

-- NEWSLETTER --

B.S.U. Association of Office Personnel

November, 1982 Volume 1, Number 2

FROM THE EDITORS - Happy Thanksgiving!

Thanksgiving day is one of the best-loved holidays observed in the United States. It was begun more than three hundred years ago by the Pilgrims who had come in the Mayflower to Massachusetts in 1620. When they harvested their first crops and saw that the earth of their new home had been good to them, they prepared a feast and gave thanks to God for what they had received. This Thanksgiving Day in 1621 was the first in America. From time to time after that, the colonists would set aside a day for giving thanks in much the same way. The first officially proclaimed Thanksgiving Day was in Massachusetts in 1631.

President Abraham Lincoln was the first President to proclaim Thanksgiving Day. He named the last Thursday in November as Thanksgiving Day, and so did each President after him, until 1939, when President F.D. Roosevelt proclaimed the fourth Thursday in November as Thanksgiving Day. He did this to give retail stores a longer "Christmas buying season." At first some states continued to observe the last Thursday, but in 1941 Congress passed a law declaring the fourth Thursday in November as the national holiday. Canada observes Thanksgiving on the second Monday in October.

We hope you will have a Happy Thanksgiving Day, enjoying a feast and having family and friends around you!

Pat Donna
Pat Bowers & Donna Sistrunk

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"Giving thanks is a course from which we never graduate!"

EMPLOYEE OF THE MONTH

This month we are pleased to have Marge Reid as our Employee of the Month.

Marge works in the Book Store, Arts & Supplies Department. She is responsible for ordering, and having available when needed, the Art, Engineering, office and general school supplies.

She started to work in 1960-61 when Dr. Chaffee was President of Boise Jr. College. At that time the school supplies were in a small room in the Student Union Building. The Book Store was in the basement of the Administration Building, and in about 1965, the supplies were moved to that location also. In 1968-69 the new Student Union Building was built and at that time the Book Store was moved to it's present location in the SUB.

Marge is a native Idahoan, with a son, Bill, who is married to Gwyn Harms (both BSU graduates) living in San Francisco with their two year old daughter, Margaret Ann.

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LUNCHEON MEETING - December

The luncheon meeting for December will be our ANNUAL CHRISTMAS AUCTION! Everyone who attends the luncheon is invited to bring along an item to be auctioned off. This is a good way to get rid of that white elephant! Or perhaps you'd like to bring a handmade project, or home baked goodies! Proceeds go to the BSUAOP.

Lee Mercy, Gary Bermeosolo, and Dean Keppler will be the auctioneers.

Plan to attend, have a good lunch, join the fun, and maybe even get part of your Christmas shopping done!

See you there! Tuesday, December 7, 1982, in the Lookout Room of the SUB. 11:30-1:30.

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REPORT OF LUNCHEON MEETINGS

The BSUAOP-ACAEOP luncheon on October 21 was very successful! There were about 125 in attendance from the two organizations.

Victor Chacon, accompanied by Anna Holly, provided excellent entertainment. He sang "Without A Song" and "Some Enchanted Evening"- both selections were just beautiful!

Governor Evans was the guest speaker. Most of his talk was centered around suggestions he had for increasing revenue for Idaho. Some of his ideas -

Bring new industry to Idaho. This would automatically increase tax revenue; which would generate more money for a good educational system. A good education system would give industry, in turn, another reason to look favorably at Idaho.

Broaden the state sales tax to cover services; hold the sales tax to 3 percent, but expand to cover a wider spectrum.

Get more auditors in the field to collect delinquent taxes. Governor Evans said there's something like 99 million dollars in uncollected taxes in Idaho which is astounding!

Tourist industry--concentrate more on this. The governor feels Idaho needs to have its story told--make known our recreational opportunities, wildlife, products of Idaho, etc.

It is his feeling that the legislature should look for ways other than increasing property taxes to raise revenue for the State. He said he is considering the possibility of calling a special session of the legislature in December to decide what to do about the deficit for the school programs in Idaho.

