President’s Message—Shelly Doty

This is the last newsletter this membership year that I’ll have a chance to speak directly to each of you. I’d like to recap what I’ve learned and what I see happening moving forward.

My chosen theme—You’re Standing In Your Own Way—Step Aside—was one that I encouraged my children to embrace as they were growing up. One of the reasons I did so was that I had a sneaky suspicion that I was the one standing in my own way as I went through life.

A reason I ran for president of AOP was that even though I was somewhat afraid because I didn’t feel I knew enough about the organization to make a positive impact, I wanted to learn that information. By jumping in with both feet, by asking questions (just ask Past President Danya Lusk) and by working with the board and all the members, I was able to grasp a much better understanding of our organization. This knowledge has given me greater enthusiasm going forward to continue to be a member and continue to be part of the planning, brainstorming and fun that AOP offers.

I pushed aside my reluctance at creating change to help develop a Google site to replace the outdated handbook and created a

Continued on page 3
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 has its own email: AOP@boisestate.edu
dynamic place to begin to house information for AOP that can easily be passed from one board to another. I was pleased to know that others on the board felt it a move in a positive direction for the organization.

Being able to watch, from the back-end, and participate a small bit in the Holiday Auction made me realize what a big undertaking it is to get our events off the ground and running. I am in awe of those that do this year after year, have fun while creating fun for others and truly hope that I am able to count myself among those folks in the future.

I’m the type of person that likes to ‘get things done’, which basically means I sometimes lack patience, and maybe understanding. Getting to know people, the networking, what their jobs are like, what the constraints on their time entails, has helped me stop and take a step back. To ask myself, “Can this wait?”, “Would it help to delegate it elsewhere?”, “What can I do to assist in making this happen?”, “Does it really need to happen right now?”. Those are some of the questions that have allowed me to gain skills in time management—and thought management.

I was fortunate enough to be able to attend the IAEOP Annual Conference in Coeur d’Alene, Idaho this year. I must say, the workshops were thought provoking and the presenters and speakers were superb. I was describing some of the workshops to the head of my department and from my description she’s asked for more information and contacts for those presenters to possibly bring into our department.

A cool side note on the IAEOP Conference: I won the silent auction item (well, actually two of the same thing) of kayaking on the Snake River. I’ve never been kayaking! She asked me if I could swim (Hmmm). These trips were donated by Anne Martin, affiliated with Cassia Jr/Sr High School. This is going to be fun! Yay for networking!

I can tell you that your President Elect, Rob Pangaro, is going to make a bang-up president! He’s pretty much single-handedly planned the upcoming PDD (registration info on pg.7). I look forward to following his leadership this upcoming membership year.

Most of all, I look forward to continuing to get to know all of you, working with you, and yes, continuing to ask all of you questions!

Enjoy the rest of the year and be sure to continue to enjoy next year!
Albertsons Library is selling raffle tickets with a chance to win a beautiful quilt to support the Susan Henggeler Memorial Scholarship Fund.

The simple, handcrafted cat silhouette quilt was donated to honor the memory of Henggeler, who was a modest individual dedicated to many things — work, church and animals, especially her cats.

With a career at Albertsons Library spanning nearly 48 years, Henggeler had the opportunity to mentor and create long-lasting relationships with many student employees. Thus, the Susan Henggeler Memorial Scholarship Fund was established to support library student assistants for students that have been employed at Albertsons Library for a minimum of one year. More information regarding the scholarship can be found here.

Raffle tickets are available through the Albertsons Library administration office until the drawing on May 1. Ticket donations are one for $5 and three for $10. The library administration office is open from 8 a.m.-noon and 1-5 p.m. Monday–Friday. If you need assistance from noon-1 p.m., call (208) 426-1234 to make arrangements.
Association Annual General Meeting & Luncheon

We’re planning the annual AOP general meeting & luncheon. This is a chance for the Board to let you know what we’ve done throughout the year on your behalf, take care of any business and for you to speak with the Board. It’s also an opportunity to thank the Board for their service and to welcome in the new Board.

