



PRESIDENT’S MESSAGE

President’s Message—Shelly Doty



I'd like to start this issue by apologizing for the lateness of getting started this year. Many things contributed to the late start but I can assure you the AOP board is off and running!

We've had our first board meeting and the minutes will be available soon. The Holiday Auction is in planning, Professional Development Day will be held in the spring and we're looking to move Bosses Breakfast to the fall. Dues for the year need to be paid now. You'll be receiving more information from Danya Lusk, past president or Pam Robbins, our new Membership Chair.

2016/2017 Theme:

You're standing in your own way - step aside.

This statement can have personal meaning for each person. For my daughter it was not getting what she needed done as a teen because of a lack of prioritization for the important things, like schoolwork. For college students it can mean needing to learn to manage their time, know where they want to go and having the ability - and the resources - to make a plan to get there. For staff it can mean not having the skills, knowledge or time. Non-prioritization, uncertainty, confusion, not understanding, time constraints; without addressing these concerns these things can all lead to one standing in their own way.

Continued on page 3

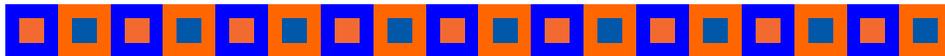
NOVEMBER/DECEMBER 2016

In this issue:

President’s Message	1
AOP Purpose	2
Focus on Members	4
Holiday Auction	6
2016/2017 AOP Board	7
Membership	12
PSP Standards	13
List & Calendar of Events	14



BOISE STATE UNIVERSITY
ASSOCIATION OF OFFICE PROFESSIONALS



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 now has its own email: AOP@boisestate.edu

BSUAOP OFFICERS

President:

Shelly Doty
426-3559
Albertsons Library
sdoty@boisestate.edu

President-Elect:

Rob Pangaro
426-1388
College of Business and
Economics
robpangaro@boisestate.edu

Vice President:

William Maxson
426-1212
Dept. of Public Safety
williammaxson@boisestate.edu

Secretary:

Lisa DeRosier
426-2862
Dept. of Literacy, Language
and Culture
lisaderosier@boisestate.edu

Treasurer:

Katy Lightfield
426-2531
School of Public Service
katylightfield@boisestate.edu

Past President:

Danya Lusk
426-1687
College of Health Sciences
danyalusk@boisestate.edu

Continued from page 1

For me, standing in my own way relates to all of the above, along with fear. Being uncertain about a responsibility I'm given or not possessing the right skills, confused about the outcome of a project, not understanding what may have been asked of me, and the biggest one of all - being afraid of failure.

In the last few years I've discovered a few things about myself (though my children already knew 😊). I tend to be a perfectionist and I'm a little bit OCD. So when I'm given a new project, task, put on a new committee, whatever I'm asked to do - or volunteer for - I immediately begin subconsciously assessing my skill set to determine if I have the skills already, what I need to learn, how much time that will take, how quickly I can get it done, and on and on. My initial reaction is to jump right in and get as much planned and organized as is possible in a very short amount of time. This method works most of the time, but not always.

For some things I need to slow down and develop a broader plan, similar to writing a paper. First a topic needs to be chosen, information needs to be researched, a thesis statement needs to be written, an outline is established, notes and information need to be organized, a draft begins to expand, information and input revises the understanding and the final plan is put in place.

That's what I'd like to do this year. By stepping aside, by getting out of my own way, I'd like to begin the year with our theme, talk with those who have historic knowledge of AOP, develop a plan for the year with the board, gather the information and organize the year, and with input from all of our members put our plan in place to support the purpose of the Association of Office Professionals:

- The purpose of this Association shall be to elevate the standards and promote professional growth of the office personnel (or those aspiring to be) within the University and 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.

Please contact me at any time -
I am always happy to have a conversation!

