

bsuaop Keynoter

Boise State University
Association of Office Professionals

*Celebrating
Our
Differences*

September 7, 1998

Volume 17, Issue 1

1998-1999 EXECUTIVE BOARD

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A Message from the President by Angela Garcia

I'll take this opportunity to extend a warm welcome to the start of another school year. Some activities which stand out in my memory of this summer are: settling into my new job in the Selland College of Applied Technology, PeopleSoft training, P-Card training, the NAEOP national conference in Minnesota, IAEOP state board meeting in McCall, and white water rafting in Riggins with my daughter and Beth Collier. I imagine your summers passed all too quickly as well. Hopefully, we have somewhat settled into a routine as we progress through the month of September.

I'm excited to be working with a diverse and fun group of individuals on our BSUAOP board. They have been working diligently over the summer on activities relative to our organization. At our first board meeting on August 25th, the speakers for the monthly luncheons were announced; the progress of Professional Development Day plans were reported; and preparations for the Christmas Auction were discussed. Specifics of these activities are detailed for you in the articles that follow.

It takes all kinds of people with different talents (discovered and undiscovered) to keep our organization vital and relevant to YOU, the members. Do familiarize yourself with your Area Representative and make plans to attend the monthly luncheons. Their names and phone numbers are listed in this newsletter. I can be reached on GroupWise or at ext 1508. Join me as we look forward to a year of promoting professional development and advancement for office professionals!



BSUAOP Luncheons



My name is Lois Santillanes, your BSUAOP Vice President. It is my responsibility to schedule all our monthly luncheons and arrange for speakers. Our first luncheon will be September 8th in the Jordan C. Ballroom. Our speaker will be Gwen Smith-Training & Development Officer and BSUAOP Advisor.

Gwen's topic will be "Celebrating Our Differences".

To all the new BSU employees I would like to say welcome to the BSU family it is a great place to work.



Holiday Auction

by Guen Johnson

Holiday craft items are needed for the Annual Holiday Auction, to be held on Tuesday, December 8th in the Lookout Room in the SUB from 11:30 a.m. to 1:00 p.m. About 80 items are needed for the auction, and smaller items for the sale table. If you

are a crafty person, and have holiday crafts to make and donate for this fundraiser, it would be so appreciated!

Also, if you know of vendors who might donate either items or gifts certificates, that is good too! Give me a call if you can help. Thanks!



~~Boise State University~~
~~Library~~



Conference Reflections from Merrylea Hiemstra

It was wonderful to have so many first-timers attending conference! First-timers included Connie Charlton, Beth Collier, Rhonda Miracle, Beth Nash, Connie Hatch, and Traci Hossfeld. Special honors for our first-timers included PSP recognition for Rhonda Miracle and Traci Hossfeld's election to the Scholarship committee (this was after being stuck on the 10th floor and missing her first committee nomination attempt). WOW!!! Idaho's delegation was an impressive 18 members and 3 honorary members and we stayed very busy networking. While many of us did not cross paths much during the conference, it was great that we were expanding our network with members from other states--after all that is one of the reasons for attending a national conference!

I AM so PROUD of our Idaho delegation. What a thrill to have so many take an interest (*) in serving on national committees and to have 5 members elected (**) to serve!!! That was a thrill in itself, but it gave me considerable pride to hear so many positive remarks from the other attendees about "those Idaho gals." Each person attending should take pride in knowing that we made a positive impact at conference!!!

It was an honor to be recognized during the Awards luncheon as the IAEOP's nominee for the Olive T. Richie Office Professional of the Year award. Thank you for giving me that honor. Idaho can take pride in our honorary member, Jean Fankell, who received that prestigious award. She is well-deserving and represents us so wonderfully as an office professional. Congratulations Jean!!!