Here’s the basics, more information will come out in May.

- Day: Thursday, June 8, 2017
- Time: 11:30 am—1:00 pm
- Where: Simplot C Ballroom
- Lunch: TBD

**MARK YOUR CALENDARS**

**Bosses Breakfast**
October 13, 2017
7:30—9:00 am
Jordan A,B,C Ballroom

**Holiday Auction**
November 17, 2017 (Tentative)
11:30 am—1:00 pm
Place TBD

Join AOP at the Benefits Fair this coming April 28th in the Jordan Ballroom, from 10 am to 2 pm. We’ll be looking to sign up new members and would love for you to bring someone by to find out more about our organization. Or just stop by yourself and say Hi!
The Association of Office Professionals (AOP) Invites you to save the date:

**Professional Development Day**

April 21st - all day beginning with breakfast at 8:00am

This year we will be hearing on a plethora of topics to include:
- Leadership Culture in the workplace
- Inclusion & Diversity in the Workplace
- Conflict Management
- How to Retain & Inspire Women at Work and Why It Matters
- Creating a Stress Free Workplace
- KEYNOTE: 2016 TEAM USA PARALYMIC ARCHER SAM TUCKER

**SAM TUCKER**

Sammi Tucker is a genuine, straight-from-the-heart, passionate speaker. Her message provokes and engages audiences to step into the best version of themselves. She provides them with the inspiration and the tools to take the next step toward living the life they have always wanted.

Sammi’s charm, warmth and down-to-earth sense of humor have impacted many lives. Her amazing personal transformation after losing her arm in 2010 is a clear testament to the power of mindset and intentionality in tackling obstacles. As proof, she put her own message to the test to rise from novice archer in January 2015 to a history-making Paralympic Archer in September of this year.

"My mission is to show people how to see obstacles as the opportunities they are. To help them get out of their own way and live an unlimited life. To see that they are created for a life of purpose, joy and meaning. I want them to hear my message and know that they are capable of more than what they are currently settling for.”

Sammi honed her communication skills as a civilian and Air Force radio and television broadcaster and Department of the Army public affairs officer. She is a soon-to-be author and now speaks to groups looking for inspiration and transformation in individual and collective growth.

**Lunch is included**

[http://orgs.boisestate.edu/bsuaop/](http://orgs.boisestate.edu/bsuaop/)
PROFESSIONAL DEVELOPMENT DAY APRIL 21, 2017
LEADERSHIP NOW AND TOMORROW

A one-day conference to better yourself, your work and your life!

Micron Business and Economics Building, Friday, April 21st from 8:00AM to 4:30PM.
Registration ($50) includes conference materials, light breakfast, buffet lunch, and snacks.

Boise State Association of Office Professionals membership is optional.
Never been a member of the Association of Office Professionals? Join a supportive organization, become eligible for scholarship support for professional development opportunities. **Join at registration for only $5, a 60% savings** with this conference for membership beginning now and running through membership year July 2017-June 2018. Contact Shelly Doty, sdoty@boisestate.edu, with questions concerning membership.

Light Breakfast: Selection of Fresh Baked Muffins, Breakfast Breads and Pastries; Coffee, Tea, Assorted Juices
Lunch: Make your own deli sandwich: Turkey, Roast Beef, Ham, Salami; Swiss, American & Muenster cheeses; assorted breads & rolls; Red skinned potato salad; Lemonade.
Coffee will be available all day.

**Registration:** [https://secure.touchnet.com/C20444_ustores/web/product_detail.jsp?PRODUCTID=533&SINGLESTORE=true](https://secure.touchnet.com/C20444_ustores/web/product_detail.jsp?PRODUCTID=533&SINGLESTORE=true)

**AGENDA**
9:00-10:15 A.M.

1A. Conflict Management:
Joe Gundy, adjunct faculty in Dispute Resolution, will be teaching the process of Conflict Management and what it means to find successful outcomes.
- What is Emotional Intelligence and how did it come about?
- Looking at the Important Areas of Emotional Intelligence.
- 15 Key Competencies.
- What Does Centering in Self-awareness mean?

