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Bosses  
Breakfast is  
Coming!  
See pg 2 for  
details.



## Boise State University Association of Office Professionals {BSUAOP}

# Celebrate Success!

### President's Message

As we begin a new school year, we are excited to welcome everyone back! This year's theme is "Celebrate Success!" We want you to celebrate all your successes; professional, personal, big, and small. Your success could be finishing a big project at work or finally planting your flowers, whatever you do you are now a step ahead of where you were.

I was looking under the "Get Motivated" section of Reddit and found an interesting post. It talked about how "anything worth doing is worth doing poorly," a quote by G.K. Chesterton. The person who posted this went on to explain how they took this quote. Some examples they used were brushing your teeth for 30 seconds is better than not



brushing them at all when two minutes seems impossible, how standing on your porch for a few minutes outside is worth it after being inside for several days. Basically, what it comes down to is "how anything worth doing is worth doing poorly because doing it poorly is better than not doing it at all."

No matter how small your success is, make sure to celebrate it!



Image by jcomp on Freepik

*Success is the sum of small efforts—  
repeated day in and day out.*

*Robert Collier*

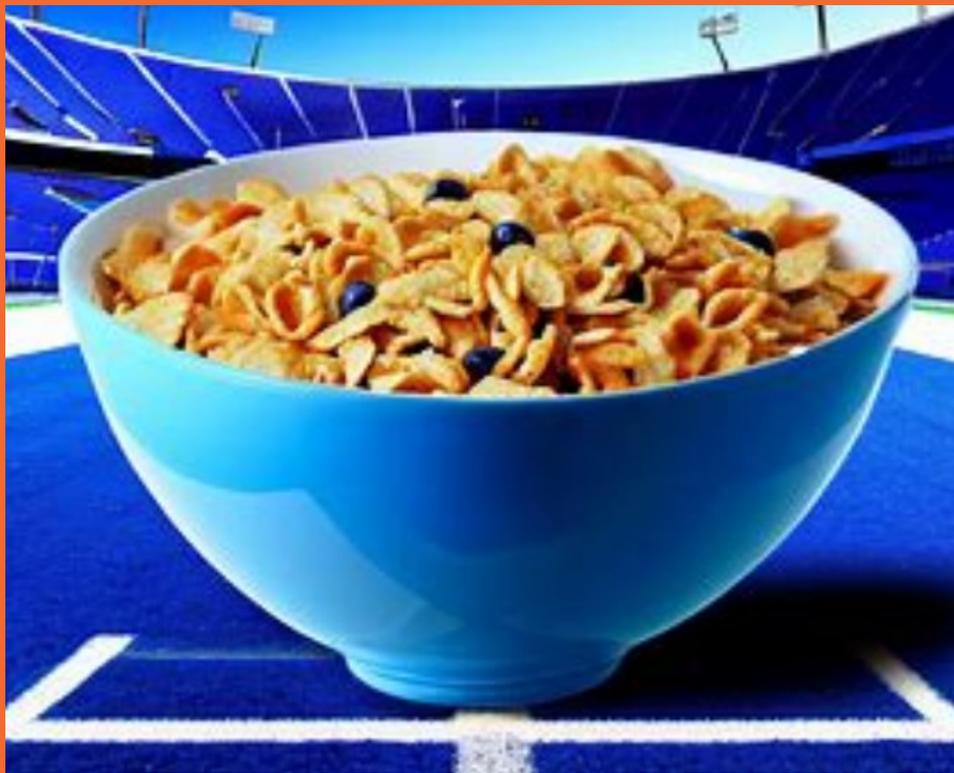
# Bosses Breakfast Bowl

## Homecoming Edition

### Tailgate Takedown

#### Deans vs. VPs

50/50  
Raffle



Buster  
Bronco  
Photo

**Thursday, October 5, 7:30 - 9:00 am**  
**Simplot Ballroom with MC Andy Giacomazzi**  
**All are welcome**  
**Breakfast \$15 - Entertainment Free**

