

ASSOCIATION OF OFFICE PROFESSIONALS

September/October 2003 Vol. 22, No. 1 • Guen Johnson, Editor

KEYNOTER

2003-2004 EXECUTIVE BOARD

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PRESIDENT'S CORNER

By Terri Shafer



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

Welcome to the new year of BSUAOP! It's hard to believe that summer is over and we are into fall. As usual, the fall semester is off to a busy start.

As the 2003-2004 President of BSUAOP, I have chosen the theme, "Bloom Where You Are Planted...Grow Where You Go!" for the year. When I was deciding upon my theme for the year, I really had a difficult time. Given the state of the University, (budget concerns, no raises, and an increased work load) it is hard to have a message of optimism. However, I truly believe that we need to find a message of hope at all times. We all have the ability to bloom where we are and to grow both professionally and personally where we go. It is up to us to decide how much we choose to bloom and grow.

I would encourage every member to be involved and to take advantage of the great networking system we have among our BSUAOP members. The monthly meetings are full of information that is helpful. These meetings are the second Tuesday of every month. Our Professional Development Day will be Tuesday, October 14th. I encourage everyone to attend this day of training and enlightenment. We also have the Holiday Auction and Bosses Breakfast that we sponsor every year.

I am very excited to be a part of the BSUAOP Board this year. Our Executive Board is fun, enthusiastic, and is hard at work on many activities that will benefit our membership this year. There are several opportunities to be involved, so you can "bloom" and "grow." Whether you chair a committee, serve on a committee, or just support the activities, we always welcome everyone! What a great way to get involved and share your talents and energy with the organization.

I encourage you to get to know your Area Representatives. Their names and contact information are listed in the newsletter. I can be reached through GroupWise or at extension 3406. Please join me as we look forward to another great year of promoting professional development and advancement for office professionals!

Terri Shafer,

Ways and Means Committee

Valencia Garrett, Chair

Here are the items for sale to help us raise funds:

Dirty Harry Car Wash Tokens
\$2.00 each (gives you a wash value of \$4.00)

Papa Murphy's Savings Cards
\$5.00 each (saves you over \$25.00)

Contact your area representative or call Valencia at x1368 to purchase any of these items. Thank you.



Scholarship Committee Report

Angela Garcia, Chair

If you'd like to get more involved with BSUAOP, we need you! The Scholarship Committee needs two more members to help do its work. Please let me know at extension 2238 or send me an e-mail if you find you can help us out by serving as a member of the Scholarship Committee.

For BSUAOP Members who would like to apply for scholarships to attend workshops, conferences and courses related to advancing or affirming training or skills in your educational office positions, please note the following application deadlines throughout the coming year:

Monday, December 1st applications are due for Spring '04 tuition and the Ada County Winter Workshop

Monday, March 1st applications are due for the Annual State Conference (held April 23-24).

Monday, May 3rd applications are due for Summer and Fall '04 tuition and the Annual National Conference (Boston in 2004!)

Applications are on our website:

<http://www.boisestate.edu/bsuaop/forms.htm/>

As a member of BSUAOP you are eligible for these scholarships. We encourage you to apply.



Area II

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COAT Accounting
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Area III

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Committee

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Committee

Vacant

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Coleen Dudley

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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

HOLIDAY AUCTION 2003: Visions of Sugar Plums!

By Gay Barzee

The holidays are getting near and I'm dreaming of Sugar Plums already. Well, mostly because of the Holiday Auction, not because of Christmas. The theme this year is "Visions of Sugar Plums" and we have a lot of people hustling to make it happen. It will be held this year on Tuesday, November 18th in the Hatch Ballroom in the Student Union Building. Mark your calendar that day for lunch and mark your bosses calendar as well.



If anyone is interested in participating on the committee, please let me know. We can always use an extra pair of hands, plus you can earn points for your PSP by participating on a committee.

