

Volume 13, No. 1, August 1994

1910 University Drive
Boise, Idaho 83725

Valencia F. Garrett, Editor
Idaho Small Bus. Dev. Center

PRESIDENT'S MESSAGE

Merrylea Hiemstra

We welcome each of you back to campus who have been away during the summer and we are eager to share with you the exciting activities planned for 1994-95 by a very dynamic group of BSUAOP officers.

I am thrilled to announce that Dr. Gwen Smith has agreed to serve as our advisor. Her background in training and development will certainly prove invaluable in providing guidance to the Association.

As a symbol to characterize the leadership I have pledged to the membership, I've chosen a circle of people. The theme I chose is "together. . .we make a difference." I firmly believe that each of us is very special, each of us bring to our jobs our individual talent and experience. In forming a circle, we bring this rich background together and as a group we can create even greater opportunities for personal and professional growth than may be available through our individual efforts.

I invite each of you to participate fully in the opportunities available to you through BSUAOP sponsored functions in 1994-95. Share your ideas, talents, and kindred spirits with one another to grow personally and professionally.

I look forward to working with you and for you in 1994-95.

PROFESSIONAL DEVELOPMENT DAY, 1994

"TOGETHER WE CAN MAKE A DIFFERENCE"

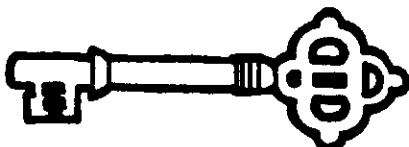
Cathy Hampton

This year's professional development day takes a new twist and we've thrown in a curve or two as well. The slate of speakers promises once again to be unique and refreshing -- an event definitely **Not To Miss!!** Samples of the sessions include "Humor in the Workplace", "Dress for Success on \$25 or Less", "Positive Mental Attitude", "Power in Human Relationships" and "How to be a Team Player."

The Twist: A \$10 registration fee will be charged for all **Non-BSUAOP Members**. **BSUAOP members can attend free of charge.** (Membership fees for BSUAOP are \$7.50 per year.) All monies generated from this fee will be used to defray the costs of hosting this event (printing, paper, refreshments, etc.).

The Curve: A November timeframe instead of February/March. The date of this year's event will be November 8. We chose to kick off the year with a focus on teamwork and communication.

Release time for all classified employees has been requested - informational flyers will be circulated in a couple of weeks. Please watch your mail and make plans now to take advantage of this exciting professional development opportunity. If anyone has suggestions or comments for this activity, please give Cathy Hampton, x1508, or Jennifer Harper, x4419, a call.



GRAB A PAINT BRUSH!

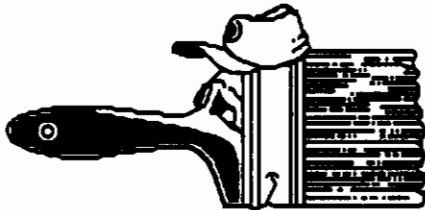
Jackie Fuller, CEO
Past President, BSUAOP, IAEOP, NAEOP

Together . . . we make a difference!

Merrylea Hiemstra has chosen this as the theme for her year as leader of BSUAOP. When you read this theme, what did you think of? When I first read it, it brought to mind an event I participated in a few years ago and one that you may have too.

In June of each year, Boise residents participate in an event called "Paint the Town."

Volunteer groups painting homes and do



yard work for the elderly not able to do these things for themselves. A few years ago when I got a flyer recruiting volunteers for Paint the Town, I was a little apprehensive at first. I wondered what would be expected of me. How much would I be expected to do? How much of my time would it take? You know--the very questions you have asked when you were approached to participate in BSUAOP activities.

I thought about Paint the Town for quite a while and finally decided to volunteer.

When I arrived at the home, there were many other BSU employees there ready to work. The house was badly in need of paint. The yard was full of weeds; the bushes were over grown. It was in sad shape.

I located the organizer and asked, "What do you want me to do?" I was told I could do whatever I wanted--I could pull weeds, trim bushes, sweep the driveway, or GRAB A PAINT BRUSH. Since I like to paint, I found a small paint brush and a can of paint and looked around for what I thought I could handle. I chose a small railing on the front porch and began to paint. A while later another BSU employee came over and began helping me to paint the railing. While we were painting, we talked and had a great time.

