

# KEYNOTER



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## 2024/2025 Theme Be Limitless – Level Up!

### President's Message

By Shelly Doty

Happy Fall! Weather that is!

With our theme this year being Limitless - Leveling Up!, I've been thinking about that a lot. For my team, for myself, for others around me. It's made me realize that I've been leveling up most of my life. It's just been geared toward a more personal aspect.

I distinctly remember growing up on the farm. Grandma lived in the big house and we lived in the small house. During the summer aunts, uncles, and cousins would come from all over for a big get together. What always struck me about that, even at a young age, was the women and girls would be in the kitchen or dining room doing food or other associated things. The men and boys would be in the living room watching tv or playing outside or talking. I always wanted to go watch tv or play outside. I remember thinking it wasn't fair. Which is probably the reason I readily admit I hate housework and cooking on a continual basis - so I don't do either ;).

I remember 9th grade English class. The teacher introduced us to



continued on page 3

# Holiday Auction 2024



**All of campus is welcome to participate**

**Live Auction:**

**Wednesday, December 4, 11:30 am - 1 pm**

**In the College of Innovation & Design**

**(2nd floor of Albertsons Library)**

**Bidding opens for Silent Auction items online**

**November 27 at 8:00 AM through December 3 at Noon.**

**Online link will be emailed, put on our website and sent in Campus News soon.**

**RSVP to attend: [https://commerce.cashnet.com/  
boisestateAOPHolidayAuction](https://commerce.cashnet.com/boisestateAOPHolidayAuction)**

**If you wish to purchase lunch \$10 General - \$9 for AOP members**

**10% of the proceeds will be donated to Women's & Children's Alliance.**

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

books I'd never read and let us open up our minds and write. I fell in love with writing poetry and short prose. For years afterwards I continued to write and found joy in sitting in a restaurant drinking pot after pot of coffee and doing nothing but writing.

I remember in college the first time I took an abnormal psychology class. I found it vastly interesting and immediately went home on break and told my family everything that was wrong with them. I'll just say it's a good thing my family has an odd sense of humor. We laughed for hours! Ever since I've been interested in people, how they interact with one another, how they may shine or wither, and especially how we, as people in general, all have our own reality that we work from.

I remember becoming a mother and making a conscious decision on who I wanted to be for my children. Working hard to be that person. To create the environment that I wanted them to live in. To teach them what I thought would serve them best in life - love, empathy, ethics, integrity, compassion. Standing up for what they believe in and for others.

I remember the day I finally realized I had a choice in life. We put ourselves in so many boxes for so many reasons. It was actually a police officer I happened to be having a conversation with at a restaurant. We were talking about a person who I had said didn't really have a choice. He disagreed. He said whatever choices there are might all be bad, but it's still a choice. Which choice might cause the least pain. It was then I

realized I did have choices, I just simply may not like what I have to choose from.

I remember when I had a really good stripe of gray hair and my kids called it my wizard stripe. I was thrilled! I decided I was okay with getting older. I reveled in being the wizard or the old crone. Aging has become its own leveling up process.

When you think about professional development, don't ever forget personal development. In life, that is the best leveling up you'll ever do!

Life is here.

It simply is.

How you choose to live it

Can change your world.

There's no right or wrong answer to life.

All our experiences make us who we are.

Two steps forward

One step back.

Some days we can take a giant leap. |

Some days we forget to unlock the door.

As long as we keep trying

We'll continue on.

Life is here.

It simply is.

How you choose to live it

Can change your world.

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## Meet our newest AOP Board Member (membership rep)

### Dani LaRiviere

Hi! My name is Dani and I was born and raised in Tacoma, WA. I moved to Boise in 2019 to attend Boise State University, where I graduated in 2023 with a B.A. in Integrated Media and Strategic Communication and received a certificate in Content Production. Now, I work at the Boise State Foundation as an Assistant Director of Development. In my role, I work closely with donors and alumni of the University to help raise funds for students, faculty, and research. I really enjoy being back on campus and reconnecting with the University. You can often find me cheering on the Broncos at the football games!

Outside of work, I have a passion for fitness and the great outdoors, I enjoy camping in the summer, snowboarding in the winter, and participating in group workout classes. A fun fact about me is that I attended the high school where the movie 10 Things I Hate About You was filmed. If you haven't

seen this movie, I highly recommend it! I love finding new recipes and cooking at home but I also enjoy exploring new restaurants.

