

The Essential Piece



Richland County Association of Educational Office Professionals

From the President's Desk



Gene Parks
RCAEOP President

I read this article several years ago and just wanted to share it with you as a way of encouragement.

Today, when I awoke, I suddenly realized that this is the best day of my life, ever. There were times when I wondered if I would make it to today; but I did! And because I did, I am going to celebrate! Today, I am going to celebrate what an unbelievable life I have had so far: the accomplishments, the many blessings, and yes, even the hardships because they have served to make me stronger.

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RCAEOP Member Rubs Shoulders with First Lady Obama

One of our very own RAECOP members was rubbing shoulders with the “big shots” as January 2011 came to an end. First Lady Michelle Obama was the guest speaker for the Basic Training Graduation at Fort Jackson in Columbia, South Carolina on January 27.



First Lady Michelle Obama and
Fort Jackson Soldiers

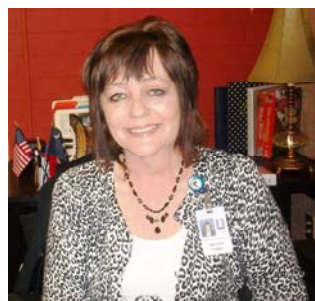
A “little birdie” told Fort Jackson officials that Arlene Ford, RCAEOP Member, was experienced in operating a teleprompter. The grapevine was a-buzz and when it all settled Arlene Ford was asked to operate the teleprompter for Michelle Obama! “To say I was honored is an understatement. When I was asked to operate the teleprompter I was excited and anxious. But when Mrs. Obama walked out on the field and passed me, my eyes filled with patriotic tears.



The entire experience was humbling for me and I was certainly proud to do it,” said Arlene.

With Secret Service men guarding her with strict eyes, Arlene didn’t get within 15 feet of Mrs. Obama. “I was close enough to her to realize that the cameras do not reveal her true beauty. Mrs. Obama has the perfect blend of beauty and elegance. I did get the opportunity to mingle with the White House staff and fell in love with them! It was certainly an experience of a lifetime.”

A member of the White House Staff called to personally thank the district, and specifically, Arlene Ford, for her support of the First Lady for this event.



~ Arlene Ford
RCAEOP Member

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Special points of interest:

- Professional Standards Program
- Butterfly Contest
- Member Spotlight
- SCAEOP Conference
- Managing Transition
- How to Introduce a Guest Speaker

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The mission of RCAEOP is to promote a high degree of integrity, professionalism, pride, teamwork, and respect of its diverse membership through networking, information, and educational opportunities.

Professional Standards Program

The Professional Standards Program (PSP) is a voluntary certification program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally.

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.

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 Educational Office Employee (CEOE).

There are basically three requirements for the PSP certificate.

- Education Credits (Adult Education, Continuing Education Units, Colleges and Universities, Inservice Courses, CLEP, Institutes, Internet Courses, etc.)
- Experience (Four years of work experience) and Administrator Evaluation (“Average” or above rating)
- Professional Activity (Inservice Training such as district inservice, SCAEOP Conference, etc., and Association Responsibility such as RCAEOP, SCAEOP, etc.)

Tonia Jenerette, CEOE, was nominated to

be on the NAEOP PSP Committee. She will be a great help to anyone wishing to pursue the PSP and/or CEOE certificate.

Those who receive their PSP and/or CEOE are recognized at the NAEOP Conference and it just so happens the 2011 NAEOP Conference will be held in Charleston, South Carolina from July 18-22, 2011.



PSP Deadlines

May 15, 2011

September 15, 2011

January 15, 2012



“What a wonderful accomplishment! It is a privilege to be a part of such a distinguished organization that allows me to be recognized in this way. I am so sure being a CEOE will take me to the next level in my career.”



Angela McDowell, CEOE, is the latest RCAEOP member to go through the Professional Standards Program certification process and receive her CEOE. Angela works at Longleaf Middle School as an administrative assistant for the principal. She will participate in the PSP Banquet at the NAEOP Conference on July 20, 2011, in Charleston, South Carolina.

Congratulations Angela!

Butterfly Contest

The weather is starting to warm up and spring is fast approaching. It’s a time for transformation and seeing beautiful flowers and butterflies. Please read through the newsletter and see how many butterflies you can catch.

Email javeryhart@richland2.org the number of butterflies you see in the newsletter and your name will be entered into a drawing for a gift card. Our friendly



neighborhood Subway on Decker Boulevard has agreed to donate a gift card to the lucky winner. The drawing will be held on March 31, 2011, so start reading your newsletter and catching those butterflies!



