

Boise State University Association of Office Professionals

President's Address by Leslie Black

No one climbs a mountain in one big leap - it is done one step at a time! ● Major/worthwhile accomplishments don't happen on the spur of the moment. ● Opportunities often appear when they are least expected. ● Sometimes opportunities are created with careful cultivation.

Do these statements contradict each other? My belief is that it depends on the context in which you put them. Whether you wish to accomplish a life-changing goal, simply be prepared to take advantage of an opportunity before it speeds by unnoticed, or are attempting to carefully cultivate an opportunity, your wish can become reality with planning and preparation – done one step at a time.

Dr. Ed Baker, faculty advisor for BSUAOP, discussed ten steps to take when planning a mountain climb (aka achieving a goal). These steps are appropriate whether your mountain is personal or professional and whether it involves just you, you and your family, or you and the group you belong to or associate with. We'll post them on our website soon.

For additional information, please contact me via e-mail at lblack@boisestate.edu or give me a call, 426-5776.

Professional Development Day 2006 by Suzan Raney

Mark your calendars for Professional Development Day 2006. The event will take place on Tuesday, October 3 in the Student Union Building and will be a great day for learning, networking, and re-charging our batteries!

The day begins at 7:45 with a continental breakfast and opening remarks from Leslie Black, BSUAOP's president. A fun ice breaker so attendees can get to know each other is planned and then the workshops begin. For a registration form please e-mail me at sraney@boisestate.edu and I'll send you one, or go to: www.boisestate.edu/bsuaop/



SCHEDULE

7:45 – 8:30	Registration & Continental Breakfast
8:30 – 8:40	Welcome – Leslie Black, BSUAOP President
8:40 – 9:00	Ice Breaker
9:10 – 10:20	Workshops Session A <i>'Freeing Your Creative Self' by Murlí Nagasundaram</i> <i>'Learned Helplessness vs. Overconfidence' by Roy Glen</i>
10:30 – 11:55	Workshops Session B <i>'Simple Writing Rules for Newsletters' by Rick Overton</i> <i>'No Budget? No Problem! The Lazy Person's Guide to Financial Management' by Mark Roby</i>
12:00 – 1:15	Lunch & Keynote Speaker — Gwen Smith
1:30 – 3:00	Workshops Session C <i>'Creating Eye-Catching Newsletter Layouts' by Carrie Applegate</i> <i>'Professional Standards Program (PSP) – Don't Be Sleepless in Seattle!' by Gay Barzee</i> <i>'Effective Leadership' by Sgt. Gene Hicks</i>
3:15 – 4:30	General Afternoon Session — Autumn Haynes-Kersy <i>'Mad, Mad World of Mentoring'</i>

2006-2007 Executive Board

President—Leslie Black

College of Health Sciences

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Vice President—Angela Garcia

College of Applied Technology

208-426-2238 agarcia@boisestate.edu

Past President—Suzan Raney

Criminal Justice Department

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Secretary—Guen Johnson

History Department

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Treasurer—Sue Crichton

College of Health Sciences

208-426-1996 scricht@boisestate.edu

AREA REPRESENTATIVES

Area I—Debbie Porter

OIT Business Services x63096

debbieporter@boisestate.edu

Area II—Vacant

Area III—Misty Wynn

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Area IV—Martha Plascencia

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Area V—Coleen Dudley

College of Health Sciences x63383

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Area VI—Connie Charlton

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ccharl@boisestate.edu

Area VII—Ona Law

College of Education x61611

olaw@boisestate.edu

Meet Your Area Representative!**Area I—Debbie Porter**

There have been many changes in my life, I've recently moved to a new apartment, five minutes from work, (heaven). I've also changed jobs and now work in OIT Business Services. I encourage you to attend the Professional Development Day, October 3, in the SUB. It is going to be a great day of learning and networking! Contact me for more info! 426-3096.