Pretty soon, we were done with the railing and decided to look for another spot to paint.

That's when we discovered that there was nothing more to do! The place looked beautiful. The house gleamed with a fresh coat of paint. The windows were spotless. The lawn was mowed, the edges trimmed, the flower beds were minus weeds and in their place were freshly planted flowers. In the time that the two of us focused on one very small part of the project, everyone else had focused on their small parts and the whole project was done with minimal effort from each participant. I felt a big sense of pride as I stood across the street, along with the others, admiring our handiwork.

Do you see similarities in BSUAOP's activities and Paint the Town? I sure do! BSUAOP has many projects that must be accomplished during the year. If we, as members, each take a very small part and focus on it--and others focus on their small parts--no one would need to ask themselves the questions I asked when trying to decide to Paint the Town. "What will be expected of me?" How much of my time will it take?"

Together . . . we make a difference.

Another thing that happened that day that is so similar to working with BSUAOP--was the opportunity to network. As I worked on the house, I had the opportunity to network with that person who painted the railing with me. I learned about her job in the Registrar's Office and she about mine in Nursing. Since that time, I have called her many times when I had a question about the Registrar's Office and I wasn't sure who to call. Just think of the networking opportunities we all have as we work on BSUAOP committees and how this networking may help us do our jobs more efficiently.

Together . . . we make a difference.

Now is the time Merrylea is forming the committees for the 1994-95 year. I encourage you to GRAB A PAINTBRUSH and help BSUAOP experience a colorful year!

BSUAOP can't spell SUCCESS without
U! TOGETHER . . . we CAN make a difference!

BSUAOP BOARD MEETING MINUTES

Jane Campbell

Present: Merrylea Hiemstra, Rhonda Miracle, Valencia Garrett, Linda Kay Allen, Gueneth Johnson, Lisa Johnson, Reba McMillan and Jane Campbell.

Change involving the following items was discussed and unanimously passed:

- *Audit Committee
- *Budget Committee
- *Change Bylaws to Ad Hoc status
- *Library Committee
- *Responsibility of Area Representatives
- *Combine public relations with Publicity
- *Vice President function as program chair and President-elect and attend national conference with out-going president

A motion was made and passed to bestow Honorary Member Status to Mary Cozine and Maudie Garretson at the September luncheon. Jackie Fuller, Immediate Past-President of the National Association of Educational Office Professionals (NAEOP) will make the presentation at the September luncheon.

BSUAOP luncheons will be held on the 2nd Tuesday of the month and the board meetings the 4th Tuesday.

BSUAOP BOARD MEMBERS 1994-95

President Merrylea Hiemstra
Vice President Cathy Hampton
Treasurer Rhonda Miracle
Secretary Jane Campbell
Past President Marian Graham
Area I Rep Valencia Garrett
Area II Rep Joyce Tompkins
Area III Rep Lisa Johnson
Area IV Rep Linda Howard
Area V Rep Reba McMillan
Area VI Rep Gueneth Johnson

Board meetings for the officers will be the fourth Tuesday of every month (except the month of December which we will conveniently skip) in the College of Business Conference room #117B. Please mark your calendars with the following dates:

September 27
October 25
November 22
January 24
February 28
March 28
April 25
May 23

WAYS & MEANS COMMITTEE **SEE'S CANDY ALERT!!**

Guen Johnson

I need your help to sell See's candy this year! The proceeds from this endeavor will help send our President and Vice President to the 1994-95 National Convention. All the candy needs is a place in your office where students, faculty, and staff can be tempted to buy it, **See's candy sells itself!!**

Beginning September 26 candy bars (plain and almond) and lollipops (butterscotch, peanut butter, and fudge) will be available for sale. This is a great way to help the BSUAOP with minimal effort in light of our demanding jobs. As long as your continued help keeps the candy sales successful each year, we won't have to resort to cumbersome money raising projects like bake sales, car washes, or cleaning the BSU stadium during football season.

Please call me at x4111 after September 26 to let me know how much candy you want in your office. Your help will be appreciated greatly, I await your call.

