

In the Hive...



**Sherry Wilson, CEO
UAEOP Acting President**

Thank you to everyone who voted to change the bylaws. We had 58 ballots returned and the decision was unanimous. Now we can move forward. We will be working on changes, have elections, and everything will be in place to start our new year beginning April 1. If you are interested in running for an office contact Danielle Kitchen or if you are interested in helping on one of our new committees, contact me by Friday, January 15. We will post the revised bylaws on the Members Only section of the website as we continue to update the site.

I've mentioned my to do lists in previous articles, but I found a new type of list I want to make...a To Learn list. Lifehack.org recommends this in an article entitled "15 Steps to Cultivate Lifelong Learning". It suggests writing down ideas for new areas of study. Another step for lifelong learning is to Learn in Groups..."join organizations that teach skills. Workshops & group learning events can make educating yourself a fun, social experience."

This step ties right in with our annual conference on March 12th. We will be focusing on our new tagline of Learn · Connect · Grow. The conference committee has taken your suggestions from last year's evaluations and arranged a fabulous day of training. Mark this date on the calendar and Make it a Priority (another life long learning step) for you.

For the entire 15 Steps go to <http://www.lifehack.org/articles/featured/15-steps-to-cultivate-lifelong-learning.html>.

Wishing you a 2016 rich with the blessings of love, joy, warmth, and laughter!

7 Ideas for...finding material using Google Search

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"Googling it" can lead to massive search results – sometimes, too massive. Try these tips to hone your search results to what you really need.

- **Use Quotation Marks.** Placing quotation marks around your keywords turns them into a search phrase, dramatically reducing your search results.
- **Say Your Search Using Google Chrome.** While in the Chrome browser, click on the mic icon in the Google search bar to activate voice search. All you need is a microphone and you're set.
- **Use Advanced Search.** Advanced Search can help refine searches with different Boolean operators. You can add, limit or define keywords to improve the search.
- **See Your Results With a Visual Search.** Using Google Images you can now search using a digital image. Drag the file up to the search box and Google will do the rest.
- **Change the File Types.** Using Advanced Search you can switch from searching for website results to a variety of file types including PowerPoints, PDFs, Flash Files and more.
- **Use Google's Search App.** The Google Search app allows you to conduct easy voice searches with your smart phone. Try Google Goggles for a visual search.
- **Visit Google.com InsideSearch.** For the latest tips and tricks, check out www.google.com/intl/en_us/insidesearch/tipstricks/all.html/. This is a great resource for searches.



The Utah Association of Educational Office Professionals

Mission Statement

Supporting Utah Educational Office Professionals through professional development, networking and recognition.

Learn · Connect · Grow

*UAEOP is an affiliate of the
National Association of
Educational Office
Professionals*

www.uaeop.org

Inside:

- 2 Benefits of Laughter
PSP Recipients
Are You Certified?
- 3 Are You Certified? (cont.)
Thought of the Month
- 4 UAEOP Conference Information
- 5 Workshop Session Information
- 6 Conference Registration
- 7 UAEOP Service Project
National Wear Red Day
NAEOP Conference
- 8 UAEOP Board
Dates & Deadlines
Reminder
Membership Application

The Buzz Line is the official newsletter of the Utah Association of Educational Office Professionals (UAEOP) and is published on a quarterly basis. We urge our readers and UAEOP members to contribute to our publication by sending us your comments, letters, information about your local and regional activities, or any articles you feel would be beneficial for Utah educational office employees. Send contributing materials to: Sherry Wilson, slwilson@graniteschools.org. We reserve the right to accept, edit or reject any contributing materials.
Editor: Sherry Wilson;
Graphic Artist: Danielle Kitchen

The Benefits of Laughter

From Marilyn Grey "The Power of Laughter"

- ◆ Reduces stress
- ◆ Elicits deep breathing response
- ◆ Lowers blood pressure
- ◆ Exercises body muscles and organs
- ◆ Increases the production of endorphins, the body's natural pain suppressers
- ◆ Enhances the function of the immune system
- ◆ Creates a sense of well-being
- ◆ Can create an atmosphere of warmth and acceptance



Robert Kirby, Salt Lake Tribune columnist, on the 10 Most Important Jobs...

