PRESIDENT’S MESSAGE
Merrylea Hiemstra

Undoubtedly, you’ve noticed the crisper, cooler air, the increased activity in offices, and the bustle of students on campus. As the lazy, dazy days of summer are winding down, notice the excitement in the air as we begin a new academic year.

The summer has been busy for your Board members as they prepared the 1995-96 Calendar of Events. We are excited about this year’s activities and are confident that you, too, will find the activities and opportunities for professional development through our Association to be outstanding.

I am delighted to inform you that Dr. Gwen Smith has agreed to continue as our Association’s Advisor. Gwen provided excellent advice to the Board last year and I look forward to another year of her guidance.

As your delegate to the National Annual Meeting held in Austin, Texas in July, I attended the programs and meetings along with two other BSUAOP members and 10 additional delegates from Idaho. I was pleased to hear Dr. Clifford Lee, keynote speaker, address how each of us can make a difference! I believe in that philosophy so much that as I enter my second year as your President, I plan to continue using my theme from last year, “Together, We Make a Difference.”

I invite each of you to participate fully in the opportunities available to you through BSUAOP-sponsored functions in 1995-96. Share your ideas and talents with one another to grow personally and professionally.

I look forward to working with you and for you in 1995-96.

MARK YOUR CALENDARS!!

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Oct. 21, 1995</td>
<td>State Executive Board Meeting, College of Technology, Saturday, 9:00 a.m. - 4:00 p.m.</td>
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<tr>
<td>April 18, 19, 20, 1996</td>
<td>State Conference, Red Lion, Riverside</td>
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PROFESSIONAL DEVELOPMENT DAY
Connie Charlton

The BSUAOP Board has moved Professional Development Day (PDD) to October to avoid conflicts with spring registration. Therefore, please mark your calendars and plan to attend Professional Development Day on October 10, 1995 in the BSU Student Union. The PDD Committee is in the final planning stages for this exciting and beneficial event! Owing to a very positive response to the program held last January in the Electronic Meeting Room in the College of Business & Economics, three workshop sessions have been arranged for PDD. Details of additional workshops, registration forms, room locations, and other pertinent information will be mailed individually in early September. Be watching for yours!

Please take a minute!!

We are trying to locate some items that may be floating around the campus. If you have any BSUAOP pins, board or committee notebooks, or “old” issues of The Keynoter please call Merrylea at x1125 or Connie at x1640 to make arrangements to have them picked up.
NAEOP EDUCATIONAL FOUNDATION, INC., presents:

A Professional Development Seminar Program for Educational Office Professionals. Preapproved for the Professional Standards Program (PSP).

How To Get Results With People:
1. Know yourself and your personal effectiveness
2. Know your priorities
3. Employ effective problem solving
4. Plan your success for the 21st century

Seminar Location: Friday, October 6, 1995
Owyhee Plaza Hotel
Boise, Idaho 83702
$69 per person, includes lunch

Pre-Register with the National Office before 9/25/95!

To register for this seminar:
call: 1-316-942-4822 or
fax: 1-316-942-7100 or
mail: NAEOP Educational Foundation
PO Box 12619
Wichita, KS 67277

or call Jackie Fuller at x3900 for brochures.

MARK YOUR CALENDAR FOR THE UPCOMING BSUAOP LUNCHEON MEETINGS:

November 14  Julie Underwood, “A Whack on the Side of the Head”
January 9    Steve Jackson, “The Internet”
February 13  Phyllis Sawyer, “Healthy Lifestyle Choices, Maintaining a Balance”
March 12     Joint Luncheon w/Ada County Association of Office Personnel
April 9      Kathy Drury-Bogle, “Working Smarter Together--Men and Women in the Workplace”
May 28       Installation of New Officers

The BSUAOP Board looks forward to seeing you at the luncheons this year!!

WAY’S N MEANS
Guen Johnson

Deposits as of 8/29/95 for Candy Sales = $2,322.86
Expenses = $1,742.16
Total = $580.17

There is approximately $100 worth of candy still to be sold in offices across campus. Also, some members have money to be deposited as well. If you have money you want me to pick up to deposit, please contact me at extension 4111. Also, if you have candy on hand it isn’t selling, we could relocate it to one of our better locations.

The profits from our candy sales help pay the expenses of the President to attend the NAEOP National Conference each year. 1996’s conference will be held in Seattle, Washington.
ORGANIZING YOUR DESK AND OFFICE

What’s the single most effective move you can make to increase your efficiency, boost productivity and dramatically reduce stress? Get organized. If your desk is buried beneath piles of paper, your bookshelves bending under the weight of who-knows-what and your file cabinets so full you can’t open them anymore, you’re sacrificing your ability to manage well. You may also be damaging your credibility with your staff, your peers and your boss. It’s difficult to trust the competence of a manager whose workspace looks like a landfill.

