

## ASSOCIATION OF OFFICE PROFESSIONALS

November/December 2003 Vol. 22, No. 2

• Coleen Dudley, Editor

KEYNOTER

### 2003-2004 EXECUTIVE BOARD

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#### **Area Representatives**

##### **Area I**

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### PRESIDENT'S CORNER

By Terri Shafer



Can you believe that the Holiday Season is quickly approaching? The weather has gotten cooler and it appears that the fall season has finally arrived!

Our Annual Professional Development Day was held on October 14<sup>th</sup>. We had over 80 people sign up for the various sessions and lunch. The feedback we have gotten back is tremendous. Many thanks to Suzan Raney and her hard-working Professional Development Day Committee. They did an excellent job with everything!

Our keynote speaker, Sam Byrd, gave us food for thought in dealing with diversity and obstacles that come our way. Dr. Kustra's words also encouraged us to be the best that we can be and to really focus on "*Blooming where we are planted and Growing where we go!*" Both Dr. Kustra and Sam Byrd were very inspirational. The sessions were also great! All of the evaluations were positive. It was a day full of training and networking.

Now, we are looking forward to the Holiday Auction, which will be held on November 18<sup>th</sup>. Gay Barzee and her committee have been working diligently to make this year's auction a "Sugar Plum Fairy's" dream! Be sure and mark your calendars, and plan to attend. The money that is raised from this auction supports our Scholarship Fund to help our members.

We are growing in numbers! Our membership is up 25% this year with 38 new members, 40 renewal members and 8 honorary members for a total of 86. Our goal is to have at least 100 members this year. We are so close to our goal; so if you haven't renewed your membership or are thinking about becoming a member, please contact either Julie Gerrard, Membership Chair, or myself. We will be happy to get you the membership application.

There are several opportunities for members to be involved in our organization. Take advantage of these and you will "Bloom Where You Are Planted and Grow Where You Go!"

Until next time, Happy Holidays!



## WAYS AND MEANS COMMITTEE

### Valencia Garrett, Chair

We have Great Stocking Stuffers available!

Dirty Harry Car Wash tokens for \$2.00 each. One token gives you a wash value of \$4.00. Good for one Touchless Turbo Automatic Deluxe Wash with Clear Coat Protectant and Spot Free Rinse!! Or get 10 minutes of wash time in a Self serve bay (this token not accepted in Mega Bays.)

Papa Murphy coupon cards for \$5.00 each. Save over \$25.00 on your "Take N' Bake Pizza.

Call me at 426-1368 or contact your area representative today.

## PSP INFORMATIONAL MEETING SET!

Rhonda Miracle, PSP Chair

I know many of you have the education, experience and professional activity requirements needed for one of the nine Professional Standards Program (PSP) certificates available through the National Association of Office Professionals (NAEOP). The PSP program is the only nationally endorsed recognition of professional competencies available to educational office staff.

Come to the PSP informational meeting on Wed., Nov. 5, 2003, at noon in the SUB Gibson room to get started on documentation gathering now so you can beat either the Jan. 15, 2004 or May 15, 2004 application deadline. I will gladly guide you through the steps needed to complete your application in order for you to receive the recognition you so richly deserve. Complete your PSP application this year and your accomplishments could be celebrated at the NAEOP national conference to be held in Boston in July 2004!

Please contact me by phone (4313), email (rmiracle@boisestate.edu) or in person in TS102 if you can't attend the Nov. 5 meeting. It will be my pleasure to set up an individual meeting time if needed.

## ACE REPORT

Connie Charlton, ACE Representative

At its October 9 meeting, the Association of Classified Employees Senate discussed the possibility of starting a Goodwill Committee on campus to assist employees who are making low wages. A collection of food and clothing was considered, but questions arose about the storage, access and dispensation of items. In considering monetary donations, obstacles such as dispensation, responsibility, and audit were seen as possible deterrents. Therefore, ACE has requested a space at the Health Fair, being held in the SUB on November 19<sup>th</sup>, where information on agencies that supply food, clothing, shelter, or medical assistance can be disseminated. This also will serve as an ACE "open house" function where classified staff can come and meet the Senate. If permission is granted for the booth, we will see you there! Stop by and say "Hi!"

