



# Keynoter

Boise State University  
Association of Office Professionals

Knowledge  
is  
POWER

September 8, 1997

Volume 16, Issue 1

## 1997-1998 EXECUTIVE BOARD

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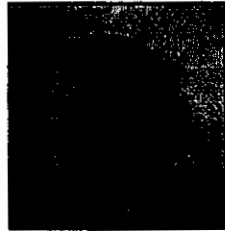
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## Our President's Message by Guen Johnson



Dilbert says, Knowledge is Power. What a true statement! Filling your gray matter with knowledge is one of the best things you can do for yourself. Knowledge fosters growth. Knowledge gives birth to self confidence. Knowledge allows you to go forth and achieve goals on the home front and the work place. Knowledge helps you achieve excellence. BSUAOP will help fill your gray matter this year with knowledge in a variety of ways.....

Connie Charlton is putting together a nice roster of speakers and luscious menus for our regular monthly luncheons....

Angela Garcia is formulating informative and fun workshops for October's Professional Development Day.....

Valencia Garrett is working on December's Holiday Auction. This one is strictly for fun - and the knowledge that you too, can pick up some great gifts for the holidays!

To help you "fill your gray matter with knowledge", BSUAOP also has scholarships available for members. Why not take the plunge, take a class, and grow? Let us help you! Call Ann Winslow at ext 1134 for more information.

Another way to fill your head with knowledge is to vol-

unteer to work on a committee. BSUAOP is always needing people to help get projects done! Sometimes the first step is the hardest one, but once you are in, you'll see how easy things fall together and how much fun you will have.

I wish you all a fantastic Fall semester.



## A Message from President Ruch

Welcome to the 66th year of instruction at Boise State University. To those of you who have been away during the summer I hope your months have been restful and productive. To those of us who have enjoyed a relatively cool and wet, but very busy, summer I trust you were able to enjoy at least a few days away from campus for rest and reflection.

Over the past few months I have had occasion to attend several professional meetings concerned with the present and

future of our enterprise, as well as sit by several of the truly beautiful lakes of the region, including Tahoe, Bear and Jackson. I will leave it to you to determine which was the more productive activity. In between my summer dose of "literature of modest quality," I reviewed the events and accomplishments of the year just concluded; pondered elements in the current scene with the most immediate impact on the future of Boise State; and feel that on balance, the 1996-97 academic

year was most successful for our institution.

BSU has come a long way since its establishment in 1934 thanks to the dedication and support of employees like the BSUAOP members. I am optimistic that the 1997-98 academic year will be even more successful.

Best wishes for a great fall semester!



## Area Representatives At Your Service

### Area I - Melissa Powers

The summer has been short and uneventful. I am really looking forward to spending the year learning new things. As our wise president Guen Johnson said, "Knowledge is Power." This will be my first year as a member of BSUAOP and as an Area Rep. I have been recruited by the Membership Committee and the Newsletter Committee. I hope to be able to help each of these committees to the best of my ability.

One of my functions as Area Rep, will be to take members reservations for luncheons. I look forward to hearing from you. Here's to a great year in BSUAOP. Call me at ext 1269.

### Area II - Rene' Delaney

I am very excited to be this year's Area II Representative and honored to be part of BSUAOP once again. I had served on the BSUAOP board as the ACE Representative for the past two years and met many new faces and had the opportunity to work with other co-workers. I am currently the campus operator at Telephone Services. As your new representative, I am willing to assist you in any way I can and am looking forward to working with you on making reservations for upcoming events and activities. Please feel free to contact me at abophone@idbsu.edu or ext 3984.

### Editor's Note

Let me know what you think of *The Keynote*. My goal this year, is to improve our standing in the NAEOP National Newsletter Contest. I welcome your suggestions!! Contact me at ext 3963 or kkillma@bsu.idbsu.edu.

Karen Killmaster, Editor

### Area III - Lori Dawkins

I am the new Area III Representative. I have been Senior Secretary in the Department of Modern Languages for 2 1/2 years. I am excited about my appointment and look forward to a great year with BSUAOP. If you would like more info about BSUAOP, please contact me at ext 3956 or by email: ldawkins@bsu.idbsu.edu. BSUAOP is a great opportunity to meet people!!!

### Area IV - Sandra Schmidt

This is my second year as Area IV Representative. The area I represent for BSUAOP includes the Liberal Arts building and the Administration building - contact me if you want to join us. I'll take you to one of our luncheons!. I recently began a new position as Senior Secretary in the College of Engineering and I am loving it! Please contact me at ext 4078 or via Groupwise e-mail (sschmid@bsu.idbsu.edu), I'd love to hear from you.