Area II—Vacant (*Kris Thorne resigned in July to take advantage of an opportunity for her and her husband to live and work in Italy. A new representative will be elected later in October.*)

Area III—Misty Wynn

Soon I will be contacting people in my area to tell them all about BSUAOP! Come & participate in Professional Development Day! Your Department will benefit from the connections you will make from all over campus and you will benefit from the great program that is scheduled.

Area IV—Martha Plascencia

Although I'm a little far from the Administration Building, I'll do my best to represent you all on the BSUAOP Board. If you have any questions on how to get involved give me a call. I'll be seeing you at our next luncheon.

Area V—Coleen Dudley

At the recent meeting there were six members from Area V in attendance. I want to thank each of you for taking time from your busy schedule to meet our advisor, Dr. Ed Baker.

By stealing an idea from our treasurer, Sue Crichton, I have a plan to honor those individuals from Area V who join our organization, attend meetings and participate. Each time you attend a meeting, bring me a piece of paper with your name, extension and mailstop. I will collect those pieces of paper and, in May, one of those names will be drawn for a prize. Each time you participate, you increase your chances of winning! I hope to meet each of you during this year and I encourage you to investigate our great organization and the opportunities it presents. Please accept my invitation to join BSUAOP and help make this year a success.

Area VI—Connie Charlton

I've been a member of BSUAOP since 1981 and I've seen a lot of positive growth and changes within the organization. BSUAOP has always been a vibrant organization and a great venue for learning, networking, and collaborating with co-workers and members of other AOPs in the area. I am really looking forward to serving as Area VI representative this year and to visiting offices within my area to meet new people, getting reacquainted with those who have been at BSU for awhile, and hopefully garnering some new memberships—as well as new friendships!

Area VII—Ona Law

I will be contacting members in my area soon about the events BSUAOP is planning for the year. Watch for me!

KEYNOTER WINS AWARD AT NATIONAL

Congratulations to Misty Wynn, the editor of the Keynoter for 2005-2006, for taking third place in the newsletter contest held at the NAEOP National Conference in Dallas, Texas this past July. The Keynoter was entered in the category of local AOPs with 100 members or less. This is a rigorous competition with many entries. Getting third place nationwide is a big accomplishment!



Ways and Means Report by Valencia Garrett, Chair

RC Willey — We will work at RC Willey one or two times between January & June 2007. We need a minimum of eight people per shift and will have five shifts to fill each time we work. So keep this in the back of your mind!

BSU tailgate parties — Kim Thomas from the BSU Bookstore agreed to have BSUAOP members selling Bronco items at three football games this season: September 23, October 7, and November 18. We need at least six people per game. If you are able to help let me know which dates and I will add you to the list. Then I will provide everyone with additional information as the dates get closer. BSUAOP earns 20% of the total sales we make.

Entertainment '07 books — We sell these books for \$25.00. They include 50%-off discounts (available online), discount movie tickets, top web deals (savings from popular online retailers), and guaranteed lowest rates at 10,000 hotels worldwide. Contact me if you would like to buy one or if you are willing to help sell them to your friends, co-workers and families. A percentage of the sales is retained in BSUAOP coffers. The more we sell, the bigger the percentage we retain.

We are always looking for other ways to generate revenue. If you know of something we should look into call me at 426-1368 or email me at vgarrett@boisestate.edu.

BSUAOP First Monthly Meeting by Angela Garcia

The first monthly business meeting for the 2006-2007 academic year of the BSUAOP was held on Tuesday, September 12 from 11:30 AM – 1:00 PM in the Hatch C room of the Student



Union Building. President Leslie Black and Ways and Means Chair Valencia Garrett made several announcements including upcoming fund raising events, Professional Development Day (PDD) on October 3rd, and the Holiday Auction on November 14th. Leslie also announced that a member or future member to fill the position of Area II Representative is currently being recruited. The office of President-Elect has also been left vacant but the nominations and elections process for filling this position will be

addressed in October, after PDD.

