Many of our jobs revolve around helping students make the most of their education. However, continuing education - or lifelong learning - offers great benefits to us as well. Learning new skills or facts challenges your brain, which helps keep your brain active and healthy. As employees of a university, we have tremendous opportunities to continue learning.

In addition to tuition and fee waivers to make university courses affordable for employees, Human Resource Services offers a variety of employee workshops through their Learning and Development office as well as access to SkillSoft, which offers online, self-paced modules in a variety of topics. The Office of Information Technology, Albertsons Library, and the Center for Professional Development also offer workshops that may be of interest or of value to your personal or professional life. Keep an eye on the university events calendar for film screenings, lectures and seminars offered by departments across campus.

Did you know that the Boise State University Association of Office Professionals (Boise State AOP) also offers learning opportunities? This spring we’ll have monthly brown bag workshops.

Continued on page 2
Bring your lunch and join colleagues for a variety of topics from January through April. On January 20, we learned why a haircut is healthy. At 11:30 February 10, Rhiannon Avery will discuss “Healthy Heart—Healthy You.” In March, we’ll celebrate Women’s History Month. The details for each month’s workshop will be emailed to AOP members and posted in the Update and on our website.

AOP is also affiliated with a state and a national association, both of which provide additional learning opportunities at annual conferences. While the National Association of Educational Office Professionals (NAEOP) will hold their conference in Buffalo, New York on July 22-25, the Idaho Association of Educational Office Professionals (IAEOP) will be holding their conference right here in Boise at the Riverside Hotel on April 24-25. Our own Leslie Black has been planning the 2015 IAEOP conference and she’s designed an exciting line up of presenters and activities. If finances might keep you from attending either conference, apply for an AOP scholarship, which is available to Boise State AOP members who participate in the organization and want to pursue professional development opportunities like these conferences.

Want to learn on your own or more informally? Read a book! As an employee, you can check out books - and ebooks - from Albertsons Library. They have a great Good Reads guide to help you find a book that will peak your interest. Put a book on hold and they’ll even deliver it to your office. Having trouble locating a book on your reading list? Search for it in World Cat and then request it through Interlibrary Loan (ILL) - an easy click of a button that will appear next to any books that Albertsons Library doesn’t own. (ILL will also deliver to your office!)

Find a puzzle to stimulate your brain - crosswords, jigsaws, sudokus, and more will all do the trick. Pick up a variety book of puzzles at the grocery store to find your favorite type of puzzle or try some online at websites like games.washingtonpost.com or brainbashers.com.

I haven’t even mentioned any learning opportunities that the off campus community offers . . . It’s amazing what you can discover when you look for opportunities and resources. I look forward to hearing about the learning opportunities that you are discovering, both on and off campus, at one of the upcoming AOP brown bag workshops or at the IAEOP conference in April! We would also LOVE to print an article in the Keynoter written by you about your experience! By writing an article you are sharing what you learned with all of us. If you are interested in writing something, just let Shelly Doty, Keynoter editor, know.
Scholarship funds are obtained through the following resources:

- 50% of Holiday Auction proceeds
- 50% of all Ways and Means proceeds
- 100% of carry over money not used the previous fiscal/academic year.

They are then divided into three categories:

- 80% will be reserved for IAEOP/NAEOP annual conference attendance.
- 10% for Boise State University classes.
- 10% other training courses/workshops offered by private or public training facilities (i.e. SkillPath, Fred Pryor, State of Idaho, etc.).

There are other qualifications and guidelines for use of the scholarship funds. Get involved with BSUAOP and find out how you can learn and grow in your career and your personal life!