RCAEOP Member Spotlight



Once a quarter RCAEOP spotlights one of its members. This quarter we are happy to spotlight Nicholas Michael.

My name is Nicholas Michael, book-keeper at Longleaf Middle School. I enjoy mentoring children after school in our ASPIRE Program and assisting the coaches in football and soccer. This is my third year at Longleaf and I am grateful for the wonderful faculty and staff members I get to work with on a daily basis.

I was born and raised in the suburbs of Cleveland, Ohio. Growing up, I loved spending my time outdoors and solving math problems. Some of my hobbies

include: bowling, golf, soccer, basketball, backpacking and fishing.

I graduated from Bowling Green University in 2008 with a Bachelor's of Science in Business Administration with a specialization in Accounting. I attended college with my wife Carrie and we married in July of 2009. Carrie and I decided to move from Ohio to South Carolina because we loved the weather and the people here.

Nicholas has been a RCAEOP member since April 2009. We are glad Coach Michael is on the RCAEOP team!



Nicholas Michael
RCAEOP Member

RCAEOP Members Elected to SCAEOP Board

Four RCAEOP members were recognized and installed as Board Members at the Installation Banquet held at the 2011 SCAEOP Conference, March 3-6, 2011, in Myrtle Beach, South Carolina. Tonia Jenerette, CEOE, Vice President; Georgette Council, CEOE, Secretary; Beolia Doctor, District Director; and Jill Averyhart, CEOE, Website Coordinator. Congratulations Tonia, Georgette, Beolia and Jill!



(L-R) Tonia Jenerette, Jill Averyhart, Beolia Doctor, Georgette Council

“Every great dream begins with a dreamer. Always remember you have within you the strength, the patience, and the passion to reach for the stars to change the world.”

~Harriet Tubman



From the President's Desk (Continued)

I will go through this day with my head held high and a happy heart. I will marvel at God's seemingly simple gifts: the morning dew, the sun, the clouds, the trees, the flowers, the birds.

Today, none of these miraculous creations will escape my notice. Today, I will share my excitement for life with other people. I will make someone smile. I will go out of my way to perform an unexpected act of kindness for someone I do not even know. Today, I will give a sincere

compliment to someone who seems down. I will tell a child how special he is, and I will tell someone I love just how deeply I care for them and how much they mean to me.

Today is the day I quit worrying about what I do not have and start being grateful for all the wonderful things God has already given me! I will remember that to worry is just a waste of time because my faith in God and his Divine Plan ensures everything will be just fine.

And tonight, before I go to bed, I will go outside and raise my eyes to the heavens. I will stand in awe at the beauty of the stars and the moon, and I will praise God for these magnificent treasures.

As the day ends and I lay my head down on my pillow, I will thank the Almighty for the best day of my life. And I will sleep the sleep of a contented child, excited with expectation because I know tomorrow is going to be the best day of my life, ever!

~ Source: Bob Perks

RCAEOP Drop-In/Workshop

At the RCAEOP Meeting in December it was decided to have a drop-in/workshop on February 11 from 5-9 p.m. Jill Averyhart graciously offered to host the drop-in at her home.

RCAEOP members brought in items to donate to the Hannah House community service project, prepared decorations, door prizes, and programs for the 2011 SCAEOP and NAEOP conferences, and participated in a make-it and take-it card making session. The members also brainstormed on how RCAEOP could host a workshop that was open to all the educational office professionals in Richland County.

The next RCAEOP meeting will be held on May 5, 2011 at the Richland Two District Office.



(L-R) Gene Parks, Tammy Cox, Kathaleen McBride, Georgette Council, Arlene Ford, Linda Goodwin, Jill Averyhart

SCAEOP Conference (March 3-6, 2011)



2011 SCAEOP Conference in Myrtle Beach

The 29th Annual SCAEOP Conference (“Kaleidoscope in Motion”) was held at the Myrtle Beach Hilton in Myrtle Beach, South Carolina. This year’s conference was outstanding. There were three excellent keynote speakers: Carolyn Taylor, Archie Burkel, and James Epps. The breakout session briefings ranged from “Power School” to “Getting Out of Your Own Way.” Of course everyone had a great time at the Hospitality Suite. The theme for 2011-2012 is “Get On Board the Bus.”

Heart of Columbia Chorus

Not only am I a member of RCAEOP, I am proud to say I am a member of the Heart of Columbia Chorus. In December the chorus was fortunate enough to participate in the Wreaths Across America ceremony and placing of the wreaths. Wreaths Across America raises money through sponsorship of wreaths and donations to remember, honor, and teach about the sacrifices made by our nation’s veterans. The chorus sponsored the selling of wreaths which were placed on the service men and women’s graves at Fort Jackson.

