

The Essential Piece

Richland County Association of Educational Office Professionals
ISSUE 02 WINTER 2018



RCAEOP Executive Board

President
Nona Montoya, CEOE
nmontoya@richland2.org

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

Vice President
Laurie Cannon, CEOE
lcannon@richland2.org

Treasurer
Evelyn Ratterree, CEOE
eratterr@richland2.org

Secretary
Marybeth Gawrys, CEOE
mgawrys@richland2.org

Immediate Past President
Eronda Jackson, CEOE
ejackson@richland2.org

Editor:
Luke Luesing, CEOE
124 Risdon Way
Columbia, South Carolina 29223
Work Phone: 803.738.3215
lluesing@richland2.org



Inside This Issue:

President's Greeting	2
Importance of PD	3
Christmas is in the Air	4
RCAEOP Shout Outs	4
What to do When...	4
Emailing on Vacation	5
Events and Reminders	6

2017-18 Newsletter & Public Relations Committee Members

Luke Luesing, CEOE

Marybeth Gawrys, CEOE

Jennifer Hedrick, CEOE

Tavares Joseph

Vickie McIntyre, CEOE

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.

President's Greeting

Greetings RCAEOP Members,

I can hardly believe as I write this we are in the last month of 2017! As I reflect on the year I have to say it has been a very excellent year for RCAEOP. In my last greeting, I challenged you to explore what areas you can add quality, distinction, merit, and greatness as YOU "Quest for Excellence!"

In our "Quest for Excellence," we have made great strides in RCAEOP. We have grown our organization and added many new members to our ranks. Many of you have begun the quest for your CEOE by entering the PSP Program and others have earned the distinction of CEOE. We have another wonderful RCAEOP Office Professional of the Year, Rachel Phelps, CEOE, vying for the SCAEOP Office Professional of the Year as well as Richland One Superintendent Dr. Craig Witherspoon up for Administrator of the Year. We also have members who have become essential pieces in leadership roles in the State and National Associations. It is very exciting to see the quests so many of you are on; you've accepted the challenge to become the difference and have stepped up and stepped out of your comfort zones to take on new challenges to grow professionally and personally.

I am very proud of OUR Association! RCAEOP has emerged as an organization that has great leaders who are willing to take on the challenge, make the commitment, and be the difference. You truly are a group of the finest office professionals in the Nation and it has been so wonderful to see each of you champion the other as we have journeyed towards excellence.

As we move forward into the new year, I hope each of you will find new quests to grow and enrich you professionally and personally in 2018. Be "The Essential Piece," become the difference in your workplace, and help someone else to find the path to excellence as we continue our "Quest for Excellence!"

"We should not judge people by their peak of excellence; but by the distance they have traveled from the point where they started." — Henry Ward Beecher

As we continue our "Quest for Excellence" let's all be mindful of how far each of us has traveled to get to the place we are at and encourage one another to embark on greater quests.

I hope that each of you and your families had a very Merry Christmas and may your New Year be a blessed one!

Nona Montoya, CEOE
RCAEOP President
nmontoya@richland2.org

The Importance of Ongoing Professional Development

By Georgette Council, CEOE

Many have wondered and some have even asked “why do I need to participate in professional development?” It always baffles me that there are people who have no interest in continual learning and growth because I am someone who not only knows the value, but has also been the recipient of the benefits associated with being a lifelong learner.

So...you've obtained your degree right? You have been on your job for a number of years right? Your supervisor is satisfied with your work right? Your performance reviews indicate you are meeting the expectation right? So, why would you need to continue to engage in professional development? You should give yourself a pat on the back because you have “made it,” right? Wrong. If you do not continue to learn and grow you will be left behind and you will fall behind your colleagues who will stand head and shoulders above you.

Continuing professional development ensures you remain competent in your profession. It is an ongoing process that continues throughout your career and beyond. Appropriate and relevant professional development delivers benefits to the individual, the public and the profession. It also has many rewards. Following are five of the best reasons to engage in ongoing professional development:

1. It ensures our capabilities keep pace with current standards of others in the same field.
2. It ensures you maintain and enhance your skillset so that you can deliver professional service to your colleagues, customers and community.
3. It ensures you are able to make a meaningful contribution to your team and makes you more effective and efficient in all that you do.
4. It can lead to greater self-confidence and increased public confidence in your abilities.
5. It can be fun, open doors, and foster relationships that will further your career.