NAEOP CONFERENCE NEWS

Two BSUAOP members attended the NAEOP Annual Conference in Atlanta, Georgia, in July. Jackie Fuller, CEOE, (Nursing) as NAEOP President, presided at all of the events. Marian Graham, CEOE, (Nursing) represented BSUAOP as its official delegate to the Advisory Council. Marian was honored during the PSP Banquet for achieving the Certified Educational Office Personnel (CEOE) distinction.

Next year's conference will be in Austin, Texas, on July 17-22. For information on this conference, call Jackie Fuller, x3900.



BSUAOP member, Marian Graham (Nursing), is presented the CEOE distinction by NAEOP PSP Chairman, Laura Frye of Pennsylvania, and NAEOP President, Jackie Fuller of Idaho, at the NAEOP Annual Conference in Atlanta on July 14.

BSUAOP PROGRAM COMMITTEE ALIVE AND WELL

Cathy Hampton

This year our luncheon topics will focus on teamwork and communication within the office. The luncheon dates are always the second Tuesday of each month, from 11:30-1:30, in the SUB. Remember, all University employees will be permitted a total of one hour per month release time from work to attend professional representative organization meetings. (BSUAOP is listed in the Classified Employees Handbook, page 75, as one of the recognized organizations.)

Something New: Brown Bag Lunches -- several monthly meetings will feature a speaker in a "Brown Bag" setting. The cost is right (probably 50 cents) and the topic will be timely.

Something Old: Luncheon Costs -- We're working with Marriott to provide light lunches at a very reasonable cost. Let us know how you think this is working as the year goes on.

Luncheon Meetings

September: Our first luncheon, September 13, will feature

Dr. Gwen
Smith,
"Together We
Make a
Difference:
Variation on the Theme."



October: Brown bag lunch, Hatch D Ballroom, topics will be "Ergonomics in the Office" and "The Hows & Whys of TDD (telecommunications device for the deaf)"

November: Professional Development Day, November 8, Opening Sessions at 9:00 a.m. in Jordan C Ballroom.

In Loving Memory

Roxann Dehlin

In marking the passing of a wonderfully gentle friend who had enthusiasm that was infectious, Diane Carico exemplified the "wind beneath the wings" of BSU and our Association of Office Personnel. Her driving goal was to set a personal example of professionalism for "state employees" that became obvious to all who worked with her. Fifteen years at BSU gave her a keen understanding of BSU policies and procedures and I will miss her the next time I reach for the phone to ask "hiya, Diane, how do you. . . ?"

Diane and I would walk together, exercise was a discipline for Diane. I'd try to catch up with her while walking most noon hours but I'd have to hustle to catch her and then, winded from the sprint, try to maintain her momentum for another 45 minutes. She had decided the aches, pain, and fatigue she had experienced for the prior year could be explained as stress from a new job and the computer programming class she was taking and thought they could be "exercised away." For too long she postponed consulting a doctor to make sure it was something she really could work herself through.

Knowing Diane, there is one thing she would wish for all her BSU family - to mark her passing with the awareness that each of us must consult our doctor early on when we notice a pattern of continuing or disturbing symptoms - anything out of the ordinary for you. Early, aggressive therapy may have thwarted our feeling this tragic loss and bought Diane precious time with family and friends. Diane is sorely missed.

Editors note: Each month we will focus on a member of BSUAOP that is *making a difference*. This month's focus is dedicated in memory of Diane Carico, Past-President of BSUAOP.

We want to express our deepest sympathy to Virginia Stenson and Linda Howard in the loss of their loved ones this past summer.



BSUAOP LIBRARY COMMITTEE

Every year BSUAOP is allocated money to order books to be placed in the BSU Library. Last spring the book Flight of the Buffalo: Soaring to Excellence. Learning to Let Employees Lead, 1993 by James A. Belasco and Ralph C. Stayer, was ordered. The book is available at the library, the call number is HD 57.7 B447.

BSUAOP also requested the newsletter "The Office Professional" be added to the library's offerings. It will be available starting in January. Please remember to look for this newsletter, it is a very valuable addition to the periodical section.

If you have suggestions for other books you would like to see in the library, please contact a BSUAOP board member.

