

bsuaop keynoter

Boise State University
Association of Office Personnel

Volume 11, Number 1, September 1992

1910 University Drive
Boise, Idaho 83725

Marian K. Graham, Editor
Department of Nursing

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President's Welcome

by Cathy Hampton

Many people advised me that my second year as President would go much smoother than the first. They said, "You'll know what to do and when to do it." In retrospective I think they were telling me, "This year there are no excuses--you've done this before." Last year was so successful for BSUAOP, I truly hope I'm able to fulfill these expectations.

I chose this year's theme, "Just Do It," to serve as the extra boost that I (and maybe some of you) need to get things done. Life seems to be moving at such a fast pace - work, home, extracurricular activities, everything! - that sometimes there just isn't enough time to go around. Hopefully when things need to be done and I'm feeling a little pressure, I'll look at my "Just Do It!" pin and just do it.

In last year's message, I stated that my goals were to encourage professional development and campus-wide understanding among our members. I believe we successfully reached these goals. I still feel these issues are very important--ones that should be encouraged. Equally important is this year's focal point--Recognition of Self-Worth. The following poem appeared in the National Educational Secretary magazine, in an article written by Charlie Mae Holland, past NAEOP president. To me it says it all.

Until I Believe in Me

God gave me many talents and a choice of what I can be, but I will amount to nothing unless I can believe in me. He gave strength to my arms and a brain to use and visions for me to see, but my dreams will be empty wishes until I believe in me.

He gave me the love and strong support of friends and a family, but these will be all wasted unless I can believe in me. So let me live life boldly--not boastfully, but eagerly--deserving of others' faith and trust because first... I believed in me.

The luncheon speakers for this year have been chosen in an effort to allow members to focus on developing self-trust and encouraging the expansion of their talents. To quote Charlie Mae, "All of us have the power to stretch ourselves... to accomplish more and to expand our horizons." I hope each of you will participate and take advantage of the opportunities that BSUAOP will present each month.

As always, the luncheons will be held on the second Tuesday of the month during the lunch hour. I would like to remind each of you that as university employees we are permitted one hour per month release time from work to attend professional organization meetings (BSUAOP is a recognized organization).

Please take advantage of the opportunities BSUAOP will present this year, and remember--
JUST DO IT!

COMING EVENTS

BSUAOP Luncheon Meeting
October 13, 1992
Barbara Behmer-Kane
"Women's Legislative Issues"
11:30-1:30 p.m.

BSUAOP Luncheon Meeting
November 10, 1992
Dr. Marty Seidenfeld
"The Sky is Falling"
11:30-1:30 p.m.

BSUAOP Holiday Auction
December 8, 1992
11:30-1:30 p.m.

IAEOP Spring Conference
April 30 - May 1, 1993
Red Lion-Riverside
Boise, Idaho

NW Professional
Development Day
June 19, 1993
McCall, Idaho

NAEOP Meeting/Institute
July 17-24, 1993
Tucson, Arizona

Yesterday is already a dream and tomorrow is but a vision, but today well lived makes every yesterday a dream of happiness and every tomorrow a vision of hope. - unknown

EASY MACRO FOR PRINTING ENVELOPES

by Marian K. Graham
Department of Nursing

1992-1992 BSUAOP OFFICERS

<i>President</i>	<i>Cathy Hampton College of Technology</i>
<i>Vice-President</i>	<i>Diana Kotewa Chemistry Department</i>
<i>Secretary</i>	<i>Sandra Dalton College of Technology</i>
<i>Treasurer</i>	<i>Carol Joyce Data Center</i>
<i>Area I Representative</i>	<i>Robin Lane College of Technology</i>
<i>Area II Representative</i>	<i>Julie Gerrard RADAR</i>
<i>Area III Representative</i>	<i>Susan Hengler Library</i>
<i>Area IV Representative</i>	<i>Lorenda Hall Admissions</i>
<i>Area V Representative</i>	<i>Peggy Johnson Psychology</i>
<i>Area VI Representative</i>	<i>Donna Knapple Student Health Center</i>
<i>Faculty Advisor</i>	<i>Dr. Sharon Cook College of Technology</i>