Conference attendees included:

ACAEOP

Sandra Ash*
Ruth Card*
Connie Hatch
Beth Nash
Susan Pirrong**Public Relations
Genie Pope

BSUAOP

Beth Collier
Connie Charlton
Jackie Fuller
Angela Garcia**Scholarship
Valencia Garrett
Cathy Hampton
Merrylea Hiemstra** Nominations & Elections
Gueneth Johnson*
Rhonda Miracle

CIEOPA

Annette Erickson

WISE

Karen Piper**Bylaws

SIEOP

Traci Hossfeld**Publications

Honorary Members (NAEOP Past Presidents)

Jean Fankell, WA
Marilyn James, TX



Professional Development Day by Helen Smith

Now is the time for all good women to come to the aid of their association! HELP! I need you as volunteers for the Professional Development Day Program. If you can spare some time, please let me know. I can use help with the door prizes, flyer/program, etc.

It will be presented October 13th, Tuesday, in the Student Union Building. Our theme this year is "Celebrating our Differences" which is a favorite of mine. I enjoy seeing various people blend their unique abilities in a rich, vibrant creation that is a celebration for all to see. To this end, we have invited Dr. Peg Blake to give our keynote speech this year. Then after her will come Gwynne Lethcoe to coach us on obtaining win/win solutions and/or Janel Stinnette will present a video on e-mail etiquette.

Lois has arranged lunch with a Build-Your-Own-Sandwich Bar, green salad, fresh fruit and cookies. We will have some door prizes to hand out to the attendees and Angela is arranging for some entertainment. Then we will have Dr. Bill Ruud (Virtual

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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
Boise State University
1910 University Dr.
Boise, ID 83725

(Continued from page 2)

University) in one room and RuthAnn Benjamin (Group Wise 5) in another. The last session has not been finalized but we are looking at either Relaxation Techniques or Tai Chi. Do you have any preferences??

We will have new faces for you to see (Dr. Peg Blake, V.P. Student Affairs) and old faces (mine). But we really need to see your face! So mark your calendars for Professional Development Day, October 13th — and plan to



BSUAOP Treasurer's Report by Lisa Johnson

The BSUAOP Local Fund account balance as of 6/30/98 is as follows:

Luncheon:	\$34.34
Membership:	\$688.28
Ways & Means:	\$1,886.65
Scholarship:	\$3,118.96
Travel:	\$890.08
Total:	\$6,618.31



WELCOME TO NEW AREA I REP
by Angela Garcia

I would like to take this opportunity to introduce Gay Barzee, newly appointed Area Rep I. Gay has worked at BSU for almost one year. Prior to coming to BSU, Gay worked with the Division of Vocational Education and State Tax Commission. Gay has been a part time student at BSU for 3 years working on a degree in Human Resource Management. She is married, has five children and two grandchildren. Her hobbies are reading, cross stitch, baking, piano, and movies. Gay loves to go out at lunch time and walk the greenbelt. She is looking forward to being a part of BSUAOP and getting to know others on campus. We are pleased to have Gay among our area representatives.



Membership Committee
by Valencia Garrett, Chair

Here we are at the beginning of a new school year. I was totally shocked when I had to turn the pages of my calendar to September. Where has the year gone?

Before time slips away from you, turn in your application for membership in BSU's Association of Office Professionals. As a member you can apply for scholarships to further your education; earn your PSP, participate in workshops,

and attend monthly luncheons. The cost for membership is only \$7.00 per year. So fill out that application and send it to me today!

Valencia Garrett, MG225, x1631, fax x4061.



NAEOP Conference
by Guen Johnson

The 64th Annual NAEOP conference was a great experience. This was my third conference, and the first one I attended as the delegate representing BSUAOP. It was interesting to scrutinize and make recommendations on the issues to be voted on by the general membership. It was nice to have a forum where educational office professionals gather and honor each other and learn new skills or brush up on old ones.

Minneapolis is a big, beautiful city with a great deal to do. Some of us were fortunate enough to attend *The Phantom of the Opera*, and we are still singing the tunes in our heads. It was fabulous. Many shopped till they dropped at the Mall of America. All in all, it was a great experience, and I, for one, am looking forward to Wichita next year!