Are you planning on attending the 2015 Annual IAEOP Spring Conference in Boise, April 23-25? Scholarships are available for AOP members and information can be found at [http://orgs.boisestate.edu/bsuaop/scholarship/](http://orgs.boisestate.edu/bsuaop/scholarship/). The deadline to submit an application is March 15, 2015.
2015 Annual ACE Chili Feed and Fundraiser

Wednesday, February 25, 2015
11 am—2 pm at the Allen Noble Hall of Fame
Suggested cash donations:
$5 meal ticket
$1 prize ticket

Have some great chili, a relaxing time with friends and co-workers and help the Association of Classified Employees (ACE) raise funds for the GoodWill Program. This program assists classified employees at Boise State University whose paychecks aren’t large enough to cover the cost of food between paydays. This program is a food voucher system allowing Boise State classified employees to get roughly one free meal a week.

There will be many prizes and giveaways including football and basketball tickets, Boise State gear, gift certificates, a Boise State blanket, a lap quilt and a beautiful full size hand-made quilt made by the Boise State Quilters.

Donations are needed for the Chili Feed. Go to Donations for 2015 ACE Chili Feed or contact Michelle Marler, 426-1409, michellemarler@boisestate.edu or Sue Anotnich, 426-1996, sueantonich@boisestate.edu for further information. Donations are also being accepted for the Horse Bit Pantry, a food pantry for Boise State students, faculty and staff, located in St. Paul's Catholic Student Center.

Dr. Kustra has granted one hour release time to attend, with supervisor approval.

One of the great benefits that we have working at Boise State is the encouragement to be healthy. We have many resources that are available to make it a little bit easier to get some exercise throughout the day. Holly Levin, Health Educator at University Health Services has organized a Workweek Walkers group. Anyone can join, and it’s a great way to spend a few minutes of your day.

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<thead>
<tr>
<th>Main Campus Walkers</th>
<th>East Campus Walkers</th>
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<tbody>
<tr>
<td><strong>Where:</strong> Friendship Bridge</td>
<td><strong>Where:</strong> East side of Broadway where Greenbelt passes under the bridge</td>
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<td><strong>When:</strong> 12:10—12:45</td>
<td><strong>When:</strong> 12:10—12:45</td>
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<td><strong>Days/Captains:</strong> Mondays—Tamara Martinez-Anderson; Tuesdays—Camile Mick; Wednesdays—Kelley Erickson</td>
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Contact Holly Levin, (208) 426-2694 or hollylevin@boisestate.edu to join and fill out the Exercise Release Form.
A few BSUAOP members attended the holiday card making and potluck event on December 11, 2014 after work. It was a very relaxing event with Leslie Black leading everyone in the making of two beautiful holiday cards. They were both very unique and ended up being a special addition to the holidays. Everyone enjoyed the potluck with chips, dip, chicken and snacks.

It is always fun to get together with our fellow members to talk, laugh, craft, and enjoy each other’s company. There were a lot of very creative people in attendance and it was fun to be able to meet new people and renew friendships with others.

Please join us for the next fun event we have and get to know your fellow members!

[Pictured left to right: Gay Barzee, Danya Lusk, Leslie Black, Sue Paseman, Angela Garcia, Rene’ Delaney, Paivi Pittman]
The primary mission of Boise State University is to educate students. We offer nearly 200 degree programs, from certificates to PhDs, and just about everything we do is designed to help students reach their educational goals. When we ask alumni about their experiences at Boise State, we love it when they tell us:

- I learned so much about my field.
- I had a lot of opportunities to develop career skills.
- Faculty and staff took the time to help me.
- I found out that I can make a difference.
- I met my goals.
- I had a lot of fun!

BSUAOP fosters career growth by providing opportunities to network and share best practices with peers, set goals and achieve them, and have fun while you’re doing it. As a member of BSUAOP you demonstrate a commitment to continued learning, collaboration, contributing to the welfare of the community, and stepping up on a daily basis to meet the needs of your constituencies. Students see in you the professionals they want to become.

We know that Boise State faculty and staff have a full, and sometimes overflowing, plate of responsibilities. Taking the time to participate in professional development and networking can seem like a luxury when “something has got to go.” But those of you who choose to be active in BSUAOP know that the effort you give to make it succeed comes back to you in terms of renewed purpose and positive attitude. That’s what happens when we invest in ourselves and our colleagues.

