

KEYNOTER

BOISE STATE UNIVERSITY ASSOCIATION OF OFFICE PROFESSIONALS

WELCOME

The weather is cooling down, the fall colors are beautiful, and I can't believe the Holiday Season is almost upon us. This semester is flying by....and like everyone on campus, the closer we get to the end of the semester, the busier it gets.



*The Road to Success is
Always under
Construction*

Our annual Professional Development Day was well attended and by the feedback we've received, was very successful as well. Special thanks to Jerry Ohlund (Chair) and his hard working committee for putting this event together.

The next big event is of course the Holiday Auction. Leslie Black (Chair) and her committee have been meeting for months in preparation for the auction. I encourage everyone to take a couple of hours out of your busy schedule to attend, relax with co-workers and have a great time shopping and bidding!

Don't miss our December 11th lunch presented by Carla West "How to Take Care of Yourself During the Holidays". An appropriate topic for what can be a hectic and stressful month.

Currently we have 25 new members, 32 renewal members, and 4 honorary members for a total of 62. If you have not renewed your membership or if you are thinking of becoming a member, please contact either Carol Carroll at 426-4116 or you can contact me at 426-1996. Have a safe and happy holiday!

Sue Crichton, President

NOVEMBER/DECEMBER 2007

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UPCOMING EVENTS

- * Holiday Auction, November 15!!!
- * December 11, Speaker, Carla West: "How to take care of yourselves during the holidays!"
- * Thanksgiving Holiday— BSU closed November 22 and 23.
- * Commencement, December 21, 2007

DO YOUR SHOPPING EARLY!

Only 39 days More Shopping Days!!!

Well, OK, it's really a few more days to the holidays than that, BUT that's how many days will be left after the BSUAOP annual Holiday Auction. The auction will be

held on Thursday, November 15th, 11:30 - 1:30 in the Hatch Ballroom!

That's just enough time to wrap all those terrific gifts you bought at the auction and get them mailed before Thanksgiving.

OR That's just enough time to take home your treasures and spruce up your abode for the holidays.

Your purchases help to support BSU office staff as they pursue their educational

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BSUAOP OFFICERS 2007-2008

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HOLIDAY AUCTION

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goals and increase their opportunities to attend workshops which will enhance their professionalism in their chosen field of study.

An added bonus is that your purchases will also support two community organizations: the Valley Crisis Center and the Court Appointed Special Advocates (via the Criminal Justice Alpha Phi Sigma student organization).

We have coupons for a furnace service, teeth whitening trays, hotel stays, dinners, family activities, ski lift tickets, theater, train rides, Schwan's Food Services, Beautician services and more.

We also have lots of nice homemade items, gift items, artwork and, of course, theme baskets put together by BSU department employees. Don't miss it!!!!

In an attempt to hold down costs of the luncheon (thus saving your money for

purchases!), you may choose one of the three gourmet sandwiches offered or you can bring your own lunch.

Just complete the simple, easy registration form available through this website <http://www.boisestate.edu/bsuaop/> and send it with your check or credit card number to the address on the form.

If you have items who wish to donate, please contact Leslie Black at 426-5776 or lblack@boisestate.edu



The gourd pictured to the left was auctioned at the 2006 Holiday Auction. It was designed, created and donated by Sue Crichton .

PROFESSIONAL DEVELOPMENT DAY



Approximately 60 people from across campus and the Treasure Valley gathered to attend workshops, listen to the panel

discussion and enhance their networking opportunities during the recent Professional Development Day held October 2. Thanks to the efforts of Jerry Ohlund, PDD Committee Chair, and the PDD committee, those in attendance had opportunities to learn new skills, hone existing ones and listen to different perspectives.

One highlight of the day was the panel discussion on terrorism which drew BSUAOP members, guests and students. Students were admitted free of charge for the panel discussion. The six workshops which preceded the

closing panel were also well attended. Presenters received excellent evaluations from those attending.

The Professional Development Day is a presentation of the Boise State University Association of Office Professionals which is designed to encourage learning and professional growth. The annual event is held in October and is one of the highlights of the organization's annual membership drive.

If you are interested in learning more about the opportunities available through BSUAOP, please contact any of the organization's officers or the membership chair, Carol Carroll. Ms Carroll may be reached at 426-4116 or ccarrol2@boisestate.edu

AREA REPS

Last year, our areas were redistributed. Please review the locations for each area listed below. You may be in a new area!

