



## ASSOCIATION OF OFFICE PROFESSIONALS

May—June Vol. 22, No. 5

• Coleen Dudley, Editor

KEYNOTER

### 2003-2004 EXECUTIVE BOARD

#### **President**

*Terri Shafer*  
Sociology Department  
426-3406  
tshafer@boisestate.edu

#### **President-Elect**

*Suzan Raney*  
Criminal Justice Department  
426-4114  
sraney@boisestate.edu

#### **Vice President**

*Leslie Black*  
Center for Health Policy  
334-2047  
lblack@boisestate.edu

#### **Secretary**

*Coleen Dudley*  
Department of Health Studies  
426-3929  
cdudley@boisestate.edu

#### **Treasurer**

*Shannon Chapman*  
COAT Accounting  
426-1794  
schapman@boisestate.edu

#### **Past President**

*Gay Barzee*  
COAT Centers of Distinction  
426-4978  
gbarzee@boisestate.edu

#### **Area Representatives**

##### **Area I**

*Debby McVey*  
Campus Parking  
426-4241  
dmcvey@boisestate.edu

### PRESIDENT'S CORNER

By Terri Shafer

It is hard-to-believe that we are quickly approaching the end of another semester. Where does the time go?? As I sit here writing my **last** article as President of BSUAOP (2003-04), I started reflecting on my tenure as your president. Our organization has certainly been through much blooming and growing these past 12 months. I am so proud to be a part of this group and what we stand for.

The greatest part of this association is our members and Executive Board. I thought that in my last article of the year, I would take the opportunity to introduce you to the group I had the privilege of serving with:

**PALS President – Angela Garcia**

**President-Elect – Suzan Raney.**

**Vice-President and Program Chair – Leslie Black**

**Secretary and Keynoter Editor – Coleen Dudley**

**Treasurer – Shannon Chapman**

**Area 1 Rep – Debbie McVey**

**Area 2 Rep – JoAnn Northup**

**Area 3 Rep – Linda Kay Allen**

**Area 4 Rep – Martha Plascencia**

**Area 5 Rep – Terrie Gillenwater**

**Area 6 Rep – Connie Charlton**

**Area 7 Rep – Ona Law**

To each and every one of the Executive Board members, I cannot express my appreciation and gratitude for all of your hard work and dedication to BSUAOP. THANK YOU - THANK YOU - THANK YOU!!!

I also want to thank our entire membership for all of the support and hard-work throughout this past year. Organizations are only successful and respected when they have successful and respected members. We have the best of the best in BSUAOP.

I also want to thank Dr. Lisa McClain for being our faculty advisor this year. Thanks for listening and supporting Office Professionals here at Boise State. I really appreciated Lisa's willingness to be our advisor. She has had a busy year -- not only does she teach in the Department of History full-time, she is the Director of the Gender Studies Program, and preparing for tenure and promotion! Yet, she was willing to work with our group. Thank you so much for everything Lisa!

Thank you for giving me the opportunity to serve as your BSUAOP President. I have enjoyed every second of it. I am proud to be a part of this organization and look forward to blooming and growing even more next year!

Have a great summer!

## WAYS AND MEANS COMMITTEE

By Valencia Garrett, Chair

Our **First Annual Used Book Sale** was a success. We ended up with \$115.00! That is more than ½ of what we received from RC Willey and less than ½ the effort. So I think we will try this again next year. When you are cleaning house next spring remember to set your books aside for BSUAOP!

If your car is screaming for a bath give me a call and I will sell you some Dirty Harry Car Wash tokens for \$3.00 each. They are good for a \$5.00 car wash. What a deal!!

## Nominations and Elections Report

By Angela Garcia, Chair

On May 3<sup>rd</sup>, the Nominations and Elections Committee met and counted the ballots for the 2004 elections. 29 ballots were submitted and I am pleased to present the following slate of officers for 2004-2005.

### BSUAOP 2004-2005 Slate of Officers

President	Terri Shafer	Area 2 Representative	Debby Flores
President-Elect	Suzan Raney	Area 4 Representative	Linda Hamson
Vice President	Leslie Black	Area 6 Representative	Guen Johnson
Secretary	Coleen Dudley		
Treasurer	Sue Crichton		

Thanks to these folks for their commitment to provide leadership to our organization for the next year. Special thanks also to the Nominations and Elections Committee members for jumping in and rolling up their sleeves. I really appreciate you both: Terri Gillenwater and Valencia Garrett.

Join us on May 11<sup>th</sup> in the SUB Farnsworth Room at 11:30 a.m. to celebrate the installation of officers.

## ACE REPORT

By Connie Charlton, ACE Representative

The ACE General Meeting and Luncheon was well attended. The 'Year in Review' focused on major accomplishments of the ACE Senate over the past year. Of special note was the Goodwill Project implemented with \$2,000 seed money contributed by TIAA-CREF and matched by Aramark. The Goodwill Project assists classified staff by providing meals at on campus locations. To keep the project viable, ACE will continue to solicit donations through check, cash and payroll deductions.

