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Inside This Issue

- Message from the President
- News From Our Affiliates
- Community Service
- Field Service Program
- Mentoring
- Congratulations
- 2018 SCAEOP Conference
- Proposed Amendment to Bylaws
- Ways & Means Update
- Calendar Reminders
- Proofreading Tips
- SCAEOP Board List

Message from the President

Greetings,

Wow, where has the time gone? I hope you took advantage of your time off for the holidays and enjoyed family and friends! So much has happened in a span of a semester. I want to express my sincere appreciation to SCAEOP Board members for your support. There would be no association without you and the members of this great organization.

SCAEOP has several goals we hope to accomplish this year, however, this can only be accomplished if we work cooperatively. We should also be facilitating and participating in workshops and seminars within our local affiliates. This will ensure we remain lifelong learners. Lastly, as ambassadors for the association, we should always share our organization and its benefits with our colleagues and with those who may not know who we are or what we're about.

I am here to assist you, your affiliate, or your committee in any way I can. Please do not hesitate to call on me if I may be of service. Let's continue to promote the growth of SCAEOP as well as our personal and professional growth at every opportunity.

While finding your source for Lighting your Path to Excellence be Energized, Encouraged, and Inspired!

Looking forward to seeing you at our conference in March.

Tina Gilliard-Rice, CEOE
SCAEOP President 2017 - 2018



Mission Statement

Our mission is to raise the standards of educational office professionals through education, recognition, and networking.

NEWS FROM OUR AFFILIATES



GCAEOP (Georgetown County AEOP)

On Thursday, October 19, 2017, GCAEOP held its seventeenth annual installation ceremony at the J. B. Beck Administration Center. We were honored that our very own SCAEOP President, Tina Gilliard-Rice, CEOE installed the new officers. Our guest speaker was Mrs. Myrtle Milton, Director of Support Staff and Employee Programs from the GCSD Human Resources Department. She shared with us her struggles and achievements which reinforced our new president's theme: Imagine, Believe, and Achieve. Mrs. Milton was very inspiring, and she is very supportive of the GCAEOP organization.

President Clarice S. McKnight, CEOE's message reminded us that as we interact with staff, students, parents, and visitors we should always shine as bright stars in the night. Eradicate the limits and work towards impacting the world in a positive light.

If you can Imagine it - Believe in yourself - Achieve that which you dream.

Congratulations to all the new officers of GCAEOP!!!

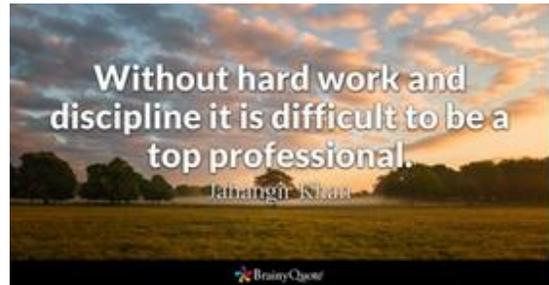


One of the goals for GCAEOP this year is shining the light of love into lives of those less fortunate.

Members of GCAEOP gave a monetary gift, and gave away two fifty dollar gift cards to families to purchase Thanksgiving meals. Community Service chair, Crystal Franklin, notified recipients and presented the gift cards to the families.

NEWS FROM OUR AFFILIATES

WCAEOP (Williamsburg County AEOP)



On Friday, June 9, 2017, members of the Williamsburg County Association of Educational Office Professionals held their 1st Office Professionals Retreat at Eddy Chacon's Restaurant in Georgetown, SC.

The afternoon began with a moment of silence for the members who had lost loved ones during the 2016 – 2017 school year, followed by greetings and membership updates led by Samantha Lewis, Association President. Ms. Ernestine Young, Director of Early Childhood and Parenting for Williamsburg County School District presented on the topic "Office Professional: It's More than a title; It's what we do."

Members enjoyed an afternoon of networking, socializing, great food and fun, while gaining a sense of team unity and a re-energized commitment to Williamsburg County School District. The team building exercises, presentations, and door prizes all helped to make the 1st WCAEOP Retreat a success.

The afternoon concluded with a closing exercise led by Parliamentarian Vernett Murray. This exercise is the opposite of an icebreaker, and was the perfect fun way to end the Retreat. WCAEOP members left the Retreat excited about the direction in which the organization is headed, and look forward to the future as we **W**elcome **C**hallenges, **A**lliances, **E**xperiences and **O**pportunities that **P**romote growth!