Area I Representative:

Andrea Witters, 426-1672
awitters@boisestate.edu
Curriculum & Foundational
Studies

Area I: *Retirees, Honorary
Members, Health Sciences,
Towers, Morrison Center*

Area II Representative:

Misty Winn, 426-1799
mwynn@boisestate.edu
BSU Foundation

Area II: *University Square,
PAAW, Multipurpose Bldg,
Science/Nursing Bldg, Education
Bldg*

Area III Representative:

Valencia Garrett, 426-1368
vgarrett@boisestate.edu
SSPA

Area III: *Academic
Technologies, Business Bldg,
Library*

Area IV Representative:

Connie Charlton, 426-3110
ccharl@boisestate.edu
College of Business

Area IV: *Math/Geo Bldg,
Administration Bldg, Liberal Arts,
A&E, Gateway*

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SPEAKERS

December

“How to Take Care of Yourself During the Holidays”

Helpful Hints for Harmonious Holidays

The holidays can be an especially stressful time of year. We often have additional expectations about how we spend our time and money, from putting it all together - to family and social events - to what about gifts?

These ten helpful hints will provide specific ways you can better manage your stress and increase your enjoyment of the holidays.

Karla J. West
Licensed Clinical Professional Counselor
Health, Wellness & Counseling Services
Boise State University

January

Supervising Student Employees

The Student Union employs nearly 100 student employees and we have learned that supervising them is an art, not a science. This workshop will provide some tools to assist supervisors to effectively manage student employees and help them to become staff who meet or exceed expectations.

To attend either of these meetings and listen to the speakers, contact the Area Representative responsible for your building. Area reps are listed in the left column on pages three and four. The meetings are brown-bag with a small setup fee for tables and chairs. We hope to see you there!

Leah Barrett,
Executive Director, Student Development

QUESTIONS—ANSWERS & OTHER FUN THINGS

Have you ever had one of those questions you can't answer arise on an otherwise normal Friday afternoon when offices are empty and the weekend has already started for most folks? An instructor was having trouble making things work and requested help. The question was this: How do you convert a class list from PeopleSoft into a usable file in Excel so that each item is in a separate column? It seems that the “convert to Excel” button was transferring the data to a single cell in the Excel spreadsheet making it impossible to use the data.

After playing around with the process, it was discovered that the simplest method is to copy the .txt file from PeopleSoft after running the request for Class List by Class and then using “Paste Special” on

the Edit menu in Excel. When the panel opens, select text and the file will transfer into Excel with a column for each item.

At this point the file was emailed to the instructor so that the info could be used.

My thanks to Leslie Black for this question and solution. Please send questions to Coleen Dudley at cdudley@boisestate.edu or 426-3383.

*The Keynote is published four times per year by BSUAOP. It is delivered primarily by email and is posted on the organization's website at: <http://www.boisestate.edu/bsuaop>
If you wish to receive a hard copy, please contact Coleen Dudley.*

AREA REPS

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Area V Representative:

Shelly Doty, 426-3559
sdoty@boisestate.edu
Albertsons Library

Area V: *SUB, Parking,
Children's Center, Student Rec
Center*

Area VI Representative:

Teresa Geissler, 562-2060
teresageissler@boisestate.edu
Student Services, Canyon
County

Area VI: *Canyon County,
Applied Tech, Tech Service Bldg,
Culinary Arts, FO&M,
Engineering & Tech, ISBDC,
Micron Engineering, Civil
Engineering*

Area VII Representative:

Suzan Raney, 426-4114
sraney@boisestate.edu
Criminal Justice
Administration

Area VII: *Allen Noble Hall of
Fame, Extended Studies, Risk
Management, Internal Audit,
Tech Help, International
Programs*

Area VIII Representative:

Martha Plascencia, 426-1087
mplascen@boisestate.edu
University Housing

Area VIII: *Driscoll Hall,
Hemingway Center,
Communications, Taco Bell
Arena, Chaffee Hall, Kinesiology*

EDITOR'S NOTE



As I drove home one night last week, I kept wondering why my neck hurt when I looked to the right and left before entering each consecutive intersection. The discomfort was more annoying than painful, but the cause was easily remedied. I just need to move more while I am at work and pay attention to how I am working?

Like most of us, I spend a considerable amount of time at my desk answering a phone, preparing documents, entering data, doing research, typing.... Sound familiar? Did I remember to get up, walk around, stretch—especially my shoulders—or adjust my chair to a more comfortable level? No. I made myself comfortable by kicking off my shoes and got to work!

What I need to do (and I suspect some of the rest of us might also need) is to review how my desk is set up. Are my arms supported while I'm using the computer? Is my chair at a comfortable height? Are my feet dangling? (Well, that's not going to happen to me, but it could be a problem for some of us.) Is the lighting adequate? While we can't change all of the aspects of our working spaces, remembering a few rules of ergonomics can prevent us from having stiff muscles or a possible injury from repetitive movements such as carpal tunnel syndrome. Next time things get a little tense, take a break, stretch and breathe!

-Coleen Dudley, *Editor*

HIGHLIGHT



Editor's note: One of the purposes of this column is to highlight members of our organization. It is my pleasure to introduce Julie Gerrard.