The importance of continuing professional development cannot be underestimated and is something all successful people engage in on a regular basis. It does not have to come at a great cost either. There are many free resources online or within your “circle of influence” that are readily accessible. However, even if there is a cost associated with it, you're worth it, right? Absolutely you are! An investment in yourself is a gift that will keep on giving and the return on that investment will be immeasurable. Remember, knowledge is power and is something that can never be taken away from you. So get out there and find some professional development opportunities to participate in and work towards being a better office professional tomorrow than you are today.

Georgette Council, CEOE



What to Do When You Don't Feel Valued at Work

It's no fun to toil away at a job where your colleagues take you for granted. To make a change, look for ways to highlight your contributions and achievements. Ask your supervisor for the opportunity to provide an overview of your team's responsibilities and accomplishments to the rest of the organization. Talk about what your team does, what its goals are, and ways you're striving to do better. Another way to get your work noticed is to praise and appreciate others. Most often the response from the other person will be to return the favor. It also doesn't hurt to toot your own horn from time to time. Say something like: 'I accomplished X and Y and I am grateful for the support that I had.' Don't humble brag, though. Finally, while being valued for your work is a wonderful thing, try to move away from your need for external validation. Real fulfillment comes from within.

By Rebecca Knight, December 26, 2017.

To read the full article, please visit <https://hbr.org/2017/12/what-to-do-when-you-dont-feel-valued-at-work>

Christmas is in the Air

Christmas is in the air, and I got the best gift that I wanted to tell you about. I am very excited to announce that my husband Frank Cannon (known as Frankie Cannon from Andrews, SC), and our daughters, Blakelee and Katelynn, worked hard in Nashville, TN this past summer to record a beautiful Christmas CD. Frank has been working on this project for nine years, and we prayed that God would be glorified with the production of this music. Because Christmas is his favorite time of year, Frank wanted to record a Christmas CD to be brought out year after year for all to enjoy. Frank worked in Nashville back in the 80'S with artists such as Steven Curtis Chapman and individuals that are now known as Diamond Rio. In fact, the keyboard player for Diamond Rio wrote a beautiful piano interlude for one of Frank's songs. Frank wrote 10 out of the 14 songs, and because he didn't want to cater to just one genre, there is beach music, country, praise and worship, and gospel tunes. All of the songs have stories behind them, and the music is just as special. We are hoping that the title cut from the CD, named "Christmastime in Carolina," will make its way to the Governor's office in hopes of becoming the state Christmas song. We actually got to hear another cut from the album entitled "It's Christmas" playing on a radio station this past Sunday morning in Columbia! It was an emotional moment for us all. Our oldest daughter, Blakelee, is a sophomore at USC, and Katelynn is a junior at Blythewood High School. God blessed both girls with beautiful voices, and they can be heard singing background vocals as well as duets with their dad.

I would love to share this Christmas music with you. The CDs are \$15.00 each and they can be ordered by texting me at 803-351-8846 or emailing me at lcannon@richland2.org. If we are friends on Facebook, you can listen to snippets of the songs in one of my posts. Thanks for letting me share my exciting news with you.

Merry Christmas, everyone!

Laurie Cannon, CEOE



RCAEOP Shout Outs

Mrs. Gene Parks and her loving husband, Sammy, celebrated their 50th wedding anniversary on October 14, 2017. Mrs. Parks retired from Killian Elementary and has been a member of RCAEOP since April 2006.



Emailing While You're on Vacation Is a Quick way to Ruin Company Culture

Companies expend untold energy building culture — defining their values, revamping their office space, organizing holiday parties and volunteer outings. And yet many managers don't seem to realize that while company culture can be really hard to build, it's incredibly easy to destroy. And you may unknowingly ruin it in just two steps.

Step 1: Go on vacation.

Step 2: Continue working like you never left.