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### Area VII

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### Library

#### Committee

*Vacant*

**Membership  
Committee**

*Julie Gerrard*  
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**Newsletter  
Committee**

*Guen Johnson*  
*Coleen Dudley*

**PSP****Committee**

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**Scholarship  
Committee**

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**Ways & Means  
Committee**

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**Bylaws  
Committee**

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**Administrative  
Advisor**

*Dr. Lisa McClain*  
Gender Studies Director  
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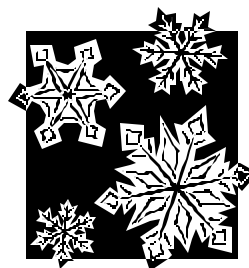
If you wish to contact any of the Executive Board Members by mail, please address the document as follows:

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**

Still Having Visions...

After Halloween, visions of sugarplums aren't sounding too good right now, but we have elves, elves, elves and a few fairies too. The Holiday Auction on November 18th is going to be too good to pass up this year. Our Theme "Visions of Sugarplums" will give you a real "flavor" for the holidays. You'll not want to miss seeing Kenny Wiscombe in his elf hat and others donning their wings.



We have a lot of donations coming in, including handmade stained glass, original art prints, gift certificates to Shakespeare and local theaters, area restaurants and much more! We are still accepting donations, so if you are crafty and have something you'd like to make and donate, we would appreciate it.

Deadline for registration is Wednesday, November 12, so send your registration in right away. If you need a flyer/registration form or need more information, please give me a call at extension 4978 or e-mail me at gbarzee@boisestate.edu

Thanks to the committee for helping to get donations and preparing for this big event. I'm sure it will be a huge success as it always is.

See you there!

**NAEOP**

NAEOP's Winter Institute is scheduled for January 15-17, 2004, in New Orleans!  
For more info go to: <http://www.naeop.org/annual.htm>

**Dates for Future Annual Conferences:**

- \* July 19-23, 2004  
Boston, MA  
Conference Coordinators: Sherry Wilson, CEOE  
Judy Gagnier, CEOE
- \* July 10-15, 2005  
Tucson, AZ  
Chairman: Allie Faye Matthews, CEOE
- \* July 17-21, 2006  
Dallas, TX  
Chairman: Linda Sockwell, CEOE

**NAEOP**  
**P. O. Box 12619**  
**Wichita, KS 67277-2619**  
**Ph: 316/942-4822 Fax: 316/942-7100**  
**[naeop@naeop.org](mailto:naeop@naeop.org)**

## PROFESSIONAL DEVELOPMENT DAY

### Suzan Raney, President-Elect

I am happy to report that Professional Development Day on October 14th was a great success. The feedback we have received has been extremely positive. We began our day with a greeting from our BSUAOP President, Terri Shafer, followed by BSU President, Dr. Bob Kustra. Our keynote speaker, Sam Byrd, from ¡Diversity Works!, was terrific and helped get everyone in the mood to “Bloom Where You’re Planted, Grow Where You Go.” In our sessions we learned how to improve our memory skills, tell a good story, communicate effectively, adopt a playful attitude about work, create a vision of where we see ourselves in the future, and lastly, what an Emotional IQ is and why it is important in the workplace. These were taught by Dr. Larry Rogien, College of Education; Dr. Marvin Cox, Department of Communication; Dennis Sterling, Training and Development; Johnna Johnson, Ada County Sheriff’s Department; and Dr. Wallace Pond, adjunct faculty member of the Department of Sociology.



Eighty people registered for the all-day event. Office professionals from the State Department of Education, Ada County and elementary schools in the valley joined Boise State employees for fun-filled, informative sessions.

Many thanks go to my committee members who helped make this day such a great event. They are: Leslie Black, Shannon Chapman, Angela Garcia, Julie Gerrard, Cathy Hampton, Guen Johnson, Ona Law, Rhonda Miracle, Lois Santillanes and Terri Shafer. I couldn’t have pulled this off without them!

A special thanks goes to Lois Santillanes who provided many of the door prizes and Nikki Hampton, from the Bookstore, for letting us do our own shopping at the Bookstore.



*Dr. Bob Kustra, President, Boise State University, Connie Charlton, ACE President, Terri Shafer, BSUAOP President at Professional Development Day. (Photograph by Guen Johnson.)*

## HOW TO WRITE POORLY

Leslie Black, Vice-President



Did you ever wish that you could write more creatively?  
 Convince someone about your point of view?  
 Leave instructions or directions for someone that don't create more questions than answers?

Then don't miss **How to Write Poorly** – the topic of the December BSUAOP luncheon. Join us on Tuesday, December 9 at 11:30 a.m. in the Farnsworth Room at the SUB. The menu is Asian Stir-fry with Chicken, or bring your own food and be prepared to learn a lot and have fun doing it!