Guen Johnson, BSUAOP Member and ACE Officer, was named as the ACE Classified Employee of the Year! Congratulations Guen!

Kathy Kustra was the keynote speaker for the luncheon. She shared personal experiences, insights and wisdom. The classified staff was very honored to have her as a guest speaker and presented her with a basket of plants and flowers as a welcome to the Boise State "family." ACE looks forward to a productive 2004-2005! Elections were held in April with the following results:

President -	Connie Charlton
Vice President -	Julie Clarkson
Secretary -	Guen Johnson
Treasurer -	Valencia Garrett
Senators -	Kenny Wiscombe, Brenda Ross, Bryan Chesbro, Noreen Camacho, Carol Carroll

### Area II

JoAnn Northup  
COAT Accounting  
426-1908  
jnorthup@boisestate.edu

### Area III

Linda Kay Allen  
Honors College  
426-1208  
lkallen@boisestate.edu

### Area IV

Martha Plascencia  
Student Housing  
426-3986  
mplascen@boisestate.edu

### Area V

Terrie Gillenwater  
Health Sciences  
426-1678  
tgillen@boisestate.edu

### Area VI

Connie Charlton  
COBE  
426-3110  
ccharl@boisestate.edu

### Area VII

Ona Law  
Kinesiology  
426-3366  
olaw@boisestate.edu

### ACE

#### Representative

Connie Charlton  
COBE  
426-3110  
ccharl@boisestate.edu

#### Auditor

#### Committee

Eva Jeanne Myers  
COAT Accounting  
426-1299  
emyers@boisestate.edu

#### Historian

#### Committee

Beth Collier  
Philosophy Department  
426-3304  
bcollier@boisestate.edu

#### Library

#### Committee

Clara Collins  
Respiratory Therapy  
426-3383  
ccollins@boisestate.edu

**Membership  
Committee**

*Julie Gerrard*  
COAT Dean's Office  
426-1508  
jgerrard@boisestate.edu

**Newsletter  
Committee**

*Guen Johnson*  
*Coleen Dudley*

**PSP**

**Committee**

*Rhonda Miracle*  
COAT Student Support  
426-4313  
rmiracle@boisestate.edu

**Scholarship  
Committee**

*Angela Garcia*  
COAT Dean's Office  
426-2238  
agarcia@boisestate.edu

**Ways & Means  
Committee**

*Valencia Garrett*  
Social Sciences  
426-1368  
vgarrett@boisestate.edu

**Bylaws  
Committee**

*Guen Johnson*  
Department of History  
426-1350  
gjohanson@boisestate.edu

**Administrative  
Advisor**

*Dr. Lisa McClain*  
Gender Studies Director  
History Department Faculty  
426-1985  
lmcclain@boisestate.edu

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If you wish to contact any of the Executive Board Members by mail, please address the document as follows:

Person's Name  
Department/Mail Stop  
Boise State University  
1910 University Dr.  
Boise, ID 83725

**BOSSSES BREAKFAST!**

"The Weakest Link" was the theme for this year's Bosses Breakfast . It proved to be quite entertaining watching our seven contestants struggle to answer the BSU trivia questions. Stacy Pearson, Interim VP of Finance, held on to defeat the rest of the competition. A big thank you to all of our willing contestants; Larry Barnhardt, Michael Blankenship, Jane Buser, James Girvan, John Owens, Stacy Pearson, and Kenny Wiscombe. We owe a great deal of appreciation and gratitude to our MC, Dr. Andrew Giacomazzi (CJA) and Katy Scott, our stage hand.

This year's Bosses Breakfast Committee did an excellent job; Leslie Black, Shannon Chapman, Debby Flores, Valencia Garrett, Marian Graham, Guen Johnson, Suzan Raney, Ellen Siebolt, and Committee Chair, Terri Shafer. Thank you all for your enthusiasm and hard-work!

Congratulations to Valencia Garrett, BSUAOP 2004 Office Professional of the Year, and Dr. Phillip Eastman, BSUAOP 2004 Administrator of the Year. Both were honored for their achievements at The Annual Bosses Breakfast.

**A big thank you to President Kustra for allowing us to change the start time and for the hour of release time!**



**Pictured at left are:**

*2004 BSUAOP Office Professional of the Year  
Valencia Garrett,  
College of Social Sciences and Public Affairs.*

*2004 BSUAOP Administrator of the Year  
Dr. Phil Eastman,  
Dean, College of Arts and Sciences*

**IAEOP STATE CONFERENCE**

The Annual Conference of the Idaho Association of Office Professionals was held April 23-24, 2004 in Boise. President Lois Santillanes opened the conference and introduced Boise Mayor, Dave Bieter, who welcomed members from AOP organizations all over Idaho. Anne Bomar, President of NAEOP was the honored guest. Anne provided inspiration and workshops, and she challenged participants to increase their membership, to rise to meet new challenges, and to continue to provide high quality professional support to our educational offices. Keynote speakers Wanda Lynn Riley and Dan Hawkins, from Boise State University, provided insight and information which was very well-received. IAEOP member Sue Belliston won the ATV!