### Area V - Reba McMillan

As the Administrative Secretary for the School of Social

Work, my office is at the "top of the world" on the seventh floor of the Education Building. My area includes the Morrison Center, SMITC, and the Business building as well as my own Ed/Science Nursing building. I have been advised of several new hires within my area and am busy making contacts and acquainting those people with BSUAOP. If you know of anyone new within my area, be sure to contact me at ext 3147. I look forward to an exciting year with the association and at BSU.

### Area VI Rep - Carol Caffrey

Thank you for the opportunity to serve as Area VI Representative for the 1997-98 year. Area VI consists of the following: Math/Geology, Health Center, Health Science, Campus Safety, Public Affairs/Arts West and the Career Center. If you are working in any of the above areas and think you might be interested in joining BSUAOP, please contact me at ext 4116. My goal this year if to visit with each of the BSUAOP members in my area.

## Library Representative

by Merrylea Helmstra

Have you ever wondered what resources are available through the library that might help you expand your knowledge or refine a skill? In future issues of *The Keynote*, I plan to review some of the resources that are available at the library. I also plan to display available resources at our luncheons to give you an opportunity to browse through some of the resources that are available.

If you would like to see additional resources added to the library's holdings that would enhance our skills and knowledge base, please let me know. Suggestions of resources to showcase at our luncheons or in our newsletter are also welcome. I can be reached at ext. 1125 or by email at abuhiems@cobfac.idbsu.edu or via Groupwise.

## Area Representatives

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Chairperson**

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## NAEOP NEWS

### BSUAOP--Part of the Big Picture by Jackie Fuller

Did you know that BSUAOP is not a stand-alone professional association? The fact is, BSUAOP is one of over 250 state and local associations in the United States that affiliate yearly with the National Association of Educational Office Professionals. NAEOP, founded in 1934, serves members throughout the US who work in elementary, middle, and secondary schools, higher education institutions, school district offices, and state departments of education. By affiliating with NAEOP, our association and its members have the opportunity to network with office professionals in other parts of the country who hold similar positions. At the recent NAEOP conference in Chicago, six BSUAOP members enjoyed interactions with 76 other university office pro-

fessionals at the Higher Education Breakfast. We exchanged e-mail addresses and are now able to contact our counterparts in those institutions.

The 1997-98 National President, Liz Sexson of Illinois, has chosen the theme "Spread your Wings" for her year. The BSUAOP Board encourages all BSUAOP members to spread their wings and join NAEOP. The \$40 membership includes four issues of The National Educational Secretary, a wonderful magazine of timely job-related articles and information about the association. Anyone interested in seeing a copy of the magazine or desiring more information on NAEOP membership may call Jackie Fuller, ext 3900 or Guen Johnson, ext 3968. Or fill out the membership form enclosed.

#### BSUAOP Trivia by Beth Collier, Historian

What was the theme of the 1989 BSUAOP Bosses Breakfast?  
Who was the president that year?  
What year was Sue Ellis of Marketing, President of BSUAOP?

### BSUAOP Membership Report by Helen Smith, Chair

Last year, BSUAOP had 95 members by the end of June, 1997. This was a 29% increase over the previous year. Kathy McDevitt, as membership chair, Eva Jeanne Meyers and Carol Reagle, as committee members, can be very proud of this fantastic increase. They have given the current committee a very big challenge. During the next year, the membership committee hopes to increase the number of

members to another new level.

I want to thank Eva Jeanne Myers and Melissa Powers for graciously agreeing to be on the membership committee with me this year. With their help we will have another great year.

Thank you to those members who have already renewed their memberships and welcome to the new members who have recently joined. We currently have 36 who have paid for the current fiscal year 1997-

### A note from our...

... Treasurer, Lisa Johnson

I was first introduced to BSUAOP when I first came to the University in May of 1992. I started out working in the Honors Program with Linda Kay Allen, Wallace Kay, and William Mech, a wonderful group of people. For the past nine months, I have been working in the Office of Information Technology which has proven to be an enlightening experience thus far. I have thoroughly enjoyed my time at BSU and look forward to the challenges which lie ahead.

... Secretary, Darlene Flacker

If you know of anyone that we could brighten their day with a card, let me know at ext 3406.

... Auditor, Diane Cowles

I have reviewed the financial transactions for the past fiscal year, including receipts/invoices, financial reports and the checkbook ledger, as well as spoken with last year's treasurer and submit the following: Financial Reports are accurate and orderly; Checkbook Ledger is balanced; Receipts/Invoices, were received and/or accounted



98. We will be sending out their membership cards within the next few weeks.

If you know of anyone who wants to join, please let me know, or pass on to them the membership application enclosed in this newsletter. I will send an application form and a new brochure that will be available shortly. Let's get all the new people on campus to join so we can share and mingle our talents and interests.



