



# bsuadop Keynoter

Boise State University  
Association of Office Professionals

**Bright  
Future,  
Endless  
Possibilities**

**Pam Marteness, Editor**

**Volume 21 Issue 3**

**Jan/Feb 2003**

**2002-2003  
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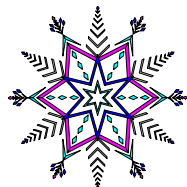
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## A Message from the President

*Happy New Year!*

I hope everyone had a joyous, relaxing holiday. It definitely went by too fast for me. I am excited about the new year and all the possibilities in store for everyone in BSUAOP!

This holiday season has given me time to stop and reflect on the past year, and we've really had a lot of good times. I have truly come to appreciate everyone in BSUAOP and the different strengths you bring to our organization. Without all of you, we wouldn't have the great organization that we have. Thank you for all that you bring to make it great!

I am looking forward to our luncheons in January and February. Connie Robinson has a knack for creating a fun learning environment for our lunches. Keep your eye out for the flyers. Just a reminder, when signing up for the lunches, please contact the area representative listed on the flyer. There seems to be some confusion as to who to call. I would be glad to help you if you can't seem to find the right area.

We are looking for volunteers for the Bosses Breakfast committee in May. If you would like to serve on the committee, please contact me. Remember, this helps you with points for your PSP!

Check out the IAEOP website for information on the State conference in Coeur d'Alene on April 10 – 12. Their website is [www.idahoaeop.org](http://www.idahoaeop.org). This looks to be a great conference and I hope you can attend. It's always a wonderful event that offers growth both personally and professionally. Mark your calendars now and get those travel forms started!

The website for the national conference on July 14 – 18 will be updated in January. Keep checking the website for more information. It is [www.naeop.org](http://www.naeop.org).

I hope you all have made some resolutions that will help you to grow both personally and professionally this year. I am looking forward to a wonderful happy new year with endless possibilities for all of us.

*Gay Barzee, President*

**Sing a song of happiness, live a life of joy!**

**Happy New Year!**  
by Connie Robinson



And a happy one it will be! There are so many wonderful, exciting things ahead this year for BSUAOP! We are starting out our January 14<sup>th</sup> Luncheon with a wonderful speaker, Julie Moldenhaus, from the Idaho State Human Resources Department. Many other great speakers are lined up for the rest of the year as well, so be on the watch for your luncheon flyers. The Ada County Winter Workshop at Horizon will take place on January 18<sup>th</sup> this year. I personally can hardly wait to go to the State Conference up North. What an opportunity awaits us this summer, with Idaho hosting the NAEOP conference! This will provide us a wonderful, inexpensive way to get involved and participate — but with all the comforts of home. I am looking forwarding to seeing friends that I have made in the past, and meeting new ones. If you have never attended before, or it has been awhile, I strongly urge you to try to attend. Not only are they wonderful people, but it is also a great way to feel united with the rest of the nation, and provides endless networking possibilities. It is shaping up to be a great new year with all kinds of possibilities, and I hope you will join us.

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**Scenes of Grandeur**

Take a country homestead  
And cover it with snow—  
Then, ever so miraculously,  
The scene is all aglow!

The softness of the snowflakes  
Which sparkle all around  
Evolves into such grandeur  
That ever could be found!

It seems a bit of Heaven  
Has suddenly come down—  
But they are only snowflakes  
That glisten on the ground!

