

ASSOCIATION OF OFFICE PROFESSIONALS

January/February Vol. 22, No. 3 • Coleen Dudley, Editor

KEYNOTER

2003-2004 EXECUTIVE BOARD

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PRESIDENT'S CORNER

By Terri Shafer

Happy Belated 2004! When I was choosing my topic for this issue, I was going to talk about New Year's Resolutions. Then, I realized since we are six weeks into 2004, most of us have either broken or forgotten our resolutions by now! Instead, I thought it would be fun to do a review of BSUAOP in the year 2003.

- January We started off the year in AOP with a bang! Our topic for the month was "Treasure Hunt: Learning to Recognize Transferable Skills and Hidden Talents."
- February Topic for the month, "Issues of the Heart—Conflict Management Skills."
- March Our annual Fashion Show was held. We invited the Ada County Association and teamed up with Fashion Bug from Boise Towne Square. This event is always a fun one and we use our own members for the models. All nominations for AOP executive Board are due.
- April IAEOP State Conference in Couer d' Alene. We had over ten members attend this conference. The theme was "Let Your Light Shine." Two of our members were installed to the IAEOP Executive Board: Lois Santillanes-President Elect, and Valencia Garrett-Recording Secretary.
- May AOP Installation. Sandra Ash, NW Regional Director for NAEOP conducted our ceremony. Terri Shafer was installed as President for 2003-2004. The theme for the upcoming year, "Bloom Where You Are Planted and Grow Where You Go!" Our annual Bosses Breakfast was held, where we looked at "What If The Hokey Pokey Really Is What It's All About?" It was a rootin'-tootin' good time! Our Office Professional of the Year, Lois Santillanes, was announced at the Bosses Breakfast and presented with a plaque.
- June Transition Meeting for the incoming AOP Board members.
- July NAEOP National Conference in Boise. Cathy Hampton, Co-Chair of the Conference and several of our members were very involved. We had many members receive their PSPs at the National Conference.
- August Executive Board Meeting. No monthly membership meeting.
- September Membership Kick-Off. Dr. Lisa McClain, BSUAOP Faculty Advisor, introduced AOP theme for the year. Dennis Sterling, new training officer at BSU introduced and discussed future training ideas.
- October Professional Development Day held. Sam Byrd, Diversity Works, Keynote Speaker. First-time that PDD makes a profit!
- November Holiday Auction has record breaking sales! Over \$4000.00 was raised.
- December Dr. Mike Markel from the English Department taught us, "How to Write Poorly."

It was a busy and productive year for BSUAOP. We had several opportunities to network, receive training, and grow. I hope that 2004 is an even better year! I feel both honored and privileged to be a part of this organization and to serve in the capacity as President. I have made many friends and have learned a lot. I would invite you to join us at a monthly meeting, they are always educational and entertaining. Wishing you all much happiness in the year 2004!

WAYS AND MEANS COMMITTEE

Valencia Garrett, Chair

17 BSUAOP members along with three other volunteers cooked and served over 1800 hotdogs in six hours on Saturday, January 17 at RC Willey's. Way to go AOP!! This turned out to be a fun and easy way to put \$200 into our fund. Thanks to everyone who volunteered their time to come and help.

We still have Dirty Harry Car Wash Tokens for \$3.00 each. If you would like to purchase some you can email me at vgarrett@boisestate.edu or call me at x1368.

Are you boxing up the books you no longer need at home? Our book sale is still in the works and we will need everyone's contribution to make this work. Watch for details as they develop.

PSP DEADLINE! Rhonda Miracle, Chair

PSP Application Deadline is May 15th! Contact Rhonda Miracle, x4313, Today!

