

Boise State University

Association of Office Personnel

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1910 University Drive  
Boise, Idaho 83725

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Idaho Small Business Dev. Center

## PRESIDENT'S MESSAGE

Marian K. Graham

At the beginning of a new year, we often make resolutions or plans for the coming year. One resolution we should all share is to work on our professional development. Whether it means taking an academic class, brushing up on a skill you are lacking in, or attending a workshop or conference-professional development is important.

One way to make the most of your professional development is to attend the IAEOP Spring Conference held here in Boise each year. The 1994 IAEOP Spring Conference will be held April 21-23 at the Red Lion Riverside. Each year there are many excellent speakers and activities to attend. You have a chance to meet people from around the state who share your challenges of working in an educational office.

Scholarships are available for the conference registration and you must apply before April 1; but before applying for a scholarship, you might try asking your administrator if your college, department, etc. would be willing to pay all or part of the fees. You might be surprised at their willingness to help in your professional development. Please plan now to attend.

## WAYS & MEANS COMMITTEE

Merrylea Hiemstra, Chair

Please be aware that I collect money both for the BSUAOP and for English department members. If you send money through the mail make sure you identify who it is coming from and where it should go. If you have sent some money in the last few weeks call me at x3426 to identify it. Thanks for your cooperation.

## COMING EVENTS

Professional Development  
March 8, 1994

Bosses Breakfast  
Monday, May 9, 1994

Spring Conference &  
Annual Meeting of IAEOP  
April 21-23, 1994

Installation of BSUAOP Officers  
May 10, 1994

## BOSSSES' BREAKFAST NEEDS YOU!!

The co-chairs of the Bosses' Breakfast desperately need help in organizing this annual event. If you are interested in helping, please contact Marian Graham at x3789.



## SCHOLARSHIPS

Marian K. Graham, Scholarship Chair

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*Congratulations* to Clare Spoor for receiving a BSUAOP Membership Scholarship for the Spring Semester.

Anyone interested in applying for scholarships for Spring Conference or for Summer or Fall courses must apply by :

Application Deadlines: Spring Conf.    April 1  
   Summer & Fall    April 1

Scholarships are available to all BSUAOP members.

## IAEOP OFFICE PROFESSIONAL AND ADMINISTRATOR OF THE YEAR AWARDS

Dr. Anne Payne, Associate Dean/Chair Department of Nursing has been chosen the Idaho Association of Office Personnel's Administrator of the Year.

BSUAOP was also very proud to nominate Carol Joyce, CGISS, for the IAEOP Office Professional of the Year.

The winners were chosen from nominees throughout the state and will be honored at the Spring Conference Awards Banquet.

Nominations for BSUAOP Administrator and Employee of the Year for 1994 are being sought now. Winners of the BSUAOP awards are nominated for state and national awards the following year.

## HOW IS YOUR NAME TAG ETIQUETTE?

At conferences, trade shows, conventions, and other meetings, you're often given a badge or a name tag. On which side do you place it?

Our tendency is to place it on the left side. Because most of us are right-handed, it's easier to print it on that way and it looks better in the mirror.

That's not what etiquette expert Hilka Klinkenberg suggests. She says the name tag belongs on your *right-hand* side.

When you shake hands, the eye follows the line of the arm and focuses first on the other person's right shoulder. A properly placed tag can be read quickly and easily.

Occasionally, the tag you receive has a swivel clip designed to attach to a left breast pocket. Carry your own generic pin-on badge, so you can pin it on the proper side.

The Pryor Report

## SEE'S CANDY

The BSUAOP has replaced the World's Finest Chocolate with See's candy as an ongoing revenue source. Milk chocolate candy bars with either almonds or toffee are available for a dollar each. Chocolate, peanut butter, or butterscotch suckers are available for 35 cents each or 3 for a dollar. Those displaying this candy on their desks have found it to be both fun and easy -- it sells itself!!! Call Merrylea at x3426 if you would like to be a member of this fun loving team.

## CLASSIFIED EMPLOYEES

The following BSU classified employees who have served the University for five, ten, fifteen, or twenty years were honored at a luncheon on Wednesday, December 15 in the Grace Jordan Grand Ballroom.

### 5 Year Employees

Diana Aulbach  
Sharon Brown  
Gerald Bryant  
Linda Burnett  
Jean Cameron  
Maribeth Connell  
Todd Cordell  
Kristi Covington  
Gary Cutbirth  
Sondra Dalton  
Lori Dawkins  
Cheryl Delaney  
Deborah Sanders  
Mike Shelton  
Virginia Stenson  
Jari Tillikainen  
Nancy Williams  
Margaret Geer  
Marian Graham  
Dariush Safar-Fashandi

Kathy Haumann  
Wayne Heaton  
Lawrence Jennings  
Ona Law  
Wilma Madison  
Rebecca Meyer  
Denise Ooley  
Karen Otto  
Jack Pope  
Suzan Raney  
Barry Robbins  
Michael Dome  
Lynn Eldredge  
Naomi Fields  
Leland Swanson  
Patricia Trofast  
Cheryl Figurski  
Kathlene Gibson  
Bonnie Gray

### 10 Year Employees

Pattie Anderson  
Scott Crook  
Jeffrey Emacio  
Jeannie Garringer  
Sarah Gearrey  
Doris Kelley

Valerie Miller  
Lynn Nicholson  
Richard Ross  
Caryl Searle  
Young So  
Lavonne Weiss

### 15 Year Employees

S. Kim Asbury  
Janie Bingham  
Jackie Fuller  
Janis Hewitt

Patti Morgan  
Brenda Ross  
Sarah Saras

### 20 Year Employees

Debbie Afoa  
Glenn Bock  
Viola Boman  
John Burgess

Leslie Pass  
Gwen Pittam  
Donna Sanders

## CHRISTMAS DECORATION CONTEST

The BSUAOP Holiday Decoration Committee wants to thank everyone that participated in the decoration contest. The variety of the 15 entries made choosing three winners a difficult responsibility.

First place went to Vo Tech Student Specialty Services, second place to Raptor Research and third place to the Registrar's office. The winners received plaques to display in their offices.

## Professional Development "Growth Opportunities"

Tuesday, March 8

More information to follow!!

## FROM THE EDITOR Valencia Garrett

I would like to thank everyone who has helped me by providing information to put in this newsletter - We all make it a success!! I am still looking for one or two people to help me on this committee. If you are interested call me at x3875 for more details.