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**A Message from the President**

Welcome back! I hope everyone had a chance to get some rest & relaxation over the summer. The National Association of Educational Office Professionals conference this summer was a great experience. Connie Robinson received her PSP certificate at the conference and we had a great time helping her celebrate the occasion. The conference was a good opportunity for us to get acquainted with other office professionals from Idaho as well as office professionals across the nation.

The next national conference is going to be here in Boise, so get your working gloves on, and be prepared to help out this year. The Idaho Association of Educational Office Professionals conference will be held in Coeur d'Alene in April. More information on both of these conferences will be available as the year goes on.

This year BSUAOP has a lot of things planned to help you with personal and professional growth. The luncheons have been well planned and we are currently planning for Professional Development Day on October 8. We are still looking for committee members if you would like to participate in planning for this event. Contact our President-Elect, Cindy Bancroft-Stigall if you would like to help out.

This year, our goal is to offer you training and information that will be beneficial and help you with your positions here on campus. We welcome any feedback that we can get in order to make that happen. We would also like to offer you a network of friends, co-workers, and mentors to aid you in your success here at Boise State. Please feel free to contact any of the BSUAOP board at any time.

We are all looking forward to a wonderful year filled with possibilities!

Gaynel Barzee,  
President

**Professional Development Day, October 8th**

Professional Development Day will be on October 8, 2002 from 8:30 - 4:00 in the Student Union. This is an all-day event for classified and professional staff to attend. Our keynote speaker this year is BSU's very own Wanda Lynn Riley. We have a full day of workshops and activities planned. The flyer will be out mid-September and you can sign up at that time. Watch your mailbox and we'll see you there!

**Ways and Means Committee**  
**Valencia Garrett, Chair**



The Ways and Means Committee is trying to tie up loose ends this year as well as starting some new projects that we would like your assistance.

We have a few Home Interior candles for sale. They are \$6.00 each. They burn for approximately 40 hours. Available fragrances are: vanilla, woodland, mulberry, baked apple, cranberry, blueberry, and cherry. Call or email me with your selection.

We also have See's candy bars that we are selling for \$1.00 each or \$20 per box of 24. We have milk chocolate, milk chocolate with almonds, and milk chocolate with toffee nuggets. Sorry, no dark chocolate.

Something new we are trying is a Papa Murphy savings card. These are good at all area locations and will help you save over \$25.00 on your "Take N' Bake Pizza's" (example: \$4.99 for one large pepperoni or one topping pizza, \$3.00 of any size pizza at regular price). These are a great bargain at \$5.00 each. Buy five to share with your family for only \$20.00 and save even more! Contact your area representative or me for these cards.

We will be working at R.C. Willey's on Saturday, September 21 from 10:30 a.m. to 4:30 p.m. serving pizza. Domino's supplies the pizza and all we have to do is place the slices on plates and make sure it is available to R.C. Willey's customers. We will need volunteers to work in 1 or 2 hour shifts. Please call me (x1368) if you are willing to help out. I will be working on a schedule and will contact you soon.

The monies we earn doing these varied fundraisers are used to send our President and President-Elect to the annual National Association of Educational Office Professionals conference.

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**Auditor**

**Committee**  
 Vacant

**Historian**

**Committee**  
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**Library**

**Committee**  
 Christine Diehl  
 Business & Economics  
 426-1193  
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**Scholarship Committee**  
**Valencia F. Garrett, Co-Chair**



"Exercise" your right as a member of BSUAOP and apply for a scholarship today. Scholarships are available to members to attend workshops, conferences and courses related to advancing or affirming training or skills in their educational office position.

**Monday, December 2** is the deadline for applications for Spring '03 tuition and the Ada County Winter Workshop.

**Monday, March 3** is the deadline for applications for the Annual IAEOP Conference.

**Thursday, May 1** is the deadline for applications for Summer '03 and Fall '03 semesters and the Annual NAEOP conference (to be held in Boise!)

If you are interested in submitting an application, please contact one of the following members for a form: Valencia Garrett x1368, Angela Garcia x2238, or Julie Gerrard x1572. You can also log onto our website and print an application from there: [www.boisestate.edu/bsuaop/](http://www.boisestate.edu/bsuaop/).