Mary S. Chevalier



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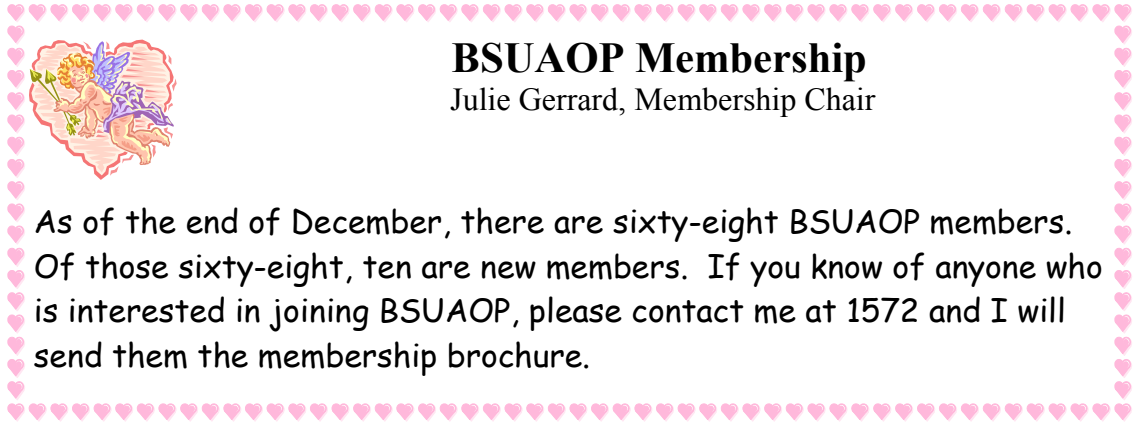
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If you wish to contact any of the Executive Board Members by mail, please address the document as follows:

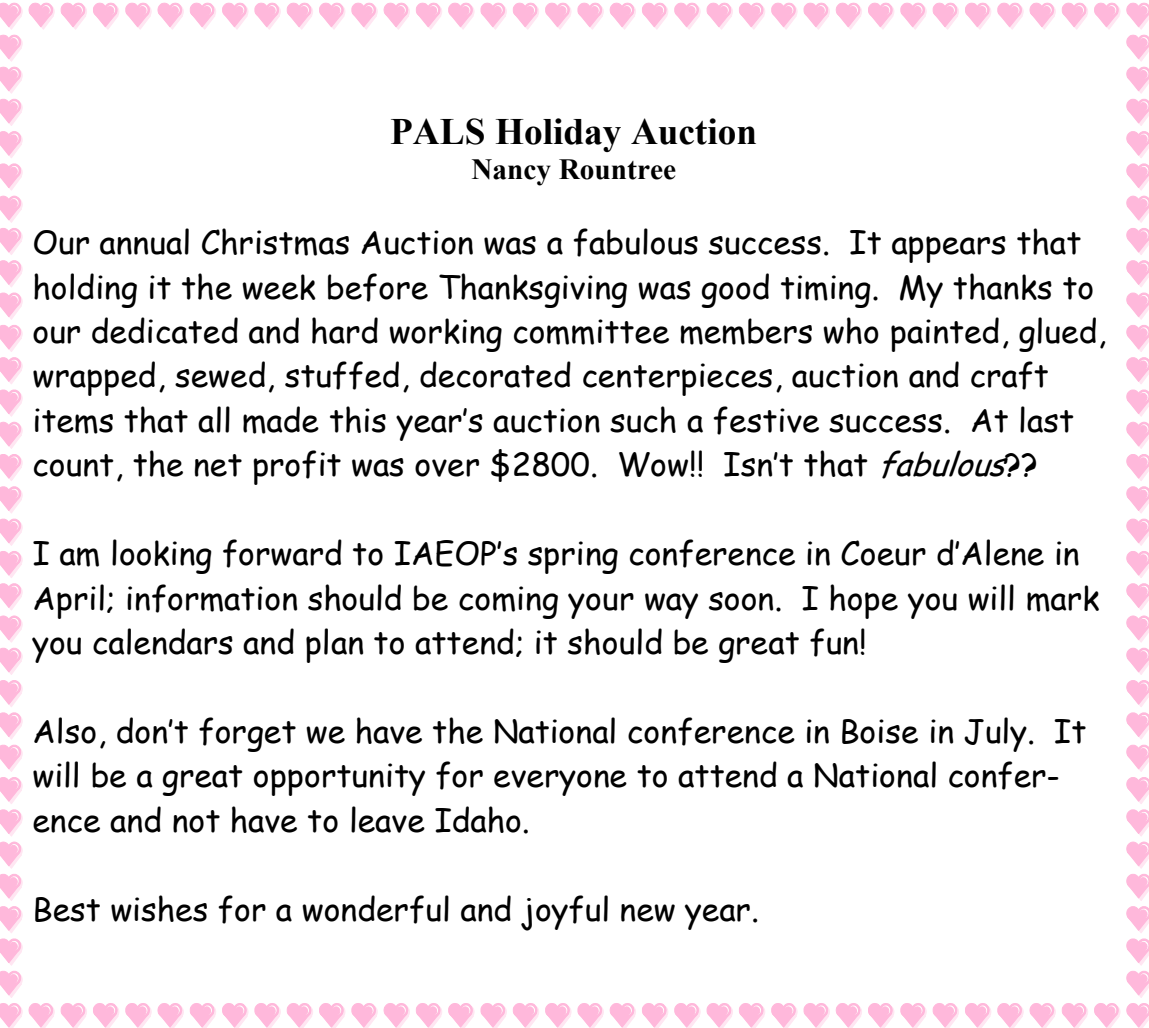
Person's Name  
Department/Mail Stop  
Boise State University  
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Boise, ID 83725