It is common practice for American managers. Our latest research at Project: Time Off shows that just 14% of managers unplug when they're on vacation. At the most senior levels of leadership, a mere 7% do. The majority check in with work at least once a day.

If you're in this camp, there is a good chance you are thinking about maintaining your own peace of mind either while you're away (what if something crucial happens?) or when you get back (if you truly unplugged, how would you ever catch up?). But before you hit "send," think. All emails are not created equal, and when you're on vacation, you're sending more messages than can be contained in the contents of your note.

Every email sent by a vacationing employee is a tiny cultural erosion: a signal to other employees that time off isn't really time off. In aggregate, these tiny erosions matter. They send signals like "I don't trust you to do the job without me," or "I'm not organized enough to wrap up my loose ends before I go on vacation." Either way, they erode perceptions of your likability and competence.

While all employees can contribute to this problem, when you're a manager, those signals are amplified even further. And unfortunately, many don't realize the consequences until the ground gives way underneath them. Company cultures that don't support unplugging have employees that are less engaged and less committed to the organization. Compared to employees in supportive cultures, they are less likely to say they feel valued by their company (69% to 50%) and cared about as a person (64% to 43%). They are, however, more likely to be looking for another job. Four in ten employees who work in companies that don't support unplugging are looking or planning to look for a new job in the next year, nearly double the 21% of employees in supportive cultures.

And their motivations have shifted considerably from the last time they were in the market. When asked why they left their previous job, the top reasons were predictable: increased compensation, advancement opportunity, or a better commute drove their decisions to leave. Now that they are job-hunting again, those reasons decline in prominence. No longer are they leaving in search of something positive, rather they are fleeing something negative. These employees who are working in cultures that don't support unplugging say they are leaving because they do not feel valued by their employer, are overwhelmed by a stressful workload, or have a negative relationship with their boss.

The boss is the number one influencer over an employee's time — even more than the employee's own family. The power of that influence may not be clear to managers, just as the downstream consequences of staying connected to work on vacation may not be intended. But their connectedness on vacation is a predictor of their support for their employees' vacation time. More than a third (35%) of managers who check in frequently on vacation say that pressure from the company prevents them from approving vacation requests, compared to just 20% of managers who check in occasionally, or 17% of those who unplug.

The consequences of a prohibitive vacation culture are stark, but there is also great opportunity for businesses that see the value of a true break. Vacation matters to employees — it is the second-most important benefit after health care, but ahead of retirement plans, bonuses, and flexibility — and it should be seen as an opportunity to improve culture.

To read the rest of this article, please visit the link below.

By Katie Denis, December 5, 2017

Retrieved from <https://hbr.org/2017/12/emailing-while-youre-on-vacation-is-a-quick-way-to-ruin-company-culture>



Monthly Meeting Dates

Monthly RCAEOP meetings are generally held on the first Thursday of each month at the Richland Two Conference Center, located inside Columbia Place Mall, at 4:30 p.m. The dates for our upcoming meetings as well as special events are as follows:

January 11, 2018 - Team Building

February 1, 2018

March 8, 2018

April 12, 2018

April 21, 2018 - Prof. Dev. Day

May 3, 2018

May 2018 - End of Year Gala

July 5, 2018

Upcoming Events and Reminders

January 11, 2018

Team building exercise for those who signed up and paid at Escape Plan, 151 Riverchase Way, Lexington, SC 29072, 6:00 p.m.

March 1-4, 2018

South Carolina AEOP Annual Conference in Myrtle Beach, SC. Click [here](#) to access the registration packet and hotel link. Be sure to reserve your room and register early!

April 21, 2018

RCAEOP Professional Development Day.

May 2018

RCAEOP's 2nd annual End of the Year Gala. Last year was a huge success and we are looking forward to seeing everyone (and more!) at this year's Gala!

July 16-20, 2018

National AEOP Annual Conference in Bloomington, MN. Click [here](#) to access additional information regarding the conference as it becomes available!

RCAEOP is affiliated with the South Carolina Association of Educational Office Professionals (SCAEOP) and the National Association of Educational Office Professionals (NAEOP).

www.rcaeop.com

www.scaeop.org

www.naeop.org