I'm always eager to connect with fellow Broncos and share experiences, whether it's through fitness, outdoor adventures, or good food. Feel free to reach out if you want to chat or share your favorite recipes—I'd love to hear from you!





## NAEOP Website

### Our Mission

The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.

### NAEOP Conference 2024 recap (see other session reviews in Sept/Oct Keynoter)

By Angie Roberts

#### Sharpen Your Memory—Sally Sizer Fitts

Over the last few years I have been trying to accept the fact that I am getting older. It's not the number of years that bother me, in fact, the higher number is kind of cool because I have lasted this long. It's the slowing of my memory that I find hard to face. So I headed to the AARP sponsored session that featured "Six Pillars of Brain Health" guidance from the Global Council on Brain Health (GCBH).

Setting goals to work on improving the following 6 pillars of brain health, can make a difference in our quality of life.

1. Be social - keep in touch with friends & family, don't let yourself get isolated.
2. Engage Your Brain - find ways to stimulate your thinking, explore new interests and hobbies.

3. Manage Stress - practice relaxation, take time for yourself.
4. Ongoing Exercise - move throughout the day, target 2.5 hours a week of moderate physical activity.
5. Restorative sleep - get 7-8 hours of restful sleep every day.
6. Eat Right - choose a nutritious, heart-healthy diet of fish, veggies, and fruits.

Pick one thing you can start working on today and continue adding new activities every few months. AARP and the Global Council on Brain Health also offer some pretty cool assessments, tips, and reminders through the following resources:

[stayingsharp.aarp.org](https://stayingsharp.aarp.org) & [learn.aarp.org](https://learn.aarp.org)

#### New Northwest Area Director—Jason Wynia

Hello Northwest Area! My name is Jason Wynia, CESE, from Casper Wyoming. I have been a NAEOP member since 2019 and recently elected to be your Northwest Area Director for 2024-26. It's been quite a journey to get here today and I thank you for your support. I am currently a Head Custodian for Natrona County School District and President for Natrona County Classified Professionals Association. I am a Donor Advocate for Donate Life Wyoming and Colorado. Additionally, my wife and I are host parents for collegiate baseball and Jr. hockey players, taking care of over 30 athletes and college students over the past 10 years.



Image from Pissabay, by Alain Andet

# Recipes

By Kenzie Long

## Slow Cooker Green Chicken Enchilada Soup

2.5 Pounds boneless skinless chicken breasts or thighs

28 oz green enchilada sauce (or a 28-ounce can store-bought sauce)

24 ounces chicken broth

1 cup half and half or heavy cream

2 cup monterey jack cheese (I use 4 cups)

8 ounces cream cheese (cubed and softened)

7.5 ounces green salsa (salsa verde)

salt and pepper to taste

Optional - Add white beans

Slow Cooker Instructions:

In a 6-quart slow cooker add chicken breast or thighs, green enchilada sauce, and chicken broth. Cook on Low 6 to 8 hours.

Remove chicken and shred. Add shredded chicken, jack cheese, cream cheese, half and half, and green salsa to slow cooker. Turn slow cooker to warm and stir until cheeses are melted. Add hot sauce or additional salsa to taste.

Serve and enjoy! Delicious topped with avocado, cilantro, green onion, and sour cream.



By Angie Roberts

## Slow Cooker Tuscan Beef Stew

1 can tomato soup

1 can beef broth (or bullion dissolved in water)

1 can tomatoes

1/2 C water

1 lb. beef for stew, cut in squares

3 lg. carrots, cut in 1/2" pieces

1 t. Italian seasoning

1/2 t. garlic powder

2 cans Cannellini beans, drained

Slow Cooker Instructions:

Add all but beans in slow cooker. Cook on low 8 to 9 hours or on high 4-5 hours. Add beans and cook about 10 more minutes. Serve.



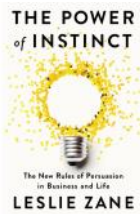
**Having trouble paying for professional development opportunities?**

**Did you know BSUAOP offers scholarships?**

Scholarships are available, but not limited to, the following: BSUAOP Professional Development Day, National Association of Educational Office Professionals (NAEOP) annual conference, and workshops and training provided by other organizations. Find more details at <https://www.bsuaop.org/scholarship>

# Enrichment Program

## Alumni Webinars



### How to Get People to Choose What You're Selling Using the Power of Instinct

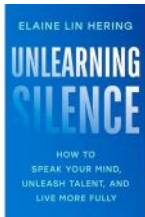
*Leslie Zane, Award-Winning Fortune 500 Brand Consultant and Behavioral Expert*