Boise State University

Association of Office Professionals

The goal of Boise State University Association of Office Professionals is to provide professional growth and renewal for all office personnel. Patterned after the four-point program of the National Association of Educational Office Professionals, with which BSUAOP is affiliated, the organization strives to offer the following:

- SERVICE:** Scholarship program; affiliation with NAEOP and IAEOP.
- RECOGNITION:** Professional Standards Program.
- INFORMATION:** BSUAOP sponsored in-service workshops; monthly meetings with speakers on timely topics; quarterly newsletters.
- FELLOWSHIP:** Monthly association luncheons; annual Professional Development Day; annual Holiday Auction; and annual Bosses' Breakfast.

If you are looking for a way to upgrade your job skills and are interested in meeting new people, BSUAOP is for YOU!

## BSUAOP MEMBERSHIP APPLICATION

\$7.00 Membership dues. (Professional dues are tax deductible.)

Make check payable to BSUAOP and send with this form to  
Helen Smith, Physical Plant, PP-100

Name

Position Title & BSU Office

Home Address, City, State, Zip

Office Location (Building/Room)

Home Phone

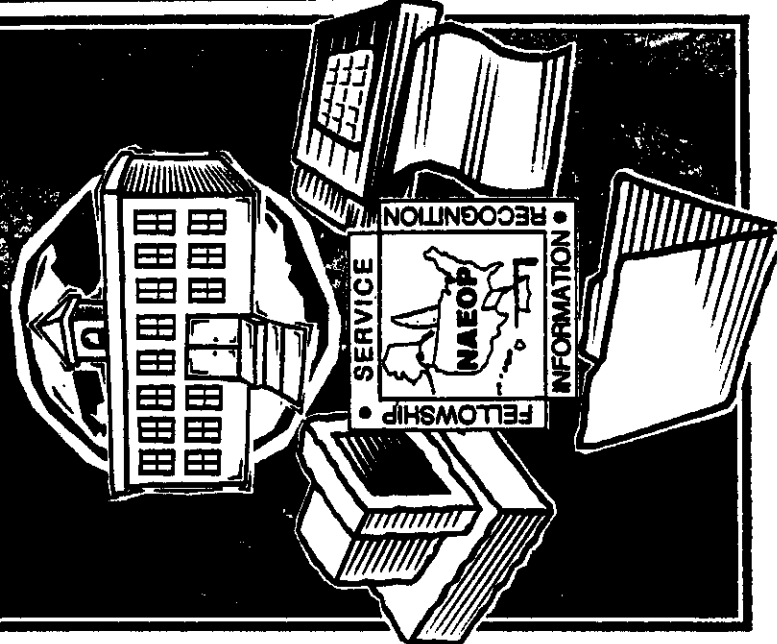
Birth date

Office Phone

E-mail Address

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

# National Association of Educational Office Professionals



## Affiliates Program

The NAEOP Affiliations Program provides an opportunity for local, county, area, and state associations to affiliate with a national organization and to participate in national projects and programs which benefit office professionals in education.

The Affiliations Program is a central "clearinghouse" where ideas and suggestions from all affiliates are evaluated and then returned to the membership as viable programs which benefit affiliates, members, and NAEOP.

Local, state, and national affiliation promotes professional unity and serves as a medium for recognition of the profession, the association, and the member.

## Educational Foundation

The NAEOP Educational Foundation, Inc., was established by the general membership in 1984 to enable NAEOP to provide a variety of scholarships, i.e. the Marion T. Wood Memorial Member Scholarship and the Mewa Smith Member Dependent Scholarship. The Foundation also provides NAEOP members a variety of opportunities for personal and professional growth.

The purposes of the Foundation in no way conflict with the purposes and programs of NAEOP, and Foundation funds will not be used for any regular operating costs of the Association. All contributions to the Foundation are tax deductible under the IRS tax code section 501(c)(3).



Revised 11/94

## NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

P. O. Box 12619 • Wichita, KS 67277-2619 • 316/942-4822 • FAX 316/942-7100

New

Renewal

- |  |       |  |      |
|--|-------|--|------|
| <input type="checkbox"/> Active Membership                 | \$40  | <input type="checkbox"/> Associate Membership              | \$40 |
| <input type="checkbox"/> Life Membership                   | \$600 | <input type="checkbox"/> Institutional Membership          | \$50 |
| <input type="checkbox"/> Retired Membership                | \$10  | <input type="checkbox"/> Corporate Membership              | \$20 |
| <input type="checkbox"/> Retired Membership (Includes NES) | \$20  | <input type="checkbox"/> NES Annual Subscription           | \$10 |
| <input type="checkbox"/> Retired Life Membership           | \$150 | <input type="checkbox"/> NES Annual Subscription (Retired) |      |

### Membership Application

*Continuous Membership*

(12 full months)

All fees must be paid in U.S. dollars

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Office Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ FAX \_\_\_\_\_

Recruited by (Name) \_\_\_\_\_

Check Enclosed     VISA     MasterCard  
 Card Number \_\_\_\_\_ Expiration \_\_\_\_\_  
 Signature \_\_\_\_\_

Active membership fees include \$20 for a one-year subscription to the *National Educational Secretary*.