**BSUAOP Membership**  
Julie Gerrard, Membership Chair

As of the end of December, there are sixty-eight BSUAOP members. Of those sixty-eight, ten are new members. If you know of anyone who is interested in joining BSUAOP, please contact me at 1572 and I will send them the membership brochure.

Heaven is the place where the donkey at last catches up with the carrot.  
.....Anonymous



**PALS Holiday Auction**  
Nancy Rountree

Our annual Christmas Auction was a fabulous success. It appears that holding it the week before Thanksgiving was good timing. My thanks to our dedicated and hard working committee members who painted, glued, wrapped, sewed, stuffed, decorated centerpieces, auction and craft items that all made this year's auction such a festive success. At last count, the net profit was over \$2800. Wow!! Isn't that *fabulous??*

I am looking forward to IAEO's spring conference in Coeur d'Alene in April; information should be coming your way soon. I hope you will mark you calendars and plan to attend; it should be great fun!

Also, don't forget we have the National conference in Boise in July. It will be a great opportunity for everyone to attend a National conference and not have to leave Idaho.

Best wishes for a wonderful and joyful new year.



## *Scholarship Committee Update*

*By Valencia Garrett*

### Nominations Submitted for IAEOP Awards

The Scholarship Committee has submitted its nominations for the IAEOP Office Professional of the Year and IAEOP Administrator of the Year awards. Each chapter affiliated with the Idaho Association of Educational Office Professionals (IAEOP) submits their nominations for these awards annually. The nominees selected will be decided at the January 25<sup>th</sup> IAEOP Board Meeting. The winners will be honored on April 11<sup>th</sup> at the Awards Banquet during the IAEOP Annual Conference held in Coeur d'Alene. This year's BSUAOP nominees for these awards are Carol Carroll and Larry Barnhardt respectively.

### Nominations Sought for BSUAOP Awards

Nominations are currently being sought for BSUAOP's Office Professional of the Year and Educational Administrator of the Year awards. Please note: For Office Professional of the Year, nominees must be members in good standing. Only members in good standing may submit nominations for each of these awards (*BSUAOP Handbook, page 40*). The deadline for submitting applications is Friday, March 14. The winners are announced at our Annual Bosses Breakfast in May. The scholarship committee urges you to look around to see if there is someone in your area that is worthy of this nomination. Then go to <http://www.boisestate.edu/bsuaop/forms.htm> for the correct form and mail it to Angela Garcia, Mailstop 2000 BEFORE Friday, March 14.

If you have any questions, call Valencia Garrett (extension 1368), Julie Gerrard (extension 1572) or Angela Garcia (extension 2238).

### Scholarship Application Deadline

Monday, March 3 is the deadline for scholarship applications to attend the Annual IAEOP Conference that will be held in Coeur d'Alene on April 11 and 12.

If you are interested in submitting an application, please contact one of the following members for a form; Valencia Garrett x1368, Angela Garcia x2238, or Julie Gerrard x1572. You can also log onto our website and print an application from there: [www.boisestate.edu/bsuaop/forms/scholarshipfrm.htm](http://www.boisestate.edu/bsuaop/forms/scholarshipfrm.htm)

As a member of BSUAOP you are eligible to apply for scholarships to attend conferences related to advancing or affirming training or skills in your educational office position so we encourage you to apply now!