BSUAOP COMMITTEES

Standing Committees

ACE Representative	Cathy Hampton
Bylaws	Carol Joyce
Budget	Carol Joyce
Historian/Yearbook	Julie Gerrard
Library	Sandra Dalton
Membership	Robin Lane
Newsletter	Marian Graham
Nominations & Elections	
Professional Standards	Judy Nelson
Program	Diana Kotewa
Public Relations	Carol Joyce
Publicity	Sandra Dalton
Scholarship	
Ways and Means	Cathy Hampton

Special Committees

- Bosses' Breakfast
- Holiday Auction
- Holiday Decoration Contest

You've got your letter done and now you need an envelope. You have a few choices. You can type the envelope on the typewriter, block and copy the address information to a blank screen and set up the envelope format, or you can create this easy macro.

Begin with a letter on the screen. The address should be five or six lines long. Six line address work best, then the macro will work on addresses of 2-6 lines.

Turn your macro create on, (ctrl F10), name the macro, (I've used alt E). Block and copy your address and then switch screen (shift F3) to get to a clear screen. Recall the address and then using shift F8 select the proper paper size and type, shift F8, 2 for paper size, 7 for paper type and then select envelope. After you've selected the right paper, change the margins to top/bottom = 2.5" and .5" and right/left = 4" and 1". Then exit the format screen and return to the address.

Print the envelope (remember all of this is with the Ctrl F10, macro create still on). After you have printed the macro, clear the screen by using F7, exit, do not save the document and yes, do return to document 1. Then turn the macro create off. When you use this macro (by using Alt E), what you just did will only take a second. You will be surprised at the time it will save.

One thing you must remember: When you use this macro, your cursor must be in the same spot it was when you created the macro, that is, if you created the macro using a six line address, and the one you want to print is a three line address, you must place your cursor three lines above the address and then use the macro. Four line address need to be two lines above the address, five lines, one line above the address and six line addresses would have the cursor placed right on the first word. This all sounds confusing, but just wait, it's the fastest way to print an envelope.

One other hint: Since the macro uses the switch screen utility, the switch screen must be blank when you use the macro.



"Business is like a game show, Horace. If you produce, you get to come back next week... If you don't produce, the company has some nice parting gifts for you."

MEET YOUR NEIGHBORS

by LaDawn Barrera
Department of Nursing

This issue's "neighbor" is Diana Kotewa. Diana is a Secretary/Office Coordinator in the Chemistry Department. She has worked at BSU for nine years. Diana is a mother of three, Kimberly, 28; Kelly, 26; and Brian, 18.

Diana graduated from BSU this past spring with a major in Communications. She is currently serving as Vice-President of BSUAOP and is a member of IAEOP, NAEOP, Idaho Women's Network, and Treasure Valley National Organization of Women. Diana has served as the PSP chair for several years and in this capacity has encouraged many of our members to get their PSP certification.

We asked Diana about her professional and personal goals and she said, "I try to set both daily and monthly goals for the everyday kind of things, but I also set long-term goals for myself. Graduating from college was one of those long-term goals and buying a house for myself. It took a long time, seven years, but I have accomplished both. The new goal is graduate school in Fall of 1993. To accomplish long-term goals everyone needs to break it down into steps that can be worked on little by little. My step this month is calling graduate schools I've chosen to obtain information. Personal goals for this year are spending more time with my grandchildren and remodeling my house. Exercising more is always on my list of goals and losing that ten pounds that forever haunts us."

When asked what advice Diana would give a fellow office professional, she replied, "If anyone asked for advice, I would tell them: learn something new everyday, help everyone who comes into your office if you can and if not, find someone who can help; have fun everyday (at least once a week!); learn everything there is to know about your job and challenge yourself; and most important, value and spend time with your family and friends. One other tidbit, if it's important to you--JUST DO IT!"

