

PRESIDENT'S MESSAGE

Merrylea Hiemstra



Undoubtedly, you've noticed the crisper, cooler air, the increased activity in offices, and the bustle of students on campus. As the lazy, dazy days of summer are winding down, notice the excitement in the air as we begin a new academic year.

The summer has been busy for your Board members as they prepared the 1995-96 Calendar of Events. We are excited about this year's activities and are confident that you, too, will find the activities and opportunities for professional development through our Association to be outstanding.

I am delighted to inform you that Dr. Gwen Smith has agreed to continue as our Association's Advisor. Gwen provided excellent advice to the Board last year and I look forward to another year of her guidance.

As your delegate to the National Annual Meeting held in Austin, Texas in July, I attended the programs and meetings along with two other BSUAOP members and 10 additional delegates from Idaho. I was pleased to hear Dr. Clifford Lee, keynote speaker, address how each of us can make a difference! I believe in that philosophy so much that as I enter my second year as your President, I plan to continue using my theme from last year, "Together, We Make a Difference."

I invite each of you to participate fully in the opportunities available to you through BSUAOP-sponsored functions in 1995-96. Share your ideas and talents with one another to grow personally and professionally.

I look forward to working with you and for you in 1995-96.

MARK YOUR CALENDARS!!

Oct. 21, 1995	State Executive Board Meeting, College of Technology, Saturday, 9:00 a.m. - 4:00 p.m.
April 18, 19, 20 1996	State Conference, Red Lion, Riverside
July 15-20, 1996	NAEOP Annual Meeting in Seattle, Washington

PROFESSIONAL DEVELOPMENT DAY

Connie Charlton

The BSUAOP Board has moved Professional Development Day (PDD) to October to avoid conflicts with spring registration. Therefore, **please mark your calendars and plan to attend** Professional Development Day on **October 10, 1995** in the BSU Student Union. The PDD Committee is in the final planning stages for this exciting and beneficial event! Owing to a very positive response to the program held last January in the Electronic Meeting Room in the College of Business & Economics, three workshop sessions have been arranged for PDD. Details of additional workshops, registration forms, room locations, and other pertinent information will be mailed individually in early September. Be watching for yours!

Please take a minute!!

We are trying to locate some items that may be floating around the campus. If you have any BSUAOP pins, board or committee notebooks, or "old" issues of *The Keynote* please call Merrylea at x1125 or Connie at x1640 to make arrangements to have them picked up.



**NAEOP EDUCATIONAL FOUNDATION, INC.,
presents:**

A Professional Development Seminar Program for Educational Office Professionals. Preapproved for the Professional Standards Program (PSP).

How To Get Results With People:

1. Know yourself and your personal effectiveness
2. Know your priorities
3. Employ effective problem solving
4. Plan your success for the 21st century

Seminar Location: Friday, October 6, 1995
Owyhee Plaza Hotel
Boise, Idaho 83702
\$69 per person, includes lunch

Pre-Register with the National Office before 9/25/95!

To register for this seminar:

call: 1-316-942-4822 or
fax: 1-316-942-7100 or
mail: NAEOP Educational Foundation
PO Box 12619
Wichita, KS 67277

or call Jackie Fuller at x3900 for brochures.

**OFFICES HELD, COMMITTEES
CHAired/SERVED**

Clair Spoor, Professional Standards Program Chair, is collecting information that can be archived to help each one of us BSUAOP members to keep track of our achievements in order to turn in a more up-to-date record when apply for PSP distinction or for other recognition opportunities.

Committee Chairs, please send lists of members that serve with you along with the dates they serve to Clair at E-605. Thanks for your cooperation.

PROGRAM COMMITTEE

Julie Gerrard

MARK YOUR CALENDAR FOR THE UPCOMING
BSUAOP LUNCHEON MEETINGS:

November 14	Julie Underwood, "A Whack on the Side of the Head"
January 9	Steve Jackson, "The Internet"
February 13	Phyllis Sawyer, "Healthy Lifestyle Choices, Maintaining a Balance"
March 12	Joint Luncheon w/Ada County Association of Office Personnel
April 9	Kathy Drury-Bogle, "Working Smarter Together--Men and Women in the Workplace"
May 28	Installation of New Officers

The BSUAOP Board looks forward to seeing you at the luncheons this year!!