1B. How to Retain and Inspire Women at Work and Why It Matters:
This panel will be made up of significant women that have achieved success in their respective areas. This includes women in business, education and more. Panelists include: Former HP Executive and current Boise State Assistant Professor in Management Shelle Poole, Boise State Associate Professor in Management Susan Park, West Ada School District Superintendent Mary Ann Ranells

1C. Finding Win-Win Solutions:
Senator Steven Thayn, Idaho District 11, will discuss in part the political climate and how it is affecting our roles in higher education and how in these sometimes confusing times we can find a Win-Win Solution.
2A. Diversity and Inclusion in the Workplace:
This panel will be made up of the Director of our Student Diversity and Inclusion, Francisco Salinas, as well as those directly affected by everyday stereotypes. This will be an eye opening experience in learning how to make everyone feel like part of the team.

2B. Veterans in the Workplace:
Veterans are a growing number of those sharing the workplace with us. This panel of Wyakin Warrior Board Members will look at what it is like for veterans moving from active duty into civilian jobs. This panel will also help those of us that are not used to being around veterans and perhaps what to expect.

2C. Keys to Collaboration:
This session led by Michael Ryan of the Collective Operating System will tackle the importance of teamwork and collaborating with others to reach a common goal. If you work with other people and rely on them as they rely on you this workshop is for you.

Keynote and Lunch

Sammi Tucker, Boise’s own paralympian, is a genuine, straight-from-the-heart, passionate speaker. Her message provokes and engages audiences to step into the best version of themselves. She provides them with the inspiration and the tools to take the next step toward living the life they have always wanted.

Sammi’s charm, warmth and down-to-earth sense of humor have impacted many lives. Her amazing personal transformation after losing her arm in 2010 is a clear testament to the power of mindset and intentionality in tackling obstacles. As proof, she put her own message to the test to rise from novice archer in January 2015 to a history-making Paralympic Archer in September of this year.

“My mission is to show people how to see obstacles as the opportunities they are. To help them get out of their own way and live an unlimited life. To see that they are created for a life of purpose, joy and meaning. I want them to hear my message and know that they are capable of more than what they are currently settling for.”

Sammi honed her communication skills as a civilian and Air Force radio and television broadcaster and Department of the Army public affairs officer. She is a soon-to-be author and now speaks to groups looking for inspiration and transformation in individual and collective growth.
3A. Leadership Culture in the Workplace:
Hear from our very own College of Business and Economics Dean Ken Petersen as he explains the importance of having a leadership culture in your workplace. This is not just for those that are leaders already but for those that are aspiring to rise above where they are right now.

3B. Recognition and Development in the 21st Century:
This session, led by Ryan Littleford, Business Planner for Scentsy, will be focused on how to ensure that those in your workplace are being properly recognized and given the opportunity to develop with the changing times.

3C. Excel for Dummies:
CJ Martin, Boise State Executive in Residence, will help us tame the beast that we all utilize almost every day in office settings. Be ready to learn short cuts, table building, formatting, and so much more that you never thought you could easily do on your own. Interactive workshop to learn tips and tricks.

3:15-4:30 P.M.

4A. Stress Free Work Environment:
This is an interactive YOGA class taught by one of our very own Boise State students and Founder of Zero Hour Expeditions Trevor Hill. He will take you through a journey of how to become stress free while leaving you with ways to relax yourself throughout the day as well.

4B. Ki Self Defense Training:
Joe Gundy, adjunct faculty in Dispute Resolution and a Black Belt in Akido who has trained and taught all over the world, will lead this interactive self-defense class meant to give you an introduction to self protection. Prepare to leave feeling a little more confident in protecting yourself.

A survey will be sent after PDD. Please provide us with your thoughts so that we can continue to improve each year.