Also, if you have any donation items, please let me know and I would be happy to pick them up or send one of my elves. We are looking for craft items or any other spectacular thing that you are handy at making (or buying).

Call me at X4978 or e-mail me at gbarzee@boisestate.edu if you have any questions or would like to get more involved.



Thanks for your participation. See you all there!

Professional Development Day: It's All About You! By Angela Garcia, PDD Committee

The Professional Development Day Committee has designed a day of educational and informative sessions for your pleasure starting at 8:00 am on Tuesday, October 14th in the Student Union Building, Hatch A/B! What a wonderful opportunity for both professional growth and networking with peers across campus and from other Associations!

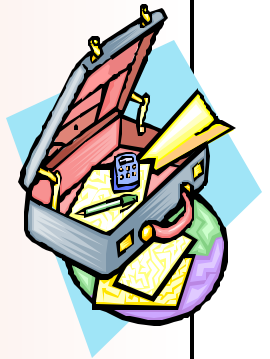
The keynote speaker will feature Sam Byrd from *DiversityWorks!*. The regular sessions will cover topics on memory skills, public speaking, managing emotions, communications, team work, and visioning.

There are many benefits to attending Professional Development Day. You can learn new techniques, stimulate your professional development, identify improvements you wish to make, and renew friendships.

There are just two categories for registration: \$35 to include all of the sessions, lunch and membership, OR \$25 to include all of the sessions and membership (no lunch). A copy of the registration form is available by contacting one of the committee members below.

Leslie Black – 2047
Shannon Chapman – 1794
Angela Garcia – 2238
Julie Gerrard – 1508
Suzan Raney – 4114

Cathy Hampton – 1884
Guen Johnson – 1350
Ona Law – 3366
Terri Shafer – 3406



We look forward to sharing the day with you!

**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.

AREA REPRESENTATIVES

By Terri Shafer

Area Representatives are the eyes and ears of BSUAOP — they attend board meetings and bring forward issues and concerns from their areas and vote on items that affect all members of the organization. They act as committee chairs or members of committees to keep the wheels of BSUAOP moving. Area representatives also contact new and existing educational employees at BSU to educate them about BSUAOP and invite them to participate in a luncheon or other activities. (The best way to increase membership!)

If you are an existing Area Representative, thank you for all you do! If you are interested in becoming an Area Representative in the future, please contact Terri Shafer at extension 3406. We won't grow without you!

Area Representatives

Area I - *Debbie McVey.* (Out of the office. Watch for her comments in the next issue!--ed.)

Area II - *JoAnn Northup.* "I had one person from my area attend the last luncheon, and I plan to contact non-members in my area to drum up interest. I can be contacted at extension 1908."

Area III - *Linda Kay Allen.* "I had three people attend the last luncheon who will be coming to Professional Development Day and will be joining our organization. If you are in Area III and are interested, contact me!" (extension 1208)

Area IV - *Martha Plascencia.* Martha is watching the HR Review for new hires in the buildings she covers. She plans to contact new people by e-mail and phone. If you are new and in the Administration Building or Student Housing, contact her at x3986!

Area V - *Terrie Gillenwater.* "I am hoping that those in my area have a desire to join BSUAOP. My greatest responsibility is to keep the area informed of events and have access to those events. The organization itself is accommodating both socially and intellectually. It enhances our opportunity to be involved with others also trying their best in this work force. I feel the fellowship personally and wish to extend a welcome to those in Area 5." (Terrie x1678)

Area VI - *Connie Charlton.* "I plan to do a personal walk to talk to office support staff in my area. Call me if you are in my area and have never been to a luncheon...you can be my guest! I am at extension 3110."

Area VII - *Ona Law.* "Watch for my emails every month reminding you of BSUAOP activities. Looking forward to hearing from you. Let's join in and learn more about BSUAOP."