The governor ended by having a brief "Question & Answer" session with the audience.

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For the luncheon on November 2, entertainment was provided by Stage Coach, Inc. Barbara Mendiola did a delightful number titled "Flaming Agnes" from the production "I Do, I Do". Barbara was accompanied by Anna Holly.

Dr. Wylla Barsness, BSU Psychology Professor, was the guest speaker. Dr. Barsness was kind enough to furnish us with a condensed version of her lecture, which follows.

"How to Tell Your Boss to Do It Himself"

By: Wylla Barsness

The situation I am using as an example involves the difficulty a secretary can encounter when her boss asks that she make airline reservations for a proposed trip. There are so many alternative schedules and rates that the secretary, the boss and the travel agent waste a lot of time relaying messages back and forth. You want to tell him/her that it would be more efficient if he/she did it for himself/herself.

The Six Step Solution:

1. Description: Describe the situation as objectively as possible. Avoid making accusations such as, "You did this" or "You made me feel." e.g. When I am making airline reservations there seems to be a lot of time spent checking back and forth."

2. Expression: Give an honest expression of your emotion. e.g. "I feel frustrated." NOT "I feel that you could do it yourself." 'that' makes it a statement of what should be done.

3. Empathy: Attempt to put yourself in the other person's place and imagine how the situation came about. e.g. "I know you are very busy and it probably seems quicker for me to call."

4. Check: Question to see if you do understand. e.g. "Is that right?" (Be ready at this point to accept and understand the other person's feelings and also to receive his/her message.)

5. Desire: Express your wants clearly. Know what you want before you start. Emphasize the common goal that both of you share. e.g. "I think we both want to save time. I would like for you to talk directly to the travel agent so that you can get reservations more efficiently."

6. Check: Ask about the plan. Give room for changes and adaptations. e.g. "Will that work?" You could add questions such as "Do you see a better way?" or "Would another way work better?" At this point you may want to work on a compromise.

Remember: Make your own goal clear to yourself before you begin.

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FALL CONFERENCE

The Fall Conference was held in Moscow, Idaho, at Cavanaugh Motor Inn. Boise State University was represented by Mildred Edquist, Jackie Fuller, Maudie Garretson, and Donna Sistrunk. Following is my report of the conference.

The first workshop on "Dual Career Lifestyles" was presented by Ted and Marilyn Murray who are both assistant professors of Guidance & Counseling and licensed psychologists at the University of Idaho Counseling Center. They presented some of their thoughts and experiences on dual careers and how this affects not only the personal relationship, but also how it relates to your own mental attitude and job.

Our second workshop was two-fold. The Central Idaho Educational Office Personnel Association presented a workshop on "Forming a Multi-District Local Group that Works." Debbie Baker, Clerk Treasurer of the Lapwai District, and member of the Central Idaho Educational Office Personnel, gave a workshop on "Color and Numerical Filing Systems" and how they can be used to work together.

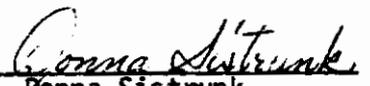
Irene J. Usitalo presented our third workshop on "Professionalism." Irene is the Northwest Director of the National Association of Educational Office Personnel 1982-83, Editor of The National Educational Secretary 1982-83, and is the administrative secretary for the Puyallup (Washington) School District. Wow! what a lady ... what a presentation! We first saw the film "Pack Your Own Chute", in which the narrator goes through her training and fear of parachuting from a plane for the first time. She asked a man who parachuted if he was afraid when he jumped and he replied "Why should I? I pack my own chute." Her perseverance of facing her fears and pushing her abilities met with reaching her goal. A goal she visualized within her grasp through all her fears. We are asked the questions: Why do we have fears, how are these fears instilled in us and why do we let these fears keep us from reaching our goals? We should not be afraid of changes in our offices or our personal lives. Work with them as a challenge. Push our abilities toward improvement. She also spoke on our relationships with co-workers. Drawing on her own personal and professional experiences, she gave us insights for brightening our own mental attitudes even

when being stabbed in the back. Irene also gave us another little thought from her personal experience: "Wrinkles are a sign of life."

