President’s Address by Leslie Black

I’m sure that most of you, like me, have been receiving more than the normal number of mushy, humorous and meaningful e-mails with messages pertaining to the holiday season. I received one the other day that the subject line said it was a Christmas story and it was about a lady with several small children whose husband walked away leaving her and the children penniless and hungry. They were just grateful that there would be no more beatings. After hunting all day for a job she finally was able to obtain a waitress position for the night shift at a truck stop diner. The story goes on to say how the women and her children were helped out anonymously, but assumingly by the customers at the diner, with new tires for her old, rundown car, and a car full of food, clothing, and toys for all of them on Christmas morning. The story reminded me of how much I love this time of year because so many people go out of their way to help out or do something nice for their fellow man.

A closer-to-home example of this is the experience my daughter had while in the drive-through at Starbucks. She wanted a coffee so badly but didn’t have any money so she conned her dad into letting her use some of the credit on a card he had found. In order to do this she had to drive to his...

(President’s Address continued page 6)

BSUAOP Monthly Meeting by Angela Garcia

JANUARY LUNCHEON
The guest speaker for the January luncheon will be Lynda Benson from the College of Applied Technology. As the program head for the Administrative Office Technology Program, Lynda holds certification in Microsoft Office 2003 Word (expert), Excel (expert), Access and PowerPoint. Her presentation will be on 3-D referencing in Excel and mail merge in Word. If time allows, she would be happy to answer questions from the audience.

Please join us on Tuesday, January 9 at 11:30 a.m. in the Jordan C Ballroom. It will be a brown bag lunch as we will be meeting during the semester break. The cost is $1.00 per person.

FEBRUARY LUNCHEON
You are invited to attend the BSUAOP’s Monthly Luncheon on February 13, 2007. The speaker is Leah Barrett, Director of the Student Union and Student Involvement. The title of her presentation is “The Value of Administrative Assistants.” Leah will address developing and maintaining a strong relationship between a manager and the administrative assistant and how this is critical to a manager’s success. We will discuss how both the manager and the administrative assistant have a role to play in this critical relationship and how we can work together to be successful.

Bring yourself, bring a friend, bring your administrator and join us at 11:30 in the Student Union, Hatch C. The catered lunch through Aramark is a ‘Soup and Salad Buffet’ for $8.40. Brown baggers are welcome. Reserve your seat by February 9 by contacting your area rep with your reservation.
Area II—Misty Wynn

Thanks to everyone for another successful Holiday Auction. I hope everyone is keeping PSP on their mind...let's see how many PSP awards we can earn in Seattle. I will miss you all at the January luncheon because I will be home taking care of my little one, who will be here any day.

I hope everyone’s Christmas was merry! Be sure and RSVP for the January luncheon to President Leslie Black if you are in Area II.

Area III—Connie Charlton

My BSUAOP New Year’s resolution: get better acquainted and communicate more frequently with staff in Area 3. My goal for early January 2007 is to get the most updated list of names of personnel in the Business Building, Academic Technologies, and the Administration Building (Area 3), and send each person a “Happy New Year” e-mail, along with an invitation to join BSUAOP or at the minimum, come to a meeting and learn more about what a wonderful organization and networking opportunity is available to them right here on campus!

Area VI—Teresa Geissler

Hi! My name is Teresa Geissler. I am the representative for Area VI and that includes Canyon County, Applied Tech, Tech Service Building, Culinary Arts, FO&M, Engineering & Tech, ISBDC, Micron Engineering, Civil Engineering.

I am an Administrative Assistant in Student Services at the Canyon County Center in Nampa. I work for Enrollment Management and Student Success for the Larry Selland College of Applied Tech, the Center for Workforce Training, and the Adult Basic Education program. I am usually the only AA in Student Services so I run the office and help students all day.

I would like to get to know other AOP members in my Area so if you are in Area VI give me a call at 562-2100 anytime.

I would like to start the New Year off right and attend the luncheon, next Tuesday January 9th. I hope to see many of the Area VI members so that I can get to know all of you.
Ways and Means Report by Valencia Garrett, Chair

We have been busy with a couple of projects this past semester. We started out selling 2007 Entertainment Books but stopped when an Entertainment associate advertised the same books in our HR Review for less than we could buy them. We did sell 25 books prior to that netting us a profit of $125.00. Unless Entertainment changes their policy we will not sell the 2008 Entertainment Books. Thanks to everyone that helped make this project a success!!

We tried something new this year. We hawked Bronco gear at three of the home football games. We sold $3983 worth of gear netting us a profit of $796! Thanks to Carrie Applegate, Karen Baker, Leslie Black, Connie Charlton, Beth Collier, Anita Castello, Julie Gerrard, Guen Johnson, Ona Law, Misty Lovato, Chris Peterson, Suzan Raney, Therese Ryan and Andrea Witters. (I hope that I did not miss anyone. If I did, it was not intentional). I think everyone that participated found this to be a fun and challenging experience.

We are always looking for new ways to generate funds for our Ways and Means account. If you have an idea please contact me so that we can discuss it.