ACE UPDATE

By Connie Charlton, ACE Representative

Some of the ACE executive board members met with Dr. Jane Buser (Director of HR) recently to talk about the following classified concerns: 1) Trust; 2) Salary issues; 3) Incentives; 4) Perceived favoritism; 5) HR customer service; 6) Communication; and 7) Suggestions for change. A date for monthly meetings of this kind between ACE board members and Dr. Buser is being set. If you have issues you would like discussed, please contact your ACE senator or Connie Charlton at ccharl@boisestate.edu or call me at extension 3110.

2003-2004 Calendar of Events

BSUAOP Lunches (2nd Tuesdays)

October 14.....Professional Development
Day Luncheon
November 18.....Holiday Auction
December 9.....Monthly Luncheon

Executive Board Meetings (4th Tuesdays)

October 28, 2003.....Room TBA
November 25, 2003....Room TBA
December 16, 2003.....Room TBA (third Tuesday...to
accommodate the holidays!)

Upcoming Events

October 14.....Professional Development Day
November 18.....PALS Holiday Auction
April 22-24.....IAEOP Spring Conference

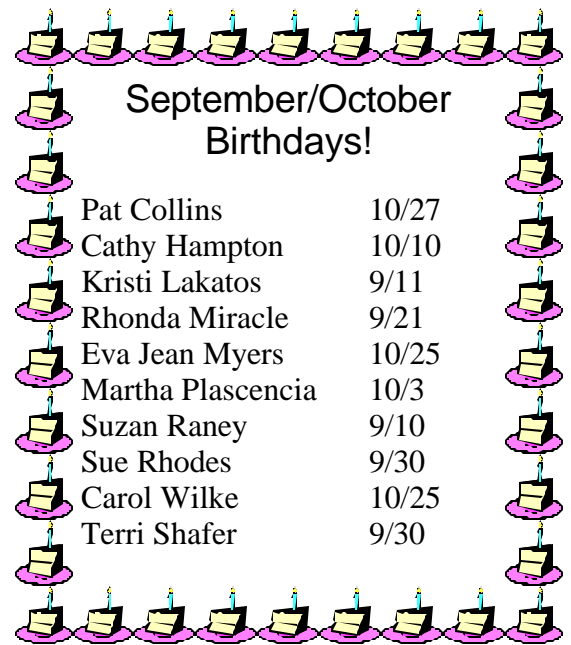
IAEOP SPRING CONFERENCE

By Lois Santillanes, IAEOP President 2003-2004

IAEOP 2004 Spring conference planning is coming along - great things are really falling in to place!

The theme this year is *"IAEOP, Where Good Things Are Happening."* Two wonderful Keynote Speakers, Wanda Lynn Riley and Dan Hawkins, will start the conference off on the right note. There will be a wide variety of workshops to choose from.

Please mark April 22-24, 2004 on your calendars and plan to attend. The conference will be held at the Red Lion DownTowner in Boise. More information will be available on the IAEOP web site (idahoaeop.org) soon! Thanks to all the hard working volunteers who are helping to make this conference possible. Your professionalism and willingness to help make IAEOP a great organization.



State and National Links!

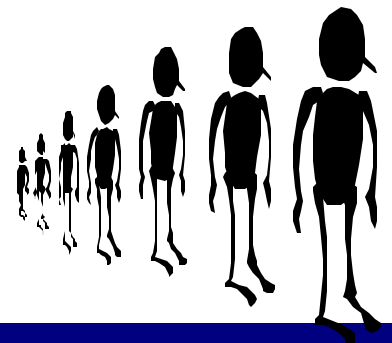
Idaho Association of Educational Office Professionals
<http://www.idahoaeop.org>

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

BSUAOP MEMBERSHIP

Julie Gerrard, Membership Chair

The goal this year is to have 100 people sign up as members of BSUAOP. To encourage membership, all those who attend Professional Development Day will automatically become members of BSUAOP. If you are unable to attend Professional Development Day and would like to join BSUAOP, you may contact me at 426-1508 or jgerrard@boisestate.edu. A membership brochure is attached for convenience.



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, Mail 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/**