

Keynoter

Inside this issue:

President's Message	1
Save the Date	2
Taking Minutes	3
Member Spotlights	4
Brown Bags	6
Recipe Corner	7
NAEOP Updates	8
PSP Certification	9
Readership	10
Membership	11
Calendar	12

Boise State University Association of Office Professionals {BSUAOP}

Celebrate Success!

President's Message

Hello Readers!

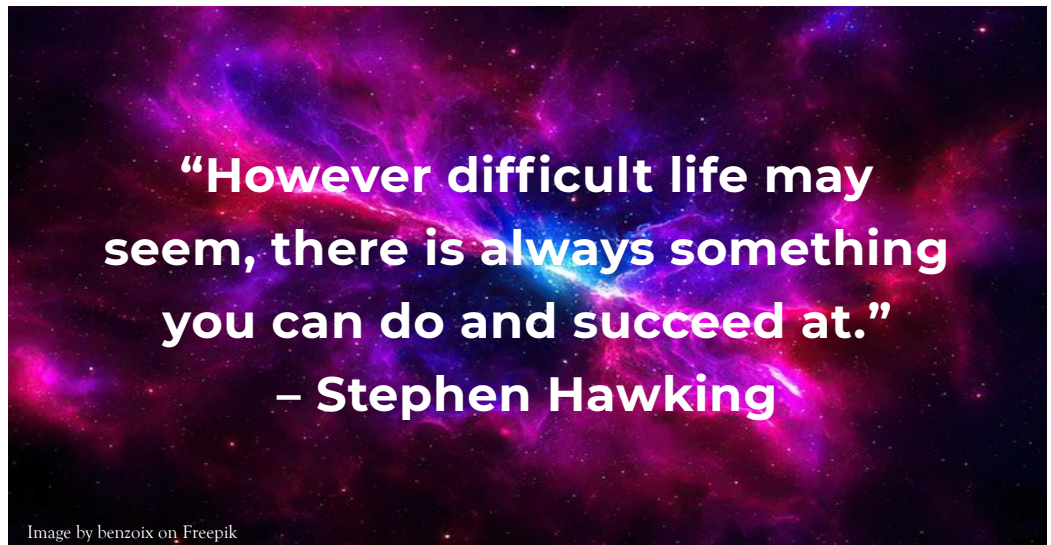
Happy New Year! I hope your holiday celebrations were filled with joy and laughter with friends and family. As the new year starts we all like to think about what changes we will make for the upcoming year, some want to lose weight, some want to work out to feel healthier, some want to take classes or start new hobbies. Whatever you choose to do this year remember to celebrate your successes no matter how big or small they are.

Speaking of classes, Professional Development Day is coming up.

We heard your suggestions so this year we will feature three tracks with four 75 minute breakout session presentations as well as a keynote speaker and have extended the time in between breakout sessions as well to allow for more time to grab snacks or hit the restroom. Please keep an eye out for registration information and make sure to tell a coworker! This event is open to anyone on campus and the surrounding community who would like to gain skill and broaden their professional development. We hope to see everyone there!



Kenzie Long



SAVE THE DATE

Professional Development Day

Celebrate Your Daily Groove

Tools for Self, Work and Life

Friday, April 12, 2024

8:00 am to 4:30 pm

Micron Business & Economics Building (MBEB)

Cost: \$55 (10% discount for all AOP members)

Check-in begins at 7:30am, outside MBEB I-Lab 2302. Welcome starts at 8:00 am.

Light breakfast snacks will be available at check-in. Lunch will be provided.

AOP Members can apply for a [scholarship](#) to help assist in affording training.



The president's office has approved that employees may attend the AOP Professional Development Day as a professional development training opportunity with supervisor's approval, reporting hours as worked.

Be watching for more details on sessions available through email or check for more details on our website: <https://www.bsuaop.org/>.