A HUGE thanks to Rob Pangaro, Management Assistant for COBE Administration and BSUAOP President Elect, for being the catalyst for Professional Development Day planning this year. He’s done an awesome job of creating a unique line-up of learning throughout the day.
IAEOP Conference Recap

Five people from AOP were fortunate enough to be able to attend the Idaho Association of Educational Office Professionals Annual Conference in Coeur d’Alene, Idaho the first weekend in March. Leslie Black, Rene’ Delaney, Li Sperl, Angela Garcia and Shelly Doty all represented BSUAOP with Leslie, Angela, Rene’ and Li also representing IAEOP as board members. It was an opportunity to network with those from around the state, in all types of educational settings, and to participate in some great workshops.

IAEOP began a service project that they intend to do annually in conjunction with the conference. This year it was collecting books for the Coeur d’Alene Indian Tribe and their early education program for infants to five-year-olds. Thanks to everyone at the conference and local organizations that contributed, IAEOP was able to deliver FOUR boxes of books to the tribe.

Some details about funds raised at the conference:

- $1,156 total raised from fundraisers
  - Large raffle items brought in $205
  - Local baskets brought in $395 (AOP basket was part of this)
  - 50/50 brought in $251
  - Silent auction brought in $305

http://orgs.boisestate.edu/bsuaop/
IAEOP Conference Experience
By Angela Garcia

The Annual Conference of the Idaho Association of Educational Office Professionals (IAEOP) was held in beautiful Coeur d’Alene, ID on March 3-4, 2017. I was eager to attend the workshops and sessions outlined in the registration information. The two days spent were filled with learning opportunities, interesting and captivating speakers, and a sense of renewed connection with colleagues from around the state.

I enjoyed all of the conference sessions I attended; but I felt like I got to know Kathy Buck better after having participated in her presentation on the topic of customer service. Kathy used the inspiring story of Johnny, a grocery store bagger with Down syndrome to illustrate effective ways to make a difference in the lives of our customers. Kathy also used several engaging ice breakers to activate our imaginations and emphasize the importance of sharing and caring for ourselves and others. The message that office professionals do important work that affects humans every day was a common theme conveyed in the sessions throughout the conference and I came away with a warm fuzzy feeling.

As a part of the General Session on Saturday morning, the past Presidents of IAEOP were honored. It was inspiring to see these leaders among us and continuing to support our association. One Past President who I remember fondly is from Coeur d’Alene. She made a point to visit the conference and joined us for that part of the program. Lynn Towne was IAEOP President from 1999 to 2000 and she is pictured in the photo to the right with Susan Belliston, CEOE. Lynn continues to live and work in the Coeur d’Alene School District.

IAEOP Conference Executive Board Meeting: Shirley Hanes, Leslie Black, Kathy Buck, Angela Garcia, Rene’ Delanev, Debra Nordquist, Anne Martin, Carol Arpke, Li Sperl

Lynn Towne, Susan Belliston
IAEOP Conference Happenings
By Leslie Black

For the BSUAOP members I saw at the 45th Idaho Association of Educational Office Professionals annual conference – it was GREAT to see you. For those of you who were not able to attend, we missed you!

The conference, as always, was full of places to go (Coeur d’Alene), people to see (from all over the State and across the U.S. as we had a couple of people from NAEOP in attendance), and things to do (workshops to learn, networking to solve problems or make new friends, and prizes to win). Dinner at the Dockside on the lake was awesome (photo page 14).

There were 11 attendees at the state conference for the very first time! I do have to say though, that one of the best things about going to conference is to see old friends and colleagues again. That’s how you build friendships and a network of resources. We celebrate those who have been there year after year just as much as we celebrate the newcomer.

The silent auction, basket raffles and 50/50 raffles were lots of fun. I think two or three people won more than $50 from the 50/50 raffles that were held at each meal! Lots of fun was had by everyone, whether they won anything or just contributed to someone else’s excitement and to the association. Silent auction items included kayaking day trips on the river, an ancestry DNA kit, jewelry, a hand crocheted baby blanket and other miscellaneous items. The big ticket raffle items included a $100 Macy’s card (won by our own Alexis Rowland) a landscape water color painting, and a two-night stay at the hotel in Coeur d’Alene. Over $1,100 was raised by the ways and means projects.