STANDING COMMITTEES

Website

Danya Lusk
danyalusk@boisestate.edu

Scholarships & Awards

VACANT

Nominations & Elections

Danya Lusk
danyalusk@boisestate.edu

PSP

Representative

Angela Garcia
agarcia@boisestate.edu

Ways & Means

VACANT

Holiday Auction

Danya Lusk
danyalusk@boisestate.edu

Keynoter Editor

Shelly Doty
sdoty@boisestate.edu

ACE

Representative

Sherepta Mcleod
shereptamcleod@boisestate.edu

Photographer

Anita Lasher
anitalasher@boisestate.edu

Auditor

VACANT

Historian

VACANT

FOCUS ON MEMBERS

By Rob Pangaro—AOP president elect



Hey all, my name is Rob Pangaro and I am this years AOP President Elect and I work in the College of Business and Economics Dean's Office.

I moved to Boise just about a year ago and worked as an Academic Interventionist for the Boise School District before coming on staff at Boise State. Prior to that I worked for a school district in the Tacoma , Washington, area as a Volunteer Coordinator and Community Outreach.

I am a retired US Army Staff Sergeant and originally hail from the great State of New Jersey. I am married with five kids and when I am not at work, or taking classes here on campus, I try to focus all free time on my family.

My undergraduate degree is in Communications with a Minor in Law and Policy from the University of Washington. After both my wife and I graduated and no longer at the beckon call of the military we, for the first time, had a chance to choose our home and after much consideration and deliberation it was decided that Boise would be it.

After being in the area for some time I was afforded the opportunity to come interview with Boise State. From the moment I walked in the door, I knew this is where I wanted to be. The atmosphere, and the people, were so welcoming I could not help but hope to get the position. After getting the call and showing up my first day I knew I had found my new home. Boise State has already done so much for me in the short term that I want to make sure I give back, and that is why I chose to be a member of BSUAOP. I look forward to a great year and many more to follow.

**BSUAOP
MEMBER
REPRESENTATIVES**

Membership Chair

Pam Robbins
426-4281
pamrobbins@boisestate.edu

A-F & Emeriti:

Valerie Hayes
426-2530
Dept. of Public Policy &
Adminsitration
valeriehayes@boisestate.edu

G-L:

Michele Kelly
426-3173
Registrar's Office
michelekelly@boisestate.edu

M-R:

Ellie Pierce
426-1675
College of Health Sciences
elliepierce@boisestate.edu

S-Z:

Pam Robbins
426-4281
College of Arts and
Sciences
pamrobbins@boisestate.edu

Looking for a way to provide service to the university and your colleagues? We still need several positions filled for this years Association of Office Professionals. Please consider donating your time to our organization.

Positions that still need filled:

- *Historian*
- *PSA Representative*
- *Scholarship & Awards chair*
- *Ways & Means chair*
- *Bylaws chair*
- *Handbook chair*
- *Auditor*

Scheduled Meetings:

Monday, 2:30-3:30

November 14, 2016
Bergquist Lounge/SUB

December 12, 2016
Fisher Room/SUB

All meetings are open to members. Please join us and feel free to bring your lunch.

**Professional
Development Day**

PDD will be coming up in April of 2017. Stay tuned for more information. It is an excellent chance to network, learn new skills and get to new your colleagues.

Brown Bag Lunches

We'll be planning the Brown Bags soon. Let us know if there are topics or presentations you'd love to see.

Contact William Maxson, 426-1212

williammaxson@boisestate.edu



BOISE STATE UNIVERSITY
ASSOCIATION OF OFFICE PROFESSIONALS

“Joy to the World” Holiday Auction

November 18

11:30 a.m.—1:00 p.m.

Simplot Ballroom

Andy Giacomazzi and Cindy Anson star as your 2016 auctioneers!

90% of proceeds benefit Boise State AOP and

10% of proceeds benefit The Goodwill Fund

Baked Potato Bar Lunch for \$12 (including sales tax)

Bring Your Own Brown Bag Lunch for \$4
(including sales tax, drink and Christmas cookie)

Register Online by
November 14

bit.ly/aopauction16



The President's Office has granted one hour of release time for employees to attend with supervisor approval.

We still need auction items! Please consider getting together with your department to create a basket or donating items on your own.