Taking Minutes on a Laptop – What you need to know! by Rhonda Scharf | Dec 21, 2023 | on-the-right-track.com

(Reprinted with permission.)



Are you using your laptop to take minutes? I hope the answer is *yes*. However, if it's *no*, let me convince you why you should be. Taking minutes using a laptop is better than the traditional approach of pen and paper.

Speed. As admins, we type quickly. I am very confident that all of us can type faster than we write. We know where the keys are, and we don't have to watch our fingers on the keyboard. Shorthand hasn't been taught in schools for over 30 years, so the number of admins who can still take shorthand, is extremely low. And shorthand is about the only thing that is faster than typing; typing is a lot faster, and therefore often more accurate, than using a pen and paper.

Ease. When our eyes are up (and not on the piece of paper in front of us), we can easily follow the conversation (and see the reactions of everyone as well, as know who is speaking). We will, therefore, be more engaged in the conversation, we'll have a fuller understanding of the subject matter, and our retention rate for the information will be better. That alone makes taking the minutes much easier. Not only that, but we'll be more aware of what's happening in our department, our company, and our industry, and we'll retain that knowledge longer. And that will just make us better admins.

Productivity. You can create a template before the meeting, so you can literally just fill in the blanks as the meeting happens. Many admins use the meeting agenda, leaving extra room to take notes. I like to use a template prepopulated with the date, the names of the attendees, and then room for actions and discussions. And if it's a recurring meeting, you can likely just use the previous meeting's minutes as your starting point. Talk about a time-saver!

Engagement. When we're using a pen and paper, our eyes are on the page to ensure we are writing in a straight line, or staying on the page. It is extremely hard to take notes on paper while watching the conversation. When your eyes are on your page, you are less engaged, you're missing the body language of the other attendees, and you're more likely to let your mind wander.

Efficiency. The biggest impact, however, isn't in how quickly we type. Using a laptop is, overall, far more efficient. When we're creating minutes directly on a laptop we're saving time because after it the minutes are in the computer, we don't have to retype everything—it's already there.

Through teaching my Minute Taking Made Easy program, Link here: [Minute Taking Program](#). I've discovered that the aspect of minute-taking that most people hate the most is not the actual taking of the minutes. It's the roll-up from rough copy to final copy.

If your rough copy is on paper, you will have to take the time to input your notes into your computer. When you're using a laptop to take the minutes, that step is already being done during the meeting. That is a *huge* time-saver.

When you are using your laptop, the total start-to-finish time in terms of completing the roll-up of your minutes is cut in half. That's right, *half*, vs using a pen and paper. Assuming that the roll-up is about a two-hour job for a typical one-hour meeting, it becomes less than an hour when you've used your laptop during the meeting. As admins, we are all aware that any time we can save time, we need to.

Admins have to use technology for everything; it's part of our job. We need to keep our technical skills current. Current technology is laptop-based and has been for quite some time. Admins should always be at the forefront of new technology in any office, the go-to person when it comes to software and using technology. I still find that about 40 percent of people say they take minutes or notes on paper vs a laptop. That is too high for 2024.

Assume you're applying for a new job and the question of taking minutes comes up. When they ask you if

Continued on page 5

President

Kenzie Long
Public Safety
kenzielong@boisestate.edu

Co-President-Elect

Shelly Doty
Albertsons Library
208-426-3559
sdoty@boisestate.edu
Angela Roberts
Extended Studies
208-426-3706
angelaroberts417@boisestate.edu

Vice President

Brenda Baker
Computer Science
brendabaker@boisestate.edu

Secretary

Demi Hoff
School of Social Work
demihoff@boisestate.edu

Treasurer

Crystal Galea'i
Dean of Students
208-426-1527
crystalgaleai@boisestate.edu

Immediate Past President

Kim Wilcox
GIMM
208-426-1869
kimwilcox@boisestate.edu

Meet some of your fellow AOP Members

Katie Kope

Hello,

I am thrilled to be a new member of the Association of Office Professionals at Boise State! I started my employment in October 2023 as Business Operations Supervisor, School of Public Service. The past three months have been amazing! The team I work with is outstanding and everyone I have met has been so welcoming.