Boise State University is an organization committed to learning, growth, and development, and so is BSUAOP. Thank you for showing our students how to practice these values.

Marty Schimpf
Provost and Vice President for Academic Affairs
**HEY! LET'S VOTE**

Soon we’ll be sending one of the three *Keynoters* published this year as a submission to the National Association of Educational Office Professionals Rachel Maynard Excellence in Communication Newsletter Contest. If you recall, the Keynoter won 2nd place last year in the Newsletter—Local—Category 1 (100 members or less).

So we’re asking ALL OF YOU! Of the three issues, which one should we submit to best represent Boise State University Association of Office Professionals?

Take a look at each of the issues and send your vote to Danya Lusk, 426-1687, MS1285, danyalusk@boisestate.edu, by March 1st.

- September/October 2014
- November/December 2014
- February/March 2015 (this one)

**UPCOMING BROWN BAG LUNCH**

February is Healthy Heart - Healthy You with Rhiannon Avery

Tuesday, February 10, 2015, doors open 11:30, presentation begins at noon

Farnsworth Room, Student Union Building

RSVP to Rene’ Delaney, rdelaney@boisestate.edu by Monday, February 9th

Heart Attack Signs in Women

1. Uncomfortable pressure, squeezing, fullness or pain in the center of your chest. It lasts more than a few minutes, or goes away and comes back.
2. Pain or discomfort in one or both arms, the back, neck, jaw or stomach.
3. Shortness of breath with or without chest discomfort.
4. Other signs such as breaking out in a cold sweat, nausea or lightheadedness.
5. As with men, women’s most common heart attack symptom is chest pain or discomfort. But women are somewhat more likely than men to experience some of the other common symptoms, particularly shortness of breath, nausea/vomiting and back or jaw pain.

If you have any of these signs, don’t wait more than five minutes before calling for help. Call 9-1-1 and get to a hospital right away.

**March is Women in History Month**—more information to come

**April is National Old Stuff Day**—more information to come
Center for Professional Development Courses

Looking to improve yourself and your skills?

**Professional Technical Writing**
This workshop will help you discover ways to improve your proposals, reports, and instructions, transforming them into powerful means of persuasion and communication. Organize your ideas, adapt specialized content for experts and the general public, and achieve your communication objectives.

**Thu.-Fri., Feb. 5-6, 2015**
9 a.m.-4 p.m.

Fee:
$550 per person, includes all materials

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**Essentials of Human Resources**
This course, designed to teach best practices for small business and new Human Resource professionals, will help you gain an overview of the human resources function and solutions for HR issues related to changes in labor law, selection of qualified employees, effective compensation, orientation and training, and management of employee performance.

**Tue.-Wed., Feb. 17-18, 2015**
8:30 a.m.-5 p.m.

Fee:
Tuition: $500; Materials: $250

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**Conducting Effective Meetings**
This workshop presents guidelines on how to make your next meeting purposeful and productive. You will learn to structure, staff and facilitate meetings that meet needs, stay on track, and engender ownership from participants.

**Thu., Mar. 5, 2015**
9:30 a.m.-4:30 p.m.

Fee:
$280 per person, includes all materials

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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
developed through Albertsons Library.
2. **Click on University Documents in the middle of the page.**
3. **Click on Boise State University Association of Office Professionals—Keynoter.**
4. **Look at the top right of the list for the button that says Follow. Click on that button.**
5. **Click on Create a free account and fill out the information requested.**

Simple as that!
BOOK CLUB NEWS
By Sue Paseman

March 10, 2015 – BSUAOP Book Club Celebrates First Anniversary!

The BSUAOP Book Club, coordinated by Danya Lusk and Jamie Sheppard, welcomed all interested “literary escape artists” to join with others of their kind in March of last year. Among the subjects explored were the literary Classics, current Fiction, Biographies, and Leadership. Initially, groups met at least once a month.

