

The Essential Piece

Richland County Association of Educational Office Professionals
ISSUE 03 SPRING 2018



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RCAEOP



BE THE ESSENTIAL PIECE!

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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.

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President's Greeting

Greetings RCAEOP Members,

My theme for 2017/2018 was "Quest for Excellence!" As I write this I am reflecting on the year and our journey. I started the year with a question to the membership. . . "What will your quest be this year?"

As I reflect, it has been an amazing quest and an excellent year in our association. We have had personal quests which lead to many obtaining their CEOE, others have set out on a quest to help lead our association by becoming board members, and others are now leaders in our State and National AEOP; now that is truly excellent. Our association has also continued to grow as we have seen many new members added who will now begin their own journey to excellence.

We have made an impact in our community through our Community Service Projects to Epworth Children's Home and we supported our students in Richland County by awarding three scholarships. We continue to invest in our own professional growth by providing training at our annual Professional Development Day, "Planting the Seeds of Growth." Our "Quest for Excellence" has really been awesome as we saw our Administrator of the Year Dr. Craig Witherspoon selected as our State Administrator of the Year and Rachel Phelps, CEOE was nominated and selected as RCAEOP Office Professional of the Year. I see the excellence in our association and I see it in the individuals that make up our great association!

Excellence isn't a one-week or one-year ideal. It's a constant. ~Michael Jordan~

RCAEOP has been constant in our "Quest for Excellence" and the quest doesn't stop here RCAEOP. As we move forward into a new year I hope our association will continue to strive to elevate the standards of office professionals in education and promote a high degree of integrity, professionalism, pride, teamwork, and respect of its diverse membership.

The achievements of an organization are the results of the combined effort of every individual.

~Vince Lombardi~

The combined effort of RCAEOP has truly achieved a measure of excellence in our association and the individuals within our association. Thank you RCAEOP for another amazing year. It has been a joy to be your President and you all are truly one of the greatest TEAMS I have ever worked with!

Continued growth and success in 2018/2019!

Nona Montoya, CEOE
RCAEOP President 2016-2018
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PLEASE JOIN
RICHLAND COUNTY ASSOCIATION OF
EDUCATIONAL OFFICE PROFESSIONALS
at our 2nd

Annual Gala



Thursday, May 3
6:30 PM - 8:30 PM

THE GALA by JW EVENT CENTER
533 CLEMSON ROAD
COLUMBIA SOUTH CAROLINA

DINNER

AWARDS CEREMONY

DRESS SEMI-FORMAL

\$20 PER PERSON

PLEASE VISIT WWW.RCAEOP.COM TO PURCHASE YOUR TICKETS



How to Cultivate Gratitude, Compassion, and Pride on Your Team

Leaders want teams that work hard and persevere in the face of challenges. But it's not enough to nurture grit among your employees. You also need to encourage grace – decency, respect, and generosity, all of which mark a person as someone with whom others want to cooperate. Managers can foster grace by cultivating three specific emotions: gratitude, compassion, and pride. Research has shown that employees who feel these emotions at work demonstrate more patience and perseverance, but also stronger social bonds because these feelings make us more willing to cooperate with and invest in others – and encourage others to see us in a positive light.

By David DeSteno, February 20, 2018

To read the full article, please visit <https://hbr.org/2018/02/how-to-cultivate-gratitude-compassion-and-pride-on-your-team>

Congratulations

Congratulations to Mrs. Vicki McIntyre, CEOE, who was recently voted in as Treasurer for SCAEOP! She has worked in various positions for Richland Two since September 2001, including attendance secretary, school student information system data coordinator, accounting specialist, and current as administrative assistant to the CFO. She has been a member of RCAEOP since March 2011, serving as Treasurer for the four years. Last year, she served as Committee Chairman of the Professional Development Committee. She is also a member of SCAEOP and NAEOP. In May 2013, she received her Advanced Certificate, Option 1, in the NAEOP Professional Standards Program and the designation of Certified Educational Office Employee (CEOE) in May 2015. She has also held the office of Treasurer for the Mid-Atlantic Area of Educational Office Professionals from 2015-2017. She has presented numerous times at conferences and professional development events. She was recognized as RCAEOP's Educational Office Professional of the Year in May 2015 and in November 2015, Richland School District Two awarded her the District's "Cultural of Excellence" Award for outstanding service and excellence in education for the children in the district.

