

ASSOCIATION OF OFFICE PROFESSIONALS

March—April Vol. 22, No. 4

• Coleen Dudley, Editor

KEYNOTER

2003-2004 EXECUTIVE BOARD

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PRESIDENT'S CORNER

By Terri Shafer

It's official...spring is definitely on it's way! I saw my first robin red breast of the year and my spring flowers are peeking through. There is something about spring that seems to renew my spirit. I look forward to watching the flowers bud, trees bloom, and experiencing the rebirth of the earth after it's long winter nap.

It is during the spring season when I think about my life and wonder if I am truly **"Blooming Where I Am Planted"**? Am I showing signs of new growth and future buds waiting to bloom? 

When I was installed last May as the President of BSUAOP and I had to choose a theme for the year, I had an easy time making my choice of, "Bloom Where You Are Planted and Grow Where You Go!" I already knew the quality of our membership; through serving on the Executive Board and working on various committees. I knew we would definitely bloom, but I wasn't exactly sure how the "grow where you go" part was going to work and I was more than a little fuzzy about my role in the growing stage. All of my fears, doubts, and uncertainty completely vanished after our first meeting.

It didn't matter what we were working on or doing...if something needed to be done, there were always several who were willing to do *whatever*. When you combine the willingness to serve with the incredible amount of knowledge and experience in our organization...WATCH OUT! Talk about *blooming* and *growing*!

I have learned so much from our members and have always felt very honored to be a part of this organization. Because of the efforts and hard work of our Board, Committees, and most of all, our members, BSUAOP has bloomed and grown across the campus of Boise State.

I know that I have bloomed and grown personally because of BSUAOP. I am thankful for the opportunity to have served as your President. I planted the seeds of friendship, watched my seeds bloom, and have enjoyed reaping the rewards as my new friendships have grown!

I hope you too have found opportunities to bloom and grow. I found myself aspiring to be a mushroom. I wanted to be the "special delicacy", though not the most beautiful thing God created, but something uniquely special! What I discovered along the way is that I was looking for other fungi too. The transformation from rose to mushroom has been an exciting one! Happy Spring!

Terri Shafer, President

MONTHLY NETWORKING OPPORTUNITIES

Leslie Black, Vice President



PSP Deadline!

Rhonda Miracle, PSP Chair

PSP Application Deadline is May 15th! Contact Rhonda Miracle, 4313, Today!

WAYS AND MEANS COMMITTEE

Valencia Garrett, Chair

Want to empty those bookshelves? If so, box them up and donate them to AOP. We will be having a used book sale (hopefully) in April and need donations. For more information contact Valencia at x1368.



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Nominations & Elections

Angela Garcia, Chair

On behalf of the Nominations Committee, I am pleased to present to you the slate of nominees for officers in 2004-2005. We extend our appreciation to each of the nominees for their willingness to serve their professional association.

Would you take a moment to familiarize yourself with each of the candidates. In early April, a ballot will be e-mailed to the membership for voting. If you would like to self-nominate or nominate someone else, space will be provided on the ballot for this. Nominees will be introduced at our April luncheon and nominations will be accepted from the floor.

Installation of the newly elected officers will be held in May.

My sincere appreciation to the Nominations Committee, Valencia Garrett, and Terrie Gillenwater for their valuable input into this process. It's been a pleasure to serve as chair. Please take a minute to thank these members for their interest in serving BSUAOP.

CANDIDATE: PRESIDENT:



Terri Shafer

Terri Shafer has been employed at Boise State University in the Sociology Department since October 2001. She is the current President for BSUAOP. Terri is excited to be nominated for President of BSUAOP. There are many reasons that she would like to serve another term as AOP President. "During this past year, I have gained so much experience and knowledge from being associated with such a great organization. Our organization has bloomed and grown during this year, and I would be honored to stay on for one more term as President. I have enjoyed working with our Board and the membership and look forward to representing our organization across the campus, state, and nation, if chosen to be the President for one more term." In her spare time, Terri enjoys playing softball, coaching Unified basketball and softball with Special Olympics, scrap booking, and her three beautiful grandsons!

CANDIDATE: PRESIDENT-ELECT:

Suzan Raney has been an Administrative Assistant I at BSU for 18 years in May. After 14-1/2 years in the Field Experiences Office in the College of Education, she transferred to the Criminal Justice Administration Department where she currently works. She has been in this department for two years. Suzan is currently the President-Elect of BSUAOP and is hoping to serve in the same position again for the 2004/2005 school year. She has thoroughly enjoyed serving as President-Elect and is excited about the growing membership and interest in AOP. Suzan feels that being in the same position for one more year will help the Association become even stronger as



she continues to learn "the ropes." In her time away from BSU, Suzan enjoys time with her husband and eight year-old daughter. She loves stamping, scrap booking and attending the Broncos' football and basketball games.

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

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.

CANDIDATE: VICE PRESIDENT



Leslie Black - Although I graduated from Oakton High School in Virginia, I am an Idaho native and returned "home" at the age of 17. I have been married to my high school sweetheart for almost 28 years and we are raising two girls. I have been employed by the State of Idaho for many years. Departments include Health and Welfare, the State Department of Education, and then BSU for about 9 years. I find that I am most happy working in an education environment. My parents were both teachers at one time, so I guess it is in my blood.

