

BSUAOP keynoter

Boise State University

Association of Office Personnel

Volume 11, Number 3, March 1993

1910 University Drive
Boise, Idaho 83725

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Department of Nursing

CIRCULATION: 275

President's Message

"The purpose of BSUAOP is to assist its members in reaching a professional level of excellence, to promote positive attitudes and to encourage further training in specific fields relevant to each member's responsibilities within the University."

I think everyone needs to be reminded once in a while why our organization was created and to remember why we chose to belong. As a charter member I can attest to the opportunities made available to me through this organization, and my goal is to try and create some of those same opportunities for others.

With this in mind, we (the BSUAOP Board of Directors) have developed the first annual "BSUAOP Professional Development Day." Earlier this year we polled our membership in a effort to identify topics for workshops that would be of interest. The results of the survey provided many great ideas that could be addressed in a workshop setting -- thus, the planning began.

We chose the theme "Excellence in the Workplace" and developed a series of workshops that are very diverse and ones that will be of interest to everyone. The day's activities will begin with welcoming remarks from BSU President, Dr. Charles Ruch, followed by Dr. Larry Selland, BSU Executive Vice President. Also featured in the opening session will be Lori Icenhower, Idaho Personnel Commission, and Gwen Smith, BSU Training Officer. Following is a brief run-down on the presenters and their topics.

- Dr. Pat Shannon, Associate Dean, BSU College of Business
(Quality Improvement in the Workplace)
- Mr. David Dean, Idaho Department of Transportation
(Improving your Presentation Skills)
- Ms. Connie Pratt, Idaho Personnel Commission
(Supervision Skills)
- Mr. Jim Baker, Director, BSU Office of Research and Administration
(Understanding Empowerment Techniques)
- Dr. Robert Boren, Chairman, BSU Communication Department
(Improving Communication Techniques)
- Ms. Gwen Smith, Training Officer for BSU
(Workplace Ethics/Values)

Dr. Ruch has granted all classified staff one day of release time (with supervisor approval) to attend our professional development day. It will be held Tuesday, March 16, in the Student Union Building. Flyers containing necessary information will be distributed early in March -- so please watch for them. You do not have to attend all sessions -- you can pick and choose as necessary.

Call me at extension 1508 if you have questions, need clarification or have any suggestions. I hope to see everyone on March 16th!

BSUAOP has been organized to assist its members in reaching a professional level of excellence, to promote positive attitudes, and to encourage further training in specific fields relevant to each member's responsibilities within the University.

-BSUAOP Handbook

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COMING EVENTS

BSUAOP Professional
Development Day
March 16, 1993
Student Union Building

IAEOP Spring Conference
April 30 - May 1, 1993
Red Lion-Riverside
Boise, Idaho

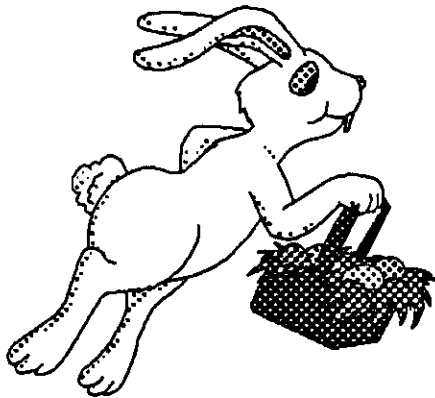
NW Professional
Development Day
June 26, 1993
McCall, Idaho

NAEOP Meeting/Institute
July 19-23, 1993
Tucson, Arizona

ATTITUDE

by Charles Swindoll

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company... a church... a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past. We cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude... I am convinced that life is 10% what happens to me and 90% how I react to it."