First year titles included Team of Rivals, To Kill a Mockingbird, The Book Thief, Catcher in the Rye, Mindset, Catering to Nobody and The Beekeeper’s Apprentice.

As the BSUAOP Book Club moves into its second year, there is one change – we will be combining the groups as one. We will still meet once a month, towards the end of the month, (currently it is on Thursday) during the lunch hour. We meet inside the SUB near the Info Desk during inclement weather and when it warms up, we will meet outside (location to be determined). Categories are Mystery/Fiction; Biography/History; and Classics/Science Fiction.

Please, do not be shy! If you are interested in joining, please email either Danya Lusk, (danyalusk@boisestate.edu), or myself, Sue Paseman (spaseman@boisestate.edu) - we look forward to hearing from you!

Additional information can be found on our Boise State University Employee Book Club Google Site at HTTP://TINYURL.COM/L5QPSHZ

NAEOP ELECTION RESULTS FOR OFFICERS FOR 2015/2016

The National Association of Educational Office Professionals (NAEOP) has just sent out the election results for officers. The results are as follows:

President Elect: Wendy L. Heslink, CEOE, New York
Vice President: Lisa Morehouse, CEOE, Nebraska
Secretary/Treasurer: Katherine Reichley, CEOE, Ohio
Mid-Atlantic Director: Jill Averyhart, CEOE, South Carolina
North Central Director: Mary M. Guest, CEOE, Nebraska
South Central Director: Deborah McFadden, CEOE, Texas
Southeast Director: Malinda Larey, CEOE, Arkansas
Southwest Director: Mary Meyers, Utah

http://orgs.boisestate.edu/bsuaop/
Idaho Association of Educational Office Professionals extends the deadline for submitting nominations for

* Office Professional of the Year
* Administrator of the Year

The deadline for the submission of nominations for both the Office Professional of the Year and the Administrator of the Year for the IAEOP has been extended to February 15th. The nominations must be received by that date by the Awards Chair, Carol Arpke.

Because our Boise State AOP is affiliated with the IAEOP we have the opportunity to send in nominations. If you have someone you would like to nominate for one of the awards you can submit the paperwork to any BSUAOP officer who will forward it to the IAEOP.

The applications can be found at: [http://www.idahoaeop.org/programs-and-services.html](http://www.idahoaeop.org/programs-and-services.html), from the IAEOP website in pdf format.

Boise State University Association of Office Professionals calls for award nominations for our organization

* Office Professional of the Year
* Administrator of the Year

Both the Office Professional of the Year and the Administrator of the Year award nominations for our local organization are due by April 23rd. Send questions and the completed nomination forms to Sue Antonich, Boise State AOP Awards Chair, sueantonich@boisestate.edu, Radiologic Sciences, School of Allied Health Sciences, 426-1996, Fax 208-426-4459, MS 1845.

You can find more information on these awards at: [http://orgs.boisestate.edu/bsuaop/awards/](http://orgs.boisestate.edu/bsuaop/awards/).

In both categories the winners will be announced at the Bosses Breakfast in May and will automatically be nominated for the 2016 IAEOP Office Professional and Administrator of the Year awards.
Meet Our Newest Member!
Jan Webster

Hi there, I am Jan Webster. My husband and I moved to Idaho three years ago after spending 20 years raising two of our four children in Washington State. We have two kids with three grandkids living in Twin Falls, and our other two grown kids live here in Boise. We love to gather with family and friends, play games, camp and just enjoy each other’s company. I was raised in small communities in Southeast and south central Alaska. My folks arrived in Alaska the year of 1954 when it was still a territory and had the opportunity to vote for statehood. Often my dad still wonders if it was the right thing to do. With my husband being raised in Paul, Idaho and finally having all of our kids living in the same state, we are so happy to be here.

I am currently enrolled in Human Resource classes to earn a certificate in Human Resource Development and also hold an AA Degree in Paralegal. I worked 10 years for the state of Washington in Natural Resource agencies in customer service and administrative assistant roles. I worked five years each with the departments of Fish and Wildlife and Ecology. I spent the last three years working for the Idaho Soil and Water Conservation Commission.