Pictures from the 2006 NAEOP Conference are available on the NAEOP website

which can be accessed through the "Links" button on the BSUAOP website. Several items of business were conducted at the NAEOP conference this year but information is not yet available. As soon as it is BSUAOP members will be updated. BSUAOP has renewed our affiliation with NAEOP for the 2006-2007 year. IAEOP affiliation will be renewed as soon as information is available.

The 2007 NAEOP conference will be held in Seattle, WA, next July and the 2007 IAEOP conference will be

held in Boise in April. Members are encouraged to complete scholarship applications for these professional development opportunities as well as BSU classes and workshops and other conferences or workshops that will continue to build skills for high levels of production and professionalism in our work environment.

The guest speaker for this meeting was the BSUAOP Faculty Advisor, Dr. Ed Baker from the College of Health Sciences, who spoke to the president's theme of "No one climbs a mountain in one big leap – it is done one step at a time." (Please see separate articles in this newsletter introducing Dr. Baker and the president's message for content of the Sept. 12 presentation).

NAEOP Career Awareness Week

National Educational Office Professionals Career Awareness Week

PROCLAMATION

WHEREAS, the **NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**—the only national professional association for office personnel in education; and

WHEREAS, NAEOP is dedicated to providing professional growth opportunities for educational office personnel; and

WHEREAS, NAEOP recognizes the unique roles of educational office professionals and the important contributions made by them to the education profession; and

WHEREAS, the goals of the Association are exemplified in its four-point program of **SERVICE, INFORMATION, RECOGNITION, AND FELLOWSHIP**; and

WHEREAS, the members of NAEOP believe that the quality of service rendered by educational office professionals directly influences the effectiveness of the educational process;

NOW, THEREFORE BE IT PROCLAIMED that the week of October 8-14, 2006 shall be known as "**National Educational Office Professionals Career Awareness Week**."

BE IT ALSO PROCLAIMED that this week shall be dedicated to promotion of the profession and to the recognition of the importance of the contribution made to education by educational office professionals.

DONE, this the first day of August, two thousand six, and in the seventy-third year of the **NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**.

Gloria C. Tisdale, CEOE

President

NAEOP MEMBERSHIP FORM*

Membership Type: \$45 Active Associate \$25 Retired

Continuous Membership (12 full months)

New Renewal Membership # _____

Membership Information (check one):

___ Elementary ___ Middle School/Jr. High ___ Secondary/High ___ Higher Ed

___ State Dept. ___ Administration ___ Career & Tech Ed. ___ Retired ___ Other

Name _____

Address _____

City _____ State _____ Zip _____

Hm Ph _____ Office Ph _____

Fax _____ E-mail _____

Recruited by (name) _____

Payment: Check MasterCard Visa

Cardholder's name _____

Card # _____ Exp. Date _____

Signature _____



**2007 NAEOP CONFERENCE
SEATTLE, WASHINGTON**

JULY 16-20, 2007

Look for details and registration forms at www.naeop.org this December!

**Note: All fees must be paid in U.S. Dollars. Active membership fees include a one-year subscription to the associate magazine. Dues are not deductible as a charitable contribution for income tax purposes.*



Terri Shafer & Gay Barzee working on Holiday Auction items in 2005

Holiday Auction Help Needed! by Terri Shafer, Auction Chair

This year's BSUAOP Holiday Auction will be on Tuesday, November 14, 2006 . Help is needed to make this another successful event!

Help with preparing and sending letters to vendors is needed now. Also people are needed to make follow-up calls to vendors and pick up donations. Donated arts and crafts, gift certificates and more are great auction items. If you have something you would like to donate, please contact me! If you can help on the committee, please contact me! My phone is 426-3500 and my e-mail is tshafer@boisestate.edu. Together we can make this Holiday Auction a great success!



2007 IAEOP ANNUAL SPRING CONFERENCE

April 19 & 20, 2007

Boise Holiday Inn

For information contact:
Terri Shafer, IAEOP President-elect
Ph: 426-3500 E-mail: tshafer@boisestate.edu

Officer Needed—Are You Ready to Step Up?