"No. 9 Secretaries/executive assistants. "I don't care how smart, successful, powerful or whatever you are, you'd suck at it if it weren't for someone having your back. No corporation, organization or business could exist without someone knowing just exactly what the hell is going on in it."

UAEOP PSP Recipients

The following Utah office professionals have earned a Professional Standards Program (PSP) certificate from the National AEOP. We'd love to see your name added to the list! You may qualify for a certificate and not even know it.

See Marlene Wilson's article below for help getting started.

Associate Professional

Annette Hancock, Ogden
Krystine Hancock, Canyons
Danielle Kitchen, Granite
JoAnn Monroe, Granite

Advanced I

Mary Meyers, Granite

Advanced III

Arlene Brewer, Ogden

Bachelor

Kathy Goodfellow, Granite

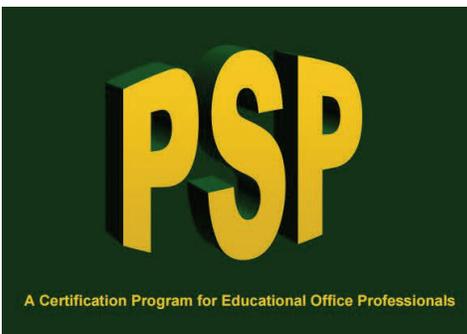
CEOE

Judy Anderson, Murray
Paula Bosgieter, Ogden
Gay Lynn Osness, Granite
Joanne Potter, Granite
Dixie Sperry, Retired
Midge Treglown, Retired
Beverly Vowell, Retired
Marlene Wilson, Rich
Sherry Wilson, Granite

Are You Certified?

PSP - Professional Standards Program

submitted by Marlene Wilson, CEOE, PSP Chairman



A few years ago, I wondered why I should get my PSP? In my district I don't get any extra pay for having it. But I became curious about the Professional Standards Program when I attended a conference class. It seemed very complicated and impossible for me to get. I had only one year of college - the only thing I wanted to be many years ago was a secretary and I received my stenographer's degree at UVSC in one year. But as it turned out, with the help of Midge Treglown, UAEOP's PSP Chairman at the time, I had enough education with a couple of other classes I had taken over the years. It was an exciting time when I was honored at the UAEOP state conference and also at the NAEOP national PSP Banquet in Seattle. Many times a day I glance at my certificates hanging on my office wall and I am very glad I took the time to do it.

Why don't you see if you have all the pieces to receive your PSP? It is exciting to put it all together. Besides education, it takes work experience, administration evaluation, and professional activity.

In today's workforce, with many cutbacks happening, you want to be able to show your employer that you have the latest knowledge and up-to-date training. You want others to know that you will go the extra mile to obtain training.

I want to see each of you receive your PSP and I would love to help you get it. Many of you probably already have much of what it takes. It's just a matter of putting it down on paper. Let's work on it one step at a time.

(continued on next page)

Are You Certified? (continued from previous page)

PSP - Professional Standards Program

Education

Gather all your information - transcripts, training and inservice certificates - since you graduated from high school and add them up - you might already have the education part of your PSP certificate. Two options are available for meeting education requirements for Basic, Associate Professional, Advanced I, Advanced II, and Advanced III certificates. Education courses must be a minimum of 30 classroom hours for a total of 60 hours, three CEUs, two semester credit hours or three-quarter credit hours. A maximum of three courses in related subject matter may be combined to equal required 30 classroom clock hours.