I am very excited to be working with the Campus Security and Police Services team here at Boise State. Thanks for the opportunity.

UPCOMING EVENTS

February 10th: Brown Bag
March 10th: Brown Bag
April 14th: Brown Bag
May 5th: Bosses Breakfast
FOCUS ON MEMBERS
Rene’ Delaney is the Vice President for BSUAOP, 2014/2015

I have been active in BSUAOP off and on since I came to work at Boise State in 1986 but have become more involved in the last 5 or 6 years. I spent many years volunteering with the Association of Classified Employees; serving in each office of the senate, except vice president. During those years most of my involvement in AOP was to attend the monthly brown bag lunches and annual professional development day.

In 2009 I ran for office as a member representative and have been a member on the board ever since. I have served as president, past president and member representative. This year I have the honor to hold the office of vice president.

The vice president is a member of the executive board which meets once per month and is also the chair of the program committee. The program committee provides meaningful speakers and workshop leaders for the monthly meetings of the Association, upon approval of the executive board.

The last few years I have been able to attend the conferences of the National Association of Educational Office Professionals. I fell in love with the association and with attending the conferences my first year. The feeling of comradery and acceptance is overwhelming. The members of this association are so proud of what they are doing and in learning new things that I couldn’t help but be drawn into the wealth of enthusiasm.

BSUAOP, IAEOP (our state association) and NAEOP (the national association) have given me so much. I’ve learned to be proud of my career choice and the work that I do in supporting my department, the students and the University. I’ve made wonderful and close friends here on campus and when attending the conferences look forward to catching up with old friends from previous conferences.

For a couple of years I’ve been blaming it on lack of sleep and too much pressure from my job, but now I found out the real reason: I’m tired because I’m overworked. The population of this country is 237 million. 104 million are retired. That leaves 133 million to do the work. There are 85 million in school, which leaves 48 million to do the work. Of this there are 29 million employed by the federal government, leaving 19 million to do the work. 2.8 million are in the Armed Forces, which leaves 16.2 million to do the work. Take from the total the 14,800,000 people who work for State and City Governments and that leaves 1.4 million to do the work. At any given time there are 188,000 people in hospitals, leaving 1,212,000 to do the work. Now, there are 1,211,998 people in prisons. That leaves just two people to do the work. You and me. And you’re sitting at your computer reading jokes!
IAEOP Conference—April 23-25, 2015—Boise—Riverside Hotel

Think conferences are boring, not worthwhile, or "fluff"? Well, you haven't been to an IAEOP conference! Check out these award winning Boise State faculty who will be presenting at the Idaho Association of Educational Office Professionals conference in April:

Heidi Reeder Ph.D. is the author of *Commit to Win: How to Harness the Four Elements of Commitment to Reach Your Goals* (Hudson Street Press/Penguin) and an associate professor at Boise State University. She is also a Carnegie Foundation Idaho Professor of the Year. She blogs for Psychology Today and has been featured on Life and Style and The Today Show. Reeder has authored articles for leading communication and social psychology journals and provides keynotes and workshops for professional organizations, including Citi Credit Cards, the Wyakin Warrior Foundation, Bank of the Cascades, and DirectTV. As the owner of SuccessTracks, Reeder’s mission is to help teams and individuals communicate with confidence and authenticity and to maximize their personal and professional success. Heidi will be facilitating a general session workshop on "How to Say No."

Dr. Cynthia (Cindy) Clark is an award winning professor in the School of Nursing at Boise State University and the Founder of Civility Matters®. She is the recipient of numerous teaching, research, and service awards including the 2011 and 2012 Most Inspirational Professor Award, the 2011 National League for Nursing Excellence in Educational Research Award, the 2013 *Journal of Nursing Education* (JNE) Christine A. Tanner Scholarly Writing Award, and the 2013 Boise State College of Health Science Excellence in Research Award. Her book, *Creating and Sustaining Civility in Nursing Education*, received the 2013 *American Journal of Nursing* Book of the Year award for Professional Issues in Nursing—a must read for all educators and practitioners. Cindy has a web page at this address: Civility Matters. Cindy will be facilitating a workshop option "Creating Healthy Workplaces Powered by Civility and Teamwork".

