President’s Message
Kimberley Wilcox

Hello Boise State Campus,

As this year keeps rolling along, I am grateful for the beautiful weather that dropped like a Monty Python scene change into our valley. We went right from summer to winter, no fall. Snow is suddenly on Bogus Basin and we are shining up our winter gear to get ready for the fun activities winter brings.

Speaking of winter fun, have you registered for the Holiday Auction? Have you created a basket for the auction? Any little thing helps as we create the next fun event on campus. November 18 in the Simplot Ballroom with Richard Klautsch and Andy Giacomazzi as our amazing MC’s we will return to our in-person Holiday Auction event. We are so excited!

As we look forward to the holidays and we snuggle in our warm houses, I am always thinking about traditions. What are your favorite holiday traditions? I love that at our house we take the holidays slowly and gently. We like the quiet weekends and the time we have to connect with each other over baking or stories or dinners together. The holiday decorating is a family affair with the expectations set lower than usual and the sneaky midnight rearrange when no-one else is looking. These are the things that help make the holidays fun for me. I hope you have some great traditions and activities planned for you and your loved ones this year.

Looking forward to April, we will be hosting the annual AOP Professional Development Day. We will have more specific information.

Continued on page 6
Check out this great opportunity to learn and then chat with other NAEOP members

PODCASTS ON THE GO

JON ACUFF
ALL IT TAKES IS A GOAL
September 26/November 28

JEFF SANDERS
THE 5AM MIRACLE
January 23/March 27

HOW IT WORKS

The podcast link will be sent out on the day indicated. You will have 10 days to listen to the designated 20-30 minute podcast as often as desired and take notes. We will host a one-hour discussion on the topic on the date indicated. A certificate for up to 1.5 hours of education credit, per session will be given to those who attend the discussion.

DATES:
Podcast released/Discussion date

September 26/October 5
November 28/December 7
January 23/February 1
March 27/April 5

DISCUSSION TIMES:
4:00 PM - PST, 5:00 PM - MST,
6:00 PM - CST, 7:00 PM, EST

Registration link for participation - https://forms.gle/12h5JCyDjNCJk0YC8
Links to discussions will be sent to those who register prior to the session release.

www.boisestate.edu/hrs/get-involved/association-of-office-professionals/
Member Spotlight
Daneva Vance

Undergraduate Programs Support
School of Public Service

I joined the support team for the School of Public Service in August. I am really enjoying working for Boise State University and have been enjoying the lunch time Boise Fit walking group! How lovely to walk by the river for a time in the middle of the work day. SPS has been a wonderful place to be!! I have loved learning about all of the programs that I really had not thought of when I thought about what kind of degree I would like to work for, using the AMAZING Tuition Waiver, like Urban Studies and Community Development. I didn't even know there was Urban Studies. I have been learning a lot and it has been refreshing to be here.

I have lived in Boise for 17 years and raised my kids here. My husband and I enjoy living "in the county" just outside of Boise city limits. It makes the fast growing Valley seem a little far away. We enjoy our chickens, cats and our good boy, Mack the Jack (Russell) who just turned 17! I love painting, singing, and all things artistic! I laugh a lot and loudly. Laughing is my favorite. Well, that is a snapshot of me and I look forward to seeing others in this Spotlight!

Do you like to write or know a great article to share in the Keynoter? We’d love to see it!

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The Glad Game
by Angela Roberts

As a kid I loved watching the 1960 Disney version of Pollyanna. I loved the idea of the “Glad Game”. For anyone not familiar with the story – Pollyanna is an orphan from poor parents who is sent to live with her wealthy spinster Aunt Polly. This makes for some big adjustments for both Pollyanna and Aunt Polly. Pollyanna was taught from her father before his death, to always look for something to be glad about in every situation. She goes about the town spreading her gladness. Even the town preacher learns to change his weekly depressing fire and brimstone sermons to ones of love and hope. While one is not likely to change the attitude of a whole town as Pollyanna did, I truly believe we can make a difference for ourselves and those around us.

