



Boise State University
Association of Office Professionals

Keynoter

**Achieving
Begins
with
Believing**

Pam Marteness, Editor

Volume 20 Issue 7

May 2002

2001-2002 EXECUTIVE BOARD

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A Message from the President

by Nancy Rountree



My year as president of BSUAOP is rapidly coming to a close. As I reflect over the past several months, I realize we really had a very busy year. We held monthly luncheons from September to May covering a wide range of topics. We all felt comforted at our first luncheon on September 11th having Dr. Jim Nicholson there helping us all deal with the shock of that day's tragic events. In December, we were able to recognize our members who received their PSP awards at National last July. At that same luncheon, we cheered other members who completed their Administrative Support Track through the Training and Development Department. Idaho Public Employee's Association representatives addressed our group in February, which coincided with the Governor's major budget cuts. We had great discussions about being public employees and how to get involved to be better heard by our legislators.

Some of our members became successful and lovely "models" for a day compliments of the Dress Barn at our annual March fashion show luncheon. Gwen Smith presented my theme for the year at January's meeting lunch and Ted Bailey from the Print Shop presented all the particulars about using the new Boise State University logo at our April luncheon.

Scattered in between these busy monthly luncheons we successfully held several other annual events. Our Professional Development day in October was filled with learning, networking, and relaxing thanks to our President Elect Gay Barzee's hard work. Moving our Christmas Auction to November was no little feat but Lois Santillanes, our Past Association Leaders President made it seem effortless. Our scholarship fund is the recipient of the auction's success. And we awarded scholarships throughout the year to several members to attend classes, seminars, workshops and conferences.

We had a 7% increase in membership this year, which is a positive note. We have 25% of our membership belonging to our state association and 22% belonging to the national association. My hope would be to see our role here at Boise State expand and continue to grow over the next few years. My thanks to the BSUAOP's administrative board for all their support, encouragement and hard work this year.

**Ways and Means Committee
Valencia Garrett, Chair**

We still have a supply of See's candy bars. There are several members across campus that have boxes in their office. If you can't find someone that has them give me a call at x1368 and I will make sure that you find someone that can sell you *several* bars.

We also have Home Interior candles for sale. They would make a perfect gift for any upcoming summer events, including Memorial Day, Flag Day, Father's Day, etc! Look at the fragrances we have, decide which ones you want, and give me a call. They burn for 40 hours and are only \$6 each. What a bargain!

- Mulberry
- Baked Apple Pie
- Rose Petals
- Cranberry
- Blueberry
- Cherry Pie
- Vanilla
- Woodland

We will be getting Papa Murphy's pizza cards just in time for Father's Day. Buy these cards for \$5 each and save over \$25. Contact your Area Representative if you are interested in purchasing a card.



**Scholarship Committee
Angela Garcia, Chair**

Congratulations to BSUAOP members who qualified for scholarships to attend BSU fall classes and the annual NAEOP conference:

Gay Barzee	\$250.00 To help with NAEOP expenses
Connie Charlton	\$ 70.00 For Fall 2002 classes
Angela Garcia	\$200.00 For lodging during NAEOP
Cathy Hampton	\$110.00 Institute fees during NAEOP
Merrylea Hiemstra	\$110.00 Institute fees during NAEOP

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DID YOU KNOW: NAEOP has declared May 19th through the 25th "National Educational Bosses Week? Do something nice for your boss that week!

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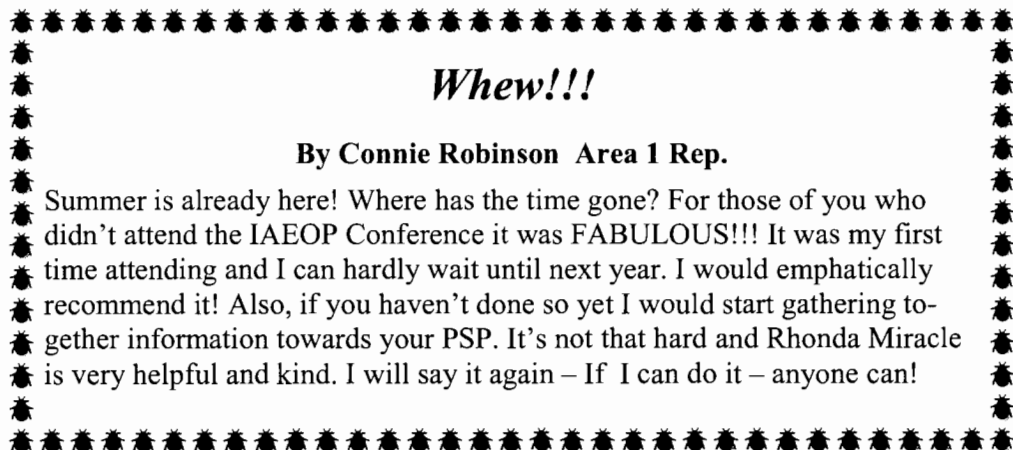
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If you wish to contact any of the Executive Board Members by mail, please address the document as follows:

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Department/Mail Stop
Boise State University
1910 University Dr.
Boise, ID 83725



Whew!!!