Additionally there will be workshops on personal finance, smart phone "smarts", getting the most out of Google Apps, and a couple of keynote speakers - one a nationally renowned storyteller. This conference is for anyone who works in an educational office so plan to attend and invite a co-worker to come with you.

The conference is April 24th and 25th at the Riverside Hotel in Boise. Registration is only $175 for two days of professional development. Room rates are very reasonable at $83 per night (+applicable taxes). You can't get a better bargain anywhere! Come see what it is all about and get a new mind set about conferences. This one will be AWESOME!

Check out the conference information at: [http://www.idahoaeop.org/conference-information.html](http://www.idahoaeop.org/conference-information.html)
Holiday auction recap by Leslie Black

As the event organizer this year I would just like to say a HUGE thank you to all who helped put together baskets, organize and label all of the auction items, and participate in the event despite the freakish weather!!!

Special thanks goes to: Andy Giacomazzi, Associate Dean School of Public Service, and Kimber Shaw, Associate Registrar, for their auctioneer skills; Theatre Art students Robert Tombari as Santa and Laurel Curtis as Santa's reindeer; Darrin Pufall, Asst. Prof. of Design, and Keri Fitch, Costume Shop Manager, Theatre Arts for the costumes; Angela Garcia for merging and mailing letters of request for donations to local businesses; Karen Baker for collecting departmental contacts and encouraging basket creations, and all Boise State AOP board members for their encouragement and assistance.

Considering the weather, proceeds were comparable to last year, $150 was raised for COSSA, and a check will be sent to City Light.

Thank you all for another successful event!

Anita Lasher brought her boss, Mark Heilman, who apparently couldn’t stop bidding on all the great items! Evidently he is quite a shopaholic and I am so happy I invited him to spread the wealth among the AOP members.
January Brown Bag Lunch: “Is a Haircut Good for Your Health?”
By Rene’ Delaney

We all know how we feel after spending time at the salon, being pampered while someone shampoos our hair and fusses over us. It is the same feeling when we have a good laugh with family or friends or are complimented on a new scarf.

The presenters, Gail Maloney and Lu Echevarria, emeriti of Boise State University, shared their unique perspective on capturing that feeling by cultivating a positive attitude and spending time with friends and family. These two ladies are still very active with Boise State and other outlets and have a unique view of life. Dusty Ohr from Bond and Co. answered questions from the audience about hair tips and what to ask for when looking for a hairstylist.

Highlights included:

◊ Believe in yourself - You hear it often enough but you need to believe it!!!!
◊ Wear clothes that make you feel good. Develop your own style. You know which shirt makes you feel self-conscious and which pants make you squirm — it’s time to donate those to charity.
◊ Celebrate taking care of yourself - do something you love every day. Take five minutes to relax and breathe. Use your favorite bath salts and relax in the bathtub. Candle, wine and soft music optional.
◊ Try to stay connected face to face - with the days of doing more with less, we tend to keep our noses to the grindstone. More and more we are using our phones for everything from texting to taking pictures; everything but talking to people.
◊ How do you feel about yourself? Don’t waste your time comparing yourself to others. There’s no one out there just like you, who has grown up with your experiences and who has your talents.
◊ Most importantly, get a haircut, it’s good for your health!

February Brown Bag is February 10, 2015.

The presentation begins at 12:00, doors will open at 11:30.
Come early and bring your lunch.
See page 7 for more information.
Interested in improving your personal job skills to enhance your hire-ability? Check out some of the training resources available for **free** through the Human Resource Services website from Learning and Development.