*Idaho Association of Educational Office Personnel
proudly announces that*

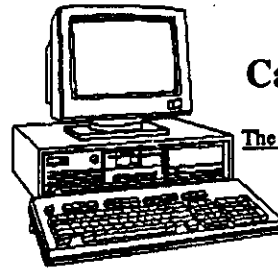
Jackie Fuller, CEOE

*will be installed as President
of the*

*National Association of Educational Office
Professionals
July 23, 1993.*

*You are cordially invited to attend
The Installation Banquet and Reception
at the*

*Westin La Paloma Resort
3800 East Sunrise Drive
Tucson, Arizona*



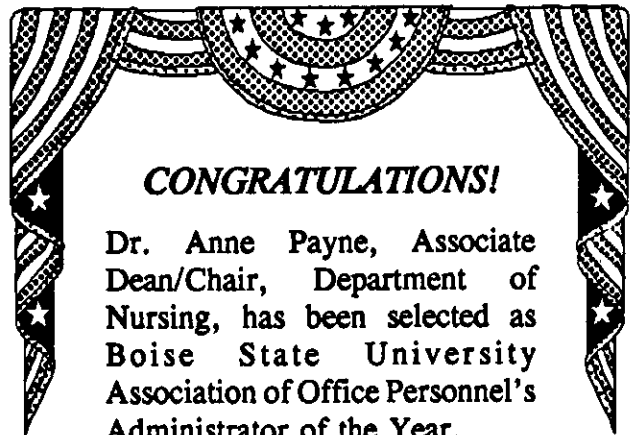
Catch My Mistakes?

by Virginia Klauer, Editor
The Arizona Kaching, Vol. 5, No. 2

The spell-checker feature on the computer is great for those of us who need help in spelling or proofreading. We no longer have to spend valuable time and energy flicking through the pages of a heavy dictionary.

Spell-checkers ensure that most words are SPELLED correctly; however, most can't make sure the words are USED correctly. Even though I used my spell-checker on this article, the following poem illustrates one way that computers can make us look dumb:

Eye have a spelling checker,
It came with my PC.
It plainly marks four my revue
Mistakes I cannot see.
I've run this poem threw it,
I'm sure your please too no.
Its letter perfect in it's weigh,
My checker tolled me sew.



CONGRATULATIONS!

Dr. Anne Payne, Associate Dean/Chair, Department of Nursing, has been selected as Boise State University Association of Office Personnel's Administrator of the Year.

Dr. Payne was nominated by her staff because of her consistent support of BSUAOP activities. Congratulations, Dr. Payne.

MEET YOUR NEIGHBORS

by
LaDawn Barrera

Meet Robin Lane. Robin has contributed 14 years of service to Boise State University and is presently in the College of Technology, Student Services.

She and her husband, Bret, an electronics student here at BSU, keep house with their Springer Spaniel Harley, Peeper the Cockatiel, four Diamond Doves, and four Bobwhite Quail. She enjoys gardening, doing cross stitch, and sewing in her spare time as well as going fishing and camping. Robin is also an avid Boise State Broncos football fan.

When asked what advice she had to offer a new secretary, Robin replied: "Keep a good attitude. Remember, our function is to help students, not just earn a paycheck."

Professionally, Robin wishes to continue her work in the educational field, and eventually earn a Bachelor's of Applied Science degree. On a more personal level, Robin simply wants to enjoy her family and to be happy with life.

We chose Robin as our neighbor because of her willing attitude, her commitment to BSUAOP, and her dedication to BSU itself.

DISCOVER THE GODDESSES

Tour Greece on a Boise State University study-tour in search of the Goddess and ancient Greek culture.

This tour visits classical Greek temples, modern Athens, and follows the Sacred Ways to and through Eleusis and Delphi.

On-site Greek tour guides present the history of each site visited; BSU tour leaders offer insights into a "spiritual archaeology" which restores the Goddesses to their former glory.

Pre-tour orientation sessions help prepare you to get the most out of your experience—both for your education and for your international travel comfort.