The keynote speaker; Dr. Mary Ann Ranells, is West Ada School District’s new superintendent and has taught or been an administrator at other school districts in the state her entire career. She was an eloquent speaker as she shared her unfaltering belief that the focus of public education should be to make sure the students are safe, that their emotional needs are being met, and that they are succeeding academically. So it is at Boise State also – the students are older, but have the same needs. These are basic needs of all human beings. Office professionals play a HUGE role in providing some of these needs, especially the emotional needs. We listen, we cry with our students, we celebrate their successes, and we give hugs when needed.

Continued on page 13

Dr. Mary Ann Ranells, West Ada School District Superintendent. Who knew she had such an awesome sense of humor in viewing education and service! Her Keynote address was fun, funny and quite informative.
The IAEOP service project brought big smiles to the faces of the Coeur d’Alene Indian Tribe’s early education program for infants to five-year-olds when they were informed that we collected four boxes of children’s books!

Oh, yes, there were workshops too!

Debbie Wade, from Pasadena, TX, is quite a character and her workshop on setting goals was very energetic. My favorite take-aways from her workshop are:

- Stay on your toes and always be ready the minute an opportunity comes along. The exciting part is that you never know when an opportunity will come along!
- Why would anyone else believe in you if you don’t believe in yourself? Surround yourself with people who think you can.
- Do or Do Not – there is no “try”!

“Let’s all be baggers” was an interesting title for a professional development workshop. Kathy Buck, a past president of NAEOP and now retired in Emmett, ID, gave a compelling workshop of how each and every person makes a difference in the success of a company, or in our case an institution. Treat your customers, your co-workers, your family and friends just as you want to be treated. This includes your boss – so thank him/her just as you want him/her to thank you. Your name is attached to everything you do, whether those you come in contact with know your name or not. All you have to do is to put your own personal signature on your job. Kathy shared the story of Johnny the grocery store bagger. Watch the video Johnny the Bagger and you’ll be inspired to give the best customer service from your heart.

Continued from 12

http://orgs.boisestate.edu/bsuap/
Another GREAT thing that came out of the conference was the decision for IAEOP to submit a bid to NAEOP to host the 2019 National Conference! I am open to any suggestions you may have on workshop topics and/or presenters and extra-curricular trips or activities for people to do while they are in the “wild, wild west”. E-mail your suggestions to me at lblack@boisestate.edu.

See what you missed? I hope to see ALL of you at next year’s conference, which will be in Boise again on April 13-14, 2018. Put it on your calendar now and you’ll have plenty of time to think about how to convince your boss that you should go and he/she should not only give you the time away from your office but cover the costs as well! If you can’t think of a reason to tell them – call me. I will help you put your own personal signature on your request!

Juli Stratton, president, North Idaho Pride Alliance, gave a workshop on LGBTQA+ Youth that was extremely informational and in the small setting we were able to open and honest with our questions and preconceived notions.

Enjoying dinner before the Executive Board Meeting left to right: Angela Garcia, Anne Martin, Carol Arpke, Debra Nordquist, Kathy Buck, Shirley Hanes.

The Dockside Restaurant overlooking Lake Coeur d’Alene.

Rene’ Delaney, Debbie Wade and Debra Nordquist

Julie Stratton, president, North Idaho Pride Alliance, gave a workshop on LGBTQA+ Youth that was extremely informational and in the small setting we were able to open and honest with our questions and preconceived notions.
Delegate Needed

BSUAOP needs a delegate for the National Association of Educational Office Professionals for the conference this summer. This person will represent our organization at Advisory Council and throughout the conference. As delegate your registration and travel will be paid for by AOP. The delegate for NAEOP must be a current NAEOP member. If you are not currently a member but wish to be the delegate, you will just need to join by May 15th.

Angela Garcia is the AOP delegate for PALS—Past Association Leaders.

If you are interested please contact Shelly Doty, 426-3559, sdoty@boisestate.edu or Danya Lusk, 426-1687, danyalusk@boisestate.edu and we will be excited to provide more information!


