

The Informant

Richland County Association of Educational Office Professionals
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2017-18 Newsletter & Public Relations Committee Members

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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,

We have a spectacular year ahead in our association as we "Quest for Excellence"!

A "Quest" (a search, expedition, journey, voyage, trek, adventure, exploration) for "Excellence" (distinction, quality, brilliance, greatness, merit, caliber, eminence; more the quality of being outstanding or extremely good) will help each of us to grow and learn in new and fascinating ways. Everything we endeavor will be with Excellence!

What will your quest be this year? Will you journey to enroll in the PSP Program and earn the destination of CEOE? Will you find greatness and merit in a fellow member and nominate them for Office Professional of the Year? Will you join a committee and pursue excellence by using your gifts and talents to raise the caliber of our association? Will you bring eminence to your department or school by the quality of work you produce and emerge as a leader with distinction? As an office professional you have many opportunities to explore and grow and RCAEOP is here to help you do that because you are "Essential" to everything that makes our association great.

As we "Quest for Excellence" we will also be "Lighting the Path to Excellence," and my hope for each of you while on your personal quest is that you will "Accept the Challenge and Become the Difference" both professionally and personally!

"Excellence is never an accident; it is the result of high intention, sincere effort, intelligent direction, skillful execution and the vision to see obstacles as opportunities." ~ Anonymous

I challenge you this year to explore areas where you can add quality, distinction, merit, and greatness as YOU "Quest for Excellence"!

Looking forward to our quest together!

Nona Montoya, CEOE
RCAEOP President
nmontoya@richland2.org

RCAEOP Fall Membership Recruitment Challenge

Beginning September 7 through November 2, any current RCAEOP member that recruits a new member (not a renewal) will have their name put into a drawing for a gift card.

Any current RCAEOP member that recruits three (3) or more new members (not renewals) will have their name entered into a drawing to win a very special spa basket.

Rules of the Challenge:

1. Any member recruited must be a new member and not a renewal.
2. Membership applications must be filled out and turned in with the \$15 membership dues prior to the November 2 RCAEOP meeting to be included in the count.
3. In order to receive credit for recruiting new members, recruiters must ensure that on their application your name is listed; otherwise, no credit will be given to the recruiter.

Lifelong Learning is Good for Your Health, Your Wallet, and Your Social Life

In 2015 Doreetha Daniels received her associate degree in social sciences from College of the Canyons, in Santa Clarita, California. But Daniels wasn't a typical student: She was 99 years old. In the COC press release about her graduation, Daniels indicated that she wanted to get her degree simply to better herself; her six years of school during that pursuit were a testament to her will, determination, and commitment to learning.

Few of us will pursue college degrees as nonagenarians, or even as mid-career professionals (though recent statistics indicate that increasing numbers of people are pursuing college degrees at advanced ages). Some people never really liked school in the first place, sitting still at a desk for hours on end or suffering through what seemed to be impractical courses. And almost all of us have limits on our time and finances — due to kids, social organizations, work, and more — that make additional formal education impractical or impossible.

As we age, though, learning isn't simply about earning degrees or attending storied institutions. Books, online courses, MOOCs, professional development programs, podcasts, and other resources have never been more abundant or accessible, making it easier than ever to make a habit of lifelong learning. Every day, each of us is offered the opportunity to pursue intellectual development in ways that are tailored to our learning style.

So why don't more of us seize that opportunity? We know it's worth the time, and yet we find it so hard to make the time. The next time you're tempted to put learning on the back burner, remember a few points:

Educational investments are an economic imperative. The links between formal education and lifetime earnings are well-studied and substantial. In 2015 Christopher Tamborini, ChangHwan Kim, and Arthur Sakamoto found that, controlling for other factors, men and women can expect to earn \$655,000 and \$445,000 more, respectively, during their careers with a bachelor's degree than with a high school degree, and graduate degrees yield further gains. Outside of universities, ongoing learning and skill development is essential to surviving economic and technological disruption. The Economist recently detailed the ways in which our rapidly shifting professional landscape — the disruptive power of automation, the increasing number of jobs requiring expertise in coding — necessitates that workers focus continually on mastering new technologies and skills. In 2014 a CBRE report estimated that 50% of jobs would be redundant by 2025 due to technological innovation. Even if that figure proves to be exaggerated, it's intuitively true that the economic landscape of 2017 is evolving more rapidly than in the past. Trends including AI, robotics, and offshoring mean constant shifts in the nature of work. And navigating this ever-changing landscape requires continual learning and personal growth.

