

bsuaop keynoter

**Boise State University
Association of Office Personnel
1910 University Drive
Boise, Idaho 83725**

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PRESIDENT'S MESSAGE

**By
Marian K. Graham**

I've had a very hard time writing this message to you this month. As you all know, BSUAOP is suffering from the only disease which can destroy our group--**APATHY**.

It is not only apparent with the Nominations and Elections problem, but with all of our committees. Chairs have had very little support on projects and have had to pull together workshops and contests virtually alone. Working alone puts all of the burden on one person and that person, understandably, quickly gets burnt out.

Just now, as we are starting to really achieve recognition as an active force on this campus, BSUAOP is facing the biggest crisis in its history. Without a concerted effort and a conscious decision to actively participate in BSUAOP, the work of all our members over the last thirteen years will have been in vain.

Just attending the monthly luncheons or even paying your dues is not enough. BSUAOP needs leadership! Even if we are able to entice someone to serve as President and Vice-President for 1994-1995, they too will face this overwhelming problem.

I know that leadership is not for all of us; I have really struggled with this myself. Even if you feel you cannot run for office, chairing a commit-

tee, or becoming an active member of a committee is something that everyone can do. The average committee chair probably works less than two hours a week on the committee (and only during the duration of the committee). The more members there are on each committee, the less time any one person has to spend working.

If each of us is willing to do just a small part, no one of us will have to bear the burden. If you enjoy the networking, workshops, and camaraderie of this organization, now is the time to make a commitment to do all you can to help.

COMING EVENTS

**Bosses Breakfast
Monday, May 9, 1994**

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

**Installation of BSUAOP Officers
May 24, 1994**

SCHOLARSHIPS

By
Marian K. Graham

One of the best things about belonging to BSUAOP is that, as a member, you are eligible for scholarships from the funds that we raise. These scholarships can be used for classes at BSU, conferences, workshops, and other work-related courses.

Congratulations to these scholarship recipients!

Sandra Dalton
Valencia Garrett
Cathy Hampton
Clare Spoor

The deadline to file for Spring 1995 courses is November 1, 1994.



PROFESSIONAL DEVELOPMENT DAY

By
Marian K. Graham

If you missed this year's Professional Development Day, you missed a great way to update skills and learn new ideas. The speakers were wonderful and insightful.

I would like to thank our speakers, Connie Pratt, Dr. Daryl Jones, Dr. Anne Payne, Nancy Kobe, Jim Hollingsworth, Dr. Janet Milles, and Dr. Marty Seidenfeld for their wonderful contribution to us.

PROFESSIONAL STANDARDS PROGRAM

or
**WHAT THE HECK IS PSP
ANYWAY?**

By
Marian K. Graham

PSP (Professional Standards Program) is a way we can monitor our growth and professional development. PSP points are accrued by assigning values to the number of years in our profession, education that we have received, and professional activity.

The number of years of experience is derived by awarding ten points for every year in an educational setting and ten points for every two years of experience in a non-educational office. Teaching is also awarded by ten points for every year of experience.

Educational points are granted for courses taken in the required areas:

- ◆ Business
- ◆ Business Administration
- ◆ Communication/Media
- ◆ Computer Science
- ◆ Cultural/Historical
- ◆ Education
- ◆ Engineering
- ◆ Health/Physical Education
- ◆ Language
- ◆ Management
- ◆ Mathematics
- ◆ Science
- ◆ Social Science

Service points are granted for the number of years of membership in the local, state, and national associations; for offices held in these associations, memberships on committees, chairing committees, and workshops you may have given.

Inservice training points are given for conferences, conventions, institutes, noncredit courses, and workshops attended. All of our BSUAOP monthly workshops have been approved by the National PSP Registrar for PSP credit.

There are two options for receiving your PSP. Option I and Option II each have three levels of certification. Option II requires more formal training than Option I.

Dates for filing: The dates for returning your PSP applications are September 1, January 15, and May 15. The application fee is \$35 for PSP certification; \$35 to upgrade your certificate (i.e. from Advanced I to Advanced II); and \$55 for CEOE certification.

CEOE Certification is granted after completion of the highest level of Option I or Option II.

A PSP certificate is not so much so that others can see what we have accomplished as it is for us to measure and celebrate our growth.

If you have any questions about PSP, or if I have totally confused you, please call me at X-3789 for further information.

6TH ANNUAL NORTHWEST PROFESSIONAL DEVELOPMENT DAY FOR EDUCATIONAL OFFICE PROFESSIONALS

Different Drums for Different Drummers

PRESENTER: Charlie Mae Holland
N.A.E.O.P. Past President
Marion, N.C.

DATE: Saturday, July 30, 1994

TIME: 8:00 a.m. to 3:30 p.m.

LOCATION: Sheraton Spokane Hotel
Spokane, WA

"There is no speed limit or time limit on pursuit of excellence," Charlie Mae Holland,
NAEOP President, 1991-1992.

Contact Marian Graham at x3789 or Clair Spoor
at x1602 for more information.

