:00pm—Zoom
June 7, 2022  Executive Board Meeting – 11:00am-12:00pm—Zoom
June 2, 2022  Annual Meeting – 11:30am-1pm—Alumni and Friends Center, 209
July 16-20, 2022  NAEOP 87th Annual Conference—Salt Lake City, UT
Fall 2022  Bosses Breakfast—TBA

*Application/Nomination deadlines

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 find out more about earning your PSP/CEOE/CESE.
To find out more about our affiliation with NAEOP.
To ask about scholarships.
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.