President’s Message
Desiree Reyes

Spring is here! We are once again facing the end of another academic year and my final President’s Message for BSUAOP. We see the calendar says “spring time”, but Mother Nature is sure to test that fact. For some of us, this year has been the most challenging since the start of the pandemic… transitions have a way of creating such challenges.

BSUAOP was not exempt from seeing its fair share of transition challenges this year. We had to say “goodbye” to three Board members during the 2021-2022 school year who were no longer able to participate and we needed to make some difficult decisions on two separate events (Bosses Breakfast and Professional Development Day). My hope is that these challenges only help to build the character of those continuing to serve on the Board while encouraging any new Board members…the best is yet to come.

I truly want to take this opportunity to say a huge and heartfelt THANK YOU to each member of BSUAOP and specifically each member of the Board. I believe we each understand that although this year did not go as initially planned, there is so much room for growth and an opportunity to make next year shine bright in the very capable hands of the 2022-2023 BSUAOP President, Kimberly Wilcox.

Our current Board members will have a table at the 2022 Annual Benefits Fair on Monday, May 9th in the Simplot Ballroom. Please be sure to swing by and have a chat to learn more about BSUAOP and help yourself to some sweet treats. We would love to see each of you in-person!

Continued on page 2
Elections for next year’s Board members will take place soon and we will host our Annual General Meeting and Luncheon on Thursday, June 2nd in the Alumni and Friends Center Ballroom. We would love for each of you to join us to see how you can best get involved and even consider joining the Board to offer support. This organization thrives best when there is full membership involvement.

As we look towards the future, there will be opportunities for professional development during the annual NAEOP national conference coming up in July at Salt Lake City. This is always an exciting time where one is able to collaborate with office professionals nationwide in fun and engaging ways.

Lastly, I want to encourage each of you to find some peace during these chaotic times. Remember that genuine progress, not perfection, is the goal. Reach out for help or even just a listening ear if needed. Don’t forget to show yourself and each other grace while we make our way back to whatever normal looks like for each of us…sometimes it takes a team to organize the chaos.

Desirée Reyes

2021-2022 BSUAOP President

Boise State University Association of Office Professionals

Annual Meeting and Luncheon

Thursday, June 2nd, 11:30am – 1:00pm

Alumni and Friends Building Ballroom

Lunch provided!

2022/2023 AOP Board introduced!

Find out what we’ve done this year and where we’re headed into the new year!

All are welcome—Bring a friend!

RSVP: https://forms.gle/TLgY3U1xifxe8yma7

https://www.boisestate.edu/hrb/get-involved/association-of-office-professionals/
To the burned-out working mom: I see you

Sometimes it feels like "leaning in" means overload. But mama, we've got this.

By Hannah Lacy

A tired, working, mom. All three of those words used in the same sentence feel so trite. So, cliché. So, true. And so insufficient. And mama, I know you feel it too. Sometimes at the end of the day when I just want 5 minutes to process, to think, evaluate, remember, feel—all my mind and emotions can summon is this: Tired.

Most days it feels like all I have left for me is tired.

The truth is, as a working mom I don't feel like a #bossmom or #bossbabe or #momboss or whatever glamorized version of success is being told about this narrative. It's exhausting having to be "on" all day. "On" at work. "On" at home. Always ready to spring into action, problem solve, fix things and step in when needed.

I'm not the only one who's exhausted. In last September alone, more than 860,000 women left the workforce according to an analysis by the National Women's Law Center, mostly due to the demands placed on them by the pandemic. Some have predicted this workforce exodus alone could set women back a generation. According to Jessica Calarco, a sociologist, women who are the most stressed are the ones who hold themselves to high standards both professionally and personally as parents. Because we feel like we're failing at everything all the time.

I know I do. I have trouble finding the off button or off mode. I want my home to be a sacred, restful, clean, organized cozy space. I want to plan and do activities and learn things with my kids. I care about my studies, being a good student, and making good grades and graduating and networking with other students and professors. I care about my work, building a portfolio and staying up to date on the latest marketing and digital storytelling trends. I take pride in a job well done—but I also take pride in a meal well cooked and essay well written. It's all equal.

