



# Keynoter

DECEMBER 2005



*Success lies  
upstream. You  
cannot drift  
to it.*

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## President's Address

By Suzan Raney

Since school started, we have hit the ground running. We kicked off our first BSUAOP luncheon with our faculty advisor, Dr. Lisa Bostaph, talking to us about the meaning of success. From there, we went directly into Professional Development Day. It was a very successful event. The overall evaluations were very positive (see Leslie Black's PDD report). We hadn't finished with PDD before some of us had to begin planning for our

annual Holiday Auction.

This event is a huge undertaking and is crucial for our organization. This is our largest fundraiser and helps us grant scholarships for conferences, classes, workshops and other areas of professional growth.

As President, I have several goals I would like to attain this year. One of them is to increase our membership to 100. We are a little over half-way there, so we have a long way to go. If you have not already joined BSUAOP, I strongly encourage you to do so. It's a great way to get involved with a professional

organization and acquaint yourself with people all over campus. It is valuable for networking purposes and is something to list on your resume. My other main goal is to have ten people receive their PSP (Professional Standards Program) certificate. With the help of Gay Barzee, PSP Chair, we are working diligently to achieve this.

As the year continues, I welcome and challenge you all to attend our monthly luncheons and to become involved in BSUAOP. It will be worth your time!

## Nominations and Elections

By Terri Shafer, Chair

Nominations are needed for the 2006-2007 BSUAOP Officers! If you have someone to nominate for any of the open positions, or if you would like to nominate yourself, please contact me at ext. 3406.

### Candidates Are Needed For:

**President-elect, Vice President, Secretary, Treasurer, and Area 2** (Taco Bell Arena, Campus Recreation (SRC), Driscoll Hall, Noble Hall of Fame, College of Applied Technology, Parking & Security, Kinesiology (old gym), Bronco Football Center, Computer Annex, Varsity Center, and Culinary Arts); **Area 4** (Administration Building); and **Area 6** (College of Business, Office of Information Technology, and the Student Union Building).

At least two candidates are preferred for each open office. If you have wanted to get more involved, especially if you are working on your PSP, this is a great way to earn the necessary service and involvement needed toward your certificate.

## ACE Report By Connie Charlton

Julie Clarkson resigned her position as president of ACE in November. Cathy Hampton, Vice President, assumed her duties with the support of Kenny Wiscombe and Connie Charlton. Connie is serving as the legislative liaison and will testify at the CEC.

Meetings with Senator Andreason, Representatives Shaefer, Kemp, and Ann Pasley-Stuart were accomplished in November, with the Faculty Senate President (Dave Saunders) and Professional Staff Senate President (Mike

## National Conference 2005!

By Terri Shafer, Immediate Past President



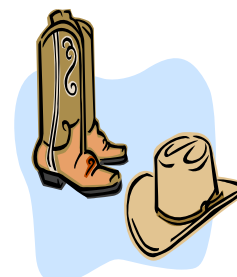
Holy Cactus Batman! What a great conference in Tucson, Arizona this past July.

Ten individuals from BSUAOP attended the conference this year. The program was absolutely fantastic. We had five full days of training and meetings. Some of the highlights included two members receiving their PSP certificates: Suzan Raney (PSP Bachelor's Degree Certificate), and Misty Wynn (Option One Certificate); our newsletter placed third in its division (kudos to

Misty Wynn); and Dr. Marilyn Howard, State Superintendent of Public Education in Idaho, was recognized as the NAEOP Administrator of the Year.

Of course, we enjoyed a "little" bit of free time! (I think several of us found the Godiva Chocolate Store!)

Next year we are in Dallas, Texas (yee-haw) July 17-21, 2006 so apply for a scholarship and we'll see you there!



*"Tell me and I  
will forget, show  
me and I may not  
remember, involve  
me and I will  
understand.."*  
- Native American  
Proverb



## Program Report

By Debby Flores, VP

Our next BSUAOP luncheon is a brown-bag lunch with a dual purpose.

- Gay Barzee will discuss PSP since the winter deadline is nearing (applications are due January 15). Bring your PSP materials with you....she will be on hand to help fill in all your paperwork.
- BSUAOP President Suzan Raney will conduct a little hands-on workshop on holiday card making. She will have kits available for \$4 (three cards). If you want to partake in the card making, please let your area representative know when you RSVP so Suzan will know how many kits to make! (You can attend and not make cards of course).