Diana was chosen as this issue's "neighbor" because of her unselfish, giving nature and her support of BSUAOP activities.

If you know of someone you'd like to see recognized in this column, drop me a note or call ext. 1768.

NAEOP COOKBOOK

The Special Projects Committee of NAEOP has asked members to enter their favorite recipes for a 2nd Edition of the NAEOP Cookbook.

Call Marian Graham at x-3789 for an entry form or for more information. Entrees must be returned no later than March 1, 1993.

SCHOLARSHIP APPLICATIONS DUE

by Lorenda Hall
Scholarship Chairperson
Administrative Assistant
Admissions Office

BSUAOP members should apply now for Spring 1993 semester scholarships. The deadline for submitting an application is **November 1**. Scholarships are available to BSUAOP members only. To obtain forms, please contact one of the following Scholarship Committee members:

Lorenda Hall, Admissions, x1177
Mary McLaughlin, Geosciences, x1631

Scholarship recipients will be announced at the Christmas Auction in December.

The Scholarship Committee needs one more member. We generally meet twice a year. Please call Lorenda if you are interested in serving on this committee.

SIMPLE PLEASURES

- Feeling the sun on the back of your neck
- Dawn
- The smell of bacon or coffee first thing in the morning
- Singing in church
- Hearing your cat purr
- Finding money in the couch
- Eating bread and tomatoes
- Knowing you did the right thing
- Making a new friend
- Getting into a freshly made bed
- Having all the ingredients on hand when you decide to cook something special
- Getting snapshots back from the processor
- Getting a tax refund
- A great haircut
- Moonlight on the ocean
- Massages, hugs, ladybugs, new shoes, naps, cashmere, making up after a fight
- Knowing you have a full tank of gas
- The smell of fresh cut grass
- Going home after a bad day
- When the days start to be lighter longer
- Having exact change
- Two scoops
- Having the house all to yourself
- When he does the laundry
- Pink shearing slippers
- Shiny windows and mirrors
- Browsing in bookstores
- Fishing with your dad
- Making someone smile
- Coming home from a vacation
- Watching your kids when they're sleeping
- National Public Radio
- The sound of rain on the roof, especially when you're under the covers
- Walking on the beach in winter
- Licking the frosting bowl
- Wearing something new
- Being excited about tomorrow

WANTED

A FEW GOOD MEMBERS

If you are new to BSU, and want to meet your colleagues, this association is for you. If you were a member last year, it's the perfect time to renew your membership.

As a member of BSUAOP, you will be able to take advantage of the following opportunities:

- Association and fellowship with others in like employment through informative luncheons, annual Holiday Auction, annual Bosses' Breakfast, and the annual Holiday Door contest.
- Participation in the Professional Standards Program and the opportunity to receive scholarships for educational development.
- Information from BSUAOP sponsored in-service workshops, monthly meetings with speakers on timely topics, and quarterly newsletters.

If you are interested in being part of an organization which is beneficial both personally and professionally, join us. Fill out the membership form attached and send it to Robin Lane, BSUAOP Membership Chair.



"Having consulted a few of the new system's operation manuals, I'm almost ready to turn it on!"

BSUAOP MEMBERSHIP APPLICATION

\$5.00 Membership dues. (Professional dues are tax deductible.)

Make your check payable to BSUAOP and send to Robin Lane, College of Technology, TS-114

NAME

STREET, CITY, STATE, ZIP

PHONE

POSITION TITLE AND BSU OFFICE

BUILDING AND ROOM

PHONE

Membership: New Renewal or Retired
I am a member of: IAEOP (State) NAEOP (National)
 I am interested in serving on a BSUAOP Committee

BSUAOP lapel pins are available for \$7.50. Include that amount with membership for a total of \$12.50.