I want to thank all the RCAEOP members who purchased wreaths and helped say thanks to our veterans. If you would like more information about the Heart of Columbia Chorus or are interested in joining our group, please contact us.

Email - HeartofColumbia.com or Call - 803-532-3303

~ Sharon Gudgel
RCAEOP Member



Heart of Columbia Chorus



Managing Transition



There is always some anxiety involved when you think of major changes in our lives. As administrative professionals, most of us have mastered the art of juggling multiple tasks and reprioritizing our activities throughout the day as necessary in order to cope with the inherent changes that take place daily. The anxiety that comes along with the fear of the unknown can be very stressful if you do not take conscious steps to prepare yourself.

When my previous supervisor, Dr. Hefner, decided to retire I had mixed emotions. While I was very happy for him I was at the same time very sad for myself. Dr. Hefner and I were able to work together seamlessly in a way that enabled me to remain a step ahead of him most of the time, anticipating what he might need. This came from building a relationship in which we got to know each other well enough to foresee preferences and desires. Now that I was comfortable, I was being taken out of my comfort zone and being made to start the process over again with someone new. What would I do?

Find a Penny, Save It Up

When the economy is turbulent and the costs of the items you buy every day are rising, it may seem impossible to save more for your long-term goals. Yet making a few changes to your daily routine may help you uncover some money you could start saving instead of spending. Saving just a little more now could make a big difference over time.

Food on the Go - Away Goes Your Money - Mindless spending on food can eat up a big chunk of your pocket money. You'll be better off if you plan your meals, grocery shop with a list, brown bag it at work a few days a week, and bring coffee from home.

I can tell you that I have come to respect my new supervisor, Dr. Brochu, in the same way that I respected Dr. Hefner and have learned that there are many more similarities than differences between the two. They are both passionate about children and doing what is right and necessary to educate them.

So, what did I learn about myself and transition in the process of this change? Eight major tips that I would pass along are as follows:

1. **Do Your Research.** Find out as much as you can about the person who you will be working with.
2. **Expect Change.** No two people are exactly alike so if you anticipate that there will be change you will not be caught off guard by it.
3. **Work on Building a Relationship.** Find out what is important to the new person and share what you find most important in your life.
4. **Be Observant.** Pay attention to the actions and habits of the new person.

Driving Hither, Thither, and Yon -

Are you in the habit of running out in the evening to pick up a loaf of bread or driving your child to and from soccer practice? Cut down on your driving and you'll save gas. Stopping at the store on the way home from work could reduce the miles you drive - so could carpooling with at least one other parent to your kids' activities. You may even be able to walk or bike to nearby events.

Lower Your Monthly Bills - You don't have to look too hard to find deals on phone, cable, and Internet services. Sometimes you can save money just by switching to a new provider. You

5. **Keep an Open Mind and Open Heart.** Know that the other person is experiencing some degree of anxiety about the transition just as you are.
6. **Ask Questions.** If there is something that you are unclear about or something that you want to know, don't be afraid to ask.
7. **Know Your Value.** You possess wisdom that the new person will count on to help them succeed. Do not downplay or lessen the role that you will play in the success and positive reception of the new person.
8. **Display a Positive Attitude.** Attitude truly is everything and can be the difference between a smooth transition or a disastrous and stressful one.

My mother would always say, "There is something positive to be learned from every person you meet and every situation you find yourself in. Find that positive and leave the negative behind and you will be happy wherever you go in this world."

~ Georgette Council, CEOE
RCAEOP Member

can lower your insurance costs by increasing car insurance deductibles and having the same company cover both your car and home.

Saving Those Pennies - Individually, these suggestions may not seem like they'll make much of a difference. But if you take all the money you're not spending and instead save it for long-term goals, over time it could have a significant impact on the amount you're able to save.



~ South Carolina Federal Credit Union

Community Service Projects



Maia & Aneisa Williams, Kezia Terrell
Walk for Life

RCAEOP believes that actively giving to the community is very important. The community service projects this year include Harvest Hope Food Bank, Walk for Life, and Hannah House. Here are a few photos of RCAEOP members giving back to the community.

You can see more photos on our website under the Photo Gallery at:

<http://richlandcountyaeop.com>



Bonita Graham
Harvest Hope Food Bank



Hannah House

RCAEOP's newest community service project is Hannah House, a faith-based transitional housing facility serving Columbia, South Carolina and the surrounding communities. The program is designed to create a haven of hope and a center of help by identifying and responding to the emotional, physical, and spiritual needs of its residents. RCAEOP members donated items requested by Hannah House, and put together a basket of goodies. Gene Parks and Beolia Doctor, on behalf of RCAEOP, delivered everything to the Hannah House residents on February 14, Valentine's Day.