My name is Julie Gerrard and I have been employed at BSU (off and on) since 1984. My campus career started as a secretary at Idaho Public Television when it was still part of BSU. I worked there for 5 years then left to take a job off campus. In 1991 I returned to campus as an Administrative Assistant I for the Idaho RADAR Network Center. In 1995 my husband was offered a job in Moscow, ID. We moved to northern Idaho where I was able to attend the University of Idaho as a full-time student graduating in 1999 with a Bachelor of Science degree in Clothing, Textiles and Design and a minor in Art. Upon completion of my degree and another job offer for my husband, we moved back to Boise. Since returning to Boise and BSU, I

have worked in the Dean's Office and Center Manager's Office in the College of Applied Technology, the Provost's Office, and I am currently an Administrative Assistant 2 in the Graduate College Dean's Office.

In my spare time I like to play with yarn and fabric. My passion is textiles and I am a weaver. As an active member of the Handweavers Guild of Boise Valley, I continue to learn and foster the craft of handweaving.

I joined BSUAOP in 1991 at the suggestion of Phyllis Sawyer, my supervisor at the Idaho RADAR Network Center, who thought it would be a good way to network with other office professionals on campus and an excellent learning opportunity. Since that time (except for the 3 ½ years I lived in Moscow, ID) I have been actively involved in the organization serving as an area representative, historian, chair of the scholarship committee, vice-president, chair of the membership committee,

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IAEOP/ NAEOP

It's not too early to mark you calendars!

The Idaho Association of Educational Office Professionals (IAEOP) will hold their annual conference in Sun Valley, April 11-12, 2008. The IAEOP website at <http://www.idahoaeop.org/> will have additional information in the spring.

The National Association of Educational Office Professionals (NAEOP) will hold their annual conference in Denver, Colorado in July 7-11, 2008. The NAEOP website is <http://www.naeop.org/>

MISSION STATEMENT

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.

AREA REPRESENTATIVE NEWS

AREA II REPRESENTATIVE: Misty Wynn

I would like to encourage everyone to become active in BSUAOP. The opportunities to network and make friends has been one of the most rewarding experiences of membership for me. BSUAOP has helped me to make connections with people from across campus. Those connections have been valuable to me and to my job. Please feel free to call me; I encourage you to become involved!

AREA VI REPRESENTATIVE: Teresa Geissler

Last year, areas were redistributed to reflect changes in office space and buildings. Area VI consists of offices in the following buildings and spaces: Canyon County, Applied Tech, Tech Service Bldg, Culinary Arts, FO&M, Engineering & Tech, ISBDC, Micron Engineering and Civil Engineering.

If you are interested in learning more about our organization, please contact an Area Representative or any organization officer.

JULIE GERRARD

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as well as assisting with Professional Development Day, Bosses Breakfast and the Holiday Auction. In 2000, I joined IAEOP and have been a member since then and in 2002, I attended my first NAEOP which was held in Boise. Phyllis was right when she said BSUAOP would be a good networking tool. Over the years as a member of BSUAOP, I have had the opportunity to meet, work with, and learn from many office professionals on campus.

Two years ago it was my honor to be selected as the Office Professional of the Year for BSUAOP and last year I received the Idaho Educational Office Professional of the Year award from IAEOP. I will always be thankful for the support and encouragement of my friends and fellow members of BSUAOP.

LIBRARY CORNER

One of the most enjoyable options of being the librarian, is the opportunity to read, review and peruse different print media.

Where Have All the Smart Women Gone? by Alice Rowe, Ph.D. presents an interesting question. According to Rowe, the cultural and historical influence upon the development of women has been a subtle message discouraging women from using or displaying their intelligence and talents. "You can be smart, if you don't show it."

Following the lives of several women, Rowe depicts their development and the obstructions they faced as they worked to achieve their goals and attain their objectives. Several of those interviewed explained how they had

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been encouraged to “take a lesser role or try a more traditional career choice.

A trainer, educator and professional speaker whose own journey has been depicted in the book, Rowe challenges her readers to accept and express their own talents and abilities without fear. The questions she poses at the end of each chapter are designed to assist the reader move beyond the constraints of culture and find or develop a supportive group of peers and friends. She ends with her title question: “Where have all the smart women gone? Look in your mirror!”

The book was purchased at NAEOP. If you would like to borrow it, please contact Coleen Dudley at 426-3383.

“The man who doesn’t read good books has no advantage over the man who can’t read them.”

Mark Twain

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Don’t miss an opportunity!

Want to get to know people and learn more about our organization? Become a BSUAOP volunteer!

Please contact Ways & Means Chair, Terri Shafer at 426-3500 or tshafer@boisestate.edu, or Leslie Black, Holiday Auction Chair at 426-5776 or lblack@boisestate.edu for volunteer opportunities!