"Character is like a tree and reputation like it's shadow. The shadow is what we think of it; the tree is the real thing."
—Abraham Lincoln

ADVERTISEMENT

If you have a need for Petty Cash receipts and reconciliation envelopes, please contact Merrylea Hiemstra at 426-2384 or mhiemstr@aboisestate.edu

"I don't know the key to success, but the key to failure is trying to please everybody."
—Bill Cosby

ACE REPORT

Connie Charlton, ACE Representative

"The Association of Classified Employees launched a special goodwill project in January 2004. An official announcement was made at the Classified Staff Recognition Luncheon on December 17. An email from ACE Senate to all classified staff went out immediately afterwards outlining details. The project includes providing food vouchers for employees on campus whose paychecks don't stretch far enough to cover cost of living expenses. Applications are available on the ACE and Human Resource Services websites, and in hard copy from an ACE senator. Donations to the Goodwill Project can be made through payroll deduction by contacting Human Resources. Checks can be sent to the ACE mail stop, 1010. Cash donations can be given to any ACE Senate members. Applications will be reviewed once a month and the recipients' identification cards will be loaded with the amount of the award. Thanks to everyone for their support of this very worthwhile effort."

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Vacant

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Coleen Dudley

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Administrative Advisor

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

Person's Name
Department/Mail Stop
Boise State University
1910 University Dr.
Boise, ID 83725

MONTHLY NETWORKING OPPORTUNITIES

Leslie Black, Vice President

Happy New Year! from the Program Committee. We wish you a year filled with the love of family and friends, the enjoyment of a job that both challenges and satisfies you, and the contentment of knowing yourself and loving the adventure of life! Take time to reflect on and appreciate the gifts with which you have been blessed. We also hope that your New Year's resolutions will include attending the BSUAOP luncheons and either continue or begin to build a network of colleagues and friends at Boise State.

Congratulations to those of you who attended the January luncheon on 'Eliminating Tolerations' with Gordon Reinhart! To those of you who missed it, my sincere condolences. It was FANTASTIC! I've heard so many great comments and discussions of things that people learned about themselves and what little, or big, annoyances we put up with (tolerate). One thing that I learned is that both good and bad tolerances cause friction and friction creates a form of energy. Whether we want to spend negative energy or positive energy is our choice. Professor Reinhart gave us some good suggestion on how to determine what kind of energy we are expending and how to turn them into positive energy sources.

February's luncheon topic was, 'The Good News About Fear' by Jim Nicholson, Director, Boise State Counseling Services. Dr. Nicholson facilitated discussion on how to use fear as a catalyst for positive change, such as pushing ourselves out of our comfort zones and towards new challenges and vitality in both our home and professional lives.

March will bring the annual meeting that is co-sponsored by BSUAOP and the Idaho Association of Office Professionals. This year, the topic is chosen by IAEOP. Watch for more information later.

Don't miss an opportunity to expand your knowledge base, to be reminded of how capable and talented you are, and to get to know better your colleagues around campus. Knowing who you are talking to on the phone helps get the work done more efficiently and pleurably. We look forward to seeing you at the luncheons and around campus in 2004!

NAEOP

Dates for Future Annual Conferences:

- * July 19-23, 2004 Boston, MA
Conference Coordinators: Sherry Wilson, CEOE
Judy Gagnier, CEOE
- * July 10-15, 2005 Tucson, AZ
Chairman: Allie Faye Matthews, CEOE
- * July 17-21, 2006 Dallas, TX
Chairman: Linda Sockwell, CEOE

NAEOP

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naeop@naeop.org

**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.

IAEOP SPRING CONFERENCE

Please mark your calendars for April 22-24 and plan to attend the IAEOP Spring Conference. This year's theme is "IAEOP, Where Good Things Are Happening." The conference will be held in Boise.

More information is available on the IAEOP web site www.idahoaeop.org

SCHOLARSHIP COMMITTEE

Angela Garcia, Chair

If you would like to get more involved with BSUAOP, we need you! The Scholarship Committee needs two more members to help do its work. Please let me know at extension 2238 or send me an email if you find you can help us out by serving as a member of the Scholarship Committee.