Congratulations to Mrs. Eva and Roscoe Wilson, parents of A'ja Wilson, for all of her local and national accomplishments with the University of South Carolina Women's basketball team.

Eva Wilson, CEOE, is employed with Richland School District One as Special Assistant to the Board of School Commissioners. A'ja was recently selected as the number one, first round WNBA draft pick to the Las Vegas "Aces."



RCAEOP Shout Outs

Congratulations to our Newly Elected Officers!

President-Elect - Melody Wise Butler, CEOE

Vice President - Tonia Jenerette, CEOE

Treasurer - Patti Christensen, CEOE

Secretary - Dee Dee Milakovich, CEOE

To Find Meaning in Your Work, Change How You Think About It

A wonderful New York Times article from 2007 recounted the 20th annual “Operator’s Challenge” — aka the “Sludge Olympics” — a competition for New York sewage treatment workers. The participants compete to show skill in their work, and often do so with great passion. Emily Lloyd, the commissioner of the New York City Department of Environmental Protection, said of the work the competitors do, “It’s tough work. It’s frequently unpleasant work. And they’re terrific at it.” And as you read the article, you note the pride the competitors have in their work and the purpose they find in doing it well. One man, George Mossos, noting how anonymous their work can be, is quoted saying, “It’s enough to serve the public.”

Why is it that some people can be extraordinarily well-paid and work in pampered settings but feel empty, while others can work in the sewers of New York City and feel fulfilled? Part of the answer is purpose.

As I noted recently in a recent article, for most people, purpose is built not found. Working with a sense of purpose day-in and day-out is an act of will that takes thoughtfulness and practice. Having observed friends and colleagues working with and without purpose for years, I’d offer the following advice on how to consciously endow your work with purpose regardless of your profession.

Connect work to service. When I was in graduate school, I once heard Bill George tell a story about how he’d highlight both patients and employees at the Medtronic annual meeting when he was CEO. He’d invite a person whose life had been saved by a defibrillator, for example, to speak to his assembled colleagues and tell them how their work had saved his life. He’d highlight someone in the Medtronic quality control department and explain how her dedication and rigor were saving thousands of lives. He’d connect his colleagues directly to the people they served.

While everyone may not handle situations of life and death at work, we each do serve someone in what we do. Teachers can see every day the young lives they are shaping — and visualize the lasting impact they may have on the young lives they touch. Corporate accountants can connect themselves mentally to the larger work of their organizations and take pride and purpose in the customers they help. Who do you serve? Connecting our day-to-day jobs — consciously and concretely — to those we’re ultimately serving makes completing that work more purposeful.

Craft your work — and make work a craft. Yale Professor Amy Wrzesniewski once did an in-depth study of hospital custodial staff to determine what helped certain members of the custodial team excel. Her results (recounted by David Zax) were fascinating. Wrzesniewski uncovered a practice among the happiest and most effective custodians she termed “job crafting.” These custodial workers, focused intensely on serving patients, would “[create] the work they wanted to do out of the work they’d been assigned—work they found meaningful and worthwhile.” One would rearrange artwork in rooms to stimulate comatose patients’ brains; others devoted time to learning about the chemicals they used for cleaning rooms and figuring out which were least likely to irritate patients’ conditions. They were pursuing excellence in service to others and would adapt their jobs to suit that purpose. They enhanced their assigned work to be meaningful to themselves and to those they serve. Wrzesniewski and her colleagues have even begun to think more deeply about exercises that can help anyone focus on crafting their work into something that gives them purpose while still getting the core of their job done.

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To Find Meaning in Your Work, Change How You Think About It (Continued)

In another sense of the term, this crafting was also a demonstration of treating work as craft — focusing on the skill needed to complete one's work and dedicating oneself to perfecting those skills. This atmosphere of constant improvement in service of craft — so ably demonstrated by the sewage treatment workers of New York — in itself seems to fill professional pursuits with greater purpose.