NOMINATIONS & ELECTIONS

Immediate Past President Danya Lusk will be overseeing the Nominations & Elections beginning in early May. The process will be finished in time for all of you to meet your newly elected board at our Annual General Meeting in June. The new board will take effect in July, the beginning of the new membership year for 2017/2018.

Please consider running for a position on the Executive Board of AOP. Help us continue to make this a great organization.

Positions that will be on the ballot:
- President-Elect
- Vice President
- Treasurer
- Secretary
- Member Representatives (2)

HAVE QUESTIONS?
Contact Danya Lusk
danyalusk@boisestate.edu
426-1687
FOCUS ON MEMBERS: LI SPERL
By Ellie Pierce

Li Sperl is a lady with a whole lot going on. She came to Boise State University’s Kinesiology Department in 2013, having had a career in for-profit businesses. Her extensive experience in the more pressurized corporate work environment stood her in good stead, coming as she did to Kinesiology without the benefit of an incumbent to give her transitional support. She transferred to the Community and Environmental Health Department in September 2016. All told, she has been devoting her expertise in administrative support to College of Health Sciences for nearly five years.

She finds the world of higher education a refreshingly different experience. She feels that one of the greatest benefits working for Boise State is the opportunity to develop solid co-worker relationships. She describes the difference between working in a for-profit business environment and working in education as a cultural change. Here at Boise State, Li says, there is “laughter in the hallways” and “emails longer than two sentences”. She describes our workplace as a more personable climate, a more relaxed atmosphere, where a greater value is placed on people, rather than an environment where “time is expensive”.

Li is working on a Masters of Technical Communication degree, balancing her many professional responsibilities with steady progress through this demanding 34-credit program. She shared some of the work she has done, describing course work developing infographics and user manuals, researching and testing website usability as she works toward her internship and final portfolio. This degree is offered in the College of Arts and Sciences, English Department. The panoply of knowledge and skills Li acquires as she earns this degree will be highly useful for her current assignment while having applicability in many other disciplines as well.

Yes, Li Sperl has an awful lot going on, and at home she particularly enjoys spending time with her grandchildren, aged 4 and 11. Li and her husband like to scratch their itchy travel feet with trips around the state and the region. They recently spent time in Coeur d’Alene, bookending time for relaxing and sight-seeing around attendance at a conference. They often share these travels with the grandkids, too.

Asked about what she finds particularly beneficial about AOP membership, Li says that belonging to our organization is an excellent way to network and discover content experts. She says membership is a great way to be encouraged and gain energy to move through personal and professional road blocks by observing and learning from others. Li says that AOP is a great organization to help professionals “reach beyond their comfort zone, in a safe environment”.

http://orgs.boisestate.edu/bsuaop/
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, pamrobbins@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 IAEOP and NAEOP conferences and educational opportunities like Professional Development Day.

Once the application form is completed, please submit it to AOP at aop@boisestate.edu or 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 sdoty@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/
Keynoter: http://scholarworks.boisestate.edu/bsuaop_newsletter/
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!

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**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.

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**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.
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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
2016-2017 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 17, 2017  Executive Board Meeting – 2:30-3:30
February 13, 2017  Executive Board Meeting – 2:30-3:30
February 10, 2017  Deadline for IAEOP Conference Scholarship* application
March 3-4, 2017  IAEOP Conference—Coeur d'Alene, Idaho
March 13, 2017  Executive Board Meeting – 2:30-3:30
April 10, 2017  Executive Board Meeting – 2:30-3:30—Ah Fong Room/SUB
April 21, 2017  Professional Development Day—MBEB
April 28, 2017  Benefits Fair
May 8, 2017  Executive Board Meeting – 2:30-3:30—Foote Room/SUB
June 8, 2017  AOP Annual General Meeting—Simplot C/SUB
July 12-15, 2017  NAEOP Conference – Greenville, South Carolina
October 13, 2017  Bosses Breakfast—7:30-9:00am—Jordan A,B,C Ballroom
November 17, 2017  Holiday Auction (tentative date)

*Application deadline for discounted registration deadline.

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