For BSUAOP members who would like to apply for scholarships to attend workshops, conferences and courses related to advancing or affirming training or skills in your educational office positions, please note the following application deadlines throughout the coming year.

Scholarships may be applied for and are due on two occasions throughout the year as follows:

- | | |
|---------------------|--|
| Monday, March 1st-- | Applications are due for Annual State Conference (held April 23-24). |
| Monday, May 3rd-- | Applications are due for Summer and Fall '04 tuition and Annual National Conference. |

For an application form go to: <http://www.boisestate.edu/bsuaop/forms.htm>

HOLIDAY AUCTION A SUCCESS!

This year's Holiday Auction was successful in many ways. We had record-breaking attendance, donations, participations, and sales! Our scholarship fund received over \$4000 from this annual event. The theme this year was "Visions of Sugar Plums". I'm not exactly sure what a sugar plum looks like, but there were plenty of holiday treasures to be seen and even a few sugar plum fairies!



With over 75 items on the auction block, our auctioneer, Blain Eckles, and his helper elves, Dana Kelly, Stephanie Lewis, Mark Westcott and Kenny Wiscombe were busier than the elves in the North Pole on Christmas Eve! They did a great job as always!

The Holiday Auction Committee did an excellent job this year! Without their hard work and willingness to give so much of their time, this event could not have been such a success. A big "THANK YOU!!!" to all of the committee members; Gay Barzee, Chair, Leslie Black, Shannon Chapman, Connie Charleton, Beth Collier, Valencia Garrett, Julie Gerrard, Terrie Gillenwater, Grace Jenkins, Guen Johnson, Rhonda Miracle, Jennifer Pike, Suzan Raney, Connie Robinson, Nancy Rountree, Lois Santillanes, and Terri Shafer.

Be sure and mark your calendars now for Holiday Auction 2004. The date is November 16th and the ideas are already starting to flow. Should be another great auction!

2003-2004 Calendar of Events

BSUAOP Luncheons (2nd Tuesdays)

February 10th.....Monthly Luncheon
 March 9th.....Monthly Luncheon

Executive Board Meetings (4th Tuesdays)

January 27thAh Fong Room
 February 24th.....Ah Fong Room

Upcoming Events

April 22-24.....IAEOP Spring Conference

EDITOR'S NOTE

Coleen Dudley

“My spelling is wobbly,” said Pooh. “It’s good spelling, but it wobbles and the letters get in the wrong places.” (From Winnie-the-Pooh by A.A. Milne.)

You may not know that my background is health information and if you want someone to spell Hepatocholangioduodenostomy or ventricular tachycardia, I’m good to go. However, if one wants the small words like iss, wass, hass or doess, one may need to remember the lines from Winnie the Pooh.

I had a wonderful time at the Holiday Auction and would like to thank all those involved for their efforts and good works. You are great!

If you have a notice, idea for the Keynoter or special project, please don’t hesitate to call me at 426-3929 or email at cdudley@boisestate.edu.

(P.S. For those of you who thought you wouldn’t receive the January/February issue of the Keynoter before Valentine’s Day - Surprise!)

BIRTHDAYS



Shannon Chapman	1/4
Connie Messley	1/11
Becca Osmanagic	1/22
Sue Crichton	1/26
Guen Johnson	1/28
Angela Garcia	1/30
Robie Harano	1/30
Sandy Howell	2/3
Eva Cunningham	2/5
Marlene Wentz	2/25

State and National Links!

Idaho Association of Educational Office Professionals
<http://www.idahoaeop.org>

National Association of Educational Office Professionals
<http://www.naeop.org>

BSUAOP MEMBERSHIP

Julie Gerrard, Chair

As of December 9, we have thirty-six people who are new members, forty-eight renewing members and eight honorary members for a total of ninety-two members. Those people who were members last year and had not renewed their membership for this year were sent a reminder notice. Six people responded to the notice.