Thursday, November 7th at 10:00 AM MST

### How to Discover the Conscious Leader in You

*Michelle Moore, Award-Winning Author and Global Speaker*

Wednesday, November 20th at 10:00 AM MST



### Unlearning Silence: How to Speak Your Mind, Unleash Talent, and Live More Fully

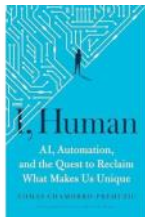
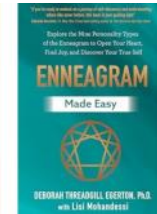
*Elaine Lin Hering, National Bestselling Author*

Wednesday, December 4th at 10:00 AM MST

### The Enneagram & Discovering Your Authentic Self

*Dr. Deborah Egerton, Bestselling Author*

Tuesday, December 10th at 10:00 AM MST



### AI, Automation, and the Quest to Reclaim What Makes Us Unique

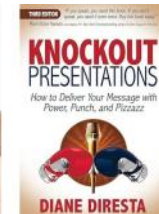
*Tomas Chamorro-Premuzic, Bestselling Author*

Tuesday, December 17th at 10:00 AM MST

### Get to the Point: Communicate More By Saying Less

*Diane DiResta, Author and Certified Speaking Professional*

Tuesday, January 7th at 10:00 AM MST



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## Volunteer Opportunities

Winter Commencement is on **Saturday, December 14** with two ceremonies at **10 am (COAS, COEN, CID, SPS)** and **3 pm (COBE, COED, COHS)**. We need enough campus volunteers so that no one has to work all day. In addition, our teams set up all of the behind-the-scenes logistics on both Thursday (Dec. 12) and Friday (Dec. 13).

Classified staff are eligible for overtime or comp time for hours worked on Saturday and food and beverages are provided for all staff and volunteers. [RSVP here.](#)

*Message from the Office of the President*

### Operation Wish Book

Operation Wish Book provides new books to children who don't have access to them. Albertsons Library is organizing and counting on you once again to join in this campaign. From November 1 to December 6, 2024, there will be a box for collecting new books at Albertsons Library's front desk.

They accept paperbacks, board books, and hardbacks as long as they are new. Visit our Google site: <https://sites.google.com/a/boisestate.edu/operation-wishbook/>

Please consider bringing a new children's book to share. The goal is to collect 750 new books in total. Let's make a difference together and spread literacy throughout the Treasure Valley.

You can contact Pam Kindelberger (63827), Masha Velichko (61660), or Nancy Donahoo (64038), or email Operation Wish Book ([operation-wish-book-group@boisestate.edu](mailto:operation-wish-book-group@boisestate.edu)) for more information or to get your questions answered.

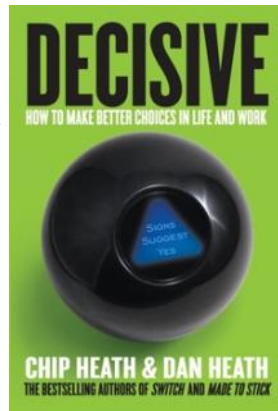
*Message from Albertsons Library*

## Book recommendations

*Review by Marianne Ledford*

**Decisive: How to Make Better Choices in Life and Work**  
by Heath and Dan Heath (Available at Albertsons Library)

The Heaths did a deep dive into decision-making studies and literature and came up with a four-step process to make better decisions by counteracting our decision-making biases. The book addresses each of the four steps: widen your horizons, reality-test your assumptions, attain distance before deciding and prepare to be wrong. The Heaths discuss how quick we are to form opinions and then we, equally quickly, get locked into those opinions. We limit our choices and fail to look at the other options that could be available to us. For instance, if you have an employee who isn't performing well, you might agonize over your decision to fire them or not, believing those are the only options you have. But if you look at their strengths as well as their weaknesses, you might discover that this person could be an excellent employee if you put them into a position that plays to their strengths. Perhaps they are not performing well because they are in the wrong job. The book also uses the example of a priest who often has people come to him and say they don't know what God wants them to do. He points out that there could be 18 things that God would be perfectly happy for that person to do - God doesn't necessarily have only one thing in mind for that person. He points out that there are six billion people in the world and do they think that God says there is only one thing in this whole world that He has in mind for you and you have to guess it or else? He points out that they are not cornered, they have just been wearing blinders. Another example is for when you are presented with a choice of buying two similar items (such as a laptop, for example). One costs \$1,000 and has a few extra features and the other is \$700. You might spend a lot of time trying to decide if the additional features are worth the extra money or if you would be satisfied with the item that costs less. The book offers up another way of looking at the decision - what if you bought the \$700 laptop and then had \$300 to spend on something else? While it may seem obvious that if we spend less we will have more money for something else, we actually often fail to think of what else we could do with the additional money. Even a small nudge to think about an-