I can't compartmentalize or prioritize career, family, home, college—it's just all there every single day demanding my time and energy. Moms so often can't talk about this because moms just do what we have to do.

And when you ask how we are and we say "good" or "tired," most likely what we're thinking is something like, "I need to sleep. I need to clean. I need a break. I'm overwhelmed. My kid needs new shoes. I have a deadline. I should schedule a doctor's appointment. I need to exercise. I should organize the toys. Donate the clothes sitting in the closet. We're out of milk. I need a haircut. I should fold the laundry." To the working mom who feels her work is never done… I see how tired you are. I am you.

Continued on page 9—Working Mom
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, February 1, 2022, through April 30, 2022.

Top 5 Downloads for the last 3 months

United States • Germany • Portugal • Ukraine • Canada

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

- 149 different Institutions
- In 102 different Countries
- For a total of 5,933 Downloads
- 87 Keynoter newsletters are published in ScholarWorks

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.

https://www.boisestate.edu/hrs/get-involved/association-of-office-professionals/
Incoming 2022/2023 President
Kim Wilcox

Hello Boise State office professionals and all employees on our awesome campus!

My name is Kim Wilcox and I am thrilled to be your next Boise State Association of Office Professionals (AOP) president for 2022-23. This coming year is truly exciting as we start to have more face-to-face events in Boise and on our campus. This gives us the hope that we will be able to create familiar events on campus that connect our community and strengthen our Boise State team. We have an amazing community, and I am thrilled to see your faces again as we start again to gather in person.

I would like to officially extend an invitation to you to join us as we begin to move forward again. AOP meets once a month online (hopefully face to face at some point soon) and we plan fun, Boise State community-building events.

Are you an outgoing person, stuck in your office alone? We are your people. Come join us. Is work getting stressful because all the odd jobs that have been laid at your feet? Come join us and take a little break from it. We are your people. Think you don't have time for one more thing? Come see what we are all about. Network with us and find the help you need.

Join us as we move forward. We are your people, and we care about you.

As I take this position I want to thank our past two presidents that faced indescribable circumstances during a challenging time for the entire planet and came out swinging. Ramona Clark and Desirée Reyes, we are so grateful for your leadership and desire to charge ahead. These were tough times and from both of you we witnessed hope and continuous leadership. Thank you for your leadership.

I hope you will come and experience the fun and connecting spirit of Boise State AOP. Let’s build up our office professionals and help everyone feel valued. Be a part of something awesome at work.

We hope to see you soon,
Kim Wilcox

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

Calling all Members!

It’s once again time to elect your 2022/2023 Association of Office Professionals Board.

Wanted to be nominated but weren’t? Be a write-in!

Have a new employee in your department who would love to be involved? Write them in?

Love to make things happen? Are you a natural born event planner? Come join us!

We know it’s been a busy year for everyone. Whether you’re still struggling with remote, hybrid or getting back into the office, it all can seem overwhelming. Now’s the time to create some time for yourself to be a part of a great organization that works for not only our members but all of our Boise State community of employees. Please come join us and lets create some magic to bring back into our lives!

Positions up for election:
• President Elect
• Vice President
• Secretary
• Treasurer
• Member Representatives (2)

Click on this link to vote: https://forms.gle/b8MdXkYi8s74Tem48

Continuing positions for 2022/2023:
• President: Kim Wilcox
• Immediate Past President: Desiree Reyes
• Member Representative: Katy Lightfield
• Member Representative: Beverly Sherman

Nominations and Elections Committee:
Pam Robbins, chair, PamRobbins@boisestate.edu
Katy Lightfield, KatyLightfield@boisestate.edu

https://www.boisestate.edu/hr/get-involved/association-of-office-professionals/
What AOP Means to Me
by Beverly Sherman

When I was hired at Boise State in September of 2017, I had always been employed in business, never in an Academic setting. Besides my actual job duties, there was much to learn. I didn’t even know what the difference was between University Administration, Colleges and Departments - and what did a Provost do, anyway?

