

## 2000-2001 EXECUTIVE BOARD

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## PRESIDENT'S CORNER

by Lois Santillanes

*Welcome back!* I would like to welcome everyone back to the campus and hope that you had a chance this summer to take a vacation with your families or friends. If you are new on campus, welcome to the BSU family.



This association has a lot of wonderful activities you can become involved in such as our monthly luncheons (every second Tuesday) and special events like Professional Development Day and the Bosses Breakfast. Come and join us and see just what BSUAOP is all about. If you are a member and would like to attend one of our business meetings, they are held on the fourth Tuesday of the month in the Johnson room in the Sub from 12:00-1:00. Our next meeting will be held September 26<sup>th</sup> — bring your lunch and join us.

Many of our committees simply have a chairman. If you don't want to tackle the responsibility of being a committee chair in the beginning, you can be a committee member. Do you have hidden talents and ideas that you are willing to share with us? Come and enjoy the fun.

My theme this year is *A Journey of Change*. For each of us its meaning may be very different. Through my journey with BSUAOP I have been able to grow both personally and professionally. I have enjoyed sharing ideas and networking with other office professionals on local, state and national levels and have found the confidence to achieve my goals. With good leadership and the strength of the membership we will continue to grow as an association. As we enter a new millennium filled with evolving technology, I challenge all of you to embrace the changes to come.

BSUAOP is a great group. I encourage you to join. It can be a very rewarding experience! Without you as members we would not be the strong and growing association you see today. With your help this year will be very exciting!

Finally, I would like to say that our Professional Development Day will be coming up soon — the date is October 10th. So mark your calendars and watch for more information. Nancy Rountree has been working very hard to make it a worthwhile day for all of us.

—Lois Santillanes

## IAEOP

by Merrylea Hiemstra, 2000-2001 IAEOP President

There is a buzz in the air that many of you are working on the requirements for a Professional Standards Program certificate, possibly some CEOEs (Certified Educational Office Employee). Cathy Hampton, state PSP Chairman\*, is eager to assist you in filing for PSP, give her a call at 426-1884 or email her at [champton@boisestate.edu](mailto:champton@boisestate.edu). The next filing deadline is January 15, 2001. Set your goal now to complete the requirements this year and attend the July NAEOP conference in Utah. It is so exciting to walk across the stage and be recognized for this achievement!

We would also like to honor you for your PSP achievement at the State conference. The conference will be held at Cavanaugh's on the Falls in Idaho Falls, April 19-21, 2001. The Annual Spring Conference\* proves to be a rewarding professional experience of networking, training, leadership, and recognition. This year, the conference will give many of us an opportunity to visit another part of our state. Make plans now to be a part of this professional development opportunity designed for the educational office employee. (P.S. Check out our website — [www.midvalerangers.org/iaeop/index.htm](http://www.midvalerangers.org/iaeop/index.htm))

(\*BSUAOP members should contact Rhonda Miracle (x4313), BSUAOP's PSP chair for help and guidance on the local association level. \*Contact Sandra Schmidt, BSUAOP's Scholarship and Awards chair (x4187) for information on applying for scholarships to attend state and national conferences and classes and workshops on campus. — Guen)

## NAEOP MEMBERSHIP

Interested in joining NAEOP? The benefits of joining are found in its four major purposes for being: service, information, recognition, and fellowship. NAEOP services its members by providing professional growth opportunities at conferences, institutes, and professional development days; information is shared through the various networking systems that are in place; members are recognized for their accomplishments in the Professional Standards Program and other awards programs; and the friendships that grow out of membership in NAEOP are deep and lasting.

NAEOP is the only national organization designed specifically for educational office personnel, so the needs that are unique to these EPOs are being met every day all over the United States.

### NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

P.O. Box 12619, Wichita, KS 67277-2619 Ph: 316-942-4822 Fax: 316-942-7100

[www.naeop.org/](http://www.naeop.org/)

- New  
 Renewal

Membership Application: Continuous Membership (12 full months). All fees must in U.S. dollars. Active membership fees include a one-year subscription to the *National Educational Secretary* magazine.