NEWS FROM OUR AFFILIATES

District 3 News

There were several members in attendance at the 2017 SCASA Office Professionals Conference. We had awesome, entertaining and inspiring presentations.

We were welcomed and inspired by Judi Gatson of WIS – TV News. She addressed the topic of “Clearing the Clutter in Your Life.” Judi expressed the importance of setting priorities in our life and not being distracted by all the drama, reminders about slowing down. She told us about “wait training” the need to take time for preparation, time for renewal, and time for reassessing priorities. Judi also gave us (7) wonderful ways to say “NO”, so we do not take on more than we can handle, they are:

1. Let me think about it and get back to you
2. I really appreciate you asking, but I have another commitment
3. I don't have time right now but I can recommend someone else to help you
4. I promised _____, that I would not take on anymore projects right now
5. I can't do that, but let me tell you what I can do
6. I wish I could, but I can't
7. Not Today!!

She also gave us a wonderful homework assignment: To think of one word that captures what you want to be, do and accomplish in the New Year?

“Humor in the Workplace” was the topic presented by Diana Jordan, who is a noted comedian. She definitely used laughter to help us understand the importance of it in the workplace and in our lives. Laughter, helps productivity, relieves stress, boosts your immune system, and helps you bond with one another. Her presentation was indeed funny and full of great anecdotes for us all to use.

Next we were reminded by Dr. Iwana Ridgill from Midlands Technical College to “Take this Job and Love It.” She made a good point in the opening about how people will predict failure before they see what the training is all about and she calls that PASSIVE AGGRESSIVE UNDERHANDED SABOTAGE. She stressed how we should go easy on criticism of others, enjoy the small pleasures of life and cultivate a sense of humor. Dr. Ridgill also gave us a nice quote “Success is No Where, but then turn it around Success is Now Here!!”

NEWS FROM OUR AFFILIATES

District 3 News (Cont.)

“Nourish to Flourish: Soul, Mind & Body” was shared by Christie James of Midlands Technical College, who had us all stand and take seven deep breaths. This showed us a great way to calm down and release stress. She shared several apps that we can use to help: CALM- Headspace for calming; Kitchen Stories- cooking app, Instacard- Uber for grocery shopping, Bite Squad- food service delivery, Flipboard, and Pocket.

“Office Etiquette that Bosses Really Want” was shared with us by Dr. Tiniece Jarvis from The Richland One Middle College. She gave us a wonderful PowerPoint presentation which covered clicking on all 6 cylinders:

1. Dependability: exceptional work, pay attention to detail, being on time
2. Adaptability: difficult to teach, but must be learned
3. Initiative: take personal responsibility for your growth, anticipate need, be prepared, be the first to volunteer
4. Accountability: be present during your work hours, own your responsibility, if you present a problem also present a possible solution
5. Honesty: encourage open communication, builds reputation, ensures quick dispute resolution
6. Professionalism: duties, demeanor, speech and dress.

Our SCAEOP President Mrs. Tina Gilliard-Rice closed out the program with greetings and updates from the South Carolina Association of Educational Office Professionals. She encouraged all in attendance who were not members yet to join!! As a result we did receive (3) new members to join SCAEOP!!

The conference included a full and delicious hot breakfast and lunch. We look forward to next year’s SCASA Conference On Friday, December 7, 2018. **SAVE THE DATE. HOPE TO SEE YOU THERE!!**

Submitted by
Vermelle V. McCrea
District Liaison
Community Service Co-Chairman

Community Service Project 2017 - 2018

School Supply Drive: Paper, Pencils, Pens and other Things



Due to high poverty in the Williamsburg County area and number of single parent families, many students show up to school without the needed supplies. It is a challenge for a teacher to engage the students in the class when they do not have the proper supplies. Lessons often have to be altered to accommodate the lack of supplies. Due to this need we have chosen the community service project; *Paper, Pencils, Pens and other Things*.

Williamsburg County Elementary and Primary School students will be the recipients of this supply drive. Below is a list of needed school supplies:

- Loose Leaf Wide Ruled Notebook Paper
- Crayons
- Markers
- Glue Sticks
- Folders
- Scissors
- Composition Notebooks
- Tape
- Eraser
- Color Pencils
- Gift Cards (ABC Office Supply, Dollar General, Walmart, etc.)

Please bring your donations for the community service project to the conference and drop in the designated area. Registration volunteers will be able to direct you accordingly.

