

# KEYNOTER

Boise State University Association of Office Professionals

## PRESIDENT'S MESSAGE



I welcome you to another academic year in association with BSUAOP. To read more about my theme and goals for the organization this year, I refer you to the President's Message listed on the BSUAOP website: <http://www.boisestate.edu/bsuaop/PresidentsM.htm>

In this issue, I would like to share with you my experience attending the National Association of Educational Office Professionals (NAEOP) Annual Conference in Minneapolis last July. There were three representatives from the Idaho Association of Educational Office Professionals (IAEOP) Board in attendance: Susan Belliston, Cindy Bartlome, and Jamie Smith.

The conference's keynote speakers were very good, but focused little on higher education. Briefings (mini-workshops) were available on a wide range of subjects with in-service points available for those seeking their Professional Standards Program (PSP) certification. Idaho's Cindy Bartlome received her PSP certificate this year. Institute classes were numerous, also offering PSP points.

As an affiliate organization (BSUAOP) president, I was a delegate to the Advisory Council. During the Council meeting, I was elected to the Long Range Planning Committee. Last year I attended the Advisory Council Annual Business Meeting as a first timer so was familiar with the voting process this year as a delegate. I also attended the Higher Ed Council meeting and volunteered to assist them in planning the 2010 meeting.

I believe the proudest moment came when our newsletter, the *Keynoter*, was awarded third place in the nation. The person responsible for this honor is Coleen Dudley. She has brought BSUAOP into the limelight for two years now with our taking first place last year. An exceptional job once again, Coleen, and thank you!

*"Work like you don't need the money,  
Love like you've never been hurt,  
Dance like no one is looking!"*



### VOLUME 1, ISSUE 1

### FALL 2009

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2009—2010**

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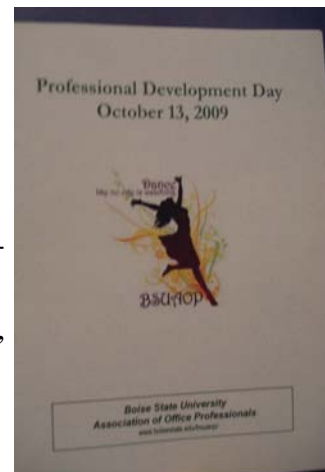
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**PROFESSIONAL DEVELOPMENT DAY**

I would like to say thank you again to all who played a part in putting together the 2009 Professional Development Day and specifically to the Committee members: Leslie Black, Linda Hamson, Guen Johnson, and Andrea Witters. Our day began with a continental breakfast and welcome from our President, Linda Hamson. We had over 50 participants this year, and what a schedule they had of sessions to enhance professional development.



The expectation is that everyone take away something to share with others in their office. The overall evaluations of PDD are largely positive. Those who attended remarked on how they learned something they needed from every session. We did have a good number of people signed up for *Nutrition for Busy Lifestyles* and we will remember this for next year as we were forced to cancel this session at the last minute.

Again, *thank you* so much to my committee members and executive board. I was disappointed when I was unable to attend due to being ill, but had no worries everything would run smoothly in their capable hands.

*Kelley Davis, Kelly Davis, President-Elect  
Chair, Professional Development*



## MEMBER REPRESENTATIVES

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

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## MEMBER REPRESENTATIVE

Happily ensconced at my desk in the Department of Respiratory Care, I am surrounded by the tools of the trade –phone, computer, calculator, etc. For some reason, I attach a chain around my ankle each morning and tend to leave it there until my boss reminds me what time it is. I'm a recovering work-aholic and he has to remind me to go home.

It is my privilege to work for the Department of Respiratory Care in the College of Health Sciences. I'm a BSU alum and have graduated with honors in 1991 and 1998. My major is health information management. I'm really good with words like hepatocholangioduodenostomy, but I have a problem with small words like - "as."



Having been a member of BSUAOP most of the years that I have worked at Boise State, I have had the honor of serving as secretary, Area Rep, Member Rep, Keynote Editor and librarian. I completed my PSP and CEOE in 2005 and received recognition at the NAEOP conference in Seattle. Believe me, there is nothing like standing with a group of your peers being recognized for this achievement! It is humbling and exhilarating, too! When you have this opportunity, wear comfortable shoes.

Becoming involved with an organization which encourages personal and professional growth has been a valuable asset. BSUAOP challenges me to learn new skills, hone existing ones and gives me an opportunity to meet others who share their knowledge and skills. - *Coleen Dudley, Member Representative Area VI: P, Q, R*

## START YOUR HOLIDAY SHOPPING EARLY!

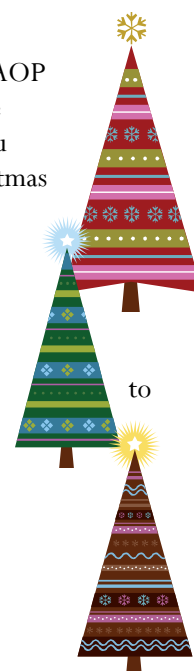
**MARK YOUR CALENDAR**, you won't want to miss the annual BSUAOP Holiday Auction on Friday, November 13, 2009 from 11:30 – 1:30 in the Jordan DE Ballroom. The Committee has been working hard to bring you those great one of a kind items to be auctioned off. Plan to do your Christmas shopping, support BSU office staff, and have a great time while doing it. A portion of the auction's proceeds will go to City Light Home for Women and Children.

And we can't have the auction without the popular theme baskets that departments across campus put together. If your department would like to put a basket together, please let me know so we can include it in our advertising. It's not too late if you would like to donate an item or volunteer to help with the auction.

The registration form is on our website at:  
<http://www.boisestate.edu/bsuaop/calendar.htm>.

Register now! It's only three days away!

*Sue Antonich, Auction Chair & PALS President*



## 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](http://www.boisestate.edu/bsuaop)

If you wish to receive a hard copy, please contact Angela Garcia, Keynoter Editor at 426-3929 or [agarcia@boisestate.edu](mailto:agarcia@boisestate.edu)



Unknown photographer,  
Autumn Leaves



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### CALENDAR

<b>NOV</b>	13	BSUAOP Holiday Auction Jordan Ballroom DE, 11:30 – 1:30
	24	Board Meeting, Gipson, 12:00 – 1:00
	26-27	BSU Closed—Thanksgiving
<b>DEC</b>	18	Commencement
	25-31	BSU Closed—Christmas
<b>JAN</b>	1	BSU Closed—New Years
	12	Monthly Luncheon, Skillsoft – Jerry Mizrahi Farnsworth, 11:30 – 1:00
	26	Board Meeting, Gipson, 12:00 – 1:00
<b>Feb</b>	9	Monthly Luncheon Google Apps Calendaring – Danielle Devoe Farnsworth, 11:30 – 1:00
	23	Board Meeting, Gipson, 12:00 – 1:00