- 1 CEU = 10 classroom clock hours
- 1 semester credit hour = 15 classroom clock hours
- 1 quarter credit hour = 10 classroom clock hours

Courses must be documented by an official sealed college transcript or a signed certificate of completion from the granting institution. For other than transcripts, the certificates must include authorized signature, name of course, date(s) and total number of clock hours completed, or an official course description stating such attached to the certificate.

Option I - can be met by any one or a combination of the following:

1. Adult Education
2. Continuing Education Units (CEU)
3. Inservice Courses
4. College-Level Examination Program (CLEP)
5. Business College
6. Colleges and Universities
7. Institutes - two 15-hour NAEOP Institute courses may be used to meet one 30-classroom clock hour course.
8. Internet Courses

Option II - College Credit Only

1. Colleges and Universities -Educational institution must be approved by a professional accrediting body.
2. Official Transcripts - must submit official transcripts

Experience - *Four years of experience is required.* Each year employed in education counts as a full year, each year employed outside of education counts as a half year. Work Experience may be considered from time of high school graduation.

Administrator Evaluation - The administrator must be current or previous supervisor within the past two years.

Inservice Training - *Sixty hours of inservice is required.* You have to submit the certificates of attendance for each inservice course, certificates must reflect the length of the class or workshop.

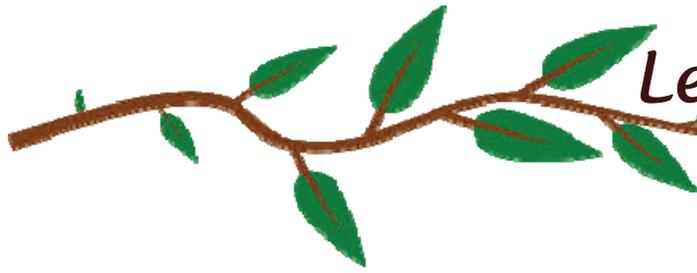
Association Responsibility - *Ten points in education-related professional organizations are needed.* Points may be earned by membership and participation in any local, area, county, state, and/or national associations for educational office professionals. A maximum of five points may be used for participation in other education-related associations (i.e., PTA membership and participation and/or participation in an education-related union). Civic and volunteer organizations do not qualify (i.e., auxiliary organizations, Jaycees, sororities, Boy Scouts, Girl Scouts, little league, advisory committees, etc.). You must be a member of NAEOP when you submit your application and you can count that as one year.

- 1 point - Membership (per association, per year)
- 2 points - Elected Officer
- 2 points - Committee Chairman
- 1 point - Committee Member
- 1 point - Workshop/Seminar Leader or Keynote Speaker (each presentation)

If you have more questions, see <http://naeop.org/files/psp/COMPLETE%20PSP%20BOOK%202015.pdf> for the newest PSP booklet on the NAEOP website, call me at 435-793-2135 x100 or email me at mwilson@richschool.org. **Together we can get your PSP!**

Thought of the Month:

*"Anyone who stops learning is old, whether at 80 or 20.
The greatest thing in life is to keep your mind young."
~ Henry Ford*



2016 UAEOP Professional Development Conference *Learn • Connect • Grow*

March 12, 2016

Granite Education Center

2500 S State Street, Salt Lake City, Utah

Conference Schedule

Friday, March 11, 2016

TBD Executive Board Meeting

Saturday, March 12, 2016

7:15 - 7:45 am Registration & Continental Breakfast
Basket & 50/50 Ticket/Candy Sales

8:00 am Opening Session
Welcome / Introductions
Flag Ceremony / Inspiration
UAEOP Business Meeting

8:30 - 9:20 am Workshop - Session 1

9:30 - 10:20 am Workshop - Session 2

10:30 - 11:20 am Workshop - Session 3

11:30 am - 12:20 pm Workshop - Session 4

12:30 - 1:30 pm Luncheon
PSP Recognition
Introduction of 2016-2017 Officers

1:30 - 2:15 pm Dress for Success or Roundtable

2:15 - 3:15 Keynote Speaker
"Getting to It" - Todd Musig
Following Todd's presentation, books will be available for sale

3:15 - 3:30 pm *Wrap Up & Door Prizes
(must be present to win)*

Keynote Speaker

Todd Musig



With keen insight, strong communications skills and a passion for success, Todd Musig has a unique ability to inspire audiences. His expertise and experience is in helping individuals and organizations accomplish what matters most to them in a time when there is too much to do and not enough time to do it.