Contact Danya Lusk, 426-1687, danyalusk@boisestate.edu

INTRODUCING YOUR NEW 2016/2017 BOARD & APPOINTEES



President: Shelly Doty
Member since: 2007/2008, 2012-
Other: Keynoter editor
Department: Albertsons Library
Position: Associate Academic Program Coordinator



Vice president: William Maxson
New member
Other: Programs chair
Department: Public Safety
Position: Technical Records Specialist



President elect: Rob Pangaro
New member
Other: Professional Development Day chair
Department: College of Business and Economics
Position: Management Assistant



Secretary: Lisa DeRosier
Member since: 2015-
Department: COED, Dept. of Literacy, Language & Culture
Position: Administrative Assistant 2



Treasurer: Katy Lightfield
Member since: 2010/2011, 2015-
Department: School of Public Service
Position: Financial Technician



Past president: Danya Lusk
Member since: 2008-
Other: chair- Nominations & Elections, Holiday Auction, Website
Department: College of Health Sciences
Position: Graphic Design Specialist



Membership chair & representative: Pam Robbins
Member since: 2014-
Department: College of Arts & Sciences
Position: Administrative Assistant 2



Membership representative: Valerie Hays
Member since: 2013-
Department: School of Public Service
Position: Administrative Assistant 2



Membership representative: Michele Kelly
Member since: 2015-
Department: Registrar's Office
Position: Transcript Evaluator, Senior



Membership representative: Ellie Pierce
New member
Department: College of Health Sciences
Position: Academic Advisor



Professional Standards Program (PSP) chair: Angela Garcia
Member since: 1996-
Department: School of Allied Health Sciences
Position: Management Assistant



ACE representative: Sherepta McLeod
Member since: 2012-
Other: ACE president
Department: School of Nursing
Position: Administrative Assistant 2



Photographer: Anita Lasher
Member since: 2013-
Department: Veterans Upward Bound
Position: Administrative Assistant 2 LSA

MEMBERSHIP

Because we've switched Professional Development Day to April 2017 the normal registration for PDD and membership combined didn't happen this October. Please contact **Pam Robbins, Membership chair, 426-4281, pam-robbins@boisestate.edu**, for information on updating your membership for the year. Membership renewal will entitle you to receive the Keynoter in your inbox along with being eligible to apply for scholarships for conferences, workshops, training and education.

Mentor Program

Starting a new job is always mindboggling, but wouldn't it have been nice if when you started working at Boise State someone had taken you under their wing and showed you around, and given you tips on where to go for supplies, printing and changes in phone service?

AOP has developed a mentor program for new office professionals. Our member representatives will send welcome letters and offers of mentorship to new office support staff as they are hired to work at Boise State. So let your member rep know of any new employees.



Network with Colleagues

Want to attend a conference, but not sure you can afford the registration? Apply for a scholarship with BSUAOP! As a member of BSUAOP you are eligible to apply for a scholarship for professional development opportunities, including the IAEO and NAEOP conferences.

The deadline to apply for scholarships to attend the conferences will be announced at a later date. Please watch for emails. To apply, please visit <http://orgs.boisestate.edu/bsuaop/scholarship/> Application is at [Scholarship Application online](#).

Once the application form is completed, please submit it to Shelly Doty, BSUAOP President, Albertsons Library, MS 1430. If you have any questions, please contact Shelly Doty, 426-3559 (sdoty@boisestate.edu).

The Boise State Association of Office Professionals offers monthly brown bag events featuring guest speakers on a variety of topics from health and well being to professional skills development. Presentations typically run approximately 50 minutes. If you would like to recommend a guest speaker for an upcoming event, please forward the information to williammaxson@boisestate.edu. Type "Brown Bag Speaker Recommendation" in the subject line of your email. Indicate the name of the person you are recommending, the suggested topic for their presentation, and their contact information. Thank you.

BSUAOP Helpful Links

Main Website: <http://orgs.boisestate.edu/bsuaop/>
Officers: <http://orgs.boisestate.edu/bsuaop/officers/>
Bylaws: <http://orgs.boisestate.edu/bsuaop/bylaws/>
Professional Standards Program: <http://orgs.boisestate.edu/bsuaop/professional-standards-program/>
Scholarships: <http://orgs.boisestate.edu/bsuaop/scholarship/>
Scrapbook (digitized): <http://digital.boisestate.edu/cdm/compoundobject/collection/archives/id/2739>
Keynoter: http://scholarworks.boisestate.edu/bsuaop_newsletter/

—KEYNOTER—

INSTANT
NOTIFICATION

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!