If you are interested in joining BSUAOP, please fill out the membership information available on the BSUAOP website (<http://www.boisestate.edu/bsuaop/>) or contact me at jgerrard@boisestate.edu or call me at 426-1508.

STUDENT SCHOLARSHIP OPPORTUNITY OFFERED BY ADA COUNTY ASSOCIATION

By Angela Garcia

Scholarship applications are being accepted by the Ada County Association of Educational Office Professionals. This scholarship is designed to assist students who wish to continue their education in a business-related career, preferably in the educational field. The scholarship is valued at \$1,000.

Requirements are:

- A member of ACAEOP must sponsor candidates.
- May be a graduating high school student who has made application to continue his/her education, or may be currently pursuing such a course of study.
- Applicant will be responsible for completing all required forms and returning them to the ACAEOP scholarship chairperson by February 23, 2004.

Eligibility:

- Candidates must have completed two (2) or more business education courses (four (4) semesters).
- Shall be enrolled/expect to be enrolled as a full-time student in a post-secondary institution or higher education (two or four year college, university, and business college or vocational/technical school).
- Student must maintain a 2.8 GPA (4.0 scale) for the one year period of the scholarship.

Application materials include:

- Application
- Biographical Information Form
- Official high school transcript
- One-page essay on "Why I am choosing a Business Career."
- Three letters of recommendations

Application materials and further information is available from Tracy Brown, Garfield Elementary - 338-3445

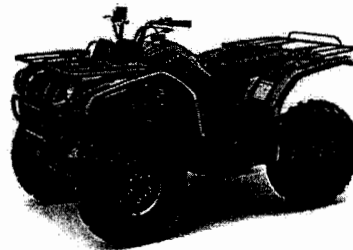
BASKET DONATIONS NEEDED

BSUAOP's own, Lois Santillanes, will be installed as the next IAEOP president during the April conference. To complete table decorations reflecting Lois' theme, baskets are needed. If you can donate a basket measuring no less than 6 inches and no more than 9 inches across, please get them to Connie Robinson, Technical Services building, room 114, by 2/20. The



basket must have either a fixed or moveable handle, but they can be any color or shape within the inches specified.

Your assistance with making Lois' installation a memorable event is greatly appreciated. If you have questions, contact Rhonda Miracle, ext. 4313.



IAEOP ATV RAFFLE

Yamaha Kodiak 400 ATV
Automatic transmission;
On-Command pushbutton
4WD; front/rear racks;
winch, choice of Steel
Blue, Hunter Green or Red.

TICKETS AVAILABLE FROM: Terri Shafer x 3406, Suzan Raney x4114, Guen Johnson x1350, and Valencia Garrett x1368. (If you can help sell tickets, contact Valencia!)

Proceeds support the Idaho Association of Educational Office Professionals!

Drawing to be held at the State conference at the Awards Banquet, April 23, 2004. Delivery in May.

NEED NOT BE PRESENT TO WIN!!!

Boise State University
Association of Office Professionals
1910 University Drive
Boise, Idaho 83725
Org. ID 946L101001

BSUAOP Keynoter

BSUAOP Areas

Area I:

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

Area II:

Bookstore & Warehouse, Campus Safety, Kinesiology & Kinesiology Annex, Micron Eng., Pavilion & Auxiliary Gym, SUB, Varsity Ctr., Bronco Football Complex, Computer Annex

Area III:

Library, Liberal Arts Bldg., Lincoln Hall, Special Events Center, Archit. & Engine. Services English/Arts Annex, KBSU, Art Annex #1

Area IV:

Administrative Building (1/2), Student Housing

Area V:

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

Area VI:

Administrative Building (1/2), College of Bus. & Economics

Area VII:

Education Building Public Affairs & Arts West Building, Multi-Purpose Building

*Bloom Where You
Are Planted - Grow
Where You Go!*



Check us out!
boisestate.edu/bsuaop/