My past career was spent in the airline industry for 32 years, with a focus in leadership and training development. I elected to retire from this career, however, I was not at a point to actually retire. I feel very fortunate to now be employed at Boise State University!

I have lived in the Boise area for 20 years and it was a wonderful move from Arizona for my family. I love the outdoors, especially skiing, snowshoeing, biking and hiking. And, a little fishing here and there.

I look forward to becoming involved in the Professional Staff Association and a new career at Boise State University – go BRONCOS!



Need more professional development ideas?

Boise State employees have free access to many workshops & trainings through [Academic Impressions](#)

Academic Impressions offers a wide variety of Professional and Leadership Development opportunities and are focused on trainings specifically for faculty and staff in higher ed. Some of their offerings have additional fees, but the majority are included with our university membership. The comprehensive library of training aligns with the [university's strategic plan](#) and provides university employees with training, tools and resources to assist with ongoing professional development, leadership training and specialized instruction. Information about accessing the membership can be [accessed through the library](#).

Continued from page 3 - Taking Minutes

you use a laptop and you say *no*, what message will that send your potential employer?

Saying you still use a steno pad and pen is similar to saying that you still use a manual typewriter, because you're more comfortable with it. It gets the job done, certainly, but the message is that you are afraid of change. Don't be afraid of change.

There are some negatives to using a laptop, but they are easily rectified.

Noise. If you don't like the sound your keyboard makes (the *click-click-click* can occasionally be distracting to meeting participants), you can buy a keyboard skin. They are found everywhere. The sleeve will also allow you to clean your keyboard much more easily (we all know that keyboards are magnets for germs).

You can also sit a little bit back from the meeting participants. Not too far, but just far enough so you're not disturbing anyone with your keyboarding. Try it out before the meeting—that way you'll know if you need to bring in an extra chair (one without arms, for instance, if that's what you prefer) and you'll know how loud your keyboard is. It probably isn't as disturbing to others as you think, by the way. If you're really shy about it, just ask the person next to you if it bothers them. Chances are, they won't even have heard your keyboard clicks.

Temptation. Because you will be far more efficient when using a laptop, you may be tempted to stray during the meeting, to check your email or to multi-task. But you're a professional, and you can resist that urge. Disconnect from the internal intranet before you go into the meeting, and force yourself not to multi-task. Stay with the meeting and focus on what is happening. If you do find that you need to multi-task use that urge to clean up the minutes you're working on. Then, when the meeting is over, you really won't have much to do except distribute them.

The reality is that if you haven't already switched to using your laptop for minutes, you probably have a good reason. Just make sure that reason isn't an excuse: *fear of change*.

And if there's no good reason why you haven't starting using a laptop for minutes—what are you waiting for? There are so many great reasons why you should make the switch. You'll be glad you did.

This article was written by Rhonda Scharf and not by artificial intelligence.

Have you checked out BroncoFit offerings lately?

Some of their current offerings include:

- BroncoFit First Thursdays
- 6-Week Mindfulness Sessions
- Diabetes Prevention Program
- Preventative Health Screenings.

View more details at boisestate.edu/broncofit/employees/

www.bsuaop.org

Membership Representatives

Katy Lightfield

OIT Business Operations

208-426-3054

katylightfield@boisestate.edu

Marianne Ledford

Continuous Improvement

mariannedford@boisestate.edu

Maggie Dart

UA-Advancement Services

208-426-1799

maggiedart@boisestate.edu

Sam Davidson

School of Social Work

208-406-40044

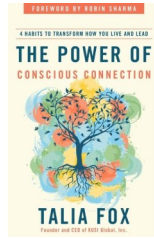
samdavidson@boisestate.edu



Image by Frans van Heerden (Pexels.com)