*The President's Office has granted release time with supervisor approval.*

**To sign up:** <https://commerce.cashnet.com/boisestateAOP>

President

Kenzie Long  
Public Safety  
kenzielong@boisestate.edu

Co-President-Elect

Shelly Doty  
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Treasurer

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Immediate Past President

Kim Wilcox  
Material Science & Eng Dept  
208-426-5600  
kimwilcox@boisestate.edu

**Meet the New Board for FY 23/24****President—Kenzie Long**

I received my AA in Health Science from CWI and am currently working towards my BS in Interdisciplinary Professional Studies with certificates in Conflict Management and Leadership/Human Relations. I have been with Boise State's Department of Public Safety since December 2021. I enjoy spending my time with friends and family as well as my animals.

**Co-President Elect—Shelly Doty**

Shelly Doty began at Boise State in Albertsons Library in August of 1990, and is currently the head of Access Services in the library. She has been active in AOP since about 2012, from positions of Keynoter editor to president. Prior to her involvement in AOP she was an active board member of the Association of Classified employees for about ten years, from senator to president. During her time at Boise State she has also raised three beautiful daughters, has two absolutely wonderful grandchildren and a great son-in-law (along with numerous grandpets). Ask her anything about the library and it's resources, AOP or working at Boise State!

**Co-President Elect—Angela Roberts**

I have been at Boise State for almost seven years working as an Administrative Assistant in eCampus, but just switched to the Executive Staff Specialist for Extended Studies. I am excited to be more involved with AOP this year and share great opportunities for professional development, get to know each of you more, and share in your achievements.

**Vice President—Brenda Baker**

Brenda Baker received her M.A. in Communications from Washington State University in Pullman and has spent more than twenty years serving and supporting students from kindergarten through graduate school. Her professional experience in education encompasses admissions, communication, operations, marketing, budget management, and executive assistant duties. She currently supports 68 doctoral students and has the pleasure of working with numerous faculty--on our main campus and downtown--in Boise State's robust, interdisciplinary Computing PhD program. Last fall, Brenda relocated from Seattle and is delighted to call Boise "home." When she's not working, you'll find her painting, baking or planning her next Disney trip.

**Secretary—Demi Hoff**

Hello! My name is Demi Hoff and I have been with Boise State's Social Work department for a little over a year now and recently became a Discussion Group leader for UF 100. I graduated from Boise State back in 2017 with a Bachelors in Psychology and Family Studies. I've attended AOP events during my last year with Boise State and I am excited to officially join the team. Outside of work I enjoy spending time with my small family, baking, and traveling.

### Treasurer—Crystal Galea'i

Crystal Galea'i was born and raised in Nampa, Idaho and feels blessed to live close to many supportive family members and friends. She has been married for fifteen years and has three amazing sons. Her oldest is thirteen and the twins are almost twelve. They keep her extremely busy as they are all involved in sports and love to be outdoors. Crystal is starting her 2nd year at Boise State and has thoroughly enjoyed building relationships with her coworkers. Some of her passions include: Biblical studies, party planning/decorating, suicide prevention awareness, listening to podcasts/audiobooks, photography, drinking coffee and camping in Idaho's beautiful mountains. She is looking forward to learning more about the financial side of AOP and being involved in the events that take place throughout the year.

### Immediate Past President—Kim Wilcox

Kim Wilcox graduated in 2016 from Boise State University with a BA in Theatre Arts, design. Her career background includes office management and supervision, event management, building client relationships, and customer support and service. She is an accomplished vocal musician and studied dance and movement for over a decade. Kim loves to spend her free time with her family and friends.

### Member Representatives—Katy Lightfield, Marianne Ledford, Maggie Dart, & Sam Davidson

**Katy Lightfield**— Katy Lightfield has spent career in the public, non-profit, and private sector. She currently works in OIT Business with Boise State University. She is working on her BA in Interdisciplinary Professional Studies. Katy is a native Idahoan and Priest Lake is her favorite place. She loves spending time with her family, the outdoors, and traveling.

**Marianne Ledford** - Hi! My name is Marianne Ledford and I have been at Boise State for 5 years in the Office of Continuous Improvement. I've been involved informally with AOP off and on over that time - attending events and helping out where I can. Very excited to officially be a part of AOP this year! When I'm not working, I enjoy gardening, reading, road trips and devoting many long hours striving to keep my dogs in the lifestyle to which they've become accustomed.