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

**Membership  
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**Newsletter  
Committee**

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**PSP  
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**Scholarship  
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COAT Dean's Office  
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**Ways & Means  
Committee**

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**Bylaws  
Committee**

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Advisor**

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

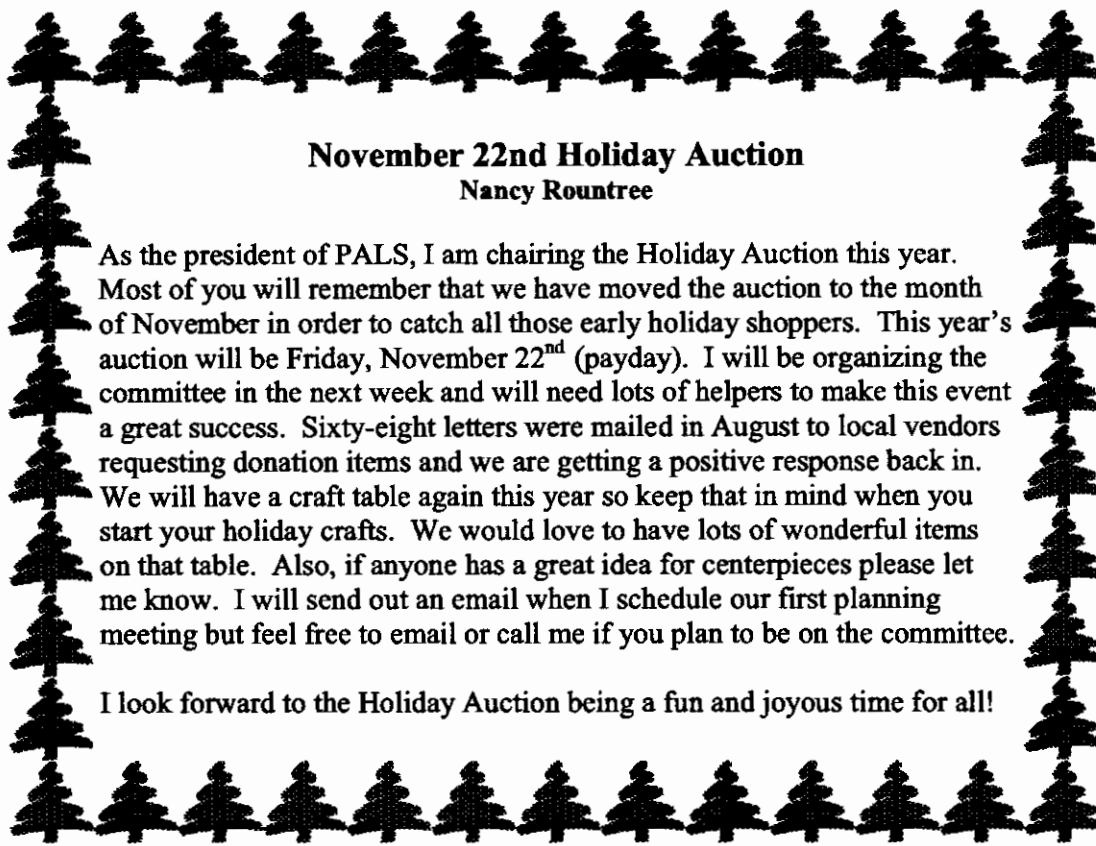
Person's Name  
Department/Mail Stop  
Boise State University  
1910 University Dr.  
Boise, ID 83725

**Endless Possibilities?**

*By Connie Robinson Vice-President*

What does that mean? To me it means limitless things that we can do with our lives. They are our choices. We are in the education business and the more I learn, I learn that there is so much more out there to learn. We need to get involved, be active, and partake in our lives and others'. I want to tell you about a few of the things that I found out about in the past year. I attended our state IAEOP conference for the first time that was held in our own beautiful downtown Boise. What an overwhelming experience it was! The weekend was packed with wonderful speakers, too much food to eat, great entertainment and instant new friends from all over the state. I also for the first time attended our national conference in South Carolina. It was more of the same with some sight-seeing thrown in. What struck me and actually moved me to tears sometimes was the same thing that I experienced here when I first came to BSU. I was invited to attend BSUAOP and was welcomed with kindness and help. Everyone was so wonderful and made me feel very comfortable and welcomed. People that make up all three of these organizations don't know any strangers. I have met people from all over the University, the state, and our Nation. I have learned that we all face quite a few of the same issues (budget cuts, overcrowding, transportation, etc.) We also have some of the same goals, i.e., trying to do our best to educate our youth, serve our community and live happily.

I want to thank all of you for showing me such a great way to be involved. I don't know where our journeys will take us, but it will be a heck of trip filled with great friendships and endless possibilities.