When: Tuesday, December 13th  
Time: 11:30 a.m.—1:00 p.m.  
Where: Lookout Room, Student Union

Be sure and RSVP to your Area Representative by Friday, December 9th to attend this fun event.

If you have any questions, please call me at extension 1440. Hope to see you there!

## ACAEOP Events

By Phyllis Sanderson, ACAEOP President

BSUAOP Members! The Ada County Association of Educational Office Professionals (ACAEOP) would love for you to attend our meetings. Here is what we have coming up:

### January 19th

Brown Bag 11:30 -1:30 with Bonnie Gallant as our speaker at The Boise Tech Center.

### February 16th

Instead of a winter workshop we opted to visit the new Meridian Police Station one evening and each bring a teddy bear. Details are still in the works, but this should be an informative meeting. Food and speaker TBA.

### March 14th

Our joint fashion show with BSUAOP will be from 11:30 -1:00 with Dr. Linda Clark, Superintendent of the Meridian School District. The location TBA. Topic— Fashion Around the World.

If you have any questions about our events please contact me.

*Phyllis Sanderson*

psanders@meridianschools.org  
208-855-4539



## PSP - Professional Standards Program By Gay Barzee

Some tips for applying for the Professional Standards Program Certificate:

- Keep track of all training you receive either on or off campus. All training is considered personal or career development and can be used towards fulfilling the education requirement.
- Get a copy of your unofficial transcript to check your education credits. When you are preparing your application you will need an official copy. It must be paid for in advance and it may take up to 5 business days to process transcript requests. Visit the Office of the Registrar or their website ([registrar.boisestate.edu](http://registrar.boisestate.edu)) for more details.
- Make copies of all certificates of training (*make sure you get a certificate at each training you attend*). There is a form available if the course does not offer a certificate of completion.
- Keep track of all your membership/volunteer work in BSUAOP, IAEOP, and NAEOP (10 points are needed for PSP applicants).

Membership = 1 point per year

Elected Officer = 2 points

Committee Chair = 2 points

Committee Member = 1 point

Workshop/Seminar leader or keynote speaker = 1 point

Many of our members are eligible to receive the PSP certificate and they only need to fill out the paper work to be acknowledged for their achievement. Help us reach our goal of ten recipients from Boise State University. Contact me to get started at 426-1273 or e-mail me at [gbarzee@boisestate.edu](mailto:gbarzee@boisestate.edu)

## Membership Update

**By Julie Gerrard**

As of December 1, we have fourteen people who are new members, 35 renewing members and seven honorary members for a total of fifty-six members.

Again this year, those who signed up for Professional Development Day automatically became members of BSUAOP.

Those people who were members last year and did

not attend Professional Development Day received a reminder notice to renew their membership. Nine people responded to the reminder.

If you are interested in joining BSUAOP, please fill out the membership information available at ([www.boisestate.edu/bsuaop/](http://www.boisestate.edu/bsuaop/)) or contact Julie Gerrard at 426-4978 or [jgerrard@boisestate.edu](mailto:jgerrard@boisestate.edu) for assistance.

### ACE Report Continued

Esposito), Connie Charlton representing ACE, as well as Jane Buser and Mark Dunham. The Interim Salary Committee was scheduled to have its final meeting on Nov. 28 to make recommendations regarding using some of the surplus revenue for state employee salaries. Meetings with Senator Elliott Werk and Representative Kathy Garrett will be set up as their schedules allow. Jane and Mark will be invited to a future meeting of the ACE Senate to elaborate on legislative issues affecting state employees.

The ACE Goodwill Committee and board members along with other classified volunteers served hotdogs on Dec. 3 to raise funds for the Goodwill program. This was a great opportunity to assist with the Goodwill Project; not everyone can give money, so giving time to fundraising projects was another way to contribute.

ACE encourages classified staff to participate in the Campus Climate Survey and also to be poised to write their legislators when the session is underway and we learn of bills that are affecting state employees and higher education.

## Scholarship Information

**By Terri Shafer, Chair**

Scholarships are available to all active BSUAOP members who would like to attend workshops, conferences and courses. They must be related to your position on campus.

Apply for scholarships to attend the IAEOP Spring Conference in Sun Valley, Idaho (April 7-8), and the National Conference in Dallas, Texas (July 17-21). This is one way BSUAOP helps members that are actively involved in the organization!