Brown Bag Lunches

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



[The Power of Conscious Connection: Four Habits to Transform How You Live & Lead](#)

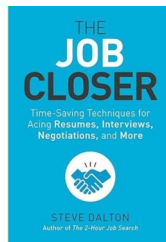
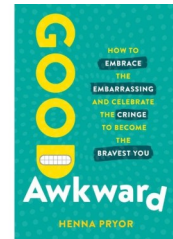
Talia Fox, Author and Leadership Expert

Wednesday, January 31st at 10:00 AM MDT

[Become the Bravest You: How to Embrace the Embarrassing and Celebrate the Cringe](#)

Henna Pryor, Award-Winning Author and 2x Tedx Speaker

Thursday, February 8th at 10:00 AM MST



[How \(Exactly\) to Win the Advocacy of Strangers and Accelerate Your Career](#)

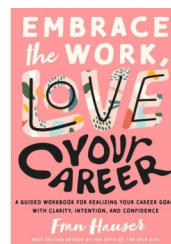
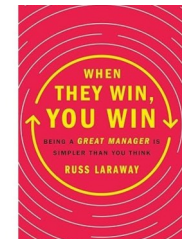
Steve Dalton, Bestselling Author

Thursday, February 15th at 10:00 AM MDT

[When They Win, You Win - Being a Great Manager is Simpler Than You Think](#)

Russ Laraway, Author and Management Expert

Tuesday, February 20th at 10:00 AM MDT



[How to Achieve a Career You Love While Staying True to Yourself](#)

Fran Hauser, Bestselling Author and Leading Career Expert

Tuesday, March 5th at 10:00 AM MDT

[How to Kickstart Fearless Feedback](#)

Katie Ceccarini, Certified Executive Coach

Wednesday, March 20th at 10:00 AM MDT



Committee Leads

Website

Shelly Doty/Angie Roberts
 sdoty@boisestate.edu
 angelaroberts417@boisestate.edu

Scholarships

AOP Board
 aop@boisestate.edu

Awards

Angie Roberts/Brenda Baker
 angelaroberts417@boisestate.edu
 brendabaker@boisestate.edu

Nominations & Elections

Kim Wilcox
 kimwilcox@boisestate.edu

PSP Rep

Shelly Doty
 sdoty@boisestate.edu

Program Committee

Brenda Baker
 brendabaker@boisestate.edu

Keynoter

Angie Roberts
 angelaroberts417@boisestate.edu

Recipe Corner

Poblano Chicken Cheese Soup

5 poblano peppers	2 T butter
2 C chicken broth	1/2 C chopped onion
1 (8 oz) cream cheese	2 cloves garlic, minced
1 C sharp cheddar cheese, shredded	1 t. ground cumin
1/2 C Monterey jack cheese, shredded	1 lb. cooked, skinless, shredded chicken
1/2 C salsa verde	salt & pepper to taste

Roast poblano peppers over an open flame on a gas stove or grill until all sides are charred, 5 to 8 minutes. Place blackened peppers into a bowl and cover tightly with plastic wrap. Allow peppers to steam as they cool, about 20 minutes. Remove and discard skins.

Combine chicken broth, cream cheese, Cheddar and Monterey Jack cheeses, and salsa verde in a blender. Blend until smooth.

Peel cooled poblano peppers and remove seeds. Finely chop peppers in a food processor.

Melt butter in a skillet over medium heat. Add onion, garlic, and cumin. Cook and stir until slightly browned, 3 to 5 minutes. Add poblanos and sauté for 2 to 3 minutes. Add chicken and sauté for 2 minutes more.

Pour cheese mixture into a stockpot over low heat. Add chicken mixture and bring to a simmer. Cook until heated through, at least 10 minutes. Season with salt and pepper.