Recycling Program

Boise State Environmental Health, Safety, and Sustainability (EHSS), Facilities, Operations and Maintenance and Boise State AOP are working together through a program called [Funding Factory](#) to gather recyclable toner and ink cartridges campus wide.

Collection locations:
All recycle collection sites or containers in each building on campus.

What it does:
A portion of the money returned to Boise State supports additional recycling and sustainability initiatives and a portion provides continued funding to the Goodwill Program.



FOCUS ON MEMBERS— I'm Searching for You!

We really enjoy our Focus on Members section. It's great to learn about the people who support the Association of Office Professionals, their time at the University and their life. Unfortunately, we can't do it without your help. Please consider volunteering to be highlighted in our Focus on Members section. We have two more issues this year so all we need is two outgoing, fun loving people to introduce. Even if you're not outgoing we'd love to get to know you. Think about it and give me, Shelly Doty, a call! I can be reached by phone at 426-3559 or email at sdoty@boisestate.edu.



BSUAOP Membership List 2015-2016

(H = Honorary Member)

Karen Baker	Jill Jenkins	Sherepta McLeod
Gaynel Barzee	Gueneth Johnson	Rebecca Morgan
Leslie Black	Shawnee Karpuleon	Tina Myers
Jane Curtis	Anita Lasher	Carol Nickel
Rene' Delaney	Katy Lightfield	Twyla Perkins
Lisa DeRosier	Peggy Lindley	Lynelle Perry-Kolsky
Shelly Doty	Danya Lusk	Deborah Porter
Maya Duratovic	Judie Mayne	Pete Quijas
Rossitta Fleming	Juli McCoy	Pam Robbins
Angela Garcia	Brittany McEwen	Linda Rodgers
Gina Giddens		Jamie Sheppard
Edileni Guerrero		Emily Sommer
Valerie Hayes		Alicia (Li) Sperl
Dori Hulme		Allison Wilde
		Audrey Williams
Robert Kustra—H		
Phyllis Carnahan—H	Lois Santillanes—H	
Connie Charlton—H	Donna Knaple (Amaru)—H	
Jackie Fuller—H	Maudie Garretson—H	

Did you renew your membership?

If not, fill out the membership form at orgs.boisestate.edu/bsuaop/membership .

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
Angela Garcia
426-3929
danyalusk@boisestate.edu



To find out even more check out the NAEOP website:

<http://www.naeop.org/2012-07-07-00-03-11/professional-standards-program.html>

Professional Standards Program

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Education 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 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.

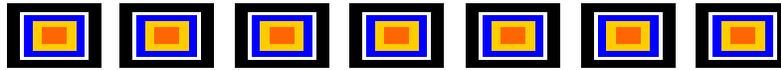
If interested in obtaining your PSP certificate, here is some useful information:

- * 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.

Boise State University Association of Office Professionals 2015-2016 Calendar



November 14, 2016	Executive Board Meeting—2:30-3:30—Bergquist Lounge/SUB
November 18, 2016	Holiday Auction—11:30-1—Simplot Ballroom
December 12, 2016	Executive Board Meeting—2:30-3:30—Fisher Room/SUB
January 9, 2017	Executive Board Meeting – 2:30-3:30—Tentative
February 6, 2017	Executive Board Meeting – 2:30-3:30—Tentative
February 10, 2017	Deadline for IAEOP Conference Scholarship* ^{application}
March 3-4, 2017	IAEOP Conference—Coeur d'Alene, Idaho
March 6, 2017	Executive Board Meeting – 2:30-3:30—Tentative
April 3, 2017	Executive Board Meeting – 2:30-3:30—Tentative
April 12, 2017	Deadline for BSUAOP Award Nominations
April 21, 2017	Professional Development Day—MBEB
May 1, 2017	Executive Board Meeting – 2:30-3:30—Tentative
May 22, 2017	Deadline for NAEOP Conference Scholarship* ^{application}
July 12-15, 2017	NAEOP Conference – Greenville, South Carolina
October 2017	Bosses Breakfast—7:30-9:00am—TBA

*Application deadline for discounted registration deadline.

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