ACALEP WINTER WORKSHOP—$4.00 for lunch

January 18, 2007 — 6:00-9:00 p.m.
Mountain View High School

EXCEL ESSENTIALS by Shana Hawkins

SPICE UP NEWSLETTERS & DOCUMENTS by Barbara Leeds

QIGONG! by Marisol Mayell

The workshops are free! Contact Phyllis Sanderson at sanderson.phyllis@meridianschools.org for information or see registration form soon at boisestate.edu/bsuaop

Joint March Luncheon by Leslie Black

You won’t want to miss this year’s annual fashion show and luncheon to be held on March 13, 2007 in conjunction with National Women’s History Month!! BIG plans are underway, which cannot yet be revealed. I can give you one hint, though – it will involve a clothing drive for donation to a needy organization. More information will follow. Mark your calendars now!

Area Representatives

Area 1—Coleen Dudley
College of Health Sciences x63383
cdudley@boisestate.edu

Area 2—Misty Wynn
BSU Foundation x61799
mwynn@boisestate.edu

Area 3—Connie Charlton
College of Business x63110
ccharl@boisestate.edu

Area 4—Ona Law
English Department x61426
Olaw@boisestate.edu

Area 5—Christine Peterson
Communications Department x63320
cpeters@boisestate.edu

Area 6—Teresa Geissler
Student Services—Canyon County
Ph. 562-2100
TeresaGeissler@boisestate.edu

Area 7—Debbie Porter
OIT Business Services x63096
debbieporter@boisestate.edu

Area 8—Martha Plascencia
Student Housing x61087
mplascen@boisestate.edu
The History of NAEOP

Superintendents of 157 cities during 1934 were asked to recommend secretaries to represent their school systems for a proposed organizational meeting. Ninety-six secretaries responded. This effort was sparked by Louise Henderson Nelson who was active in the Philadelphia Clerical Assistants organization. Since that exciting day in the spring of 1934, the National Association of School Secretaries - later changed to National Association of Educational Secretaries, now the National Association of Educational Office Professionals - has developed outstanding programs for educational office personnel.

BSUAOP Board Meeting Minutes Highlights

At the November 7, 2006 BSUAOP meeting the board discussed funding for members to go to the national conference, noting that VP of Finance Pearson wanted to be informed about any departments not supporting AOP members to attend conferences and training.

At the November 28, 2006 BSUAOP meeting, the board approved a change to the Standing Rules that states that “AOP expenditures, reimbursements and any purchase made with the P-Card must be approved prior to purchase using the BSUAOP Voucher Form.”
Holiday Auction Review by Terri Shafer

The 2006 Holiday Auction was a success, despite a late start! We raised around $3,600. After expenses are deducted, ten percent of that amount will be donated to the City of Light Mission. The remainder goes to support BSUAOP and for member scholarships.

Thank you to everyone for their hard work on this event. The BSU community came through again with fabulous baskets for the auction, members and friends came through with items for sale, and local vendors stepped up with great gift certificates and items.

Next year’s event will be chaired by Leslie Black. We’ll see you then!

Nominations and Elections by Suzan Raney

We are looking for candidates for a special election during January for President-elect. Are you ready to step up to the challenge? You would finish this year as President-elect, and then be installed in May as the BSUAOP President for 2007-2008. Contact me if you are interested at x4114.

During January we will begin taking nominations for other officer and Area Rep positions that will be open at the end of the year. A trial ballot will be presented to the Executive Board in February, but additional nominations will be taken from the floor at the March luncheon and general meeting. Won’t you join the BSUAOP leadership?

Scholarships & Awards by Suzan Raney

If you are taking classes at BSU during the Spring semester, and you are an active AOP member, why not apply for a scholarship to help pay for fees and books? The deadline for spring scholarships is January 15, 2007. We take scholarship applications for other types of training and classes too.

Deadline for Office Professional and Administrator of the Year is April 2, 2007. Who do you know that deserves this honor?
...office to get it from him and take a chance that it would be empty. When she pulled up to the drive-through window to pay for her order the clerk informed her that the car ahead of her had already paid for her order and that they said if she wanted to keep the Christmas spirit going she could pay for the car behind her. What a simple, but giving thing to do!

The other day I heard some DJs on the radio conducting a phone in survey about the anonymous giving that people in the Treasure Valley do during this time of year. One person somehow learned that someone needed new tires for her car so rather than giving to the charity organization that was helping he went directly to the tire store and paid for four new tires, then had them call her to say that she had won them in a drawing. Another person said that each year at Christmas time he and his wife go out to dinner at a random restaurant and order something inexpensive from the menu. When they are ready to leave and pay the bill they leave a $100 tip to whoever their waiter/waitress was.

One of my favorite bumper stickers is: Practice Random Acts of Kindness. All of these stories are examples of regular folk with all different levels of income practicing random acts of kindness. My wish for you is that you will, in some way, be a part of ‘random acts of kindness’ – whether it is giving or receiving – not just at Christmas but all through the year in 2007. Happy New Year, and may 2007 be the best year yet for us all!
**January 2007**

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- **Reminder!**
  - Next Board Meeting: Tuesday January 23
  - Ah Fong Room

- **2007 NAEOP CONFERENCE**
  - SEATTLE, WASHINGTON
  - JULY 16-20, 2007
  - Look for details and registration forms on the web in January 2007!