### **MARTENESS MEETS JANUARY 15 PSP DEADLINE** **Rhonda Miracle**

Way to go, Pam! Pam Marteness, College of Applied Technology, met the Jan 15, 2003 mailing deadline for the Professional Standards Program. She is the first BSUAOP member this year to send off a PSP application; but I hope she won't be the last! Many of you have expressed an intent to participate in the PSP Recognition Banquet at the July NAEOP conference here in Boise. Please contact me as soon as possible via e-mail at [rmiracle@boisestate.edu](mailto:rmiracle@boisestate.edu) (or ext 4313), and I will happily guide you through the application process.

### **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.
4. Questions regarding a typical leave situation not clarified in this policy should be referred to the Department of Human Resources.

## Things to Remember...



### **BSUAOP Lunches:**

January 14—Monthly Luncheon (SUB Hatch A) 11:30—1:00 p.m.  
February 11, 2003—Monthly Luncheon (SUB Hatch A) 11:30—1:00 p.m.  
March 11, 2003—Annual Fashion Show/Luncheon (Lookout Room) 11:30—1:00 p.m.  
April 8, 2003—Monthly Luncheon (Farnsworth Room) 11:30—1:00 p.m.

### **Executive Board Meetings:**

January 28, 2003 (Ah Fong Room)  
February 25, 2003 (Ah Fong Room)  
March 18, 2003 (Ah Fong Room)  
April 22, 2003 (Ah Fong Room)

### **Upcoming Events:**

- Saturday, January 18, 2003 at 8:45. ACAEOP Winter Workshop (Horizon Elementary School.)
- Friday/Saturday, April 11 & 12, 2003, IAEOEOP 31st Annual Meeting (Coeur d' Alene)
- July 14—19, 2003, NAEOP Annual Conference, (Boise)

### **Recipes Needed**

Guen Johnson

The cookbook that was started way back in 1997 is still underway! Okay, okay, it takes me awhile. But the incentive to get it done is National 2003. A 'sampler' version will be given out as doorprizes, and a larger version will be available for sale. And right now, I need more recipes!

If you've ever given me any over the years, they are now word processed and well on their way to being part of the project. If you have any favorite family recipes you'd like to share, please e-mail them to me at [gjohnson@boisestate.edu](mailto:gjohnson@boisestate.edu) or send them to the history department via campus mail. Main dishes and salads are especially needed, but any great recipes are welcome! I need all recipes by the end of January, so there is time to polish and proof-read and massage both cookbook versions into their final incarnations! Thank you.

*Christmas is over, but. . . . .  
Let's all save a little Christmas to remind us through the year  
how to keep the world more joyful, families close and friendship dear.*

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Association of Office Professionals  
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## 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, Mail 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. & Engin. Services, English/Arts Annex, KBSU, Art Annex #1

**Area IV:**

Administrative Building, Student Housing

**Area V:**

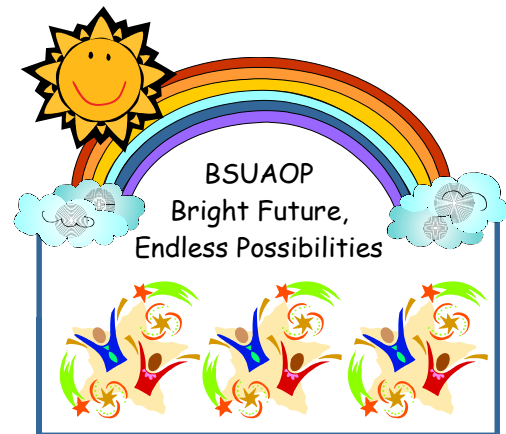
Communications, Health Sci. Riverside, Hemingway Ctr., Math/Geology, Morrison Ctr., SMITC, Raptor Research Ctr., Student Health Ctr., Gateway, Science Nursing Bldg., OIT

**Area VI:**

Administrative Building, College of Bus. & Economics

**Area VII:**

Education Building Public Affairs & Arts West Building, Multi-Purpose Building



Check us out!  
[boisestate.edu/bsuaop/](http://boisestate.edu/bsuaop/)