President’s Address

Terri Shafer

With the arrival of spring comes the end of another season and the promise of new beginnings. It is at this time of year I am most often reminded of the butterfly and our theme for the year, “We don’t know who we are, until we see what we can do.”

During the long winter months, the caterpillar has been resting inside her cozy little cocoon, without any clue as to what she is becoming. Then that fateful spring day, she wakes up and stretches what used to be her many legs, and finds these beautiful wings in their place. She doesn’t fully understand what has happened to her, she just knows that she is different.

Her metamorphosis is not only an outside change, but an inward one as well. She has become more aware of herself as an individual. She is able to recognize talents and strengths within herself that she has never seen before. As she explores these new areas and interests, she also sees her environment in a whole new light, and is excited by the endless possibilities that await her.

I think we, as Educational Office Professionals, are often like the butterfly, which is metamorphized into someone we never realized we could be. Whether it is newly acquired duties, working on a committee, serving on a board, or community service, we are given many opportunities to spread our wings and grow. Many times we fail to see these opportunities as gifts, and instead tend to view them as obstacles or burdens. When we change our thinking and can truly value these opportunities, we not only become better Office Professionals, but better individuals.

(Continued on Page 2)
Communication Skills at Work

Since good communication skills are vital in our everyday lives, both at work and at home, I have been asked to write an article on the subject. After perusing many articles online, I especially liked the one below:

According to Janet R. Pedersen, “TAKING THINGS PERSONALLY IS AT THE VERY HEART OF EVERY UPSET YOU HAVE EVER HAD! People have unique ways of communicating, given their background culture, temperament, genetic makeup, life experience, and grasp of the language. And most people are so insular in thinking the world is all about them, that they are unknowingly communicating into a vacuum, so their communication is ineffective.... True freedom in life, and true effectiveness in communication result from looking at life the way it is, evaluating what comes your way with as much perspective as you can muster, and making choices based on that perspective...”

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Contributed by Suzan Raney, President-Elect

Cont. from President’s Address (p. 1)

As your President this year, it was my desire that our organization would embrace the many opportunities that we are presented with and through them we would see what we could do when we put our minds to it. I can honestly say that I have been amazed, impressed, and humbled by the loyalty, compassion, and dedication that our board, committees, and members have shown throughout the year.

It has been my privilege and honor to represent the office professionals at Boise State for the past two years as President of this inspiring organization. Thank you for helping me change from a fuzzy caterpillar into a beautiful butterfly. I look forward to representing you at our state and national conferences and to remaining an active part in this organization. You have truly made me a better individual because of all that you do.
Marian Graham, PSP coordinator

The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the professions. NAEOP provides the opportunity for members to enhance their professional competencies through academic programs, conferences, and institutes. These incentive activities enable the members to take progressive steps to their desired professional growth level.

Successful completion of the approved program qualifies the member for one or more of the Professional Standards Program certificates. Each certificate is based on requirements in three areas: education, experience, and professional activity.

Contact me, or visit www.naeop.org/psp for more information.

Beth Collier, Historian

If you're working on your PSP and just can't remember the date you worked on a certain committee or were an officer or committee chair, email me and I'll try to find it in the past yearbooks and send you a copy.

- Be specific, please...looking through 20 years of yearbooks causes me to laugh myself silly and can be hazardous to my sanity!
- If you want unflattering pictures destroyed, though, it'll cost you!

2nd Annual Book Sale

Ways and Means Committee, Valencia Garrett, Chair

Mark your calendars! BSU Association of Office Professionals 2nd Annual Book Sale is scheduled for Wednesday, April 27. You won't want to pass these deals up.

If you have books and/or videos that you would like to donate give Valencia a call at 426-1368.

Also, we have Krispy Kreme partnership cards for sale. They are $10 each. With these cards you will receive one dozen original glazed doughnuts FREE with purchase of any dozen at regular price. Good at any Krispy Kreme store in the United States. (Not accepted at off-site locations; i.e., Albertson's, Jackson's, etc.)

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Scholarships

Martha Plascencia, Chair

All BSUAOP Members who would like to attend workshops, conferences and courses related to advancing or affirming training or skills in your educational office positions can do so by submitting a scholarship application at www.boisestate.edu/bsuaop/forms.htm/

Membership

Julie Gerrard, Chair

As of February 28, we have thirty-five people who are new members, forty-two renewing members and seven honorary members for a total of eighty-four members. This is a decrease in membership from last year.

Again this year, those who signed up for Professional Development Day automatically became members of BSUAOP. Those people who were members last year and did not attend Professional Development Day received a reminder notice to renew their membership. Fourteen people responded to the reminder. Three people have joined as new members since Professional Development Day.

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 Julie Gerrard at 426-4978 or jgerard@boisestate.edu

“We don’t know who we are, until we see what we can do”
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.

Come to Conference!

Gwen Johnson, IAEOP Publicity Chair 2004-2005

"Identity Fraud" is just one of the workshops being offered at Idaho Association of Educational Office Professionals’ Annual Spring Conference. The event takes place Friday and Saturday, April 22 & 23 at the Airport Holiday Inn in Boise. Other workshops deal with creativity, personal integrity, mentoring, and more. "Committed to the Purpose" is the keynote address by Jen Warden, Friday’s opening speaker; and "Tools for Expanding Your Horizons in Chaotic Times" will be presented by Saturday’s keynote speaker, Vincent Kituku. Concurrent workshop sessions will be offered both days, with an awards banquet on Friday night. Motel reservations are needed by Friday, March 25th. (Be sure and rent a room when you come to conference, even if you live in Boise! It is so nice not to have to worry about driving back and forth). Check with your local association for scholarship opportunities!

For conference information and registration go to: www.idahoaeop.org
### March 2005

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**March 2005 Events**
- **March 8**: Women’s History Month
- **March 17**: St. Patrick’s Day
- **April 21-23**: IAEOP Spring Conference
- **April 6-9**: NAEOP Spring Institute
- **April 25-26**: BSUAOP Board Meeting

### April 2005

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**April 2005 Events**
- **April 2**: Daylight Savings
- **April 15**: IAEOP ballots Due
- **April 21-23**: IAEOP Spring Conference
- **April 25-26**: BSUAOP Board Meeting
- **April 6-9**: NAEOP Spring Institute

*Note: Paydays indicated by red text.*
## May 2005

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- **May 1:** Payday
- **May 8:** Mother’s Day
- **May 9:** Finals Week
- **May 10:** BSUAOP Installation Luncheon
- **May 11:** Fee deadline for summer
- **May 15:** PSP Apps due to NAEOP
- **May 17:** Classes Begin 1st 3 wk & 1st 8 wk
- **May 18:** BSUAOP Board Meeting
- **May 20:** Payday
- **May 21:** Payday
- **May 31:** Memorial Day Boise State Closed

## June 2005

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- **June 5:** 1st 3 wk ends
- **June 6:** Classes begin 1st 5 wk
- **June 15:** Flag Day
- **June 19:** Father’s Day
- **June 21:** 1st day of Summer
- **June 22:** 1st day of Summer
- **June 24:** Payday
- **June 25:** Payday