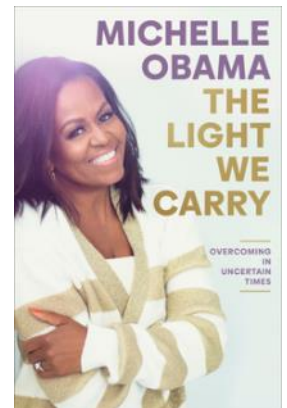
other alternative can be enough to help us make better decisions. Another interesting and useful concept the book talks about is that sometimes you need to "ooch", which means to run small experiments to test your idea. Rather than just diving in headfirst or not doing anything at all, you can do a little something. Try something out in small ways before you commit (or instead of just giving up). This allows you to have some real-world experiences to help guide your decision. This book is written in a way that provides the concepts, then gives multiple examples that let you see the concept in action. This makes it easy to see how you could apply the different concepts and also how to know which concept might be helpful in a given situation. So, if you would like to make better decisions in your life or in your job, this book offers many ways to help you do that.

*Review by Maggie Dart*

**The Light We Carry**

by Michelle Obama (Available at Albertsons Library)

This is a memoir that offers advice and stories about finding balance and overcoming challenges. The book is about how to nurture the inner light that everyone carries and how to use it to illuminate the world around us.

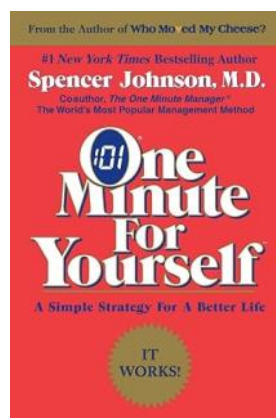


*Review by Angie Roberts*

**One Minute for Yourself**

by Spencer Johnson, M.D. - Recommended  
by NAEOP Book Club (Available at Albertsons Library)

We are encouraged to look and take care of others around us, which is great! But how often do we neglect our own needs creating feelings of being overwhelmed and stressed? This



book points out that if you take a minute each day to think about what you need in that moment and take care of that first, you are more likely to find a sense of peace and balance. This in turn leads to a better you that can then focus on others needs while being in a better mindset making life more meaningful and enjoyable. Bonus—this book is a quick read.

**Bosses Breakfast Photos**







## Readership Facts:

In the last two months the Keynoter has been seen by 18 different institutions, 26 different countries or regions, for a total of 919 downloads of 96 different issues. From South America to Australia, up through China, Russia, around into Canada and down through North America. It's like a global circle!

### — 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.

# GET *Recognized*

**Be watching for an email with details for a Zoom chat explaining more about this program and walking you through the steps to fill out and submit your application to get this certification.**

## **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 program is open to active and retired members of NAEOP.

**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.

**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).

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

## **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](mailto:sdoty@boisestate.edu)

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

## BSUAOP Membership List 2024/2025

Brenda Baker  
Christian Carnahan  
Susan Cassell  
Gator Colon  
Matthew Cordell  
Catherine Crapo  
Maggie Dart  
Sam Davidson  
Jonathan DeLeon Guerrero  
Justin Doi  
Shelly Doty  
Jane Dunaway  
Crystal Galea'i  
Josie Graham  
Linda Kauffman  
Carmen Kaufhardt  
Tess Kramer  
Danielle LaRiviere  
Marianne Ledford

Cynda LeDuc  
Katy Lightfield  
Kenzie Long  
Chris Lutzow  
Kili Murphy  
Lisa Murphy  
Julie Parke  
Randall Phelps  
Jean Potter  
Linda Redman  
Desiree Reyes  
Pam Robbins  
Angela Roberts  
Kristi Schirrmacher  
Mandeep Sharma  
Ally Bea Smith  
Kelsie Stanley  
Karen Toon  
Siera Tuttle

Daneva Vance  
Ash Whitwell  
Kim Wilcox  
Sarah Willey

### Associate Lifetime Members

Gay Barzee  
Leslie Black  
Connie Charleton  
Rene' Delaney  
Jackie Fuller  
Maude Garretson  
Andrew Giacomazzi  
Dori Hulme  
Guen Johnson  
Richard Klautsch  
Lynelle Perry  
Suzan Raney

*"Alone, we can do so little; together, we can do so much" – Helen Keller.*



## General AOP information

### Our Mission

The purpose of this Association shall be to elevate the standards and promote the professional growth of personnel within the University, to provide for a finer understanding of the relationship between the University and the community in order to promote positive attitudes, and to encourage further training in specific skills relevant to each member's job responsibilities.