While I am not always good at it, I try to take on the glad attitude as much as possible throughout my life. I find days that I seem to be hitting all the red stop lights, I am not so upset about it if I try to look for something positive. I may try to focus on the fact I can sit longer and listen to a great song on the radio, or look at that cute squirrel off to the side of the road. It may be rainy and gloomy out, but we really need the moisture in this area. Just find something you can be glad about.

I recall a client I used to call on a regular basis when I worked in the commercial retail field. You could hear the happiness in her voice when she answered the phone. It seemed like she truly cared that I had called, and it made me feel valuable. I made it my goal to try to pass that on to others when I answered the phone. In my work now, I very rarely have to answer or make phone calls anymore, but I hope when I greet those I work with and just people I pass by, that they feel I care about them. I hope even my smile helps lift their day.
We could really use your help if you/your friends/your department would like to donate a gift basket to be auctioned off!

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 goods • 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 Desiree Reyes, desireereyes@boisestate.edu for more information

The proceeds help our organization grow and learn!
after the spring semester schedule has been released, but I am thrilled to have the opportunity to work on this event. It will be an awesome way to get some other skills to help improve the efficiency of what I do on campus and in my own personal life for my family. I hope you can participate and glean some gems from this super cool event as well.

Thank you for your hard work and all the wonderful things you do. You are seen and absolutely valuable to our Boise State community.

Warmest wishes,

Kim

Office Professional of the Year
Karen Toon

The Boise State Association of Office Professionals (AOP) congratulates Karen Toon, business operations manager and assistant to the chief information officer (CIO) for the Office of Information Technology (OIT), as the 2022/2023 Office Professional of the Year.

For the last 28 years at Boise State Karen has made an impact across campus. She has vast institutional knowledge and is committed to helping students, faculty and staff thrive. This commitment has increased OIT’s ability to navigate organizational processes on a campus-wide scale. Karen develops relationships to foster collaboration and cooperation across campus. It has also been an example to colleagues and student employees that have made them better employees, managers and leaders that has contributed to her departments increased effectiveness.

Not only has Karen supported OIT, she has supported employees throughout the university community. For a number of years she was heavily involved in the Association of Classified Employees (ACE), representing classified staff of all positions as a board member. Her impact ranged from senator to vice president for the organization, working across campus on various committees and with university administration to improve and advocate for classified staff.

Along with all of the work she does for OIT, work she has been involved with in ACE, and being a member of AOP, Karen is also working on a degree. She values professional growth and learning - the perfect example of Office Professional of the Year.
Brown Bag Lunches

Grab a coffee or snack, sit back and enjoy these upcoming webinars

**How to Work With Anyone (Even Difficult People)**
Amy Gallo, Author and contributing editor at Harvard Business Review
November 3rd at 10:00 AM MDT

**Age-Proof Your Brain: How to Boost Your Memory and Lower Your Risk for Dementia**
Dr. Marc Milstein, Author and Brain Health Specialist
November 10th at 10:00 AM MST

**Using the Marvel Cinematic Universe to Become a Better Leader**
Dr. Sy Islam and Gordon Schmidt, Co-Authors
December 8th at 10:00 AM MST

Sign up and see future events here: [https://alumlc.org/boisestate/upcoming](https://alumlc.org/boisestate/upcoming).

To register, click on the individual events.

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READERSHIP

The Association of Office Professionals may be what’s referred to as a ‘local’ organization, but our reach goes well beyond our borders! Thanks to the Albertsons Library’s Scholarly Communications and Data Management unit, we can actually track who downloads and reads our publication!

Since September 1st the Keynoter has had interest from eight different countries: United States, India, Honduras, Australia, Germany, Finland, Philippines, and Turkey.

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[Map showing countries with interest]
MEMBERSHIP NOTES

WooHoo! We’ve gained a few new members recently and we’re hoping to get many more. We’re up to 43 right now - can we get to 100? Talk with your colleagues across campus.

Did you know?