**SkillSoft**

**Professional Development Certification Tracks or Track Learning Programs**

- Office Support
- Accounting/Financial Management
- Health
- Supervision/Management
- Writing & Grammar
- Communications
- Project Management
- Business and Office Applications
- Core Requirements

**Continuing Professional Education (for professional certification)**

- National Association of State Board of Accountancy
  - Project Management Institute
- Human Resource Certification Institute
  - Six Sigma Program
- Information System Security
- Board of Registered Nurses
- International Institute of Business Analysis
- Association for Operations Management

**Books 24x7**

**SkillPort**

http://orgs.boisestate.edu/bsuaop/
A professional organization for persons employed at Boise State University in educational office support positions

PURPOSE

The purpose of Boise State AOP is to assist its members in reaching a professional level of excellence, to promote positive attitudes, and to encourage further training in specific fields relevant to each member’s responsibilities within the University.

CODE OF ETHICS

As educational office professionals, we affirm our belief that an education is the birthright of every person and pledge ourselves to the preservation of that right. We recognize the special province of the professional educator and the significance of the responsibilities assumed by the educator. We also recognize the unique role of the educational office professional and the importance of the contributions made.
BSUAOP Membership List

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http://orgs.boisestate.edu/bsuaop/
The Professional Standards Program (PSP) is a voluntary program established by the National Association of Education Office Professionals (NAEOP) to encourage education office professionals 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 Education 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 ([Training Record Template](#))
* 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

For complete requirements, request a PSP book from NAEOP, PO Box 12619, Wichita, KS, 67277-2619 or go to the [pspbook](#) from the Boise State AOP website.

**PSP ENDORSEMENTS**

The PSP Program is endorsed by:
* The American Association of School Administrators
* The American Association for Public Continuing and Adult Education
* The Association of School Business Officials
* The National Association of Elementary School Principals
* The National Association of Secondary School Principals

The underlying concepts of the Program are endorsed by:
* The National Business Education Association
* The National School Boards Association

For questions contact the PSP Chair:
Lois Santillanas, 409-1696, lsanti@cableone.net

To find out even more check out the NAEOP website:
[http://www.naep.org/2012-07-07-00-03-11/professional-standards-program.html](http://www.naep.org/2012-07-07-00-03-11/professional-standards-program.html)
Boise State University Association of Office Professionals
2014-2015 Calendar

August 26, 2014  Executive Board Meeting – Noon-1:00 pm
September 8, 2014  Installation - Noon-1:00 pm - Norco 408A
September 23, 2014  Executive Board Meeting – Noon-1:00 pm
October 14, 2014  Professional Development Day - 8:30am-4:30 pm
October 28, 2014  Executive Board Meeting – Noon-1:00 pm
November 14, 2014  Holiday Auction - 11:30 am - 1:00 pm
November 25, 2014  Executive Board Meeting – Noon-1:00 pm
December 11, 2014  Card Making Extraordinaire - 5:30-8:30 pm
December 16, 2014  Executive Board Meeting – Noon-1:00 pm
January 13, 2015  Tentative Date for Brown Bag Luncheon
January 27, 2015  Executive Board Meeting – Noon-1:00 pm
February 10, 2015  Tentative Date for Brown Bag Luncheon
February 24, 2015  Executive Board Meeting – Noon-1:00 pm
March 10, 2015  Tentative Date for Brown Bag Luncheon
March 13, 2015  Deadline for BSUAOP Award Nominations
March 20, 2015  Deadline for IAEOP Conference Scholarship*
March 24, 2015  Executive Board Meeting – Noon-1:00 pm
April 7, 2015  Tentative Date for Brown Bag Luncheon
April 24-25, 2015  IAEOP Conference – Riverside Hotel, Boise, ID
April 28, 2015  Executive Board Meeting – Noon-1:00 pm
May 5, 2015  Bosses Breakfast - 7:30-9:00 am
May 22, 2015  Deadline for NAEOP Conference Scholarship*
May 26, 2015  Executive Board Meeting – Noon-1:00 pm

*Application deadline for discounted registration deadline.

All dates are subject to change. Details to be announced as they are known.
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