Hannah House Residents Enjoying the Valentine's Day Basket

NAEOP Conference - July 18-22, 2011

Are you planning on attending the 2011 NAEOP Conference? The conference is going to be held right down the road in Charleston, South Carolina ("The Jewel of the South") from July 18-22. On the next page check out the word search puzzle about trains to help you get "All Aboard with NAEOP and Discover the Incredible Journey."

The conference will be held at the Embassy Suites Airport/Convention Center

in North Charleston. The conference offers briefings, institute classes, area and council meetings, award recognitions, local tours, special presentations, and a chance to network with educational office professionals across the nation. Following the conference you will have the opportunity to take a cruise to the Bahamas on the Carnival Fantasy.

You can register for the conference at www.naeop.org.



Word Search Puzzle



Train Word Search Puzzle

W A T H G I L D A E H G O T N
W W A I F R E I G H T Y R S A
N H D G T R A N M W A A Y S R
W E I H L A C I R T C E L E A
R R E S T H E N P K R E G V I
E C E P T U R G S S O N R I L
T O T E H L E C M R E G A T C
R I L E N L E A W S A I Y O A
E T H D A I E R S L E N Y M R
T W E O R T G A E E R E A O I
U L C E S D P N R S O S A C D
M O N O R A I L E E S F O O R
M H O S R A C G N I P E E L S
O R S E P U L L E D D C A R T
C A B O O S E S Y A W L I A R

TRAIN WORD LIST

- | | |
|------------|---------------|
| CABOOSE | HIGH-SPEED |
| COAL | LOCOMOTIVE |
| COMMUTER | MONORAIL |
| DIESEL | PASSENGER |
| DINING CAR | RAILCAR |
| ELECTRICAL | RAILWAY |
| ENGINEER | SLEEPING CARS |
| ENGINES | STEAM |
| FREIGHT | TRACKS |
| HEADLIGHT | WHISTLE |



How to Introduce a Guest Speaker

The SCAEOP Conference is March 3-6 and the NAEOP Conference is July 18-22 and you have volunteered to help with the conferences. One of your tasks may involve introducing a speaker. Introducing a speaker involves more than just standing in front of the audience and making an announcement. You are the person who sets the stage for the speaker and gets the audience excited for the upcoming presentation. Here are some tips to help you deliver a proper introduction.

The Importance of Pronunciation

First and foremost, learn the speaker's first and last name. Be sure to articulate his or her name clearly and correctly. If you are having a difficult time with the pronunciation, do not be embarrassed to ask the speaker.

Do Your Research

Research the speaker's background. Ask for a biography along with any interesting facts the speaker may wish to share with the audience. Once you have the information, try to relate the speaker's background information to the event.

Keep it Short and Simple

Remember, you are providing the introductions and it's not your job to give a lengthy speech. Keep it short and simple. Share only the information necessary to get your audience interested in the upcoming presentation. The appropriate amount of time should be no longer than one or two minutes.



Get Organized

Keep organized about what you are going to say by creating a bulleted list. Organize the list by order of importance. Begin with the speaker's name, then continue with their background, including pertinent information such as credentials, working history and any personal information you

have been given permission to share with the audience.

Practice Makes Perfect

Be sure to go over what you are going to say ahead of time. Practice reading your introduction with family and friends and if it makes you more confident, record yourself. When you are prepared, you are confident. Being confident will allow you to relax and be enthusiastic about the speaker.

Be Excited

Sound excited about the speaker you are introducing. When preparing for your introduction, find something about the person that interests you and share your enthusiasm with the group. If you don't sound excited, how do you expect your audience to be?

End the introduction by initiating applause for the audience. You are providing the introductions as well as making the speaker feel welcome.

- Adapted from www.officearrow.com

Mark Your Calendar

Spring Birthdays

March 12	Tammy Cox Angela McDowell Gene Parks
March 26	Carolyn Johnson
April 2	Jacqui Gilbert
April 20	Marsha Lomas
May 12	Linda Goodwin
May 20	Phyllis Huckins
May 22	Sheila Pope



RCAEOP Meeting

May 5, 2011
5 p.m.
Richland Two District Office

RCAEOP Professional Development Day

May 14, 2011
9:00 a.m.- 4:00 p.m.
Sandhill Community Room

Awards Reception

TBA
5 p.m.
Richland Two District Office



NAEOP Conference

July 18-22, 2011
Charleston, SC
www.naeop.org