WAY'S N MEANS

Guen Johnson

Deposits as of 8/29/95 for Candy Sales =	\$2,322.86
Expenses =	<u>1,742.16</u>
Total	\$580.17

There is approximately \$100 worth of candy still to be sold in offices across campus. Also, some members have money to be deposited as well. If you have money you want me to pick up to deposit, please contact me at extension 4111. Also, if you have candy on hand and it isn't selling, we could relocate it to one of our better locations.

The profits from our candy sales help pay the expenses of the President to attend the NAEOP National Conference each year. 1996's conference will be held in Seattle, Washington.

NATIONAL CONFERENCE

Merrylea Hiemstra

The Idaho delegates were bursting some buttons over the fact that we hoarded awards for outstanding communications. Our state publication, *The Idaho Gem*, received third place in the state publication category, and



Ada County's publication, *Classified Expressions*, received first place (for the second consecutive year) in the local publication category. Congratulations to Genie Pope (IAEOP) and Shannon Weston

(ACAEOP) for their outstanding work!

Jackie Fuller, NAEOP Immediate past President presents 3rd place award to IAEOP state President, Lillian Jenkins and *The Idaho Gem* editor, Genie Pope. Also pictured is NAEOP President, Martha Mettscher.



Cathy Hampton and three other Idaho members received PSP recognition at the PSP banquet. Cathy has earned her CEOE distinction.



Library Holdings

If you are looking for ways to improve your productivity in your job the *Office Professional* is for you. The BSUAOP has a subscription to this publication and encourages you to go and check out the monthly issues. They are kept at the BSU library.

If you have read a good book that you think would be beneficial to others in the workplace contact Carole Clemens at x 3605 with the name of the book and author. She will recommend the book to the BSUAOP board and if approved will be purchased and place in the library.

ORGANIZING YOUR DESK AND OFFICE

What's the single most effective move you can make to increase your efficiency, boost productivity and dramatically reduce stress? Get organized. If your desk is buried beneath piles of paper, your bookshelves bending under the weight of who-knows-what and your file cabinets so full you can't open them anymore, you're sacrificing your ability to manage well. You may also be damaging your credibility with your staff, your peers and your boss. It's difficult to trust the competence of a manager whose workspace looks like a landfill. Organizing your desk, files, shelves and drawers will not only help you take control of your workday, it may enhance your professional image throughout the office.

Working Smart, August 1995
ISSN 1049-4855, Vol. 21, No. 8

1995-96 BSUAOP OFFICERS/COMMITTEE CHAIRS

President	Merrylea Hiemstra	x1125
President-elect	Connie Chariton	x1640
Professional Dev. Day	" "	
Vice President	Julie Gerrard	x3471
Monthly Programs	" "	
Secretary	Guen Johnson	x4111
Treasurer	Rhonda Miracle	x4313
Past-President	Marian Graham	x3789
Nomination's & Elections	" "	
Area I Rep.	Kathy McDevitt	x3767
Area II Rep.	Rosemary McClenahan	x1340
Area III Rep.	Carole Clemens	x3605
Area IV Rep.	Kerry Egan	x1483
Area V Rep.	Nancy Harden	x3909
Area VI Rep.	Valencia Garrett	x1631
Ace Rep.	Rene' Delaney	x1021
Bosses Breakfast	Carol Joyce	x1419
Bylaws	Jackie Fuller	x3900
Historian/Yearbook	Beth Collier	x3304
Holiday Auction	PALS	
Library Rep.	Carole Clemens	x3605
Membership	Cathy Hampton	x1508
Newsletter	Valencia Garrett	x1631
Prof. Standards	Clare Spoor	x1602
Scholarship	<i>vacant</i>	
Ways N' Means	<i>vacant</i>	

Call Merrylea at x1125 if you would like to volunteer for a position on the BSUAOP board.

