

PRESIDENT'S MESSAGE

We're already into February! The holiday break is behind us and before we know it, it will be spring. We have several events planned for the months ahead. I hope everyone joins us for our February meeting. Guest speaker, Jerri Mizrahi, will be talking about "Creating New Possibilities for "Be-ing".



WE BECOME WHAT WE ENVISION

The IAEOP Annual Spring Conference, scheduled for April 3 - 4; it will be held in Idaho Falls. Suzan Raney, CEOE, will be installed as IAEOP president at this year's conference. For more information, please visit their website at <http://www.idahoeop.org/>. BSUAOP members interested in applying for a scholarship to attend the conference should check our website for instructions and the application form at http://www.boisestate.edu/bsuaop/scholarship_instructions.htm.

We are planning a used book sale (to include vhs tapes, dvd's, cd's) which will also take place in April. I will be sending an email with specific drop off locations on campus that you can take your books to so please keep us in mind this spring when you're re-organizing and cleaning at home.

Planning for this year's Bosses Breakfast is well under way. It will take place on May 8th. And last but not least ...As many of you may know, this is the time of the year when BSUAOP elects their board members for upcoming 2009-2010 year. BSUAOP is your professional association and we would like you to be a part of our TEAM.

I look forward to seeing everyone at the February 17th meeting! I can be reached at 426-1996 or sueantonich@boisestate.edu.

Sue Antonich, President

VOLUME 1, ISSUE 2

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FEBRUARY ISSUE

Special Points of Interest:

- * February Speaker-Jerri Mizrahi
- * March Meeting—Bylaws
- * Bosses' Breakfast—May 7

WHAT IS BOSSES' BREAKFAST?

"Name things that start with 'B' that employees do for their supervisors," asked Alex Trebec of his panel of three braniac contestants. DING! "What is Bosses' Breakfast?" said contestant #2. Oh yeah...

The 2009 version of BSUAOP's Bosses' Breakfast is, "Jeopardy: Bronco Style!" Alex Trebec will be "played" by Dr. Richard Klautsch of the Theatre Department. A list of

possible contestants is being formulated now. The BB committee is hard at work on the food, the layout of the room, the script and all the other little details of the event.

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BSUAOP BOARD OF
OFFICERS 2008—
2009

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NEWS FROM IAEOP



The annual Idaho Association of Educational Office Professionals' conference is April 3-4 at the Shilo Inn in Idaho Falls. The slate of keynote speakers and workshop presenters have all been confirmed for this exciting and informational event. One of our keynote speakers, Scott Hirschberger, will discuss the importance of self-discovery and how it is the driving force behind being successful. The other keynote speaker is Overt Skye. He is the author of the Level Thumps series. One of his books is currently being made into a movie.

District Attorney, Doug Nelson, will hold a Q & A session for all attendees on School Law. Whether you work in higher education, state education or K-12, we all need to be cognizant of the privacy laws of our students and teachers. This will be a very informative session for all.

There are a range of topics for workshops including: Reality Check: What Makes Us Do What We Do and How to Change the Things We Don't Want to Do, Organizing Tips for Your Life and Office, Self-Defense, Ergonomics in the Workplace and Power School (hands-on training).

This will be a great conference with personal and professional training and offers something for every one. We hope you can join us in Idaho Falls.

Suzan Raney, CEOE, President-Elect, IAEOP

NOMINATIONS

Do you want to meet people, get inspired, AND gain new knowledge and learn new skills? If your answer is 'Yes' then BSUAOP is for you!

We NEED you! We want YOU! BSUAOP is actively recruiting members to fill positions on the Executive Board. Before you think of reasons why not— read on!

Serving on the Board in AOP is a GREAT way to gain more confidence, learn leadership skills, and make yourself an even more valuable employee. All of the open positions listed below are **voting** members of the board:

President-Elect – A two year commitment –The President-Elect automatically become President of BSUAOP in the second year. The President-Elect plans the annual Professional Development Day.

Vice President – A one year commitment- The Vice President serves as Program Committee Chair who plans and arranges 5 monthly program topics.

Secretary – A one year commitment- The Secretary records the meeting minutes and is responsible for correspondence.

Treasurer – A one year

commitment – The Treasurer handles all monetary transactions and keeps appropriate records.

Four Member Representatives – A two year commitment - Member Representative are the liaison between the Executive Board and members encouraging participation at meetings and other activities.

You can do it **and** you will have fun! Please contact me or an officer to learn more about this opportunity. You will be glad you got involved!!