Boise State University
Association of Office Professionals

The goal of Boise State University Association of Office Professionals is to provide professional growth and renewal for all office personnel. Patterned after the four-point program of the National Association of Educational Office Professionals, with which BSUAOP is affiliated, the organization strives to offer the following:

- SERVICE:** Scholarship program; affiliation with NAEOP and IAEOP.
- RECOGNITION:** Professional Standards Program.
- INFORMATION:** BSUAOP sponsored in-service workshops; monthly meetings with speakers on timely topics; quarterly newsletters.
- FELLOWSHIP:** Monthly association luncheons; annual Professional Development Day; annual Holiday Auction; and annual Bosses' Breakfast.

If you are looking for a way to upgrade your job skills and are interested in meeting new people, BSUAOP is for YOU!

BSUAOP MEMBERSHIP APPLICATION

\$7.00 Membership dues. (Professional dues are tax deductible.)
Make check payable to BSUAOP and send with this form to
Valencia Garrett, Geosciences, MG-225

Name

Position Title & BSU Office

Home Address, City, State, Zip

Office Location (Building/Room)

Home Phone

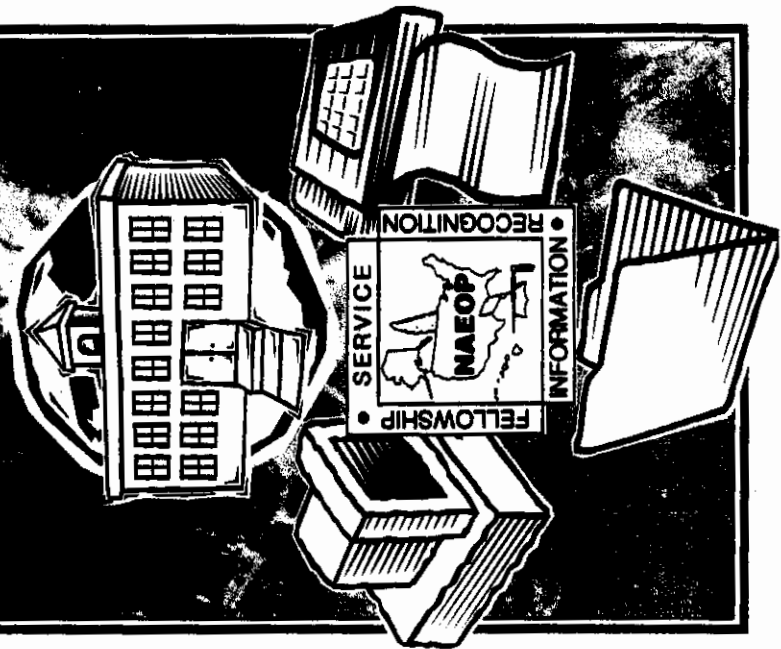
Birth date

Office Phone

E-mail Address

Membership: New Renewal or Retired Member since _____
I am a member of IAEOP (State) NAEOP (National)
 I am interested in serving on a BSUAOP Committee

National Association of Educational Office Professionals



Affiliates Program

The NAEOP Affiliations Program provides an opportunity for local, county, area, and state associations to affiliate with a national organization and to participate in national projects and programs which benefit office professionals in education.

The Affiliations Program is a central "clearinghouse" where ideas and suggestions from all affiliates are evaluated and then returned to the membership as viable programs which benefit affiliates, members, and NAEOP.

Local, state, and national affiliation promotes professional unity and serves as a medium for recognition of the profession, the association, and the member.

Educational Foundation

The NAEOP Educational Foundation, Inc., was established by the general membership in 1984 to enable NAEOP to provide a variety of scholarships, i.e. the Marion T. Wood Memorial Member Scholarship and the Mona Smith Member Dependent Scholarship. The Foundation also provides NAEOP members a variety of opportunities for personal and professional growth.

The purposes of the Foundation in no way conflict with the purposes and programs of NAEOP, and Foundation funds will not be used for any regular operating costs of the Association. All contributions to the Foundation are tax deductible under the IRS tax code section 501(c)(3).