**November 22nd Holiday Auction**

Nancy Rountree

As the president of PALS, I am chairing the Holiday Auction this year. Most of you will remember that we have moved the auction to the month of November in order to catch all those early holiday shoppers. This year's auction will be Friday, November 22<sup>nd</sup> (payday). I will be organizing the committee in the next week and will need lots of helpers to make this event a great success. Sixty-eight letters were mailed in August to local vendors requesting donation items and we are getting a positive response back in. We will have a craft table again this year so keep that in mind when you start your holiday crafts. We would love to have lots of wonderful items on that table. Also, if anyone has a great idea for centerpieces please let me know. I will send out an email when I schedule our first planning meeting but feel free to email or call me if you plan to be on the committee.

I look forward to the Holiday Auction being a fun and joyous time for all!



## Caregivers Support Group

*By Sue Rhodes, Management Assistant  
Department of Nursing*

Many Boise State University faculty and staff find themselves providing primary or secondary care to a loved one – perhaps a parent, special-needs child, sibling or friend. As one of these special caregivers you have probably wondered: How do I find the community resources I need? How do I cope with the added responsibility and stress in my life?

For answers to these and other pertinent questions, please join Caregivers for an informal lunchtime get-together. The Boise State University Caregivers, founded in 1995 by Gwen Smith, Training and Development Officer and JoAnn Vahey, retired nursing faculty, meet on the third Tuesday of each month during the academic year to problem-solve and share ideas, concerns and resources.

Join us for our first meeting of this academic year in the Johnson Room of the Student Union on September 24 at noon. Bring your lunch, pick up some food at the Student Union Food Court, or just stop by. Facilitated by Nancy Severance, RN, MS, and faculty in the Department of Nursing, you will have an opportunity to share your experiences with care giving, loss, grief, and coping mechanisms. We laugh and cry, but our goal is to make your day a little brighter.

If you wish to be on our e-mail reminder list, please call or e-mail Sue Rhodes at 3900 or [srhodes@boisestate.edu](mailto:srhodes@boisestate.edu) Sue will send out e-mail reminders at least one week prior to the get-together. Locations may vary depending upon room availability in the Student Union.



### 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.



## Things to Remember...

### **BSUAOP Lunches:**

September 10—Monthly Luncheon, Hatch A 11:30—1:00 p.m.  
December 10—Monthly Luncheon, Farnsworth 11:30—1:00 p.m.

### **Executive Board Meetings:**

September 24, 2002  
October 22, 2002  
November 26, 2002

### **Upcoming Events:**

Saturday, September 21, 2002 10:30 — 4:30 R.C. Willey Fundraiser  
Tuesday, October 8, 2002 8:30 am—4 :00 pm Professional Development Day  
Friday, November 22, 2002 11:30 am—1:00 pm PALS Holiday Auction

### **Other Information:**

●Did you know that it's never too late to start on your Professional Standards Program (PSP)? This program is set up so that you can achieve various levels at different points in your education and career. Contact Rhonda Miracle for more information by e-mail at [rmiracle@boisestate.edu](mailto:rmiracle@boisestate.edu) or phone x4313.

#### **Updates by Connie Charlton**

**ACE:** At the ACE meeting held in August, ACE met to make committee assignments and to determine the meeting schedule. ACE will meet the second Thursday of each month at 1:30 p.m. in the SUB. In addition, ACE has scheduled its annual open house for October 3 in the Farnsworth Room. Publicity about that event will be distributed by flyer through the campus mail.

**Area VI:** September is getting off to a good start in Area VI. I distributed the flyer by email to everyone in my area. Five people from Area VI will attend the luncheon on September 10. Area VI welcomes Pat Collins to the Boise State campus. Pat is an Administrative Assistant in the Economics Department, College of Business & Economics.

**Quote of the month:** "How you handle people is very important. A lot of times it's not about knowledge. . . it's about people skills. Manners are the basis for building relationships and teamwork."

—Cynthia Grosso

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., Pavillion & Auxillary Gym, SUB, Varsity Ctr., Bronco Football Complex, Computer Annex

#### Area III:

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

#### Area IV:

Administrative Building, Student Housing

#### Area V:

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

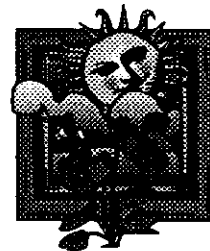
#### Area VI:

Administrative Building, College of Bus. & Economics

#### Area VII:

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

*Bright Future,  
Endless  
Possibilities*



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