Todd is co-author of the award winning book, *Juggling Elephants*, published by Penguin Portfolio and *Getting to It!* Published by HarperCollins. *Juggling*

Elephants has been printed in twelve languages.

A proven professional, Todd has twenty five years of experience in training, marketing and consulting at organizations such as FranklinCovey, AchieveGlobal and Who Moved My Cheese? LLC. He has also owned, managed and built several businesses from scratch and truly knows what it is like to organize a hectic schedule and proactively manage a busy life.

He has a passion for facilitating and teaching youth and adult groups. He enjoys travel, volunteering and teaching as an adjunct professor in his spare time.

Todd lives in Salt Lake City, Utah with his beautiful wife and three wonderful daughters.

Lodging Information

A block of rooms is being held for UAEOP. Home2Suites is located 3.6 miles south of the GEC. In order to take advantage of this special rate, you must make your reservations before February 19, 2016. Call the hotel directly to make your reservations. Mention Granite School District or use code C-GSD.



Home2Suites
4927 S State Street
Murray, Utah
801.288.1234
Double Queen \$89.00

Ways & Means News!

~ Submitted by Jana Varney, Treasurer

It's our annual conference time and we are excited. At conference you will be able to purchase tickets/candy for \$1.00 each or 6 for \$5.00. There will be several donated baskets for you to put your ticket into with the hopes of taking that basket home! PLUS you may purchase our 50/50 tickets for the same price. If you are holding the lucky ticket that is drawn you will take home half of the money that was collected. Get your dollars ready and bring them to conference!! If you would like to donate a basket or door prize we would love it. Contact Jana Varney at Taylorsville High School 385-646-6908.

Conference Workshop Session Information

“Google Docs - Beginning & Intermediate”

~ presented by Jared Covili, UEN

Google Beginner - Learn all about Google's cloud based service for document creation and collaboration including word processing, spreadsheets, presentations and forms. Prior to this class, you will need to create and bring your Gmail account information with you.

Google Intermediate - Already know the basics of Google Drive? Join us in this session for a more in-depth look at Google's collaboration capabilities, forms and Add-ons.

“Microsoft Office Certiport Testing”

~ presented by Kimberlee Thayne, Pearson

Take the opportunity at our conference to pad your resume and prove your knowledge, for free! It will be helpful to register as a test candidate at Certiport.com before the conference. This will speed up the testing process.

Demonstrate you have the knowledge, skills, and abilities to productively use Microsoft Office. MOS enables you to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation. MOS maximizes office productivity and efficiency for the organization and increases job satisfaction and heightens career achievement among employees. These tests usually cost about \$75.00 each. You will have the opportunity to take up to three exams for free. There will be tests available in Word, Excel, PowerPoint, Access, Outlook, SharePoint, and OneNote. There are expert level exams in Word and Excel. If you pass three exams you are considered a "Office Specialist", pass the expert levels and one other test and become a "MOS Master"! You are the only one that will see your test results, so what have you got to lose? Give it a try.

“LinkedIn”

~ presented by Dani Sloan, UEN

LinkedIn is the go to site for connecting with business professionals. Learn how to create a professional looking account and make connections.

“Bee-Attitudes”

~ presented by Mike Cottam, Retired Educator

Bees can teach us much about business if we'll listen to the buzz in the hive. Come learn how to make life and work substantial and sustainable by studying the life and work of the hive.