Organizing your desk, files, shelves and drawers will not only help you take control of your workday, it may enhance your professional image throughout the office.

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1995-96 BSUAOP OFFICERS/COMMITTEE CHAIRS

President
Merrylea Hiemstra x1125
President-elect
Connie Charlton x1640
Professional Dev. Day
“”
Vice President
Julie Gerrard x3471
Monthly Programs
“”
Secretary
Guen Johnson x4111
Treasurer
Rhonda Miracle x4313
Past-President
Marian Graham x3789
Nomination’s & Elections
“”
Area I Rep.
Kathy McDevitt x3767
Area II Rep.
Rosemary McClanahan x1340
Area III Rep.
Carole Clemens x3605
Area IV Rep.
Kerry Egan x1483
Area V Rep.
Nancy Harden x3909
Area VI Rep.
Valencia Garrett x1631
Ace Rep.
Rene’ Delaney x1021
Bosses Breakfast
Carol Joyce x1419
Bylaws
Jackie Fuller x3900
Historian/Yearbook
Beth Collier x3304
Holiday Auction
PALS
Library Rep.
Carole Clemens x3605
Membership
Cathy Hampton x1508
Newsletter
Valencia Garrett x1631
Prof. Standards
Clare Spoor x1602
Scholarship
vacant
Ways N’ Means
vacant

Call Merrylea at x1125 if you would like to volunteer for a position on the BSUAOP board.

Library Holdings

If you are looking for ways to improve your productivity in your job the Office Professional is for you. The BSUAOP has a subscription to this publication and encourages you to go and check out the monthly issues. They are kept at the BSU library.

If you have read a good book that you think would be beneficial to others in the workplace contact Carole Clemens at x 3605 with the name of the book and author. She will recommend the book to the BSUAOP board and if approved will be purchased and place in the library.
1995-96 promises to be an exciting year as we learn and grow in our organization. With Merrylea Hemstra as President, Gwen Smith as Advisor, and an outstanding Executive Board, we can expect new challenges and accomplishments both for BSUAOP and for ourselves personally. For those of you who are not familiar with our organization, the following information will explain who we are, what we do, and the benefits available to you by becoming a member.

What is the Boise State University Association of Office Professionals?
BSUAOP is a professional organization for persons employed by Boise State University who work in an administrative and/or clerical support position.
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.

What are Your Opportunities As a Member of BSUAOP?
* Association and fellowship with others in like employment,
* Recognition of achievements through the Professional Standards Program,
* Professional development through informative luncheons, conferences, and workshops,
* Exchange information and ideas with others in educational offices through the BSUAOP newsletter, The Keynoter, issued at least four times each year,
* Association with an organization which supports the youth of today, and
* Personal growth through participation in an active, professional, statewide organization concerned about Idaho education, the IAOEP.

Scholarships are Available for BSUAOP Members to Attend:
* Classes at BSU,
* IAEOP Annual Conference,
* NAOEOP Annual Conference,
* Northwest Professional Development Day, and
* Classes/Workshops leading to Professional Standards Certification

Traditional Events Include:
MONTHLY LUNCHEONS - THESE LUNCHEONS PROVIDE EXCELLENT OPPORTUNITIES FOR PROFESSIONAL GROWTH CLOSE TO HOME.
HOLIDAY DOOR DECORATION CONTEST - AN EVENT TO STIMULATE A HOLIDAY ATMOSPHERE ON CAMPUS.
HOLIDAY SCHOLARSHIP AUCTION - AN ANNUAL EVENT TO RAISE FUNDS FOR BSUAOP MEMBERS SCHOLARSHIP PROGRAM.
THE BOSSES BREAKFAST - A SPECIAL TIME WHEN OUR ADMINISTRATORS ARE HONORED AND ENTERTAINED.
PROFESSIONAL DEVELOPMENT DAY - ONE DAY OF THE YEAR SET ASIDE FOR BSUAOP MEMBERS AND BSU STAFF TO PROMOTE PROFESSIONAL/PERSOAL GROWTH.

Make the decision to join BSUAOP today. Membership dues are $7 per year (good through May 1996). The cost is reasonable and the fellowship and networking possibilities are endless!

Make checks payable to BSUAOP and send to Cathy Hampton,
Membership Chair,
College of Technology, ETI 01.