A Scholarship Application Form can be obtained on the webpage—please go to [www.boisestate.edu/bsuaop/forms.htm/](http://www.boisestate.edu/bsuaop/forms.htm/) or you can contact me at 426-3406 or [tshafer@boisestate.edu](mailto:tshafer@boisestate.edu) for information and assistance with the process.

## December 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Pay Day	3
4	5	6	7	8	9	10
11	12 Finals	13 Finals BSUAOP Lunch	14 Finals	15 Finals	16 Pay Day Commencement	17
18	19	20 Board Mtg.	21 1st day of winter	22	23 PayDay (Yes—early!)	24 Christmas Eve
25 Christmas!	26 CLOSED	27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED	31 New Year's Eve

## January 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 BSUAOP Lunch	11	12	13 Pay Day	14
15 PSP Deadline	16 CLOSED	17 Classes start!	18	19 ACAEOP Brown Bag	20	21
22	23	24 Board Mtg.	25	26	27 Pay Day	28
29	30	31	27	28	29	30



# Professional Development Update

By Leslie Black, President-Elect



October 18<sup>th</sup> was a red letter day for BSUAOP. The annual Professional Development Day was held at the SUB and offered eight mini workshops and one general session. Lunchtime also included a keynote speaker, the 2005 BSUAOP Administrator of the Year, Dr. James Girvan, who facilitated a great discussion on what makes good organizations turn into great organizations and how those concepts might be applied.

Mini workshop contents included:

- interviewing skills
- dealing with the many job responsibility changes that are constantly thrown at support staff
- remaining positive in stressful times
- understanding the legislative process
- identifying and differentiating between white lies, half-truths and self-deception and the effect of deceptive behaviors on relationships – both personal and professional
- reducing your personal debt
- building organizations that attract and foster employee talent, cooperation and commitment, and
- participating in and earning a certificate from the NAEOP Professional Standards Program.



Many of these workshops reflected the theme of the keynote address, i.e., building great organizations that have the right people “on the bus” and “in the right seat.”

Christina Berg, Coordinator, Health & Wellness Center, facilitated a great general session on understanding our own communication styles and how they affect our interactions with those around us.

Completed evaluation forms on individual sessions showed extremely high evaluation marks. Several comments were made about bringing the same speakers back again and making those sessions longer. Comments and suggestions will be used for planning next year’s Professional Development Day.

In addition, a survey will be distributed to all staff on campus to obtain more feedback. Watch for it after the first of the year!

## Holiday Auction Recap

By Terri Shafer, PALS President



Connie Charlton shops

BSUAOP and PALS annual Holiday Auction/Lunch & Sale was held on November 15th in the Jordan Ballroom. It was a fun event!

Thanks to everyone on the committee who helped make it a success, and thanks to our great auctioneer, Richard Klautsch, and the merry reindeer: Kenny Wiscombe, Ed Baker and Scott Staley.

Approximately \$3,800 was raised—a portion of which will be donated to the Idaho Food Bank Warehouse. Some of the proceeds provide scholarship money to BSUAOP members for classes, workshops, and conferences and training. The remainder provides operating capital for the organization.

Next year’s event will be chaired by Suzan Raney, who will then be the PALS president. Be sure and contact her at x4114 if you would like to help!

### Newsletter Committee:

Misty Wynn, Chair  
Guen Johnson, Valencia Garrett &  
Suzan Raney (ex-officio)

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BOISE STATE UNIVERSITY  
 C/O Misty Wynn, Chair  
 Office of Information Technology  
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The purpose of IAEOP (Idaho Association of Educational Office Professionals (IAEOP) is to promote the advancement of education by improving the quality of service provided by educational office professionals within the State to institutions of learning and the profession.

## IAEOP

*Annual dues for IAEOP are \$20. Active members currently employed as office professionals in an education system or organization related to education may vote on all matters before IAEOP, serve on committees, and may hold office.*

Membership information:  
[www.idahoaeop.org](http://www.idahoaeop.org)

### 2006 Annual Spring Conference

*"Be Informed, Be Involved, Expand Your Horizons"*

April 7-8, Sun Valley, Idaho

## NAEOP

The Mission of the National Association of Educational Office Professionals (NAEOP), the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership, and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements and fellowship.

**PSP  
 Deadline  
 Jan 15th**

Registration and Membership  
 Information  
[www.naeop.org](http://www.naeop.org)

### Mark your Calendars!

Annual Conference, July 17-21, 2006