“Creating a Web Site with WordPress”

~ presented by Chris Mower, Granite School District, Web Developer & Designer

Create a free website using WordPress, the world's most popular content management system. Learn how to choose a workable design, write web-related content, and more!

“Microsoft IT”

~ presented by Brandon Jacobson

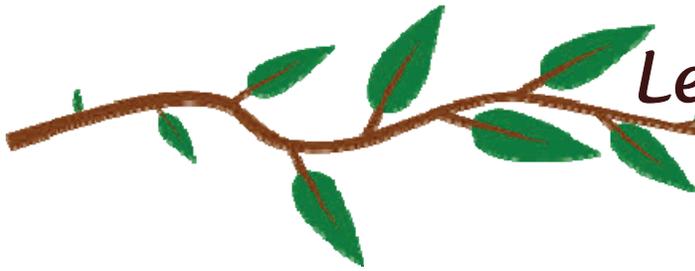
Join us and learn about the many tools and benefits available to you at no cost!! During this session, we will give you a deep overview of the program benefits, focusing on the curriculum resources to help you determine what works best for you. The session will include a brief demonstration of the administrative steps required to access the IT Academy benefits including how to sign into the IT Academy member site, activate and download the curriculum resources, and assign on-line learning. Please create a Microsoft LIVE account before you come to the conference. Just go to <https://login.live.com/>, basically you will be creating an email account, if you don't have a Microsoft account already.

“Utah Retirement Systems - Tier 1 & 2”

~ presented by Brent Sonzini, URS

One of the best benefits of being a public employee is the rich retirement benefit. Come to this informative presentation to learn how your retirement benefits work and how to best maximize them to have successful retirement.

The Tier 1 presentation is geared for URS members generally hired before July 1, 2011. The Tier 2 presentation is for URS members hired after July 1, 2011.



2016 UAEOP Professional Development Conference
Learn • Connect • Grow

March 12, 2016
 Granite Education Center
 2500 S State Street, Salt Lake City, Utah

Name _____

Home Address _____

Home Phone _____ Work Phone _____

Work Location/District _____

Work Address _____

E-mail Address _____

Are you a member of UAEOP? Yes No Have you attended a UAEOP Conference before? Yes No

**Registration – Due by February 12, 2016 – Get your registration in today!
 No Refunds will be given after March 1, 2016**

Conference Registration

(includes Saturday workshops & keynote, breakfast & lunch)

Member (UAEOP & USEA)	\$80.00	\$ _____
Member (Retired)	\$50.00	\$ _____
Non-Member	\$100.00	\$ _____
Late Fee	\$10.00	\$ _____
<i>(postmarked after February 12, 2016)</i>		
Active Membership Dues	\$20.00	\$ _____
Retired Membership Dues	\$10.00	\$ _____
Student Membership Dues	\$5.00	\$ _____
<i>(Complete the membership form on page 7 when including membership fee)</i>		
TOTAL ENCLOSED		\$ _____

Do you have an special dietary needs? _____

How many years have you been in education? *(circle one)*

- | | | |
|-------------|-------------|-------------|
| 0-5 years | 6-10 years | 11-15 years |
| 16-20 years | 21-25 years | 25+ years |

Conference Workshops

(choose one per session)

SESSION 1

- Google Docs - Beginning (1 & 2)
- Certiport Testing
- Web Site (1 & 2)
- Microsoft IT Academy

SESSION 2

- Google Docs - Beginning (1 & 2)
- Certiport Testing
- Web Site (1 & 2)
- Bee-Attitudes
- URS - Tier 1

SESSION 3

- Google Docs - Intermediate (3 & 4)
- Certiport Testing
- LinkedIn
- Bee-Attitudes
- Microsoft IT Academy

SESSION 4

- Google Docs - Intermediate (3 & 4)
- Certiport Testing
- LinkedIn
- URS - Tier 2