**Maggie Dart**— Hi, I am Maggie Dart. I am a Management Assistant at University Advancement. I will be graduating in the spring with a bachelor's degree in Engineering with a minor in Environmental Studies. In my free time, I like playing disc golf and going on hikes with my husband and daughter.

**Sam Davidson** - I work in the School of Social Work at Boise State as a management assistant. I graduated from Boise State in 2015 with a BA in communication, and I am currently enrolled in the PMBA graduate program. I enjoyed attending all the AOP events last year, and as a new board member, I am looking forward to working with the rest of the board and AOP members to make our events this year fun and productive.

#### Membership Representatives

Katy Lightfield

Business Services

208-426-3054

katylightfield@boisestate.edu

Marianne Ledford

Continuous Improvement

mariannedford @boisestate

Maggie Dart

UA-Advancement Services

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Sam Davidson

School of Social Work

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Image by montypeter on Freepik

# We need your nominations for the 2023/24 Administrator of the Year and Office Professional of the Year.

Do you know an Association of Office Professional member who goes above and beyond as an office professional? Nominate them for our Boise State Association of Office Professional of the Year award.

Application Link: **Office Professional of the Year Nomination Form** - <https://engage.boisestate.edu/submitter/form/start/411683>

Active AOP members can nominate an administrator for the Administrator of the Year Award. Do you have someone in mind? Not an AOP member? Become a member and nominate that person! Or talk with a colleague who is a member to see if they'd like to nominate the administrator.

Application Link: **Administrator of the Year Award Nomination Form** - <https://engage.boisestate.edu/submitter/form/start/411690>

Nominations close on Friday, Sept 30. Award winners will be announced at the annual Association of Office Professionals' Bosses Breakfast.



Office Professional of the Year



Administrator of the Year

## Brown Bag Lunches

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

### [Don't Leave a Mess: How to Disaster-Proof Your Family Legacy](#)

*Sandy Pollack, Author and Family Business Advisor*

Thursday, September 21st at 10:00 AM MDT



### [The Pivot Playbook: 10 Steps to a Successful Career Change](#)

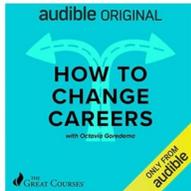
*Caroline Francis, Board Certified Coach*

Thursday, September 28th at 10:00 AM MDT

### [How to Speak Successfully When You're Put on the Spot](#)

*Matt Abrahams, Author and Communications Expert*

Wednesday, October 11th at 10:00 AM MDT



### [From Stuck to Soaring: How to Successfully Change Your Career](#)

*Octavia Goredema, Author and Award-Winning Coach*

Wednesday, November 8th at 10:00 AM MST

**Committee Leads**

Website

Shelly Doty/Angie Roberts

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Scholarships

AOP Board

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Awards

Angie Roberts/Brenda Baker

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Nominations & Elections

Kim Wilcox

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PSP Rep

Shelly Doty

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Program Committee

Brenda Baker

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Keynoter

Angie Roberts

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**Treasurer's Report**

	FY24
<b>Income</b>	<b>\$8,982.60</b>
Carryforward	\$8,898.60
Other Revenue	\$84.00
Transfers In	\$0.00
<b>Expenses</b>	<b>\$1,890.30</b>
Other Expenses	\$1,890.30
Aux Enterprise	
Transfers Out	\$0.00
Checkbook Penc	\$0.00
<b>Balance</b>	<b>\$7,092.30</b>



