

BSUAOP keynoter



University

Office Personnel

Volume 2, Number 4

Christmas 1983

Jackie Fuller, Editor

Merry Christmas to:

Don Haacke
Library

Xmas auction news

Our Christmas Auction was a tremendous success! Our thanks go to Bernie Mueller and her committee of Donna Sistrunk, Melody Clancy, Gina Bermeosolo and Dorothy Huston. Our very special thanks must go to Gary Bermeosolo, our auctioneer, and his two "hustlers," Lee Mercy and Dick Hart, who urged us to buy all those things we didn't need and shouldn't eat. Their efforts and our money brought approximately \$350 into our treasury to go toward scholarships for our members.

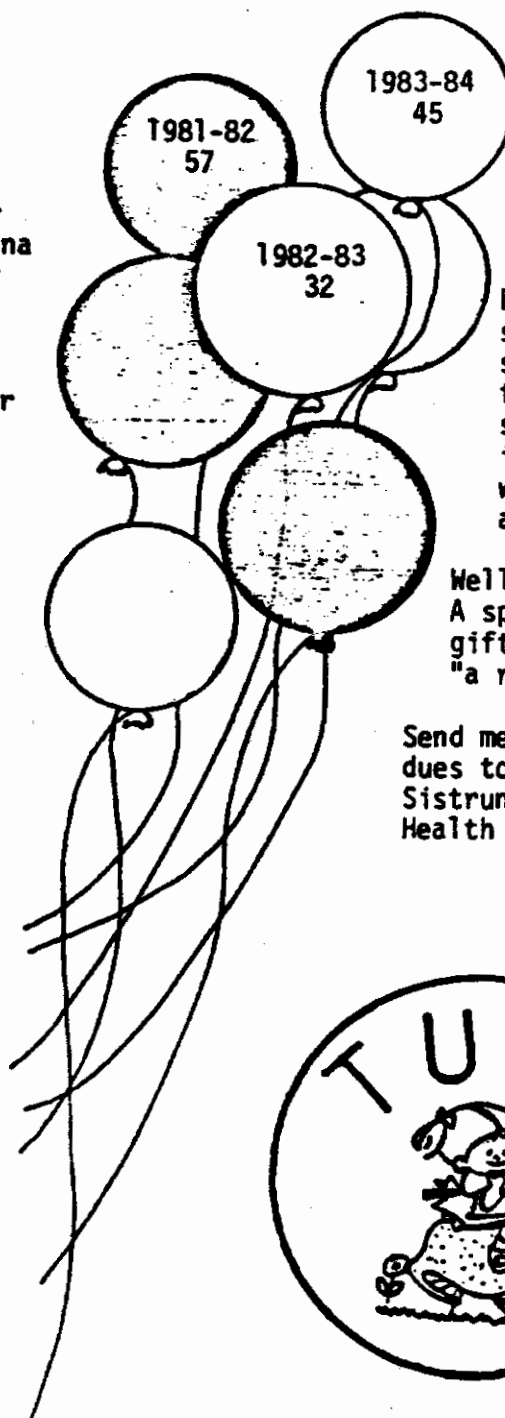
Bernie and her committee actually found time to crochet each of us little pin-ons of red and green ice skates with paper clips for runners. Linda Koloski's boss, Gene Bleymaier, BSU Athletic Director, donated four tickets for this season's basketball games. The lucky bidders for these tickets were Bernie and Darlene Flacker.

Recognition should be given the board members who brought cookies and candy and made up 25 plates of goodies for the auction.

by Mary Cozine



BSUAOP's Annual Spring Workshop will feature a new BSU office worker learning all the aspects of his/her new job. If you would like to help plan this workshop, please call Jackie Fuller (1207) right away. The first meeting will probably be during the Christmas Break.

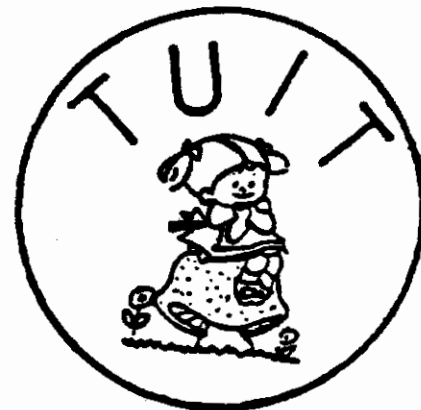


We now
number 45.
Great!

But, we
still have
some of you
that are
still plan-
ing to join
when you "get
around to it."

Well, look below.
A special Xmas
gift to you--
"a round tuit."

Send membership
dues to Donna
Sistrunk, Student
Health Services.



Scholarships awarded

BSUAOP has awarded the first scholarships for members of the Association! A recent issue of KEYNOTER announced the application requirements and procedures; NOW--here are the results!