COMMITTEE CHAIRS

Merrylea Hiemstra

Over the summer, the officers of BSUAOP have been busy brainstorming and discussing ways to streamline the activities of the association to provide continued opportunities for involvement and yet recognize the increased workloads in our positions at BSU. Some proposed changes include the reduction of committees and redefining committee assignments. We welcome your input in this process and will be bringing the proposed changes to a vote of the membership later in the year.

Committee

Membership
Publicity/Public Relations
Nominating/Elections
Professional Standards Program (PSP)
Bylaws
Newsletter
Historian/Yearbook
Ways & Means
Library
Scholarship
Legislative/ACE Representative
Holiday Decorating Contest
Bosses' Breakfast Co-Chairs

Committee Chairs

Linda Kay Allen, x1208

Area Representatives
Marian Graham, x3789
Jackie Fuller, x3900
Valencia Garrett, x3875
Beth Collier, x3304
Gweneth Johnson, x4111

Trisha Trofast, x1458

Sondra Dalton
Jackie Fuller
Marian Graham
Cathy Hampton
Donna Amuru

BSUAOP is a professional organization for persons employed by Boise State University who work as administrative and clerical support positions. The Association, at present, is self-funded. To provide information to and opportunities for personal and professional growth for its members, the Association relies on membership dues. The 1994-95 board has made the following changes that will affect all nonmembers:

- Keynoter Newsletter will be distributed only to members after the September issue.
- All nonBSUAOP members will pay a higher cost to attend luncheons to help defray the costs of sponsoring the luncheon.
- All professional programs, such as the BSU Professional Day in November, will carry a nominal fee for nonBSUAOP members.

Please check with Linda Kay Allen at extension 1208 to verify that your membership is current.

Treasurer's Report

Rhonda Miracle

On July 8, 1994, Diane Cowles communicated she had completed an audit of the 1993-94 BSUAOP financial records. Everything was accurate, orderly, balanced and accounted for. She stated, "out of all the years I have been the "audit committee" this has been one of the most organized and detailed Financial Reports."

August Financial Report

| | | |
|--------------------------------|----------|-------------------|
| Balance Forward | | \$2,277.00 |
| Deposits | \$136.00 | |
| Membership Dues | \$49.00 | |
| Candy Sales | 87.00 | |
| Expenses | (74.00) | |
| Scholarships | | |
| Checkbook Balance | | \$2,339.06 |
| Outstanding Income | | 114.50 |
| Outstanding Expenses | | (4.50) |
| Fund Balance (August 16, 1994) | | <u>\$2,448.98</u> |

Submitted by Rhonda Miracle, Treasurer

1994-95 BSUAOP MEMBERSHIP

Linda Kay Allen

| <u>Name</u> | <u>Department</u> | <u>Extension</u> | <u>Birthdate</u> |
|-------------------|-------------------------|------------------|------------------|
| Linda Kay Allen | Honors Program | 1208 | 05/04 |
| Jane Campbell | CHS Respiratory Therapy | 3383 | 06/29 |
| Valencia Garrett | ISBDC | 3875 | 04/25 |
| Peggy Geer | Arts & Sciences | 1415 | 12/12 |
| Marian Graham | Nursing | 3789 | 07/29 |
| Cathy Hampton | College of Technology | 1508 | 10/10 |
| Jennifer Harper | Human Resources | 4419 | 08/31 |
| Merrylea Hlemstra | College of Business | 1125 | 12/20 |
| Dorothy L. Huston | Modern Languages | 3956 | 02/15 |
| Gueneth Johnson | Art | 4111 | |
| Lisa Johnson | Honors Program | 1122 | 12/12 |
| Kathy McDevitt | IBEDC | 3767 | 02/11 |
| Reba McMillan | Education | 1193 | 11/28 |
| Rhonda Miracle | College of Technology | 4313 | 09/21 |
| M. Ann Nelson | English | 3426 | 10/02 |
| Gwendolyn Smith | Human Resources | 4418 | 01/30 |
| Joyce Tompkins | Financial Aid | 3079 | 06/17 |

Membership in BSUAOP cost only \$7.00 and is good for July 1, 1994 through June 30, 1995