During my employment at the State Department of Education I was involved with the IAEOP, serving as secretary, vice president and president and attending a national conference in Hot Springs, Arkansas. It was a very rewarding and growing experience that I missed while employed at Health and Welfare. So, when I came to BSU I wanted to make those kind of connections again. I wasn't very active at first but now that I have changed positions I find that I have a little more time and want to share things that I feel are important with those who are interested. I have had a lot of fun this past year and would like to continue as Vice President for another year.

In my "spare" time I am passionate about scrap booking and making home-made greeting cards. I also like to read, watch movies, and redecorate our home. Summer time automatically means visits to and/or from family members living out-of-state and a few trips to the hills or beach for a back-to-nature style "vacation". The funny thing is - is that these vacations never prove to be very relaxing!

CANDIDATE : TREASURER



Sue Crichton ^{LO} Montana native, I've lived in Idaho now for 16 years. My husband and I live on a small farm outside of Middleton with our four children, Sadie, David, Crysta, and Nikoletta. I have worked in Radiologic Sciences for three years, and prior to that I worked in Training & Development. As a member of BSUAOP I enjoy the monthly lunches, guest speakers, and networking with BSU employees and would like to be more involved in the organization. My hobbies include, but ⁸¹²not limited to, watercolor painting, stained glass, gardening, quilting, 4-wheeling, and horseback riding.

CANDIDATE: SECRETARY



Coleen Dudley- I'm a native Idahoan whose family has been here six generations. My husband of 34 years and I have three children and we have just welcomed our first grandchild, Jareth, into the fold. After graduating from BSU with an Associate of Science degree, I worked in the Health Information Management field and joined the Department of Health Studies, College of Health Sciences in 1993. I completed my bachelor's degree in 1998. As secretary for BSUAOP, I have enjoyed being more involved with our organization and have really appreciated the learning and networking opportunities. My hobbies include reading, quilting and count stitch embroidery.

CANDIDATE: AREA 2 REPRESENTATIVE:

My name is **Debby Flores** and I have been a dedicated and loyal employee of Boise State University for almost 18 years. Most of my employment was as Office Manager for The Pavilion, but for the past three years as the Administrative Assistant for ASBSU Student Government in the Student Union. Like most employees of Boise State, I am not in it for the money, but am still working here for the students and helping to make their academic years more memorable and fulfilling. My personal life consists of being a single Grandmother raising my five year grandson who has autism. In my leisure time, I enjoy playing with my grandson, sewing, crafts, and baking desserts.

CANDIDATE: AREA 4 REPRESENTATIVE

Linda Hamson—I have been employed in the Student Union since 2002 and have enjoyed the vitality and unity shared by the campus staff.

I have 7.5 grandchildren that keep me occupied at all times of the day and night. Besides enjoying the time with family, I favor reading, gardening and spending time with friends.

When asked to serve as the Area 4 Representative for BSUAOP, I was more than happy to offer my services. It is always enjoyable to get to know co-workers, to build positive, long-lasting relationships and experience the opportunity of being active on campus.

CANDIDATE: AREA 6 REPRESENTATIVE

Guen Johnson - I am running for Area VI representative so that I can help the association grow and go forward, as well as help myself grow and go forward. It takes all of us to make this thing work...so I can't just sit on the sidelines (even though work/home/life is packed) when asked to serve! My hobbies...hmm, well....theatrical costuming is one. Playing Scrabble is another. And definitely gardening and reading need to be in there too. Attending plays, most definitely. But my most consistent 'hobby' for the last fourteen-or-so years has been being involved in BSUAOP. Hands down. BSUAOP is dear to my heart, and has supplied me with friendships that I truly cherish. It has also given me a forum to gain important skills, like, I've learned that I can organize a conference, a fundraiser, a luncheon, a fashion show. I've learned that I can get up in front of an audience and speak and not pass out or have my hands shake so hard you'd think it was 20 degrees. And what a great way to meet new friends, network, and learn job-related skills along the way too. I am honored to run for this office.



2003–2004 Calendar of Events

BSUAOP Luncheons (2nd Tuesdays)

April 13th.....Monthly Luncheon

Executive Board Meetings (4th Tuesdays)

April 27th.....Ah Fong Room

Upcoming Events

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

EDITOR'S NOTE: Coleen Dudley



In March, I joined a prestigious group—grandparents. While I was delighted to learn that he was coming, I think I am more excited about this wonderful new member of our family than I had anticipated. In sharing my excitement, I have learned of others who have also achieved this wonderful state and am eager to learn the best techniques and tricks of the trade.

Some were so young, I was surprised at their status, others were contemporaries of mine. All were gracious and kindly toward the new person in their ranks. Several of these veteran grandparents are BSUAOP members who have shared their own joyful news with me. To all of the veteran grandparents, new members of the group and all of the wannabes—Happy Spring!

BIRTHDAYS



Joann Swanson	3/6
Clara Collins	3/13
Gay Barzee	3/25
Terrie Gillenwater	3/29
Tricia Burns	3/31
Diane Anderson	4/13
Valencia Garrett	4/25
Wilma Morgan	4/27

State and National Links!

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

National Association of Educational Office Professionals

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/**