Recipe Source: BracksFour posted on allrecipes.com

Almond Lace Cookies

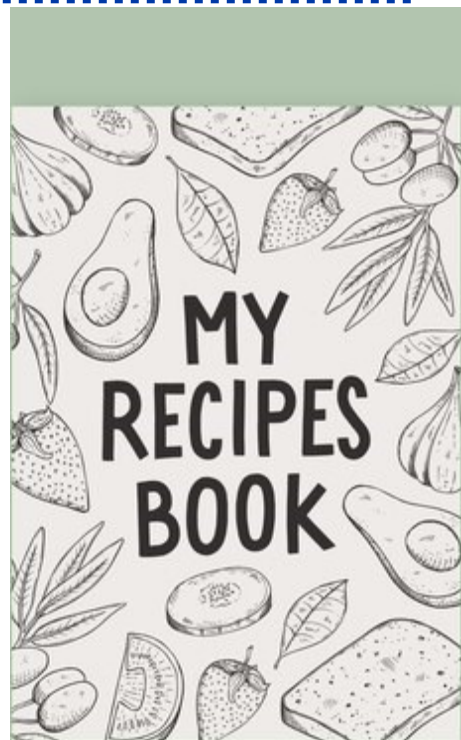
1 C old-fashioned oats	1 egg, lightly beaten
1 C sugar	1/2 C (1 stick) butter,
2 T flour	melted
1/2 t salt	1 t vanilla extract
1/4 t baking powder	1 C sliced almonds

Heat oven to 325F. In a large bowl combine oats, sugar, flour, salt, and baking powder. In a separate bowl whisk egg, butter, and vanilla, then add to the dry ingredients. Add the almonds and stir until evenly distributed.

Line a cookie sheet with aluminum foil; spray lightly with non-stick cooking spray. Drop level teaspoons of dough, 3" apart, on prepared sheet; flatten slightly. Bake until golden brown 9-11 minutes.

Let cookies cool completely, then peel from the foil. Repeat with remaining dough.

Recipe Source: Ladies' Home Journal, June 2002





National Association of Educational Office Professionals

BENEFITS OF MEMBERSHIP

1

Professional development opportunities – summits, podcasts, and book discussions

2

Participate in a variety of committees to do the work of NAEOP

3

Access to our exclusive webinar library

4

Professional Standards Certification Program

5

National Annual 4 day Conference

6

Awards & Scholarships for members and students

7

Nationwide Networking – work and career related resources

Visit naeop.org/membership for more details

Already a member? Consider joining the Board of Directors

NAEOP is looking for energetic, passionate people to:
Influence decisions impacting our programs and procedures.

Build networks.

Act as change catalysts in our organization.

Serve as ambassadors to our peers.

If you believe in the value of NAEOP’s vision and programs, and you would like to be part of our team, we have a chair for you at our boardroom table.

To qualify for a potential seat on the board, you must:

Be an active NAEOP member for at least the last two years.

Hold a current PSP certificate.

Attend three board meetings and the annual conference.

Actively participate in strategic planning and committee work.

Represent NAEOP occasionally at affiliate association events.

Promote NAEOP membership.

Nominations will be accepted for the following positions:

President Elect—1 year term

Vice President—1 year term

North Central Area Director—2 year term

Northeast Area Director—2 year term

Northwest Area Director—2 year term

[NAEOP Website](#)

Join us this summer - July 14-17, 2024

NAEOP National Conference

Little Rock, Arkansas



Readership Facts:

Since our last Keynoter in November 2023, it's been downloaded by 11 different institutions in 17 countries. In the U.S. of course Idaho is the top download. After that comes folks from California, Virginia, Washington, and about 9 other states. For countries, Ireland, China and Indonesia follow the U.S. for downloads.

*An uptick in downloads from Singapore (398) happened across the board for a lot of content.

— 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. 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 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 PSP Chair, Shelly Doty - sdoty@boisestate.edu

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

BSUAOP Membership List 2023/2024

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

Invite your colleagues to join us

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**
- 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
- April 12, 2024 Professional Development Day– MBEB**
- 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

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