- All benefit-eligible classified and professional staff are eligible to be an active member.
  - Hold board positions
  - Vote
  - Scholarship eligibility
  - 10% discount on all AOP events
  - Participate on committees
  - Learn a lot of new skills
- All faculty are eligible to be an associate member.
  - 10% discount on all AOP events
  - Participate on committees
  - Learn a lot of new skills
- All AOP members who retire with a current membership become lifetime associate members.
  - 10% discount on all AOP events
  - Participate on committees
  - Learn a lot of new skills
- All temporary employees and adjunct faculty are eligible to be an associate member.
  - 10% discount on all AOP events
  - Participate on committees
  - Learn a lot of new skills

We can always use help with recruitment. We try to make contact with all new employees each month. We talk about our organization with those who attend our events, all of which are open to the entire campus community.

That’s what we’re about. Networking, sharing our knowledge, improving ourselves and the varied services we provide across campus, and most of all - having fun! Everything we do benefits our students, faculty and staff, along with the wider community in some way.

Talk to one of our board members by emailing aop@boisestate.edu, or contacting one of the member representatives.

Sign up for membership at: https://commerce.cashnet.com/boisestateAOP?itemcode=94600-DUES. It’s only $12 per year. Quite a bargain for what you can gain!
Boise State University Association of Office Professionals

2022-2023 Calendar

Aug 1, 2022   EBM* – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
Sept 12, 2022 EBM – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
Oct 3, 2022   EBM – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
Oct 10, 2022  Office Professional & Administrator of the Year
Oct 21, 2022  Bosses Breakfast - 7:30-9 am - Simplot Ballroom
Nov 7, 2022   EBM – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
Nov 18, 2022  Holiday Auction- 11:30 am-1:00 pm - SUB/Simplot Ballroom
Dec 5, 2022   EBM – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
Jan 3, 2023   EBM – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
Feb 6, 2023   EBM – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
March 6, 2023 EBM – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
April 3, 2023 EBM – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
April 14, 2023 Professional Development Day- MBEB (date to be confirmed)
May 2, 2023    EBM – 2:00-3:00 pm – MCMR Bldg, 200A/Zoom
June 2023    Annual Meeting and Luncheon - TBD
July 16-19, 2023 NAEOP 86th Annual Conf - Hilton Omaha Hotel, Omaha, NE

*EBM (Executive Board Meeting)
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 allows NAEOP members to take progressive steps to their desired professional growth level through earning one or more of nine PSP certificates. 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 or above, is qualified to apply for the distinction of Certified Educational Office Employee (CEOE) or Certified Educational Support Employee (CESE). The CEOE and CESE are sustained distinctions with no need for recertification and are valid with NAEOP membership.

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, and NAEOP (10 points are needed for PSP applicants)

Membership = 1 point each for national, state, and local association, per year (limit 3 points per year)
Elected Officer or Committee Chairman = 2 points per position / per year
Workshop/Seminar Presenter or Keynote Speaker = 1 point per completed presentation
Committee Member = 1 point per committee / per year
Advisor to NAEOP member serving as an officer on local, state, or NAEOP Board of Directors = 1 point per position / per year

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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 PSP Chair, Shelly Doty sdoty@boisestate.edu

To find out more check out the NAEOP website: [Professional Standards Program](http://www.naep.org)

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**KEYNOTER INSTANT NOTIFICATION**

Do you want to get instant notification each time the Keynoter is published in Scholar Works?

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.
7. Simple as that!
BSUAOP Membership List 2022/2023

Beth Allen
Leslie Black
Matthew Cordell
Catherine Crapo
Sam Davidson
Shelly Doty
Paty Dudziak Kerr
Maya Duratovic
Halaulani Furniss
Crystal Galea'i
Lauren Hershey
Demi Hoff
Dori Hulme
Linda Kauffman
Marianne Ledford
Cynda LeDuc
Katy Lightfield
Kenzi Long
Kili Murphy
Rita Nuxoll
Twyla Perkins
Ho Pham
Jean Potter
Desiree Reyes
Pam Robbins
Angela Roberts
Susie Seltzer
Beverly Sherman
Ally Bea Smith
Karen Toon
Daneva Vance
Sarah Willey
Kim Wilcox
Corinna Provant-Robishaw

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://www.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!
We’d love to feature them in the newsletter!
- Promotion
- Retirement
- Conferences attended