Usually, I would work in an office and meet people as I interacted with them, and that was true here too, except I would hardly interact with people in other departments or buildings. I would do so only when I had a problem and, unless I had similar problems often, it would be a “one and done” introduction to the person. Hardly a way to network and learn what other Technical Records Specialists did or if there were ways to work smarter using techniques or spreadsheets that others around the campus were doing. I worked in a silo, as many of us do. We know our building, our immediate coworkers and our department.

I had an incredible supervisor, Maya Duratovic, who encouraged me to experience all the university had to offer. She asked AOP members to invite me to coffee and introduce me to the campus. Pam Robbins and Pati Dudziak Kerr of AOP shared resources, amenities and experiences with me about Boise State University and listened generously to my silly first-timer questions and answered them all. I was grateful to know there was a community of other staff people who I could call upon and get to know.

I began attending things like the Brown Bag lunch seminars, the Bosses’ Breakfasts (my favorite!) and Professional Development Days. The more events I attended, the more I got to know my colleagues from all over campus. Besides the fun aspect, I learned of things of which I had been unaware - events, programs, services - as well as how-to tips and tricks. People shared spreadsheets they used for similar processes, items they no longer wanted that my department could utilize (I replaced our mismatched chairs and renovated some giant bulletin boards to redecorate our office), and other helpful tools of our trade.

Recently, I participated in helping the Holiday Auction and had so much fun! We laughed as we prepared the baskets, admiring each other’s’ wrapping handiwork and cheering Richard Klautsch and Andy Giacomaszi as they live-auctioned on Zoom.

Continued on page 11 —AOP Means to Me
Hello! My name is Bonnie J. Miller, CEOE and I am the National Association of Educational Office Professionals (NAEOP) President Elect. I am very excited to share with you the many benefits membership has to offer you! As a member of NAEOP you are joining a national association dedicated to educational office and support professionals. NAEOP’s leadership is actively working in educational offices and in other educational support roles across the nation. We offer membership to individuals who work in schools, state departments, and institutions of higher learning at the low cost of $50.00 a year.

Networking opportunities include support with individuals from your geographic area and your Area Director, in addition to those in similar fields of education. As a member of NAEOP, you will receive discount pricing at the annual conference, virtual summits, workshops and conferences offered by affiliates associations across the nation, and so much more!

Our Professional Standards Program, a multi-level professional certification program, is recognized by local districts, state education departments, and higher education institutions across the country. This program culminates with earning our highest distinction, Certified Educational Office Employee (CEOE) or Certified Educational Support Employee (CESE).

Communication includes social media sites, our expansive website (www.naeop.org), professional development opportunities offered by our association, in addition to board members facilitating education sessions at local, state and national conferences and workshops. Each year we offer virtual learning via webinars. This past year we were able to offer three summits online. This past winter professional development included joining the “book club.” Individuals who participate in the NAEOP Professional Standards Program were able to earn points with the minimal fee of purchasing the book.

In addition, we orchestrate an annual conference, where we gather to learn, network and celebrate together. Come L.E.A.R.N. with NAEOP at our annual conference July 17-20, 2022 in Salt Lake City, Utah, at the Sheraton Salt Lake City Hotel. For complete details go to: https://www.naeop.org/annual-conference.

To learn more about NAEOP, affiliate associations in your area/state, and the one and only nationally accredited educational/support Professional Standards Program (PSP) go to the NAEOP website at www.naeop.org or contact your Northwest Area Director, Shelly Doty, CEOE, at northwest@naeopboard.org or sdoty@boisestate.edu. As well, I am always happy to assist educational/support professionals learning more about NAEOP. Feel free to reach out to me at bmiller@paceschool.org or presidentelect@naeopboard.org.
Let's celebrate moms who are building careers and families at the same time. **But let's not glamorize it.** It's messy. I often feel like I'm in the trenches. This whole expectation for moms to parent like they don't have a job and have a job like they don't also have to be a parent is getting old. Maybe it's society's expectations, or maybe it's my own, or maybe it's both. But let's stop selling it like it's easy. We're expected to hide our noisy kids on our Zoom calls when there's no childcare or school in session, or go into work when there's a sick toddler and no one else but mom to stay home and care for them. It feels impossible most days.