Our guest speaker for our Friday luncheon was Wally Pfeiffer who is the Executive Director of the University of Idaho Foundation, and Director of Development. Wally talked to us about our responsibilities as secretaries to keep up with the changes going on in offices; the new techniques and systems. Of course, if there are computers and new equipment brought in, our employer has a responsibility to train us, but we ourselves should find those classes, workshops, etc. that are available to us to improve our own skills. We should create that desire within us to do, and want to do better.

A very sincere congratulations goes to Judy Reisenauer who is employed by the University of Idaho in the Admissions and Registrar's Office for earning her Professional Standards Program (PSP) Certificate. Judy actively worked on this certificate for three years. She said the hardest was the educational part which she accomplished through night courses offered at the University of Idaho. Judy said "I set the goal and made it", and that's what made her feel proud. Judy...we're all proud for you.

I was happy to hear at this conference that we had seven women interested in working on their PSP.


Donna Sistrunk

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BRAIN TEASER

8 - 5 - 4 - 9 - 1 - 7 - 6 - 3 - 2

These numbers are in a logical order.
(Answer will be in next month's newsletter.)

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BOARD MEETING HIGHLIGHTS

Meeting was called to order September 28, 1982 by President Maudie Garretson. Members of the Board were introduced by Maudie.

A 'thank you' was read for our \$10 donation to the Clyde Martin Scholarship fund.

A discussion was held concerning the logistics of the Governor's talk at a combined meeting of Ada County Association of Educational Office Personnel (ACAEOP) and Boise State University Association of Office Personnel (BSU-AOP). Questions were proposed that could be addressed to the Governor at the conclusion of his talk.

Ways & Means Chairman, Phyllis Carnahan, talked about ordering See's candy for sale on campus and to take to Moscow. Motion was made and carried that we order.

Garretson talked about the IAEOP Fall Conference in Moscow, November 5-6, 1982, at the Cavanaugh Motel. A van will be provided for those of our organization who wish to go to the conference.

A motion was made and seconded and approved for BSU-AOP to pay the membership to NAEOP for President Garretson.

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Meeting was called to order by President Maudie Garretson, November 11, 1982.

It was decided that after our meeting January 4, 1983, that we would change the meeting day to the second Tuesday each month--it is difficult for some of our members to attend the first Tuesday. Our January meeting will be a chili feed.

We discussed the Auction which will be December 7, 1982 in the Lookout Room. We decided that the board would make candy and cookies and a committee would be appointed to arrange them on plates to sell at the Auction. For hand made items and the nicer items, please mark with a beginning bid price.

Plans are being made to establish a Library for our Association. Job related books, manuals, textbooks, tapes and the magazine from the National Association of Educational Office Personnel will be available for checkout. Jackie Fuller will coordinate this endeavor.

Leslie Pass, our liaison with ACE, gave a detailed report concerning ACE's plan for legislative interaction which includes a legislative Forum scheduled in the SUB, November 17.

We plan to establish Scholarships for our members who are taking classes at BSU. A committee has been established to formulate the guidelines and determine the recipients of the scholarships.

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"UNDER THE WEATHER"

Jackie Fuller, BSUAOP's President Elect, is recuperating from major surgery. Here's wishing you a very speedy recovery Jackie!

We're happy to see Norma Ireland back on the job! Norma's been recuperating from surgery and very much missed at the office! Somehow the Purchasing Department just wasn't the same without you Norma. Welcome back!

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We found this "note" in another publication, and thought it would be appropriate to print it as a Prayer of Thanksgiving.

Oh God:
I think it is time to You I wrote
this brief but sincere
"thank you" note.
For rain and sun
and wind and flowers
For everything beautiful
that is ours;
For all these things
and many more,
For ease whenever
my heart is sore;
For love and health
and work to do,
My heartiest thanks
I extend to You;
My greatest thanks
is for this one:
Father, I thank you for Your Son.

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