Image by Freepik

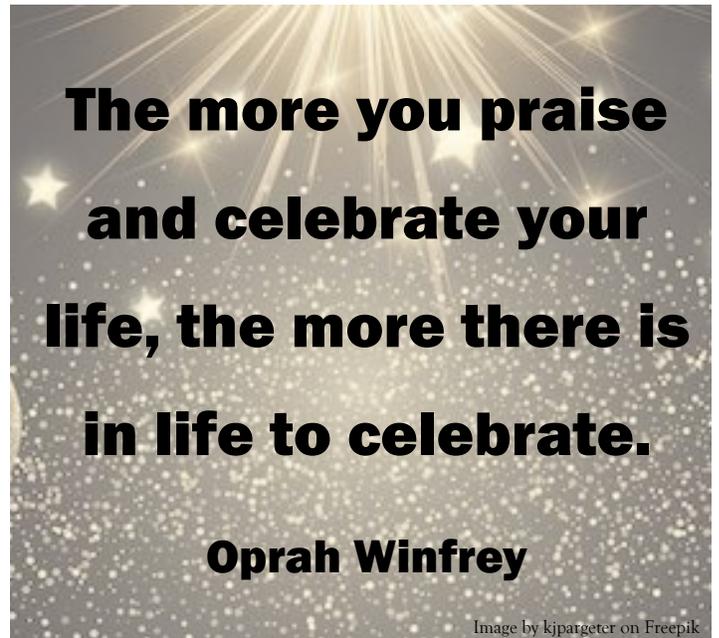


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**My Goals - Let the battle begin!**

By Angie Roberts

I have been encouraged to make goals since I was young. I recall every few months in my church youth group, lessons to encourage us to set more goals. They were mainly small tasks with dates to finish within a few months with an occasional longer time period. I hated doing them, but liked the idea of getting a reward at the end (this was always some type of nice jewelry or figurine). While I knew they were good for me and helped me start some good habits, I didn't really understand what potential they can have if I truly took the time consider what I want

to become and how these goals would get me there.

I still cringe when January rolls around and time for performance evaluations roll around. Hearing the word "SMART" goals really gets my anxiety going. In my mind it wastes a lot of time to try to worry about if my goals are Specific, Measurable, Achievable, Relevant, and Time-bound. I just want to list a quick statement and be on my way!

I get it, without proper planning and execution, you don't usually advance very far. I also have to say, as Kenzie pointed out, any step forward is something.



I have found, usually the harder the battle, the sweeter the success. As we are inspired to "Celebrate Success" let's remember "No matter how small your success is, make sure to celebrate it!"

As you set those goals, add a celebration of some type to each of them and let's make it sweet.



Image by brgfx on Freepik

## NAEOP Conference Highlights

### Keynote Speaker

By Angie Roberts

It was a privilege to meet so many great people and presenters at the recent NAEOP conference in Omaha. One of the presenters I would like to focus on is the Keynote speaker, Dean Jacobs.

*7 Wonders - 7 Lessons.* Dean is a traveler, photographer, author, and speaker who hopes to inspire others to see that “on the other side of the wall of fear, is a whole new world to be explored.” He tied seven great experiences during his travels to questions we can ask ourselves as inspiration to look beyond our fears and feed our dreams. He asked “where does generosity show up in your life?”, “where does gratitude show up in your life?”; then continued on with dignity, curiosity, humility, respect, and kindness. Finishing with asking where family/community show up in our lives. What are each of us doing to make our families and communities be a better place by letting our fears go and turning them into goals of hope for making a better world. If these attributes are not showing up in my life very much, maybe I need to take a deeper look into what fears are holding me back. I probably won’t ever become a world traveler, but I can and should be sharing these attributes in my local community. If you would like to learn more about Dean, his website is [www.deanjacobs.org](http://www.deanjacobs.org).

### A few Breakout sessions

A quick note about some of the breakout sessions I attended:

*Sex Trafficking ... It Happens in Nebraska and It Can Happen in Your State - Paul Yates.* As this is definitely become an issue around the world, it has me looking at what I can do to help in our state. Here are just a few Idaho resources: <https://apps.itd.idaho.gov/apps/pr/summit/20201008HumanTrafficking.pdf> , <https://www.dhs.gov/blue-campaign/community-leaders>.

*Photography using your Mobile Device -John Keller .* Soooo much information in so little time. Perhaps I can practice and learn enough to share in our spring PD event. One free app the presenter shared that goes beyond the basics your phone provides - Snapseed.

