

## president's message

WELCOME BACK! I trust you all had a terrific summer and are anxious to begin a new school year working for Boise State University. I am doubly anxious because not only do I have a new working year to look forward to but a very challenging year as President of BSUAOP.

Don Haacke  
Library

1983-84 promises to be a very exciting year for BSUAOP. In addition to our luncheon meetings on the second Tuesday of each month (mark your calendars now), we also plan the third annual Christmas Party and Auction, the third annual Bosses Breakfast, and another full-day workshop similar to our very successful "Joe Goes to College" presented last year. Sounds like a fun and challenging year! Of course, none of these events can take place without a lot of organization and planning. Chairmen for each event have already been appointed but they all need help so if you wish to participate, please let me know. We would love to see more of you become active in our organization.

Yes, 100! How can you help? By becoming a dues-paying member. Dues money is mainly used to run the organization. Our biggest expense is printing of newsletters and other announcements. Become a dues-paying member so that you can continue to receive information about our upcoming activities. Just fill out the membership application at the end of this newsletter and send it along with \$5 to our membership chairman, Donna Sistrunk.

Again, welcome back, and we hope to see all of you at our first meeting on September 13.

Jackie Fuller  
President, BSUAOP

Two years ago, Past President, Maudie Garretson, got us off to a great start as a brand new local chapter of IAEP and NAEOP. Her theme was "GETTING TO KNOW YOU" and we really did just that. We have had the opportunity to put telephone voices with faces, names with jobs, and faces with names, enabling us to do our own jobs better and more efficiently as well as making many new friendships. With this initial groundwork, we now have a very sound foundation to build on and as I see it, there is really no place but up for our organization--thus my theme, "UP, UP AND AWAY!"

## coming event

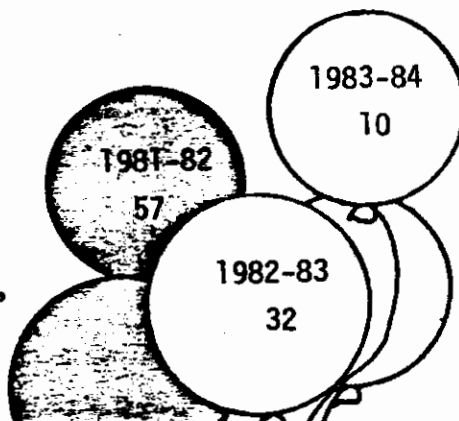
Getting To Know US!

We have spent the past two years "Getting to Know You." Now it is our turn. Our first luncheon meeting of the year will be held on September 13 in the SUB and will be a great opportunity for you to get to know US. We will meet from 11:30-1:30 in the Student Union Building. We plan to make it a really fun event so mark your calendars now.

The balloons you see on this page will be used as my logo for the year. As of this date, our memberships for 1983-84 total 10. As each membership is received, the balloons will continue to fly up, up and away. My goal is to see the balloons fly right off the page. To do this, we must have 100 memberships!

Watch your mail next week for a notice with all the details but do plan now to attend. Remember, BSU policy allows us one hour per month release time for professional development--take advantage of this and join us on:

September 13, 1983  
11:30-1:30  
SUB





We need your help! This publication is badly in need of a name. So--put on your thinking caps and come up with the perfect name and win a one lb. box of SEES candy.

Rules

1. Any recipient of this newsletter is eligible to enter.
2. Write your name and office address and phone number on a 3 x 5 card.
3. Insert this card in a plain envelope and seal.
4. Write your newsletter name on the front of the envelope.
5. Insert this envelope in a campus envelope and mail to Clare Spoor, Counseling Center, Chairman of the Name the Newsletter Committee.
6. Entries must be in by September 7 at 5:00 p.m.

The committee will select the winner and will announce its decision at the September 13 meeting. Winner need not be present to win.



The Typewritten Dash

A dash is formed by typing two hyphens with no space before, between, or after. The dash is often used in place of quotation marks or parentheses and to avoid confusion of too many commas. It is also used for special emphasis. Examples:

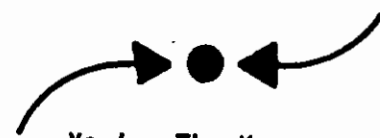
There is a flaw in the plan--a fatal one.  
I cooked the meal--but they got the credit.  
I said once--and I will say again--I disagree.

Delegate to NAEOP

Past-President, Maudie Garretson, was BSUAOP's delegate to the Advisory Council at the 49th Annual Meeting and Institute of the National Association of Office Personnel. Four other BSUAOP members, Mary Lou Crane, Mary Cozine, Mildred Edquist, and Jackie Fuller, also attended the meetings held on the campus of the University of Illinois in Champaign from July 24-31. The State of Idaho's delegation included five others for a total of 10. The five women will share with us some of their experiences at our September 13 luncheon meeting.



"Enjoy your dude-ranch vacation, Miss Weems?"