Learning is positive for health. As I've noted previously, reading, even for short periods of time, can dramatically reduce your stress levels. A recent report in Neurology noted that while cognitive activity can't change the biology of Alzheimer's, learning activities can help delay symptoms, preserving people's quality of life. Other research indicates that learning to play a new instrument can offset cognitive decline, and learning difficult new skills in older age is associated with improved memory.

What's more, while the causation is inconclusive, there's a well-studied relationship between longevity and education. A 2006 paper by David Cutler and Adriana Lleras-Muney found that "the better educated have healthier behaviors along virtually every margin, although some of these behaviors may also reflect differential access to care." Their research suggests that a year of formal education can add more than half a year to a person's life span. Perhaps Doreetha Daniels, at 99, knows something many of us have missed.

Being open and curious has profound personal and professional benefits. While few studies validate this observation, I've noticed in my own interactions that those who dedicate themselves to learning and who exhibit curiosity are almost always happier and more socially and professionally engaging than those who don't. I have a friend, Duncan, for example, who is almost universally admired by people he interacts with. There are many reasons for this admiration, but chief among them are his plainly exhibited intellectual curiosity and his ability to touch, if only briefly, on almost any topic of interest to others and to speak deeply on those he knows best. Think of the best conversationalist you know. Do they ask good questions? Are they well-informed? Now picture the colleague you most respect for their professional acumen. Do they seem literate, open-minded, and intellectually vibrant? Perhaps your experiences will differ, but if you're like me, I suspect those you admire most, both personally and professionally, are those who seem most dedicated to learning and growth. (Continued on page 4)



Lifelong Learning (cont.)

Our capacity for learning is a cornerstone of human flourishing and motivation. We are uniquely endowed with the capacity for learning, creation, and intellectual advancement. Have you ever sat in a quiet place and finished a great novel in one sitting? Do you remember the fulfillment you felt when you last settled into a difficult task - whether a math problem or a foreign language course - and found yourself making breakthrough progress? Have you ever worked with a team of friends or colleagues to master difficult material or create something new? These experiences can be electrifying. And even if education had no impact on health, prosperity, or social standing, it would be entirely worthwhile as an expression of what makes every person so special and unique.

The reasons to continue learning are many, and the weight of the evidence would indicate that lifelong learning isn't simply an economic imperative but a social, emotional, and physical one as well. We live in an age of abundant opportunity for learning and development. Capturing that opportunity - maintaining our curiosity and intellectual humility - can be one of life's most rewarding pursuits.

*By John Coleman, February 7, 2017
Retrieved from <https://hbr.org/2017/02/lifelong-learning-is-good-for-your-health-your-wallet-and-your-social-life>*

Congratulations to Our Newest CEOE Recipients

Please congratulate our newest Certified Educational Office Employees: Bridget Bookert, Luke Luesing, and Shaniqua Staples! RCAEOP currently has 60 CEOEs and four members actively enrolled in the Professional Standards Program (PSP). The next PSP deadline is January 15, 2018. If you would like to enroll in the PSP, please contact Jill Averyhart, CEOE at javeryhart@richland2.org.



Bridget Bookert, CEOE



Shaniqua Staples, CEOE



Luke Luesing, CEOE

RCAEOP Shout Outs

Members will have the opportunity at the regular monthly RCAEOP meetings to give a shout out about something shout worthy. It has to be a shout which means you only get 2 to 3 minutes. So SHOUT!

Share - something happening in your Committee or your workplace

Honor - a member that has done something honor worthy

Outstanding - share an outstanding moment professionally or personally

Unique - share a unique experience that taught you something

Teach - share a teachable moment you had over the last month



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 some of our upcoming meetings are as follows:

October 12, 2017

November 2, 2017

December 7, 2017

February 1, 2018

March 8, 2018

April 12, 2018

May 3, 2018

July 5, 2018

Upcoming Events and Reminders

October 1, 2017

Deadline for Administrator and Office Professional of the Year applications to be postmarked. Please see www.rcaeop.com for details and applications. Submit applications to Darlene Montgomery (Office Prof.) and Rachel Phelps (Admin.)

October 13, 2017

October 13 is the date for Richland One's district inservice.

October 20, 2017

October 20 is the date for Richland Two's district inservice.

October 19-20, 2017

Mid-Atlantic Area Professional Development Days, to be held in Ocean City, MD.

RCAEOP Fall Fundraiser (Belk Charity Sale)

Tickets for fundraising can be sold at any of the three Belk locations beginning October 18 and we keep 100% of the profit. The day of the sale, November 4, 6:00 - 10:00 a.m., tickets can be sold in stores but we will have to share the profits with other charities that are also selling tickets on that day. Please see Annette Cline or Shelia Washington for tickets. You can sign up to sell tickets at any Belk store by using this [link](#).

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