*Lighting the Fire of Communication-Debbie Wade.* FIRE—F: First eye contact, Find common ground, Figure out question being asked. I: Ignite a spark - do something, Interest - show some, Ignore distraction. R: Red hot - be the best, Rekindle - if communication dies down, Repeat as necessary. E: Excel in listening, Explain again if needed, Excitement.



National Association of  
Educational Office Professionals

[NAEOP Website](#)



Before and after using  
Snapseed on my phone in  
just a few minutes.



*Join us next year - July 14-17, 2024*

*NAEOP National Conference*

*Little Rock, Arkansas*



## Readership Facts:

Since the Keynoter was put online in Albertsons Library's [ScholarWorks](#) in 2013, it has been downloaded by 186 different institutions from 111 different countries for a total of 6,930 downloads! We have 92 issues posted online for access from around the world. Of course the biggest downloads are within the United States, with China, Singapore, the Russian Federation and Ukraine rounding out the top five. Our small organization has a larger impact and we should **Celebrate that Success!**

### — 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> 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!

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

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 Angela Roberts, [angelaroberts417@boisestate.edu](mailto:angelaroberts417@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.

## 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** 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

### 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 SP Chair, Shelly Doty - [sdoty@boisestate.edu](mailto:sdoty@boisestate.edu)

To find out more check out the NAEOP website: [Professional Standards Program](#)

## BSUAOP Membership List 2023/2024

Brenda Baker	Kenzie Long	<b><u>Associate Member</u></b>
Matthew Cordell	Chris Lutzow	Andrew Giacomazzi
Catherine Crapo	Kili Murphy	Richard Klautsch
Maggie Dart	Jean Potter	Mario Zimmerman
Sam Davidson	Corinna Provant-Robishaw	<b><u>Associate</u></b>
Shelly Doty	Desiree Reyes-Kohl	<b><u>Lifetime Members</u></b>
Jane Dunaway	Pam Robbins	Gay Barzee
Maya Duratovic	Angela Roberts	Leslie Black
Crystal Galea'i	Terry Scraggins	Connie Charleton
Josie Graham	Mandeep Sharma	Rene' Delaney
Demi Hoff	Ally Bea Smith	Jackie Fuller
Dori Hulme	Paige Thomas	Maude Garretson
Linda Kauffman	Karen Toon	Guen Johnson
Carmen Kaufhardt	Daneva Vance	Lynelle Perry
Marianne Ledford	Kim Wilcox	Suzan Raney
Cynda LeDuc	Sarah Willey	Beverly Sherman
Katy Lightfield		



*“There is immense power when a group of people with similar interests gets together to work toward the same goals.”*

– Idowu Koyenikan

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# Boise State University Association of Office Professionals

## 2023-2024 Calendar

- Aug 3, 2023 EBM\* – 2:30-3:30 pm – Zoom
- Sept 7, 2023 EBM – 2:30-3:30 pm – Zoom
- Oct 5, 2023 Bosses Breakfast - 7:30-9 am - Simplot Ballroom**
- Oct 5, 2023 EBM – 2:30-3:30 pm – Zoom
- Nov 2, 2023 EBM – 2:30-3:30 pm – Zoom
- Nov 16, 2023 Holiday Auction- 11:30 am-1:00 pm - SUB/Simplot Ballroom (tentative)**
- Dec 7, 2023 EBM – 2:30-3:30 pm – Zoom
- Jan 4, 2024 EBM – 2:30-3:30 pm – Zoom
- Feb 1, 2024 EBM – 2:30-3:30 pm – Zoom
- March 7, 2024 EBM – 2:30-3:30 pm – Zoom
- April 4, 2024 EBM – 2:30-3:30 pm – Zoom
- TBD Professional Development Day– TBD**
- May 2, 2024 EBM– 2:30-3:30 pm – Zoom
- June 2024 Annual Meeting and Luncheon - TBD**
- July 14-17, 2024 NAEOP 87th Annual Conf - DoubleTree Downtown, Little Rock, AR**

\*EBM (Executive Board Meeting)

### 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](mailto:aop@boisestate.edu)

Website: <https://www.bsuaop.org/>

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