- |   |      |   |      |
|---|------|---|------|
| <input type="checkbox"/> Active Membership    | \$40 | <input type="checkbox"/> Institutional Membership | \$40 |
| <input type="checkbox"/> Retired Membership   | \$20 | <input type="checkbox"/> Corporate Membership     | \$50 |
| <input type="checkbox"/> Associate Membership | \$40 | <input type="checkbox"/> NES Annual Subscription  | \$20 |
|   |      | <input type="checkbox"/> NES Annual Subscription  | \$10 |

- Elementary  
 Middle/Jr. High School  
 Secondary  
 Higher Education  
 State Department  
 Administration  
 Vocational  
 Retired  
 Other (specify): \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Office Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Recruited by (Name) \_\_\_\_\_

E-mail \_\_\_\_\_

- Check Enclosed     VISA     MasterCard

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Signature \_\_\_\_\_

Dues are not deductible as a charitable contribution or for income tax purposes.

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

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**Professional Development Day**  
by Nancy Rountree, President-elect

Professional Development Day 2000 is titled *A Journey of Change: A Day of Personal and Professional Enlightenment*. It will occur on Tuesday, October 10, 2000 in the Student Union. The day will be filled with wonderful speakers, enlightening topics, delicious food, and great company.

We have Janet Summers from Training and Development presenting a mini *Multi-tasking* session. Kelly Branson of Selland College of Applied

Technology fame will cover *The Power of Balance*. Melissa Klassen, adjunct faculty in the Communications Department, will teach us how to handle *Impromptu Public Speaking* and also how to deal with the 'butterflies' when giving a prepared talk. Diversity Works founder Sam Byrd will present a symposium entitled *Stereotyping*. We are hoping to offer mini workshops in the afternoon dealing with reducing that ever-present stress in our busy lives.

Mark your calendars and plan to share in our joyful, informative 'journey'.



**LET'S HAVE LUNCH!**

by Gay Barzee, Vice President

The luncheon for September will be held on Tuesday, the 12th in the Barnwell room of the SUB. The speaker will be Gwen Smith, BSUAOP advisor, who will be speaking on President Santillanes' theme — *A Journey of Change*. The luncheon begins at 11:30 and goes until 1:00. Be sure and contact the area representative covering the building/office you are located in (list is on the back cover) to make your reservation (see sidebars throughout this newsletter for extensions and e-mail addresses.) Reservations must be made by Thursday, September 7th by 5:00 for catered lunch (\$7.00) and brown baggers (50 cents.)

If this is your first time to a BSUAOP luncheon, we'd love to buy your lunch so you can learn all about us (and hopefully become a member!) Current members....please invite someone to this luncheon from your building who has never attended before and we will buy their lunch!

**BSUAOP MEMBERSHIP APPLICATION**

**\$7.00 Membership Dues — Make checks payable to BSUAOP and send with a filled in photocopy of this form to Karen Killmaster, Chemistry Department.**

Name _____		Title _____	
Home Address/City/State/Zip _____		Office & Mailstop _____	
Home Phone _____	Birth Date _____	Office Phone _____	E-mail _____
MEMBERSHIP: _____ New		_____ Renewal	
Please mark if you are a/an _____ IAEOP member		_____ NAEOP member	

# 1999-2000 YEAR-END REPORTS

## Area I Representative Cindy Bancroft-Stigall

This year I was unable to attend most of the meetings due to a conflict while attending classes, but I received and forwarded names for all luncheons in my area. In the upcoming year, I am no longer taking classes on Tuesdays during the lunch hour and will be attending board meetings, and fulfilling the duties of my area. I am looking forward to a great year!

## Area II Representative Connie Charlton

Area II includes the Pavilion, Military Science, Physical Education, the Varsity Center and Athletics. I was not able to do any active recruitment beyond sending monthly flyers with a personal "we'd love to have you join us" note to random classified employees within Area II. The results of this effort are unknown. Best of luck to Julie Gerrard, the new Area II representative for 2000-2001!

## Area III Representative Darlene Flacker

I enjoyed being a part of BSUAOP as the Area III rep and as the Library Representative. It helped being on the board to learn about the events coming up during the year. I enjoyed working with a great group of people. Thank you for the opportunity to serve as a representative.

## Area IV Vacant - No report

## Area V Representative Sally Norton

During 1999-2000 I have been the area coordinator for the Education/Science-Nursing, Morrison Center, SMITC, Business, Health Sciences, and Raptor Research. We added the Multi-Purpose Classroom Facility Building to my list also because no one was assigned that building.

My duties this year consisted of taking res-

ervations for the monthly luncheon meetings for BSUAOP members and prospective members from my assigned areas.

I also helped on the Bosses Breakfast Committee this year.