Revised 11/94

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

P. O. Box 12619 • Wichita, KS 67277-2619 • 316/942-4822 • FAX 316/942-7100

New

Renewal

- | | | | |
|--|-------|--|------|
| <input type="checkbox"/> Active Membership | \$40 | <input type="checkbox"/> Associate Membership | \$40 |
| <input type="checkbox"/> Life Membership | \$600 | <input type="checkbox"/> Institutional Membership | \$40 |
| <input type="checkbox"/> Retired Membership | \$10 | <input type="checkbox"/> Corporate Membership | \$50 |
| <input type="checkbox"/> Retired Membership (Includes NES) | \$20 | <input type="checkbox"/> NES Annual Subscription | \$20 |
| <input type="checkbox"/> Retired Life Membership | \$150 | <input type="checkbox"/> NES Annual Subscription (Retired) | \$10 |

Membership Application

*Continuous Membership
(12 full months)*

All fees must be paid in
U.S. dollars

Name _____ Home Phone _____

Address _____ Office Phone _____

City _____ State _____ Zip _____ FAX _____

Recruited by (Name) _____

Check Enclosed VISA MasterCard
Card Number _____ Expiration _____
Signature _____

Active membership fees include \$20 for a one-year subscription to the *National Educational Secretary*.

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

- Elementary
- Middle School
- Secondary
- Higher Education
- State Department
- Administration
- Vocational
- Retired
- Other (specify): _____

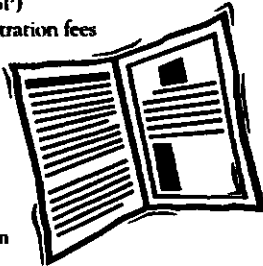
History of NAEOP

Superintendents of 157 cities during 1934 were asked to recommend secretaries to represent their school systems for a proposed organizational meeting. Ninety-six secretaries responded. This effort was sparked by Louise Henderson Nelson who was active in the Philadelphia Clerical Assistants organization. Since that exciting day in the spring of 1934, the National Association of School Secretaries—later changed to National Association of Educational Secretaries, to National Association of Educational Office Personnel, and now the National Association of Educational Office Professionals—has developed outstanding programs for educational office personnel.



Active Member Benefits and Services

- Four issues of the *National Educational Secretary*
- Professional Standards Program (PSP)
- Reduced Conference/Institute registration fees
- NAEOP Publications
- NAEOP Jewelry
- Rental car discounts
- Accidental Death-Dismemberment Insurance
- Group Insurance
- Lenscrafters vision benefit
- Silver MasterCard® /VISA® Program
- NAEOP Career Awareness Week
- National Educational Bosses Week
- Scholarship Programs (Student/Member/Dependent)
- Awards Program
- Professional Development Program—available to affiliated associations and other organizations
- Networking—work and career related information for individual members and affiliated associations



NAEOP Membership

Continuing Membership ensures that every member of NAEOP receives one full year of membership services and benefits.

ACTIVE MEMBERSHIP—\$40 per year

Open to all educational office personnel employed in any educational system or organization related to education. Members are eligible to vote on association business, serve on committees, hold office, and receive four issues of the *National Educational Secretary*.

LIFE MEMBERSHIP—\$600 one-time payment or payable in quarters over a one-year period

Open to all eligible for active membership with all rights and privileges of active membership. Life members who retire may receive an annual subscription to the BEAM and 50% reduction in NAEOP annual conference/institute registration fees, with no additional membership fees, by notifying the national office of their retirement date.

RETIRED MEMBERSHIP—\$10 per year/\$150 one-time payment

Open to educational office professionals who have retired. Includes an annual subscription to the BEAM (newsletter for retired members) and 50% reduction in NAEOP annual conference/institute registration fees. Retired members shall have the privilege of voting and may serve on committees. Retired members may subscribe to the *National Educational Secretary* at a reduced rate.

ASSOCIATE MEMBERSHIP—\$40 per year

Open to all persons not eligible for active membership. Associate members receive four issues of the *National Educational Secretary* and have all rights and privileges of active membership except those of voting and holding office.

INSTITUTIONAL MEMBERSHIP—\$40 per year

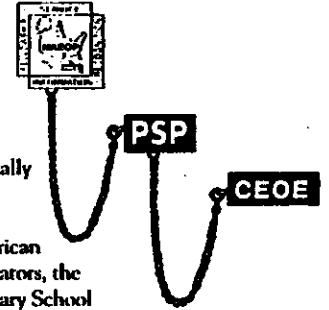
Open to educational institutions. The institutions shall receive a subscription to the *National Educational Secretary* and notices of all meetings and conferences. A non-voting representative is encouraged to attend conferences at active membership rates.