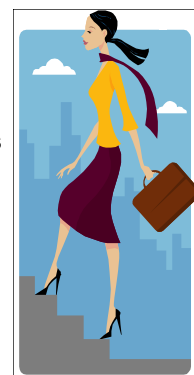
A President-Elect for BSUAOP is needed! Are you ready to step up?

When Audra Manion left the university, she left a big hole, not only in the Theatre Department, but in BSUAOP! She was our President-elect. "Are you ready to step up?"

The main duty of a President-elect is to put on the Professional Development Day conference. This is being coordinated by Past President Suzan Raney this year due to Manion's departure. The President-elect is an 'elected' position, and a special election is in the works for later this fall.

If you are interested in 'stepping up' and taking on this position, you will become the President of BSUAOP in 2007-2008. BSUAOP is a great organization, and Past Presidents will tell you it was a lot of work and coordinating, but they wouldn't trade it for the world!

Contact Suzan Raney at 426-4114 or e-mail her at sraney@boisestate.edu if you would like to be on the special election ballot for BSUAOP President-elect.



We're on the web!

boisestate.edu/bsuaop

BSUAOP Librarian's tips by Coleen Dudley

My favorite exercise is aerobic reading! I love to turn the pages of a book or magazine as I read as rapidly as possible! I plan to repeat this process until exhaustion prevents me from continuing!

Facilitating my desire to read is the availability of journals which are online. Visit our Albertson's Library and peruse the lists of available items. Each discipline on campus has journals which line the shelves and are easily read – if you have time to physically go to the library and read. I seldom make it over to that side of campus.



Journals. What appears is an alphabet. Click on "O." Among those listed is Office Pro. It is available online. Click on "From EBASCO."

From this point, you can select a year of publication, select a month and then select an article. Complicated? Yes, a little, but with practice, the journal is available for reading, review and enjoyment. You don't have to leave your desk. You can print an article that looks interesting and engage in a little "aerobic reading" of your own. Enjoy!

If you want to see what's available, go to the Albertson's Library website <http://library.boisestate.edu> and select



Dr. Edward T. Baker, III

BSUAOP ADVISOR: Dr. Ed Baker

Dr. Ed Baker has 20 years of experience in healthcare. He earned a Doctor of Philosophy degree from Temple University and a Master's degree from the University of Pittsburgh, as well as an undergraduate degree from Pennsylvania State University. His areas of interest include healthcare policy, performance improvement and measurement, and managed care core competency development. Dr. Baker has addressed many local, regional and national groups on topics such as medical management, linking compensation to performance and creating customer focused healthcare experiences.

Dr. Baker currently teaches both undergraduate and graduate courses in applied healthcare areas of the College of Health Sciences. He is the lead evaluator for the Ada County Healthy Communities Access Program federal grant and serves as the principal investigator for BSU for another planning grant focused on providing family planning and preventive health care services to low income women. Dr. Baker also works with the Idaho Primary Care Association in developing disease management programs and in creating new models to cover the uninsured.

KEYNOTER CO-EDITORS:

Guen Johnson

Valencia Garrett

ORIGINALLY DESIGNED BY:

Misty Wynn

October 2006

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 PDD!	4	5	6	7
8	9 Columbus Day	10	11	12	13 RSVP for IAEOP Board Mtg	14
15	16	17	18	19	20 IAEOP Board Meeting	21 IAEOP Board Meeting
22	23 Keynoter articles due	24 BSUAOP Board Meeting Ah Fong 11:45	25	26	27	28
29 Change Clocks!	30	31 Halloween				



November 2006

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 HOLIDAY AUCTION!!	15	16	17	18
19	20	21	22	23	24	25
26	27	28 BSUAOP Board Meeting Ah Fong 11:45	29	30		



Reminder!

Next Board Meeting:

Tuesday

September 26

Ah Fong Room

11:45