**How to Write Poorly** is a quick overview of principles of clear, accessible workplace writing, focusing on the writing process and techniques of verbal and visual presentation that make writing more attractive, more clear and more concise. The presentation focuses on the writing process—planning, drafting, revising—and ways to communicate information through effective information design and document design.

Watch for the registration form around the middle of November. If you have any questions, please contact one of the Program Committee members: Leslie Black at 334-2047, Clara Collins at 426-3383, Sue Crichton at 426-1996, or Suzan Raney at 426-4114.

## 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 email 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.

**Scholarships may be applied for and are due on three occasions throughout the year as follows:**

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

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

**Monday, May 3rd** applications are due for Summer and Fall '04 tuition and the Annual National Conference.

**For an application form go to:** <http://www.boisestate.edu/bsuaop/forms.htm>



**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.

**IAEOP SPRING CONFERENCE**

Please mark your calendars for April 22-24 and plan to attend the IAEOP Spring Conference. This year's theme is "IAEOP, Where Good Things Are Happening."

More information is available on the IAEOP web site [www.idahoaeop.org](http://www.idahoaeop.org)



*"A man with a new idea is a crank until the idea succeeds."*  
—Mark Twain.

*"There is nothing so annoying as to have two people go right on talking when you're interrupting."*  
—Unknown.

**AREA REPRESENTATIVES**

**Area I** - *Debbie McVey.*

**Area II** - *JoAnn Northup.* I haven't had much activity in Area II for quite sometime. Hopefully I will be more successful with my recruiting efforts in the near future.

**Area III** - *Linda Kay Allen.* (x1208)

**Area IV** - *Martha Plascencia.*

**Area V** - *Terrie Gillenwater.*

Call me , x1678, if there are ANY questions. I know the people to ask to find the answers. The Professional Day this year was so fun. I met new people that I didn't know, which is always super! The Holiday Auction will be so exciting...I hope to enjoy Everyone in my area there!!!

**Area VI** - *Connie Charlton.*

Some confusion exists in Area VI, which along with the Business Building also includes the Administration Building. The Administration Building ins included in another area as well. Clarification is being sought so that I can hand carry a BSUAOP brochure and deliver a personal invitation to the people in my area. In the meantime, the personal touch will be utilized with classified staff in the College of Business & Economics. Though the response has not been great in the past, I am hoping some perseverance will get at least one or two members from this effort.

**Area VII** - *Ona Law.*

## 2003-2004 Calendar of Events

### BSUAOP Luncheons (2nd Tuesdays)

December 9.....Monthly Luncheon  
January 13.....Monthly Luncheon

### Executive Board Meetings (4th Tuesdays)

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

### Upcoming Events

November 18.....PALS Holiday Auction  
April 22-24.....IAEOP Spring Conference

### EDITOR'S NOTE

Coleen Dudley

I want to thank Guen Johnson, Valencia Garrett and all of those who contributed their time and their articles for this edition of the Keynoter. I'm excited to be involved with this project and nervous about my learning curve. Guen has been a wonderful mentor and I look forward to learning more from her throughout the year.

I have had a long talk with my desk about it's habit of eating items, email copies and articles for this venture. Hopefully, its promises are valid and it will refrain from that habit in the future.

If you have a notice, idea for the Keynoter or special project, please don't hesitate to call at 426-3929 or email at [cdudley@boisestate.edu](mailto:cdudley@boisestate.edu).



### NOVEMBER BIRTHDAYS

Cindy Bancroft-Stigall	11/17
Linda Hamson	11/17
Linda Berntsen	11/20
Gerrel Knudson	11/28



### 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

As of October 14, we have 36 people who are new members, 42 renewing members and eight honorary members for a total of 86 members, which is approximately a twenty-five percent increase from last year. This year those who signed up for Professional Development Day automatically became members of BSUAOP. Doing this considerably increased the membership. At the end of December 2002, our membership count was ten new members, 50 renewing members and eight honorary members for a total of 68 members.

Those people who were members last year and have not renewed their membership for this year will be receiving a reminder notice.

If you are interested in joining BSUAOP, please fill out the membership information available on the BSUAOP website (<http://www.boisestate.edu/bsuaop/>) or contact Julie Gerrard at [jgerrard@boisestate.edu](mailto:jgerrard@boisestate.edu) or call 426-1508.

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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/](http://boisestate.edu/bsuaop/)**