We're excited to invite anyone interested in joining our meetings to participate!

You can find all the details on our website at [bsuaop.org](https://bsuaop.org).

Simply navigate to the Calendar section of the homepage where you'll find Zoom links for our monthly meetings. Everyone is welcome!

Additionally, our meeting minutes are available on the website.

Below the calendar links, you'll find access to our shared drive:

Please note that access permission may be required for the shared drive.

If you have any questions, feel free to reach out to [aop@boisestate.edu](mailto:aop@boisestate.edu).

Looking forward to seeing you at our meetings!

## Treasurer Report (minus actually represents a positive balance)

Row Labels	Sum of -15.00
Balance Forward	-5677.48
Commercial Airfare-Out Of	185.98
Credit Card Fees	6.4
Employee Training - Servi	11
Individual Org Membership	45.5
Misc Sales & Services Rev	-199.5
Printing & Binding	6.66
Social Security/Medicare	7.47
Students	127.5
Subsistence & Lodging-Out	2384.45
Travel Encumbrance	0
Worker's Compensation	0.56
<b>Grand Total</b>	<b>-3101.46</b>

Row Labels	Sum of -15.00
<b>Misc Sales &amp; Services Rev</b>	<b>-199.5</b>
07.08.24 94600-DUES 273394 1	-15
07.08.24 94600-DUES 273454 1	-15
07.09.24 94600-DUES 273566 1	-15
08.01.24 94600-DUES 282464 1	-15
08.07.24 94600-DUES 285018 1	-15
08.07.24 94600-DUES 285044 1	-15
09.03.24 94600-BOSMEM 309595 1	-13.5
09.03.24 94600-BOSMEM 309608 1	-13.5
09.04.24 94600-BOSIND 309665 1	-15
09.04.24 94600-BOSMEM 309670 1	-13.5
09.04.24 94600-BOSMEM 309682 1	-13.5
09.04.24 94600-BOSMEM 309694 1	-13.5
09.06.24 94600-BOSMEM 310410 1	-13.5
09.09.24 94600-BOSMEM 311020 1	-13.5
<b>Grand Total</b>	<b>-199.5</b>

# Boise State University Association of Office Professionals

## 2024-2025 Calendar

Aug 15, 2024	Board Meeting – 2:00-3:00 pm – Zoom
Sept 19, 2024	Board Meeting – 2:00-3:00 pm – Zoom
Oct 17, 2024	Board Meeting – 2:00-3:00 pm – Zoom
<b>Oct 31, 2024</b>	<b>Bosses Breakfast - 7:30-9 am - SUB Jordan Ballroom</b>
Nov 21, 2024	Board Meeting – 2:00-3:00 pm – Zoom
<b>Dec 4, 2024</b>	<b>Holiday Auction- 11:30 am-1:00 pm - SPACE (College of Innovation &amp; Design— 2nd floor of the library)</b>
Dec 19, 2024	Board Meeting – 2:00-3:00 pm – Zoom
Jan 16, 2025	Board Meeting – 2:00-3:00 pm – Zoom
Feb 20, 2025	Board Meeting – 2:00-3:00 pm – Zoom
March 20, 2025	Board Meeting – 2:00-3:00 pm – Zoom
April 17, 2025	Board Meeting – 2:00-3:00 pm – Zoom
<b>April 9, 2025</b>	<b>Professional Development Day– The SPACE (College of Innovation &amp; Design— 2nd floor of the library)</b>
May 15, 2025	Board Meeting – 2:00-3:00 pm – Zoom
<b>June 2025</b>	<b>Annual Meeting and Luncheon - TBD, 11:30 am-1:00 pm</b>
<b>July 13-16, 2025</b>	<b>NAEOP 91st Annual Conf - Charleston, South Carolina</b>

Zoom link for all board meetings—all are welcome to attend: <https://boisestate.zoom.us/j/94058618176?pwd=aMirqZTWQEqI0shlOyWityOXlaQmjB.1>

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### Want to ask us something? Have a suggestion or reason to cheer?

There's a number of ways you can contact AOP and anyone on the board.

Email: [aop@boisestate.edu](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