Invest in positive relationships. Who we work with is as important as what we do. Psychologist Martin Seligman (among others) has written extensively on the importance of relationships to happiness and fulfillment (it's a core element of his "PERMA" model for flourishing); and the now famous Harvard Grant Study found that happiness and even financial success are tied to the warmth of one's relationships, with the study's chief architect famously concluding, "Happiness is love. Full stop."

While relationships necessarily (and appropriately) look different within the workplace than outside of it, they still matter. We'd all be served by identifying more ways to develop positive collegial relationships at work. Identify a newer or younger employee you'd like to empower, and offer to help them navigate your firm. Take the lead in scheduling an event that will allow you and your colleagues to know one another more fully. Simply take the time to reflect on a new colleague each day, trying to understand him or her and why you're grateful to have the opportunity to work with them. Whatever your approach, efforts to enhance the positive relationships you have with others at work — often investing in serving them — can give work greater meaning.

Remember why you work. Most of us don't have the luxury of working solely for fun. We may enjoy our jobs, but we also work to earn money and pay bills. For most of us, work in and of itself is a meaningful act of service. Parents often work hard to invest in their children; and those without kids often help support aging parents or other relatives. Those without families often use their resources to support organizations they love in the community or their friends in times of need. It's rare to find someone working with only their personal needs in mind.

Who are you working for? Identify that person or group of people. When the hours are difficult or the tasks are unglamorous, remember that your work is an act of service for those you care about in your personal life. Keeping this front of mind will help you tie more purpose into your work, even when accomplishing the most tedious of tasks.

Purpose isn't magic — it's something we must consciously pursue and create. With the right approach, almost any job can be meaningful.

December 29, 2017

John Coleman is a coauthor of the book, [Passion & Purpose: Stories from the Best and Brightest Young Business Leaders](#). Follow him on twitter at [@johnwcoleman](#).

Retrieved from <https://hbr.org/2017/12/to-find-meaning-in-your-work-change-how-you-think-about-it>

NAEOP ANNUAL CONFERENCE AND INSTITUTE
BLOOMINGTON, MN
JULY 16-20, 2018

The North Central Area Members are looking forward to seeing you at the 84th Annual NAEOP Conference and Institute in Bloomington, Minnesota, this summer. Information about the conference was provided to you in the winter issue of the *NES Connector* and is also available on the website.

The conference hotel is the DoubleTree by Hilton, which is the same hotel where the 2009 NAEOP Conference and Institute was held. Reservations can be made by using the personalized group webpage at <http://doubletree.hilton.com/en/dt/groups/personalized/M/MSPBSDT-NAE-20180707/index.jhtml>. Room rates are \$135 for single and double, \$145 for triple and \$155 for quad. The hotel deadline is June 20, 2018.

Many of you have already sent in your conference registration. If you haven't, we encourage you to register now. The early bird registration deadline is May 15, 2018. In order to be listed in the annual report, you must register by May 15. After May 15, the registration fee increases. Registration and conference information can be found on the NAEOP website, www.naeop.org, under the Events tab. Registration fees are listed on p. 16 in the winter issue of the *NES Connector*.

The institute and conference are packed full of professional learning opportunities, business meetings and fun activities for everyone. Come join us in Bloomington and "Accept the Challenge - Become the Difference!"

If you have questions regarding the conference, email the 2018 NAEOP Annual Conference Chairman, Theresa Côté at: tcote@ksde.org





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:

April 21, 2018 - Prof. Dev. Day

May 3, 2018 - End of Year Gala

June 7, 2018 - Installation

July 5, 2018

Upcoming Events and Reminders

April 21, 2018

RCAEOP Professional Development Day, 8:30 a.m. to 3:30 p.m., at the Richland Two Conference Center inside Columbia Place Mall.

May 3, 2018

RCAEOP's 2nd annual End of the Year Gala will be held at 6:00 p.m., at The Gala by JW, located at 533 Clemson Rd, Columbia, SC 29229.

July 16-20, 2018

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

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