You'rx Thx Kxy

Doxs it mattxr whxn you don't show up at thx officx? Xvxrybody xlsx will bx thxrx. Aftxr all, you arx only onx pxrson. You cxtainly don't makx or brxak thx businxsx. Takx this old typxwritxr, for instancx. Nothing wrong with it xxcxpt for onx of thx kxys. But sxh how much diffxrxncx onx kxy makxs?

## super who ?

The Dean leaps tall buildings at a single bound. He is more powerful than a locomotive and is faster than a speeding bullet. He walks on water and gives policy to God.

The Department Head leaps short buildings in a single bound. He is more powerful than a switch engine and just as fast as a speeding bullet. He walks on water if the sea is calm, and talks to God.

The Professor leaps short buildings with a running start and favorable winds. He is almost as powerful as a switch engine and is faster than a speeding BB. He walks on water in an indoor swimming pool. He also talks with God if social request is approved.

The Associate Professor makes high marks on walls when trying to leap tall buildings. He is run over by locomotives and can sometimes handle a gun without inflicting self injury. He talks to animals.

The Department Secretary lifts tall buildings and walks under them. She kicks locomotives off the tracks and catches speeding bullets and eats them. She freezes water with a single glance. The Department Secretary is God.

### ACADEMIC ADVISOR

Dr. Richard L. Hart, Dean of the School of Education, will be the Academic Advisor for BSUAOP during the 1983-1984 school year.

Dr. Hart replaces Dr. Wm. Keppler, Dean of Arts and Sciences, who so ably responded to the needs of the organization during the first two years of its existence.

## typing hint

You have just stapled several pages together when you discover an error on one of the pages. Don't take the staple out. Just insert a blank sheet of paper approximately two inches into your machine. Then insert the bottom of the page you need to correct between this sheet of paper and the platen and roll backward. The blank sheet will come out and your page is in the typewriter.

## congrats!

Congratulations to Mildred Edquist, Geology, and Jackie Fuller, Psychology, for earning their Professional Standards Program (PSP) Certificates. The awards, based on education, service, and experience were presented to Mildred and Jackie at the 49th Annual Meeting of the National Association of Educational Office Personnel in Champaign, Illinois on July 28.

### YOU, TOO, CAN EARN A PSP!

If you would like to learn how you, too, can earn your PSP certificate, contact Mildred Edquist, BSUAOP PSP Chairman.

Other BSUAOP members who have earned their PSP's are Mary Lou Crane, Business Office; Mary Cozine, Counseling Center; Ernie Roberson, Graduate Studies; and Ruth Peterson Bechtel, Retired.

The second level of the PSP program is the attainment of the distinction of Certified Educational Office Employee (C.E.O.E.). This requires the receipt of the Advanced III PSP Certificate. BSUAOP member Ernie Roberson has a C.E.O.E. certificate and we salute her!

# bosses breakfast response

--by Maudie Garretson

For those who did not attend the Bosses Breakfast in the Spring sponsored by BSUAOP, we must tell you that several bosses on campus were victims of "Slave Labor." One of those more fortunate and talented fellows was Mr. Gordon Phillips, Director of Administrative Services. According to his office staff his assigned task is no new thing for him--he's capable of producing. His assignment was to help Brenda McCann fill her entertainment requests for BELLY DANCING! Soon after the breakfast, the following correspondence took place:

CIVILIAN AIDE  
to  
The Secretary of the Army

THE EXOTIC DANCE CLUB  
101 PERSIAN BLVD  
BOISE, IDAHO

12 May 1983

Mr. Gordon Phillips  
Director, Administrative Services

William J. Keppler, Dean  
School of Arts and Sciences  
CASA Sixth Army Area

Dear Gordon:

Dear Dean Keppler:

I have always had the highest professional and personal opinion of you, but at the BSU-AOP Bosses Breakfast, I learned another talent you are gifted at!

I am recommending, therefore, you entertain the U. S. Sixth Army for the next two years!

Your communique of 12 May 1983, is hereby acknowledged, regarding assignment with the U.S. Sixth Army.

I regretfully have to decline the assignment, due to extremely heavy prior commitments. My debut was received with extraordinary enthusiasm, and my booking agent has all available time committed for the next two years.

Best wishes on your new assignment.

Respectfully,

Regretfully,

William J. Keppler  
Dean of Arts and Sciences  
and CASA Sixth Army Area

Gordon G. Phillips

## BSUAOP MEMBERSHIP APPLICATION

\$5 membership dues (Professional dues are tax deductible)  
Make check payable to BSUAOP and send to Donna Sistrunk, Student Health Services.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position title and BSU office

\_\_\_\_\_  
Home address and Phone

\_\_\_\_\_  
Office Building and Room Number. Phone

\_\_\_\_\_  
Renewal membership  
\_\_\_\_\_  
New membership  
\_\_\_\_\_  
Retired membership

Are you a member of IAEOP (State Assn.) \_\_\_\_\_  
Are you a member of NAEOP (Natl. Assn.) \_\_\_\_\_  
Would you like to serve on a BSUAOP Committee? \_\_\_\_\_  
If so, indicate preference \_\_\_\_\_