CORPORATE MEMBERSHIP—\$50 per year

Open to all businesses and corporations endorsing the objectives of the association. The corporation or business member will receive a subscription to the *National Educational Secretary* and shall be eligible to send a non-voting representative to meetings, conferences, and institutes at the same registration fee as that charged to active members.

PSP/CEOE

The Professional Standards Program (PSP) is a certification program based on experience, education, and professional activities. This program is nationally endorsed by the American Association for Adult and Continuing Education, the American Association of School Administrators, the National Association of Elementary School Principals, and the National Association of Secondary School Principals. The underlying concepts of the program are endorsed by the National Academy for School Executives. The distinction of Certified Educational Office Employee (CEOE) is awarded to those who meet the established requirements. A recognition banquet is held at each annual conference.



Professional Standards Program certificates are increasingly being recognized by the administrators in professional and monetary increments.

Annual Conference

Each July, the annual conference is the highlight of NAEOP's year. Along with conducting the business of the association, speakers present timely topics geared for the educational office professional. Presentations are made for the various awards programs.

Institutes

The institute held in conjunction with the annual conference provides professional advancement through college credit courses, CEU credit courses, and workshops. One or more NAEOP institutes, consisting of professional growth and leadership sessions, may be held each year.



CORRECTION!

The year-end report from 1997-98 Vice President Connie Charlton was inadvertently not printed in its entirety in the final issue of last year. Our apologies to Connie! Here is the full report on her very successful year as Vice President and Programs chair.



Year-end report

by Connie Charlton, Vice President, 1997-98.

Committee members: Rebecca Howell, Judy Nelson, Connie Charlton

The 1997-98 year contained its challenges in getting commitments for luncheon meeting speakers largely due to the conflicts in schedules. For the first time, I was asked, "What do you pay?" My reply was: "No salary, just great benefits!"

The kickoff meeting on September 9 was nostalgic. Maudie Garretson and Mary Cozine provided a history of

BSUAOP's initiation and evolution. At the November 11 meeting, Renee Anchustegui and Debi Cox, both Healing Touch practitioners from Energy Works, demonstrated ways to recharge by managing stress.

Dr. Marvin Cox gave an excellent presentation at the February 10 luncheon meeting. His topic was "The Power and Responsibility of Listen-

ing." We learned a lot about being a responsible listener and speaker. In March, BSUAOP was joined by ACAEOP to once again held a spring style show. This year it was hosted by BSUAOP. Fashions from the Dress Barn were modeled by members from both organizations, with omments by co-managers Carol Williamson and Bobette Bailey.

April 14 presented an opportunity for BSUAOP members to learn about Project Access, its components, process and progress. Gwen Smith facilitated a panel who provided information and answered questions. At the May 19 meeting, new officers for 1998-99 were installed. Jackie Fuller — as usual! — did an excellent job of swearing in new officers with appropriate comments based on a theme of "We are like a deck of cards." At the same time, outgoing officers were thanked for the valuable contributions and service to BSUAOP during their terms in 1997-98.

At each of our meetings, we enjoyed good food catered by Fine Host, and wonderful door prizes provided by the BSU Bookstore. Thanks to all of you who attended and took advantage of the learning, networking, and comraderie!



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.

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Account Number: 09461001

***“Celebrating
Our
Differences”***

bsuaop Keynote

**Please join us
for our
monthly
luncheon.
These are
scheduled the
second Tues-
day of each
month. Con-
tact your
Area Rep for
more info.**

**YOUR 2
CENTS WORTH**

“There are only three kinds of
people: those that can count
and those that can’t.”

This is your corner, any tips,
quips, quotes, zany facts, or prac-
tical hints, we’ll print them all.

Send your suggestions for
“Your 2 Cents Worth” to:
smcdaid@bsu.idbsu.edu



Check us out on the World
Wide Web:

[//www.idbsu.edu/bsuaop/](http://www.idbsu.edu/bsuaop/)