



02	WELCOME President's November Greeting
03	Rachel's Professional Perspective
04	Homeless Period Project Update
05	SCAEOP 37th Annual Conference 2018 SCASA Conference

THE ESSENTIAL PIECE

2018-2019 NEWSLETTER & PUBLIC RELATIONS COMMITTEE

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ISSUE 02

Richland County Association of Educational Office Professionals Newsletter



OUR PURPOSE

RCAEOP strives to elevate the standards of office professionals in education by the exchanging and pooling of information, ideas and ideals, and by providing professional growth activities, thereby increasing the ability of office personnel to contribute to more positive educational experiences for students.

OUR MISSION

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.

RCAEOP EXECUTIVE BOARD

President- Georgette Council, CEOE, gcouncil@richland2.org
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nmontoya@richland2.org

Greetings RCAEOP Members,

We have almost made it through the first semester of the school year and what an eventful semester it has been. We have had two (2) hurricanes impact us and we have yet to enter the heart of the Winter season. I am hopeful, as I'm sure you are, that Winter will be kind to us so as not to provide too much additional disruption to our year. When you have disruptions, it is hard to get back on track sometimes, but as office professionals it is our job to ensure that we not only stay on track, but that we keep others on track so nothing slips through the cracks. So how is that done? Here are a few tips I have used to help me stay on track following an absence from work, and hopefully you will find them useful as well.

1. **Check Your Calendar:** Look at your calendar to ensure you reschedule appointments that were canceled or unable to be held due to the missed time at work. Prioritize these appointments based upon deadlines, availability or resources needed to ensure the most urgent and/or important meetings are rescheduled first.
2. **Give A Little More:** Be prepared to come to work early, or stay a little later to catch up on tasks you were unable to complete during the absence. During this extra time, do not be distracted or allow interruption. It is amazing how much you can get done in the quiet time before or after work without the interruption of the phone, coworkers or urgent email messages.



President's Greeting

3. **Set Deadlines:** Give yourself a certain amount of time to reschedule missed appointments, return needed phone calls, etc. Set deadlines...and stick to them. This will help you ensure everything you are trying to schedule into your regular routine gets done without becoming overwhelmed with the extra work. You are in control of the deadlines so set them so they are realistic and easily achieved. Make a list, and check each item off until no items remain.
4. **Review and Assess:** Take time to look at what you were unable to accomplish due to the missed time at work. Is there anything that could have been handled remotely, even while you were away from the office? For instance, while you were out of the office, others may have been working. Could you have contacted the other party and rescheduled the appointment during your time away, thus giving you one less thing to do when you returned to the office? Were there meetings that did not occur that could have been held by way of conference call during the time away? There are many options for free conference and/or video calls online. Were there other items that you came back to that could have been done while you were away from the office, such as drafting correspondence, responding to email, etc.? All of these are ways to lessen the impact of the physical absence from the workplace. Make note of what could have been handled differently, if anything, and use it to keep you and your boss on track should something like this occur again in the future.

These are a couple of ways I have stayed on top of things, even when the unexpected happens...and it will happen. I hope that you will use these tips to help you get back on track quickly after a work absence in the future.

Georgette Council
Georgette Council, CEOE
President

RACHEL'S PROFESSIONAL PERSPECTIVES

Provided by Rachel Phelps, CEOE
RCAEOP 2018-2019 Office Professional of the Year

Wisdom!

WISDOM BRINGS ON INITIATIVE: TAKE THE TIME TO GO THE EXTRA-MILE IN THE WORKPLACE TO LEARN THINGS THAT WILL MAKE YOUR JOB EASIER-- --MEANING THE USE OF TECHNOLOGY. IT'S CHANGING VERY RAPIDLY BEFORE OUR EYES AND WE SHOULD TAKE THE INITIATIVE TO EMBRACE IT TO MAKE OUR JOBS EASIER. THE OLD SAYING IS TO "WORK SMARTER AND NOT HARDER."

Character!

Character – Is the mental and moral qualities distinctive to an individual's personality, nature, disposition, temperament, temper, mentality, and make-up. We as Office Professionals are looked upon to be persons of good character because of our positions. Sometimes that is not always the case. In a setting in or outside the workplace, we should display good character, especially in the workplace and as a RCAEOP member. There may be someone who is watching you very carefully and we not know it. So represent well!

Customer Service!

My Perspective on Customer Service is this:

- Your first impression is a lasting one.
- Keep in mind, that what we say and how we say it, can affect the district/businesses or even the way someone will look at you in the future.
- Our telephone techniques are essential in being professional at all times in our workplace.
- Many districts are always looking for new ways of branding themselves to want teachers, students, parents, administrators, or community businesses to support them & feel special and respected.
- It doesn't take much to be kind- it takes more muscles to frown than it does to smile.

RCAEOP Has Done It Again!!

April Turner invited RCAEOP members into her home on October 8th for a packing party for "The Homeless Period Project". RCAEOP members packed 213 period packs equaling 1,491 pads and 1,491 liners from donations received. Congratulations RCAEOP for coming together to help serve our community!!



Donations are still being taken. Be on the lookout for the next packing party date!!

ITEMS NEEDED:

MENSTRUAL PADS (not bladder)
PANTYLINERS
QUART-SIZED ZIPLOC BAGS

For more information contact SCAEOP Community Service Chair
April Turner at scaeopcommunityservice@gmail.com or
Work: 803.691.6850 ext. 85411 or Cell: 803.238.1183
www.homelessperiodproject.org Twitter: @PeriodProjectSC

Intagram:@thehomelesperiodproject Facebook: The Homeless Period Project

SAVE THE DATE

PROFESSIONAL DEVELOPEMENT!

**SCASA CONFERENCE
DECEMBER 7, 2018**

[https://www.scasa.org/ev_calendar_day.asp?
date=12/7/2018&eventid=437](https://www.scasa.org/ev_calendar_day.asp?date=12/7/2018&eventid=437)

AND

**SCAEOP 37th Annual
Conference**

**FEBRUARY 28-MARCH 3, 2019
MYRTLE BEACH, SC**

**[HTTPS://WWW.SCAEOP.ORG/SCAEOP-
CONFERENCE.HTML](https://www.scaeop.org/scaeop-conference.html)**