We are happy to award scholarships for Spring Semester 1984 to:

KATHY AUGUSTINE. Kathy has recently joined the staff at the Office of Director of Student Activities; is currently Treasurer of BSUAOP, a charter member, and has been active since. Kathy plans to improve her computer programming techniques and will be available to conduct mini-seminar(s) for BSUAOP members.

LINDA KOLOSKI. Linda is both a full-time secretary in the Athletic Department and a full-time student in Marketing. She has been a member of BSUAOP since 1982 and maintains a high GPA in her course work.

CLARE SPOOR. Clare is a Receptionist/Interviewer with the Counseling and Testing Center; has been active on several committees in the Association this year, as well as being a local member since 1975. Clare is actively pursuing a degree at BSU and gathering the data needed to begin work on her PSP certificate.

Congratulations to Kathy, Linda and Clare!

The 1983-84 Scholarship Committee consists of Phyllis Carnahan, Dorothy Huston, and Mildred Edquist, Chairman.

Deadline for applications for summer or fall semesters is six weeks prior to date of open registration. We welcome applications!

Mildred Edquist, Chairman
BSUAOP Scholarship Committee



"She claims she types 60,000 words a week — feed that into our computer and let's find out how many she's doing a minute."

treasurer's report

Balance 11-18-83 \$1,109.23

Income:

Candy 1,422.05
Luncheon (12-6) 123.75

Expenses:

Candy 1,213.15
Luncheon (11-8) 77.00
Printing 37.24
Change 30.00

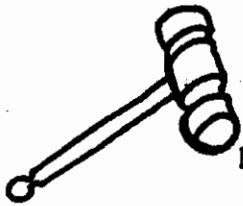
Balance 12-13-83 \$1,297.64

test yourself

We all know the rule: VERBS MUST AGREE IN NUMBER AND IN PERSON WITH THEIR SUBJECTS. Here is a little quiz to test yourself on subject and verb agreement. Answers and explanations appear on page 3.

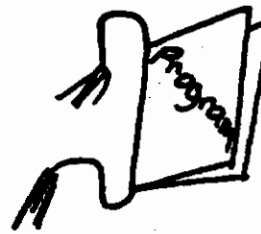
1. Each of you (needs, need) to brush up on your shorthand.
2. To her (has, have) fallen the duties of distributing the mail and answering the telephone.
3. The number of new employees hired last year (exceeds, exceed) the number hired this year.
4. What media (was, were) used in the advertising campaign?
5. One person, and perhaps two, (seems, seem) to be necessary to finish the job.
6. Neither the secretaries nor the receptionist (remembers, remember) the man's name.
7. Ellen is one of those employees who (is, are) always on time.
8. Our set of instructions on how to prepare an index (requires, require) revision.
9. Many a stenographer and file clerk (has, have) been promoted to administrative assistant.
10. One of the things you must keep track of (is, are) travel expenses.