1995-96 PROMISES TO BE AN EXCITING YEAR AS WE LEARN AND GROW IN OUR ORGANIZATION. WITH MERRYLEA HIEMSTRA AS PRESIDENT, GWEN SMITH AS ADVISOR, AND AN OUTSTANDING EXECUTIVE BOARD, WE CAN EXPECT NEW CHALLENGES AND ACCOMPLISHMENTS BOTH FOR BSUAOP AND FOR OURSELVES PERSONALLY. FOR THOSE OF YOU WHO ARE NOT FAMILIAR WITH OUR ORGANIZATION, THE FOLLOWING INFORMATION WILL EXPLAIN WHO WE ARE, WHAT WE DO, AND THE BENEFITS AVAILABLE TO YOU BY BECOMING A MEMBER.

WHAT IS THE BOISE STATE UNIVERSITY ASSOCIATION OF OFFICE PROFESSIONALS?

BSUAOP IS A PROFESSIONAL ORGANIZATION FOR PERSONS EMPLOYED BY BOISE STATE UNIVERSITY WHO WORK IN AN ADMINISTRATIVE AND/OR CLERICAL SUPPORT POSITION.

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.

WHAT ARE YOUR OPPORTUNITIES AS A MEMBER OF BSUAOP?



- * ASSOCIATION AND FELLOWSHIP WITH OTHERS IN LIKE EMPLOYMENT,
- * RECOGNITION OF ACHIEVEMENTS THROUGH THE PROFESSIONAL STANDARDS PROGRAM,
- * PROFESSIONAL DEVELOPMENT THROUGH INFORMATIVE LUNCHEONS, CONFERENCES, AND WORKSHOPS,
- * EXCHANGE INFORMATION AND IDEAS WITH OTHERS IN EDUCATIONAL OFFICES THROUGH THE BSUAOP NEWSLETTER, *THE KEYNOTER*, ISSUED AT LEAST FOUR TIMES EACH YEAR,
- * ASSOCIATION WITH AN ORGANIZATION WHICH SUPPORTS THE YOUTH OF TODAY, AND
- * PERSONAL GROWTH THROUGH PARTICIPATION IN AN ACTIVE, PROFESSIONAL, STATEWIDE ORGANIZATION CONCERNED ABOUT IDAHO EDUCATION, THE IAEOP.

SCHOLARSHIPS ARE AVAILABLE FOR BSUAOP MEMBERS TO ATTEND:

- * CLASSES AT BSU,
- * IAEOP ANNUAL CONFERENCE,
- * NAEOP ANNUAL CONFERENCE,
- * NORTHWEST PROFESSIONAL DEVELOPMENT DAY, AND
- * CLASSES/WORKSHOPS LEADING TO PROFESSIONAL STANDARDS CERTIFICATION

TRADITIONAL EVENTS INCLUDE:

MONTHLY LUNCHEONS - THESE LUNCHEONS PROVIDE EXCELLENT OPPORTUNITIES FOR PROFESSIONAL GROWTH CLOSE TO HOME.

HOLIDAY DOOR DECORATION CONTEST - AN EVENT TO STIMULATE A HOLIDAY ATMOSPHERE ON CAMPUS.

HOLIDAY SCHOLARSHIP AUCTION - AN ANNUAL EVENT TO RAISE FUNDS FOR BSUAOP MEMBERS SCHOLARSHIP PROGRAM.

THE BOSSES BREAKFAST - A SPECIAL TIME WHEN OUR ADMINISTRATORS ARE HONORED AND ENTERTAINED.

PROFESSIONAL DEVELOPMENT DAY - ONE DAY OF THE YEAR SET ASIDE FOR BSUAOP MEMBERS AND BSU STAFF TO PROMOTE PROFESSIONAL/PERSONAL GROWTH.

MAKE THE DECISION TO JOIN BSUAOP TODAY. MEMBERSHIP DUES ARE \$7 PER YEAR (GOOD THROUGH MAY 1996). THE COST IS REASONABLE AND THE FELLOWSHIP AND NETWORKING POSSIBILITIES ARE ENDLESS!

MAKE CHECKS PAYABLE TO BSUAOP AND SEND TO CATHY HAMPTON,
MEMBERSHIP CHAIR,
COLLEGE OF TECHNOLOGY, ETIOI.