By Connie Robinson Area 1 Rep.

Summer is already here! Where has the time gone? For those of you who didn't attend the IAEOP Conference it was FABULOUS!!! It was my first time attending and I can hardly wait until next year. I would emphatically recommend it! Also, if you haven't done so yet I would start gathering together information towards your PSP. It's not that hard and Rhonda Miracle is very helpful and kind. I will say it again – If I can do it – anyone can!

**BSUAOP Officers
2002 – 2003**

Elected Officers:

- President: Gay Barzee, COAT Center Managers, ext. 4978 gbarzee@boisestate.edu
- President-Elect: Cindy Bancroft-Stigall, COAT CWT, ext. 4346 cbancroft@boisestate.edu
- Vice-President: Connie Robinson, Engineering, ext. 2417 crobinson@boisestate.edu
- Secretary: Diane Applegate, Theatre Arts, ext. 3957 dapplega@boisestate.edu
- Treasurer: Shannon Chapman, COAT Accounting, ext. 1794 schapman@boisestate.edu
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- Area 3 Rep: Terri Thresher, Sociology, ext. 3406 tthresh@boisestate.edu
- Area 4 Rep: Martha Plascencia, Student Housing, ext. 3986 mplascen@boisestate.edu
- Area 5 Rep: Terrie Gillenwater, Health Sciences, ext. 1678 tgillen@boisestate.edu
- Area 6 Rep: Connie Charlton, COBE, ext. 3110 ccharl@boisestate.edu
- Area 7 Rep: Ona Law, Kinesiology Dept., ext. 3366 olaw@boisestate.edu

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- ACE Rep: Connie Charlton, COBE, Ext. 3110 ccharl@boisestate.edu
- Auditor: vacant
- Historian: Beth Collier, Philosophy, ext. 3304 bcollier@boisestate.edu
- Library: Christine Diehl, College of Bus. & Economicsex. 1193 cdiehl@boisestate.edu
- Membership: Julie Gerrard
- Newsletter: Pam Marteness, COAT Center Mgrs., ext. 3968 pmarteness@boisestate.edu
- PSP Chair: Rhonda Miracle, COAT Student Support, ext. 4313 rmiracle@boisestate.edu
- Scholarship: Angela Garcia, COAT Dean's Office, ext. 2238 agarcia@boisestate.edu
- Ways & Means: Valencia Garrett, Social Sciences, ext. 1368 vgarrett@boisestate.edu
- Bylaws: Guen Johnson, History Dept., ext. 1255 gjohnson@boisestate.edu

Advisor:

Gwen Smith, Training & Dev., ext. 4418 gsmith@boisestate.edu

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.



Things to Remember...

BSUAOP Meetings:

- May 21—Installation Luncheon, SUB 11:30—1:00 p.m.
- June 11—Transition Meeting for Officers, SUB 12:00—1:00 p.m.

Other Dates:

- July 22—26 NAEOP Conference, Greenville, South Carolina

Other Information:

- Did you know that it's never too late to start on your Professional Standards Program (PSP)? This program is set up so that you can achieve various levels at different points in your education and career. Contact Rhonda Miracle for more information by e-mail at rmiracle@boisestate.edu or phone x4313.
- Tickets are available for a raffle that NAEOP will be holding at the National Conference in July. They are \$10.00 each and will be for various trips all over the United States and include round-trip airfare. Examples of the trips include: Wyndham Palace Resort & Spa—Downtown Disney; Harbor Court Hotel—San Francisco; Fairmont Royal York—Toronto; Caribbean Royale Resort—Orlando. All of the trips are 3 or 4 nights and are for two people. Contact your BSUAOP officers if you are interested in purchasing a ticket.
- We did not get a lot of response for the list of BSUAOP member birthdays, so happy birthday to all our members born in May! We would like to get a list compiled with just your day and month of your birthday. (We don't need to know the year.) If you could e-mail Pam Marteness with this information it would be appreciated.

* * * * *
 * If men can run the world, why can't they stop wearing neckties?
 *
 * How intelligent is it to start the day by tying a noose around your neck?
 *
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—Linda Ellerbee

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BSUAOP Keynoter

BSUAOP Areas

Area I:

Applied Tech., Career Ctr., Children's Ctr., Canyon County Ctr., 1105 B Grant Street, Extended Studies, Engineering & Tech., FOAM, IBEDC, Mail Services

Area II:

Applied Tech., Bookstore, Campus Safety, Kinsiology, Micron Eng., Pavillion, SUB, Varsity Ctr., Bronco Football complex, Computer Annex

Area III:

Library, Liberal Arts Bldg., Annex #8, Lincoln Hall, Special Events Center

Area IV:

Administrative Building, Student Housing

Area V:

Communications, Health Science Riverside, Hemmingway Ctr., Math/Geology Bldg., Morrison Ctr., SMITC, Raptor Research Ctr., Student Health Ctr., Science Nursing Building

Area VI:

Math/Geosciences, Public Affairs and Arts West, Career Center, Health Center, Campus Safety

Area VII:

Education Building, Public Affairs & Arts West Bldg.

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Check us out!
boisestate.edu/bsuaop/