The truth for **most of us working moms** is that something has got to go: maybe the clean home, the seasonal activities with the kids, the job that provides a little side income, the GPA. I'm trying to figure it out for myself, and the hard part of parenting in seasons like these is that it is so hard to imagine a reality that doesn't look like my present. I'd like to imagine that in the next 5, 10, 15 or 30 years I'll look back, grateful for what I accomplished. That I won't see myself as a "failure" but as doing the best I could with what I had at the time. That my children, when they are older, won't resent me for the time I spent working. I hope they will see what I did and what I accomplished for them and for me because I loved them and wanted to create and build a life and career with them.

But what I'm most hopeful for, for myself and for you, dear working mom, is that we will look back on this season of our lives with love, awe, respect and gratitude for the life, career and dreams we built with our children and not in spite of them. For the way we showed up as our whole selves. The mother, the employee, the student, the _____ (fill in the blank). More than the roles we juggled, we are whole, complex women and human beings. We are working moms, but we are more, and we move mountains everyday to make a better life. If our future selves can have love, awe, respect and gratitude for our present selves, then why not start today?

This post was originally published on Motherly, [mother.ly](https://www.mother.ly). Original link: [https://www.mother.ly/career-money/work-and-motherhood/working-mom-burnout/](https://www.mother.ly/career-money/work-and-motherhood/working-mom-burnout/)
AOP, Shared Leadership, volunteering for Bronco Days and Commencements, and other cross-departmental programs allowed me to feel like I was an important part of the whole university - not just my department. I have made friends and when I walk across campus I almost always run into someone I know. It makes me feel like I belong here and that is a primal need for mental and physical health.

If I run into something that has me stumped, I pick up the phone or send an email asking for guidance: Where do I go? What form do I use? How do I navigate this site? Never have I gone without generous and friendly help from fellow AOP members. This is very important when you are new to Boise State or new to your position - but, as important to long-termers who are given a new task or question and don’t know where to look first.

When Covid-19 became part of our lives, the connections I made became even more helpful in all sorts of ways. Working from home isolates and we all found out that being connected to others on a deeper level had greater meaning than we had previously known. The people I met through AOP are strong, determined and caring folks who checked in with group members and provided a safe and encouraging environment to keep our spirits up.

The more I step out of my comfort zone and meet others, the more satisfied I am with my job and my university. The more I know about opportunities at Boise State, the more enjoyment I have in my life. And, by the way, I’m still pretty fuzzy about what a Provost actually does.

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/CEO/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.

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

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AOP Financials—

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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 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.

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.

Download the AOP Scholarship Application, fill it out and return it to aop@boisestate.edu!

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/

   March 2022 Meeting Minutes: https://docs.google.com/document/d/1jPxSp5fKJ01l1l99T1NP-5MhHlUNVyxsfbx4N6h2wLlM/edit?usp=sharing

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Professional Standards Program

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

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**PSP ENDORSEMENTS**

The PSP Program is Endorsed by:

- National Association of Secondary School Principals
- Association of School Business Officials International
- National Association for Public Relations Association
- National Association of Elementary School Principals
- American Association of School Administrators

The underlying concepts of the Program are endorsed by:

- American Association for Adult and Continuing Education

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

To find out more check out the NAEOP website: [Professional Standards Program](https://www.boisestate.edu/hrs/get-involved/association-of-office-professionals/)

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**— 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](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.
### BSUAOP Membership List 2021/2022

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<tr>
<th>Beth Allen</th>
<th>Cynda LeDuc</th>
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### Lifetime Members
- Gaynel Barzee
- Connie Charleton
- Rene’ Delaney
- Jackie Fuller
- Maude Garretson
- Guen Johnson
- Suzan Raney

---

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/)

This is your organization. Help us make it great! Let us know if a member is celebrating a milestone!

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

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 – Alumni and Friends Center Ballroom**

July 16-20, 2022
NAEOP 87th Annual Conference—Salt Lake City, UT

Fall 2022
Bosses Breakfast—TBA

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