June 1-June 13, 1993

For information and registration call:

Peggy: 334-4025

Suzanne: 385-3928

Jill: 336-6933

SCHOLARSHIP NEWS

by Lorenda L. Hall
Admissions
Chairperson, Scholarship Committee

Would you like to attend the IAEOP Spring Conference? Need a scholarship for summer or fall classes? The answer is to apply for an AOP scholarship. The deadline for applications is April 1. Contact the following committee members for application forms:

Lorenda Hall, Admissions, x-1177, A-105
Tricia Trofast, Political Sciences, x-1458, PAAW-127

Scholarships are available to BSUAOP members only.

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The Scholarship Committee is looking for one more member. We generally meet twice a year. Please call Lorenda if you are interested in serving on this committee.

CONGRATULATIONS

UNIVERSITY HONORS EMPLOYEES FOR YEARS OF SERVICE

From BSU Update

Sixty-three classified employees were honored by Boise State University at the annual employees luncheon sponsored by Human Resources last month.

The following BSUAOP members were recognized for their years of service to the university:

Twenty years: Susan Henggeler

Fifteen years: Donna Knapple and Eva Jeanne Myers

Five years: Sherry McNeal

Thanks for all your hard work, not only for the university but for BSUAOP as well!



"Warm a chair...Swill coffee...Thumb through catalogues...By golly, Ted, he's RIGHT. They're all here in his job description!"

1993 IAEOP ELECTIONS

The ballots for the 1993 IAEOP Elections are out. The candidates are as follows:

President-Elect:	Lillian Jenkins
Vice President:	Cathy Hampton Barbara Olson
Corresponding Secretary:	Kynda Browning Lei Lani Morgan
Area Representatives:	
Area I:	Sandra Goodwin
Area III:	Judy Nelson
Area V:	Dixie Day

IDAHO ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL 21st ANNUAL MEETING/SPRING CONFERENCE

The 21st Annual IAEOP Spring Conference will be held April 30 and May 1, 1993 at the Redlion Inn - Riverside in Boise.

NAEOP President, Frances Johnson, will speak at the opening session and Dr. Janet Mills, Associate Dean, College of Social Sciences and Public Affairs, and BSU Professional Development Consultant will be the Keynote Speaker. Dr. Mills will be speaking on Communication Between the Sexes. This workshop explores the ways men and women express themselves differently and how not to misinterpret unspoken messages.

The speaker for the Saturday session will be Brad Bramlet, a Lecturer for the Barnabas Institute of Encouragement. Mr. Bramlet will help us discover "new and exciting ways to beat the enemies of joyful living." "Avoid becoming a boring adult by using these valuable tips on goal setting, positive attitudes, and time investment."

On Saturday we will hold Swap Shops, this is an opportunity for sharing ideas and tips with others who work in similar settings.

Registration for the two-day conference is \$110.00 and the deadline is April 16, 1993. If you haven't received a registration form, contact Judy Nelson. The conference is always a lot of fun and a great way to meet office professionals from all over the state. See you there!

Be sure to complete your ballots and return them to Susan Driskill by March 15.

CONGRATULATIONS! CAROL JOYCE BSUAOP EMPLOYEE OF THE YEAR By Marian K. Graham Nursing

Carol Joyce has been selected as the BSUAOP Employee of the Year!

Carol began working for the State of Idaho in November, 1980, at the Idaho Department of Fish and Game. In September, 1984, she accepted a position and worked for the next seven years as a Secretary/Office Coordinator in the English Department here at BSU. In January, 1991, Carol says she couldn't resist an opportunity to work in a job-share Administrative Secretary position in the Data Center, which allowed her time to pursue a degree in Business. In November, 1982, she accepted her current position as full-time Secretary/Records Manager in the Center for Geophysical Investigation of the Shallow Subsurface Department (CGISS). Carol says that in each job she has met and worked with some really terrific people, and each job has a special importance for her with regard to her professional and personal growth as a Classified Employee for BSU.

Congratulations, Carol, for this very deserved recognition.