**Pictured below:** Front row Terri Shafer, Marian Graham. 2nd : Jennifer Pike, Valencia Garrett, Angela Garcia, Clara Collins, Julie Gerrard. 3rd row: Shannon Chapman, Anita Castello, Guen Johnson and Leslie Black. Back Row: Coleen Dudley, Ellen Seibolt, Dan Hawkins, Terrie Gillenwater, Suzan Raney, Eva Jeanne Myers.



# 2003-2004 Calendar of Events

## BIRTHDAYS

Coleen Dudley	May 3
Sally Pittman	May 4
Connie Robinson	May 29
Rossitta Flemming	June 4
Susan Pettit	June 11
Jewell Haskins	June 19
JoAnn Northup	June 26
Heather Calkins	July 2
Carol Carroll	July 6
Jennifer Pike	July 6
Beverly Moss	July 22
Anita Castello	July 24
Marian Graham	July 29



### BSU CLASSIFIED LEAVE POLICIES

**BSU 5520-C**  
Effect. Date: July 1, 1995

#### J. Organization Participation and Exercise Leave

Boise State University employees will be permitted a total of one hour per month release time from work to attend professional representative organization meetings. The organizations include:

- ACE** - Association of Classified Employees;
- BSU-AOP** - Boise State University Association of Office Personnel;
- BSU-IPEA** - Boise State Chapter, Idaho Public Employee's Association.

1. Employees who are officers in one of the above organizations, will be permitted a total of two (2) hours per month release time to organize and conduct the business of the organization(s).
2. The employee must have supervisory approval prior to taking the release time to avoid conflict with the efficient and effective operation of University business.
3. Other organizations desiring approval for release time should submit written requests to the Department of Human Resources, outlining the goals and purposes of the organization for review by the appointing authority.
4. Questions regarding a typical leave situation not clarified in this policy should be referred to the Department of Human Resources.

### BSUAOP Luncheons (2nd Tuesdays)

Installation Luncheon.....May 11th  
Farnsworth Room

### Executive Board Meetings (4th Tuesdays)

May 18th .....Ah Fong Room

### Upcoming Events

NAEOP.....July 19-23

### EDITOR'S NOTE

By Coleen Dudley

This is the last issue of the Keynoter for the 2003-2004 year. I have so many people to thank for their help and guidance, and for coming to my rescue time and again with articles, ideas and proof-reading. While far from a perfect product, I have truly enjoyed the opportunity and learning experience being the Keynoter editor has provided.

My thanks to each of you.



### State and National Links!

Idaho Association of Educational Office Professionals  
<http://www.idahoeop.org>

National Association of Educational Office Professionals  
<http://www.naeop.org>

### BSUAOP MEMBERSHIP

By Julie Gerrard, Membership Chair

We end this year with thirty-six new members, forty-eight renewing members and eight honorary members, for a total of ninety-two members. This an increase of twenty members. (Last year we had thirteen new members, fifty-two renewing members and seven honorary members for a total of seventy-two members).

It has been a pleasure to serve as the membership chair this year. I hope you all have wonderful summer.

Boise State University  
Association of Office Professionals  
1910 University Drive  
Boise, Idaho 83725  
Org. ID 946L101001

BSUAOP Keynoter

**BSUAOP Areas**

**Area I:**

Applied Tech., Alumni Assoc., Career Ctr., Children’s Center, Canyon County Center, 1105 B Grant Street, Extended Studies, Engineering & Tech., FOAM, IBEDC, Mil Services

**Area II:**

Bookstore & Warehouse, Campus Safety, Kinesiology & Kinesiology Annex, Micron Eng., Pavilion & Auxiliary Gym, SUB, Varsity Ctr., Bronco Football Complex, Computer Annex

**Area III:**

Library, Liberal Arts Bldg., Lincoln Hall, Special Events Center, Archit. & Engine. Services English/Arts Annex, KBSU, Art Annex #1

**Area IV:**

Administrative Building (1/2), Student Housing

**Area V:**

Communications, Health Sci. Riverside, Hemmingway Ctr., Math/Geology, Morrison Ctr., SMITC, Raptor Research Ctr., Student Health Ctr., Gateway, Science Nursing Bldg., OIT

**Area VI:**

Administrative Building (1/2), College of Bus. & Economics

**Area VII:**

Education Building Public Affairs & Arts West Building, Multi-Purpose Building

**Bloom Where You  
Are Planted -  
Grow Where You Go!**



**Check us out!  
[boisestate.edu/bsuaop/](http://boisestate.edu/bsuaop/)**