meet your officers



PRESIDENT

Jackie Fuller
Department of Psychology
385-1207

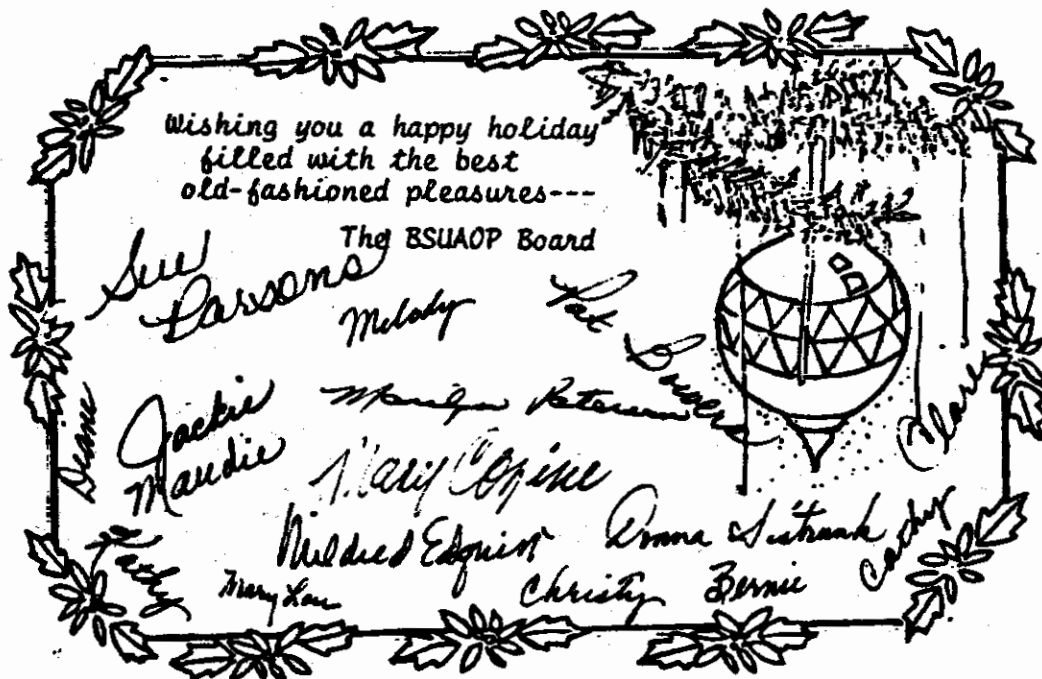


PRESIDENT-ELECT

Christy Jedlick
Dept. of Military Science
385-3500

Jackie came to Boise in 1967 when her husband, Eugene, accepted a position in the Department of Biology. She began her career for BSU 12 years ago teaching courses in typing and shorthand for Cont. Educ. Jackie worked as a part-time secretary in Mathematics before becoming Secretary/Office Coordinator in the Department of Psychology 5½ years ago. The Fullers have two sons, 15-year-old twins, Bret and Brad.

A Boise native, Christy has been with BSU since mid-1976. She originally worked for Career and Financial Aids before moving to the Military Science Department in September of 1977 as a Technical Records Specialist. Christy, who is also our Program Committee Chairman, has three children, John, 13; Jeff, 10; and Alissa, 9.



SECRETARY

Pat Bowers
Dept. of Radiologic Technology
385-1996

Pat, a Boisean for 23 years, started working for Boise State University as a part-time secretary 7½ years ago when the Radiology Department was first established. As the department grew, so did Pat's job--to full time.

Pat and her husband, Vern, have three children and two grandchildren.



TREASURER

Kathy Augustine
Student Activities
385-1223

Three years ago Kathy, an Illinois native, was lured to Idaho by its pristine environment--towering mountain peaks, stately trees, clear blue skies, and warm sunny days.

She has shared her talents on the BSU campus since September 1980 and currently works in the Student Activities Office in the Student Union Building.

membership roll

Membership Chairman, Donna Sistrunk, reports a total of 45 members with the addition of four new members since the last issue of the KEYNOTER. BSUAOP welcomes:

Renee Anchustigui
Regina Bermeosolo
Mary Anne Gray
Bernie Mueller

did you know that...

... BSU semesters are numbered 1 for summer, 2 for fall, and 3 for spring. Thus, semester 3-83 was taught last spring and we are now finishing up semester 2-83.

...in the student numbers of BSU students, the first three numbers denote the semester that the student first matriculated at BSU. For example, 18300000 means that the student first started school the summer of 1983. If the number is 37500000, the student became a student for the first time during the spring semester of 1975.

the answers

1. Needs is the right answer. The subject of the sentence is each, which is singular.
2. Have is correct. Duties is the subject, but since it is inverted (it follows the verb), the subject is somewhat obscure.
3. Exceeds. The phrase "the number of" is singular in thought, and so a singular verb is required. "A number of," however, takes a plural verb.
4. Were is correct. Media is the plural form of medium. Be careful when using this word and other nouns with foreign plurals, such as criterion, parenthesis and phenomenon. Do not use the singular verb when the plural is correct.
5. Seems is the right answer. Intervening phrases between the subject and verb such as "and perhaps," "along with," and "in addition to" do not influence the verb. Neither do participles which modify the subject of a sentence.
6. Remembers. If the subjects of a sentence are joined by either ... or, neither ... nor, or or, the verb agrees with the nearer noun.
7. Are is the right answer. A plural verb is required because the subject, who, refers to the plural noun employees.
8. Requires. The subject is set, a singular noun. The intervening words do not affect the number of the verb.
9. Has. Expressions beginning many a are singular in idea and take a singular verb, even when two nouns are involved.
10. The answer is is. The subject of the sentence is one, not travel expenses.

Forty-nine BSU support staff were honored at a luncheon on December 12 for having served the university for five, ten, or fifteen years. BSUAOP members honored for five years of service were Renee Anchustigui, Mildred Edquist, and Jackie Fuller.

Congratulations to all those who were honored for their fine service to BSU staff, faculty and students.

How To Use Words To Express Amounts

- Cardinal numbers: (any number that expresses the number of objects or units under consideration up to and including ten); [We sent her two copies ...]
- A number that starts a sentence: [Sixteen people registered for the Orient Tour.]
- Ordinal numbers: (a number that shows the position of a unit in a given series): [First Presbyterian Church]
- Round numbers; indefinite or approximate amounts: [There are about two hundred leaflets in the box.]
- Age when designated in years only; or if it's an approximate figure: [The judge is fifty years old. The painting is about fifty years old.]