## Area VI Representative Naomi Fields

As the Area VI Representative for BSUAOP for the past two years, I regularly attended BSUAOP Board meetings, attended Professional Development Day, participated in setting up for the Bosses Breakfast, and coordinated reservations for invited guests and members in my area to the monthly luncheons. Please join me in welcoming Shannon Chapman as the new representative for Area VI, which includes classified employees in the Math/Geosciences and Public Affairs Buildings, the Career Center, Health Center, and Campus Safety.

I wish to commend the BSUAOP officers for planning another great year of activities and programs designed to help us cultivate a cohesive network among fellow BSU employees, be more effective in our workplaces, enrich our personal growth and development, and to have fun while we are doing so. Thanks to all of you for your dedication!

## Scholarship Committee Report Connie Charlton, Chair

During March and April, the Scholarship Committee reviewed applications received for BSUAOP Administrator of the Year. Dr. William "Bill" Ruud was selected to receive this honor. He received a plaque at the BSUAOP Bosses Breakfast held May 9, 2000.

*(Scholarship continued on page 5)*

## 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.

# 1999-2000 YEAR-END REPORTS

## *(Scholarship continued)*

The committee awarded scholarships totaling close to \$900 during 1999-2000. Because of BSUAOP's success in generating revenue the past few years, all who applied for scholarships were given an award. Recipients used their awards for professional development activities including workshops, conferences, and academic classes.

The Scholarship Committee members for 1999-2000 were Connie Charlton, Chairperson, Guen Johnson and Valencia Garrett. My thanks to Guen and Valencia for their efforts, and especially for their support and decisive reasoning. It was a good year.

## **Membership Committee Report Valencia Garrett, Chair**

We closed the year with 71 members. It has been a good year for us. We hope to increase our membership next year and in order to do that we need your help. Please contact anyone new in your department (or building) and let them know the benefits of being a member of BSU's Association of Office Professionals. What a wonderful way for us to make contacts and interact with others on campus!!

## **Professional Development Day – by Lois Santillanes, President Elect**

Professional development day was held on October 9<sup>th</sup>, 1999 in the Hatch A & B, and C & D. The theme this year was *Together We're Better*.

Dr. Daryl Jones opened with welcoming remarks followed by our keynote speaker, Dr. William Ruud, Vice President of Institutional Advancement. Our morning sessions began with Carolyn Harrison and Denise Ooley with *Managing Your Professional Image*. Pat Shelton gave an overview of *Inventory Control And You*.

I arranged a Build-Your-Own Sandwich Bar with salads and cookies in the Barnwell Room. Angela Garcia arranged the entertainment for this special event.

As we headed into the afternoon sessions, Dick Rapp taught us the *Strategies for A Successful Career* and Donna Larkin presented *Communications Skills to Manage Aggressive or Angry Customers*. The last session of the day was Jeanne Dillion who presented *Unwinding the Stress Machine—Relax and Renew with Yoga for Wellness*. We had a great turn out.

## **Vice President's Report**

### **Guen Johnson**

I had a great time in 1999-2000 as the Luncheon Coordinator. Thanks to all who helped make the year a success! Here is what happened:

- September 14, 1999 – Dr. Gwen Smith, BSUAOP advisor, addressed President Helen Smith's theme *Together We're Better* as it pertains to our working and home lives.
- October 12, 1999 – Professional Development Day luncheon. No speaker.
- November 9, 1999 – Author and speaker Kellie Branson gave a presentation on *Resilience*.
- December 14, 1999 – Holiday Auction and Luncheon. No speaker.
- January 18, 2000 – Director of the Counseling and Testing Center, Dr. Jim Nicholson, did a presentation on *Fears and Phobias*.
- February 15, 2000 – Health Practitioner Renee Anchustegui led us through techniques for *Energy Healing* and held a Q & A.
- March 14, 2000 – Joint luncheon with the Ada County Association of Educational Office Professionals – *Fashion Show by the Dress Barn*, an annual event.
- April 11, 2000 – Luncheon with three speakers: *Networking*, by Kathleen Anderson; *IAEOP and NAEOP*, by Cathy Hampton and Merrylea Hiemstra; and *Legislative Issues that affect Classified Staff* by Jane Buser, Director of Human Resources at BSU.
- May 23, 2000 – Installation luncheon.