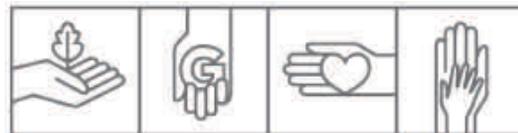


Make check payable to:
 UAEOP

Mail Registration to:
 Charlotte Graham, c/o East Midvale Elementary School
 6990 South 300 East, Midvale, UT 84047

UAEOP Service Project

The Granite Education Foundation is the nonprofit arm of Granite School District, which serves about 67,000 students, of which 53% are below poverty. GEF has always been willing to support UAEOP providing door prizes and other donations. For our service project this year we are going to reciprocate and help GEF. Your monetary contributions will be used to purchase items for baskets which will be auctioned off at the annual GEF gala. The proceeds from the basket auction will go to provide basic needs, such as clothing, school supplies, dental & eye care, for students. Anyone who donates will have their name entered into a prize drawing.



National Wear Red Day® - February 5, 2016



National Wear Red Day is Friday, February 5, 2016, but heart disease and stroke kills 1 in 3 women every year—more than all cancers combined. Fortunately, that can change because 80 percent of cardiac events can be prevented with education and lifestyle changes. The American Heart Association sponsors National Wear Red Day® to raise awareness in the fight against heart disease in women.

Visit www.goredforwomen.org for more info. Free materials for National Wear Red Day available at <https://www.goredforwomen.org/wearredday-materials/>.

Ideal Numbers

The four ideal numbers for the general adult population are:

- Optimal total cholesterol less than 180 mg/dl
- Body mass index (BMI) less than or equal to 25kg/m²
- Blood pressure less than 120/80 mm/Hg
- Fasting blood sugar of less than or equal to 100mg/dl.

Heart Disease Risk Factors

- **Cholesterol** is a soft, waxy substance found in the blood and the body's cells. High cholesterol may lead to atherosclerosis, or fatty deposits in the inner lining of arteries, which can cause a heart attack or stroke. Eating healthy goods and being physically active can help keep your cholesterol numbers in a healthy range.
- **Blood Pressure**. High blood pressure (or hypertension) makes the heart work harder than normal. If you are 20 pounds or more overweight, have reached menopause or have someone in your family with high blood pressure, you are more likely to have high blood pressure.
- **Diabetes** can increase your risk of heart disease and stroke by two to four times. If you have diabetes, you need to see your doctor regularly and reduce or eliminate any other risk factors. Maintain a healthy weight by balancing a healthy diet with regular physical activity.

Info from the Know Your Numbers educational material at www.goredforwomen.org.

NAEOP Conference

The Missouri Association of Educational Office Professionals is excited with our planning for the 2016 NAEOP Annual Conference and Institute, "Meet NAEOP in St. Louis." The Annual Conference and Institute will be held July 13-16, 2016, at the St. Louis Union Station Hotel, a Double Tree by Hilton Hotel. The institute will be held Tuesday and Wednesday, July 12th-13th. Additional information will be available at www.naeop.org.

The legendary Union Station Hotel has been selected for its location in the center of St. Louis and is within walking distance to many area attractions. The hotel is only 20 minutes from Lambert International Airport and has direct MetroLink access to the airport. The room rate will be \$149 with this rate being in effect from July 10-19 for attendees wishing to arrive early or stay after the conference concludes. Guests are able to reserve rooms at http://doubletree.hilton.com/en/dt/groups/personalized/S/STLUSDT-NAE-20160710/index.jhtml?WT.mc_id=POG to ensure attendees receive the special room rate. Discounted daily parking rates will be \$12 valet or \$10 self-parking.

The theme "Meet NAEOP in St. Louis" is reflective of the 1904 World's Fair which was held to celebrate the 100th anniversary of Thomas Jefferson's vision of a continental United States through the purchase of the Louisiana Territory and to honor Lewis and Clark's journey to the west. To get to the fair, thousands traveled to the city by train, and they were greeted by a stunning architectural gem in St. Louis Union Station. Today, the National Historic Landmark has been beautifully restored and redeveloped as a festival marketplace of specialty shops, restaurants and a luxury hotel.