*Leslie Black,
Nominations Chair*

MEMBER REPRESENTATIVES

The Area Reps are as follows:

Area I: A, B, C & the members emeriti

Andrea Witters,
College of Education,
426-1672
awitters@boisestate.edu

Area II D, E, F Anita

Castello, CEO
College of Health
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acastel@boisestate.edu

Area III: G, H, I, Andrea Witters. Please see above.

Area IV: J, K, L

Rita Fleck,
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Area V: M, N, O

Shelly Doty, Library
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Area VI: P, Q, R

Guen Johnson,
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Area VII: S, T, U

Suzan Raney, CEO
Criminal Justice,
426-4114
sraney@boisestate.edu

Area VIII: V, W, X,

Y, Z Sally Naranche,
426-1661
snaranche@boisestate.edu

MEMBER REPRESENTATIVES

Anita Castello has been with Boise State University for over 14 years and currently works for the Dean's office of the College of Health Sciences.

A member representative for BSUAOP, Anita has, also, served on several Holiday Auction and Bosses' Breakfast committees and many BSUAOP fund-raising activities.

A Major Bronco fan, Anita continues to attend Bronco Athletic Association events and fund-raisers. She has traveled to many away games including the Liberty Bowl and Fiesta Bowl. **Go Broncos!** Anita has established scholarships named for her parents showing her support for students and their career goals.

She invites others to become active in our organization sharing their knowledge and skills to support Boise State, BSUAOP and our students.



Anita Castello, CEO

The **Association of Classified Employees (ACE)** is putting on their Second Annual Chili Feed and Quilt Raffle on Friday, February 27 from 11:00—1:00 at St. Paul's Catholic Church (across the street from the Administration Building.) Funds raised benefit ACE's GoodWill Program, which helps BSU employees who are at the lower end of the pay scale with a few meals each month. The quilt was made by Ann Hunter, Guen Johnson (Ann is Guen's mom—ok, she did most of it!) and Lynda Robinson, along with the advice, generosity and machine quilting expertise of Cotton Creek Studios in Garden City (cottoncreekstudios.com Thank you Sheryl Eggleston and Shannon!) Tickets for the chili feed are \$5.00 each. Quilt tickets are \$2.00 each.—or buy a chili ticket & a quilt ticket for just \$6.00!

CREATING NEW POSSIBILITIES FOR "BE-ING" - JERRY MIZRAHI

February 17th, 11:30 -1:00, Barnwell Room, SUB

This one hour session will provide an opportunity for us to transform how we look at events in our lives and create opportunities for new behaviors and relationships with others. We will identify our strong suits (winning strategies that we use in our lives) as well as rackets (ways we justify our behaviors that may inhibit us from really achieving what we really want). Come prepared to expand your window into yourself and let some

BOSSSES' BREAKFAST

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What we do know for sure is that it will take place on Friday morning, May 8 from 7:30—9:00 a.m.in the Jordan Ballroom of the

SUB. Mark it on your calendars! Bring your appetite, bring your brain and bring your boss!

To volunteer for this event or for more information,

please don't hesitate to contact me.

Guen Johnson, Chair
Bosses' Breakfast Committee
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BOISE STATE UNIVERSITY

The purpose of BSUAOP is to assist its members in reaching a professional level of excellence, to promote positive attitudes and to encourage further training in specific fields relevant to each member's responsibilities within the university.

PUBLICATION INFORMATION

The Keynoter is published four times per year by BSUAOP. It is delivered primarily by email and is posted on the organization's website at:
www.boisestate.edu/bsuaop

If you wish to receive a hard copy, please contact Coleen Dudley, CEOE, Keynoter Editor at 426-3383 or cdudley@boisestate.edu



Unknown photographer,
Autumn Leaves



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JANUARY SPEAKER

How to Create Interactive Forms with Adobe Acrobat (and easily import data into Excel or Access)

Marian Graham, featured presenter for our January meeting has been with Boise State University for over 20 years. She has held many offices in BSUAOP including President, PSP Chair and Scholarship Chair.

Each time one enters data from one source to another, there are opportunities for errors and loss of data. Creation of a form, from which data could be easily imported without re-typing, is a time saver, prevents errors in processing and allows the data to be compiled swiftly and accurately.

Walking the group through the process of creating a form in Adobe Acrobat, Marian demonstrated initiating the form design,

setting the parameters and properties and publishing the result.

After questions from the group, she demonstrated importing the gathered data into an Excel spreadsheet or Access database.

The workshop was a great success!



Coleen Dudley, Editor