## 1999-2000 YEAR-END REPORTS

### **Bosses Breakfast Committee, Lois Santillanes, Chair**

The Bosses Breakfast was held on May 9<sup>th</sup> in the Jordan D Ballroom in the Student Union Building at 6:30 a.m. The theme was a patriotic one — *We are Proud to be Americans*. We had about 230 people in attendance this year. It was co-chaired by Lois Santillanes & Anita Castello and we had a great committee that I wish to thank for all their hard work. A young gentleman by the name of Phil Sutherland and his friend Kristin (both from Eagle High School) came to speak to us about the money they were raising for the World War II Memorial in Washington, D.C.

A patriotic video from NAEOP was shown and patriotic music was played throughout the breakfast. Also, several people from the audience were blindfolded by Russell Centanni to participate in 'Pin The Hat on Abraham Lincoln and Uncle Sam'. We were entertained by the 'Almost Andrew Sisters' (Connie Charlton, Lisa Ramsey & Carla Norton) singing *Sentimental Journey* and *The Boogie Woogie Bugle Boy of Company B*. A good time was had by all.

### **Ways and Means, Judy Fivecoat, Chair**

On October 8, 1999, an order was placed with See's Candies. This was the only order placed for this season. An attempt was made to offer Christmas candies. However, due to a lack of interest, the minimum order was not reached, so no Christmas candy was purchased. It appears Christmas candy sales have decreased significantly since See's opened a retail store in Boise Town Square Mall.

Total expense for the year was \$576.00. This was the purchase of two cases each of milk chocolate, milk chocolate with almonds, milk chocolate with toffee and dark chocolate with almonds candy bars. Total deposits for the year was \$1,473.31. This includes some carried over from last year. As of this date, all candy has been distributed to the members on campus with only a few dollars outstanding.

See's is offering a special for 2000-2001. If a minimum order is placed prior to September, See's will add a carry-case of suckers at no cost. If these were sold at \$.35 each or 2/\$.50, I feel they could be sold easily with 100% profit.

### **Secretary Yearly Report, Carol Caffrey**

I would like to first thank Helen for her dedication and hard work in her leadership role this last year.

I feel that holding the position of secretary is not just about taking minutes and sending cards to members experiencing happiness or tragedies in their lives. It is working together as a team and getting to know our co-workers. It has been a good year for me, even though I was involved in way too many committees and projects. I feel that I over extended myself in that I took two classes during the fall semester, and volunteered for several committees that took massive amounts of time. I think that this year has forced me to think and work smarter, not just longer and harder. I also hope that it has been a good growth experience for me. I apologize for not always serving in the capacity that I agreed to when I accepted this assignment and would like to thank each of you for picking up the slack when I was not always available. As they say, "Knowing is not enough; we must apply. Willing is not enough, we must do."

So, thank you again for all of your support and friendship.

## TIP OF THE MONTH — Two Words That Persuade

Two key words will make you more persuasive. The words: "if" and "then." Whether you're trying to sell a car or an idea, the message works "if you will take this action, then you'll get this reward."

The next time you're planning to try to persuade someone, think about using these two words to get what you want.

*Source: Overcoming Resistance, by Jerald M. Jellison, Simon & Schuster, 1230 Avenue of the Americas, New York, NY 10020.*

# BSUAOP Events

## September 2000

	S	M	T	W	T	F	S
						1	2 Helen Smith's Birthday!
3		4 LABOR DAY HOLIDAY	5	6 Jackie Fuller's Birthday!	7 Linda Jenkins' Birthday!	8	9
10	11	12 LUNCHEON	13	14 Luncheon Deadline	15	16	
17	18	19	20	21 Sally McDaid's & Rhonda Mir- acle's Birthday!	22	23	
24	25	26 BOARD MEETING	27	28	29	30 Sue Rhodes' Birthday!	



Boise State University  
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## BSUAOP Keynoter

### BSUAOP Areas

#### Area I:

Print Shop, Technical Services,  
Applied Technology, SUB, Facilities  
Maintenance & Ops, Engineering, IBEDC

#### Area II:

Pavilion, Military Science, Physical Education,  
Varsity Center, Athletics

#### Area III:

Library and Communications

#### Area IV:

Administration and Liberal Arts

#### Area V:

Education/Science-Nursing, Morrison Center,  
SMITC, Business, Health Sciences Riverside,  
Raptor Research, Multi-Purpose Classroom  
Facility

#### Area VI:

Math/Geosciences, Public Affairs and Arts  
West, Career Center, Health Center, Campus  
Safety

## *A Journey of Change*



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