The Institute will give you the opportunity to complete in-depth focus during one or two full days of training. The Annual Conference will be packed full of briefings for your professional development needs. The General Sessions will allow for NAEOP business and recognitions, while the Advisory Council will meet to consider recommendations to be made during the business meeting. Tours will give you the opportunity to relax and enjoy some of the many attractions in St. Louis. The list goes on, and on, and on! Start making plans now to "Meet NAEOP in St. Louis"! Detailed information will be available at www.naeop.org in January.





Utah Association of Educational Office Professionals

2015-2016 UAEOP Board

Elected Board Members

Acting President - Sherry Wilson, CEOE

home: 801-571-5932
work: 385-646-4302
slwilson@graniteschools.org

Vice President - Charlotte Graham

charlotte.graham@canyonsdistrict.org

Treasurer - Jana Varney

jvarney@graniteschools.org

Secretary - Krystine Hancock

krystine.hancock@canyonsdistrict.org

Mentor Team - Shirley Ayrton

smayrton@graniteschools.org

Board Members

Paula Bosgieter, CEOE

pbosgieter@ogdendsd.org

Diane Bybee

diane@mycues.org

Andrea Curtin

andrea.curtin@schools.utah.gov

Cathy Gray

cgray@graniteschools.org

Angela Montague

angela.montague@jordandistrict.org

Patsy Nielson

patsy@mycues.org

Amy Torres

antorres@graniteschools.org

Lyla Tuttle

lyla.tuttle@hmsk12.org

Marlene Wilson

mwilson@richschools.org

Natalie Yates

nyates@graniteschools.org

Past Presidents

Vicki Coon

Danielle Kitchen

Mary Meyers

Patricia Thompson

JoAnn Monroe

Sherry Wilson, CEOE

Patti Sanchez

Sue Cook

Beverly Vowell, CEOE

Midge Treglown, CEOE

Judy Anderson, CEOE

Dixie Sperry, CEOE

Save the Date & Deadlines:

- January 9, 2016 UAEOP Board Meeting, Taylorsville, Utah
- January 15, 2016 PSP Filing Date
- March 1, 2016 BuzzLine, Spring Issue Articles Due
- March 11, 2016 UAEOP Board Meeting, Granite Education Center, SLC, Utah
- March 12, 2016 UAEOP Annual Conference, Granite Education Center, SLC, Utah
- July 13-16, 2016 NAEOP 82nd Annual Conference & Institute, St. Louis Union Station, St. Louis, Missouri



Reminder:

UAEOP has an e-group list. If you are a member of UAEOP and would like feedback from other office professionals regarding a certain topic, please use this list. The email address is uaeop@ls.graniteschools.org. If you experience problems accessing the list, contact Sherry Wilson at slwilson@graniteschools.org.

Moving? Retired? New e-mail?

If so, notify us of your new address so you don't miss any UAEOP information. Contact Charlotte Graham at charlotte.graham@canyonsdistrict.org.

UAEOP Membership Application

Name _____ Home Phone _____ Birthday (Month/Date) _____

Home Address _____ City _____ State _____ Zip _____

School/Office _____ District _____ Phone _____

Business Address _____ City _____ State _____ Zip _____

E-mail Address _____

PSP Certificate (circle one) Yes No Level _____ NAEOP Member (circle one) Yes No

Would you be willing to serve on a committee? (circle one) Yes No If yes, which committee _____

Circle one: Elementary Secondary Administration/District Office Higher Ed Other

Annual Dues: \$20 Active Association Member ~ \$10 Retired ~ \$5 Student (circle one)

**Make check payable to: UAEOP
Send to: Charlotte Graham, UAEOP Vice President
East Midvale Elementary School, 6990 South 300 East, Midvale, UT 84047**