For more information, please contact:

Aliska Brown
 ABrown@gcsd.k12.sc.us
 (843) 237-0106 Ext 2505

Vermelle McCrea, CEOE
 vmccrea@wcsd.k12.sc.us
 (843) 355-5571

Field Service Program

What are the advantages to being a SCAEOP affiliate?

If your association is an affiliate, you may request through the Field Service Program a SCAEOP board member to:

- Present a workshop at a local meeting
- Promote SCAEOP to office professionals and administrators in your area
- Install Officers in your local association

SCAEOP has board members that would be glad to serve and assist your local associations. You may visit our website: www.SCAEOP.org to see the current presenters and presentation topics. All presentations are available for PSP (Professional Standards Program) credit hours.

Please continue to promote SCAEOP to your local associations and encourage other office professionals in your area to become involved at the local and state levels.

Christie H. Knight
SCAEOP President Elect

Mentoring

Our Networking Initiative is here!



This initiative affords the opportunity to connect with members who share like positions and/or responsibilities. We can share personal work style tips/knowledge on organization, power school, bookkeeping, effective customer service, or any concern you may have. This initiative is also designed to assist in carrying out this year's vision "*Lighting our Path to Excellence*" *Energize, Encourage, and Inspire.*"

A list of networking mentors/mentees can be found on the association's website. Please feel free to reach out to each other for assistance. Remember, we are our best resource.

Please update our committee on how this initiative has benefited you. We would love to hear your story.

Mentoring Committee Co-Chairs
B.Y. "Cukye" Nelson-Khaalid, CEOE
Cassie Nelson, CEOE

Betty Blanton Educational Office Professional of the Year



*Ms. Jill Armstrong Ford, CEOE
Lexington County School District One*

Congratulations!

Educational Administrator of the Year



*Dr. Craig Witherspoon
Superintendent, Richland School District One*

2018 SCAEOP Conference

The 2018 SCAEOP Conference is scheduled for March 1 - 4, 2018 in beautiful Myrtle Beach. The conference committee is working hard to provide great keynote speakers, workshop sessions and networking opportunities. The workplace is changing fast and attending the conference can help you keep up with the latest trends. SCAEOP is an amazing association doing remarkable things. We look forward to seeing you at the beach!

If you would like to volunteer for a conference committee, please contact one of the Conference Co-Chairmen.

Melody Wise Buter, CEOE
mbutler@richland2.org

E. Lorraine Gardner
ethel.gardner@richlandone.org



SCAEOP Conference Theme Basket Raffle

SCAEOP needs your help to make this year's annual conference theme basket raffle a huge success. Traditionally, SCAEOP affiliates, districts, and individual volunteers have generously created unique themed gift baskets to help raise funds for SCAEOP initiatives. This year all of the money raised from the theme baskets will go directly into SCAEOP's student scholarship fund. We know you are excited to support South Carolina students by creating a one-of-a-kind basket.

We are asking each affiliate, district and/or individual volunteer to provide a basket with a theme of your choice. Baskets can be small and simple or as elaborate as you wish. Let your imagination go wild. Please finish off your basket with a label or tag that lists the contents and includes the name of your affiliate, district, and/or individual volunteer.

Tables will be set up Friday morning before the opening session for the baskets. Please bring your basket to the registration table upon check-in on Thursday evening. The baskets will be displayed all day Friday and Saturday. Please encourage your local members attending the conference to visit the theme basket table and to purchase tickets. Tickets will be \$1.00 each or 6 for \$5.00. The winners of the baskets will be announced at the membership breakfast Sunday morning.

Thank you for your support of the SCAEOP Annual Conference and the student scholarship fund. If you have questions, require additional information or if I may assist you in any way, please feel free to contact Cheryl Reynolds, Scholarship Committee Chairperson at:

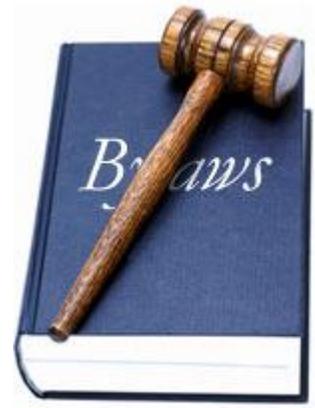
Cheryl Reynolds, CEOE
Scholarship Committee Co-Chair
creynolds@greenville.k12.sc.us

Daphne Smith
Scholarship Committee Co-Chair
dsmith@gcsd.k12.sc.us

Proposed Amendment to Bylaws

According to Article XV, Sections 2 and 3, proposals shall be provided to the membership no later than thirty (30) days prior to scheduled voting and amendments shall be voted on individually.

Please review below proposal and be prepared to vote the week of February 26, 2018. Text in red italics indicates verbiage to be added.



ARTICLE VIII COMPOSITION OF THE EXECUTIVE BOARD AND DUTIES

Section 1. The Executive Board shall consist of voting and non-voting members. Voting positions shall consist of President, President-Elect, Vice President, Secretary, Area Directors, (See ARTICLE VI for duties), Immediate Past President and appointed positions of Meeting Site Coordinator, Membership Recorder, Treasurer, and Website Coordinator. Non-voting positions shall consist of members annually appointed by the President including Annual Meeting/Conference Chairman, Chaplain, Community Service Chairman, Historian, Mentoring Chairman, Parliamentarian, Presidential Advisors, Presidential Aides, *and recruited Board Liaisons.*

Ways & Means Update

Our Ways and Means Committee is gearing up for the annual conference. In addition to popular items such as fleece vests, long and short-sleeve T-shirts and cups that were such a big hit at last year's conference, they are introducing two new items, a lightweight nylon wind-resistant jacket (\$30) and a small umbrella (\$12). Pre-orders are being taken until February 2 and can be paid for online at the SCAEOP Storefront on the association website or reserved with payment and pickup at the conference. There is a limited number of jackets available, so pre-order yours today! If you can't be at the conference this year, this is a great way to support the association initiatives and show your SCAEOP pride.

There will also be items that have been marked down for clearance, so be sure to stop by the Ways & Means table and pick up some SCAEOP logo merchandise.





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|---------------------------|--|
| March 1 - 4, 2018 | SCAEOP Annual Conference
Myrtle Beach, SC |
| March 15, 2018 | Deadline for NAEOP Awards
and Scholarships |
| May 15, 2018 | PSP Filing Deadline |
| July 17 - 20, 2018 | NAEOP Annual Conference
Bloomington, MN |
| Oct. 25 - 26, 2018 | Mid-Atlantic Area PDD
Rehoboth Beach, DE |
| December 1, 2018 | Deadline for SCAEOP Awards
and Scholarships |
| December 7, 2018 | SCASA Conference
Columbia, SC |

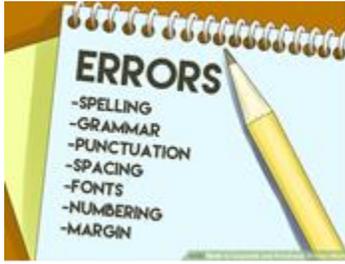
**Register Now for the
2018 NAEOP Annual Conference
and Institute**

**July 16-20, 2018
Bloomington, MN**

To make hotel reservations at the DoubleTree by Hilton Bloomington, MN for the 2018 Annual NAEOP Conference online use the following link:

<http://doubletree.hilton.com/en/dt/groups/personalized/M/MSPBSDT-NAE-20180707/index.jhtml>

The three letter code for guests to book is **NAE**.



Proofreading Tips

Proofreading is a critical component of effective written communications. Depending on the complexity and importance of a document, you may want to try some of the following proofreading tips:

1. Read your work aloud.
2. Read slowly, concentrating on each word (maybe even point at each word).
3. Ask a coworker to read your work.
4. Proofread the body of the text first, then go back and proofread headings; finally, check that formatting is correct throughout.
5. Be especially watchful for errors that are not picked up by the spell-check feature:
 - a. Repeated, substituted, or omitted words
 - b. Errors in copying data (names, addresses, dates)
 - c. Errors in spacing and formatting
 - d. Material kept from a prior version
 - e. Errors in copying material from another source
6. Remember that many mistakes (often the embarrassing ones!) are in proper names, dates, times, or locations.
7. Watch out for familiar words or phrases. Read what is actually on the page-not what you expect to see there.
8. If the document contains references, make sure all citations are included and are in the proper (American Psychological Association, or APA) format.
9. If the document contains math, check calculations for accuracy.
10. If there are links, click on them to be sure they are valid.
11. Before pressing "send" for any e-mail:
 - a. Confirm the recipient is correct.
 - b. Check the subject line.
 - c. Make sure any attachment is attached. Open the attachment and confirm it is correct.
 - d. Read over the e-mail.

*Submitted by Vermelle V. McCrea
Community Service Co-Chair
District Liaison*