Dues are not deductible as a charitable contribution for income tax purposes.

- Elementary
- Middle School
- Secondary
- Higher Education
- State Department
- Administration
- Vocational
- Retired
- Other (specify): \_\_\_\_\_

## Professional Standards Program Chair

by Carol Joyce

First, an introduction. My name is Carol Joyce, and I am the Grants Program Specialist for CGISS (Center for Geophysical Investigation of the Shallow Subsurface) located in MG206. I began working for BSU in the fall of 1984 and joined BSUAOP in 1987. Since then, I have served as treasurer, area representative, Christmas Auction chair, and Bosses Breakfast chair. All have been positive experiences that have helped me stretch to higher levels of professionalism. Most importantly, I have met many wonderful people and formed friendships that I will always cherish.

Next, plans and goals. As chair of the Professional Standards Program (PSP) committee, I look forward to working with BSUAOP members during this next year. PSP is a certification program for educational office professionals, denoting

excellence. I accepted this position because I plan to work toward a PSP certificate during the next two years. At the same time, I hope to help other members do the same. My short-term goal is to keep this year's PSP records up to date, and my long-term goal is to review past records and create complete files for all members. I am currently reviewing the PSP handbook to become familiar with the program, so this report is brief. However, I will have more to share with you at the next meeting. Please ask questions and send me your suggestions. Your input is important for a successful year.

Finally, a challenge. I encourage each of you that do not hold a PSP certificate to contact me and learn more about earning your certification. You can reach me at ext 3920 or email me at carol@cgiss.idbsu.edu.

Check us out on the World Wide Web:  
<http://www.idbsu.edu/bsuaop>



## Professional Development Day

by Angela Garcia

I am looking forward to Tuesday, October 14th, when we will gather together for Professional Development Day at the Student Union Building. This annual one-day event will be filled with workshops to help you further your skills, learn something about yourself and those you work with, and network with other office professionals at BSU and from the Ada County Association of Educational Office Professionals.

Registration forms will be distributed through Campus Mail during September. If you would like to be a part of the team to organize this event, we'd love to have you. Phone me at ext 1193 or you can e-mail me at agarcia@cobfac.idbsu.edu. Mark your calendars!



## Are you a . . . . . . . . Chocoholic?

Ways and Means is off and running. Due to the great response on last year's candy sale, we have decided to continue this fund raiser again this year. The order (See's Milk Chocolate, Milk Chocolate with Truffles and Milk Chocolate with Almonds) is ready to go out. Sorry, the increased cost of the suckers has made them impractical as a fundraiser. The candy should arrive in mid-October.

Every department has "chocoholics", so be prepared. Just e-mail me at APY-FIVEC@bsu.idbsu.edu and let me know how many and the type of candy you would like to have in your office for sale.

I realize classes have just started but you may want to start thinking about what you would like to give that special person(s) for the holidays.

I can feel it in my bones, this is going to be a "sweet" year for all of us. Contact me!!

Judy M. Fivecoat, Chair  
Ways and Means Committee

## Program News

Connie Charlton, Vice President

Mary Cozine and Maudie Garretson have graciously accepted an invitation to be co-speakers at the September 9 luncheon meeting of BSUAOP. The history of BSUAOP will be the theme as Mary and Maudie are charter members and were instrumental in getting the BSU chapter organized, approved, and operational, along with elbow grease from other charter members whose names we will learn at the meeting. Pictures and other memorabilia will be available. See you there!

### Scholarship Committee Chairperson

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### Ways and Means Committee Chairperson

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### Bylaws Committee Chairperson

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### Administrative Advisor

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### BSU CLASSIFIED LEAVE POLICIES

BSU 5520-C

Effective 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. These 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.

## BSU-AOPA CABANA Highlights

by Valencia Garrett



The BSUAOP's 16th Annual Bosses Breakfast, "BSU - AOPA CABANA" was a HUGE success this year. Dick Rapp, Master of Ceremonies, kept the program fun and lively. The dancers from Fred Astaire Franchised Dance Studios dazzled us all with their fancy footwork. Everyone was amazed at the talent found here on campus too.

To go along with the fantastic entertainment and the delicious food there were lots of chances for everyone to win raffle items and door prizes. Listed below are a few of the lucky winners.

Jack Rucker, Executive Director, Idaho Council on Economic Education, won two round-trip airline tickets to anywhere in the continental U.S. provided by Harmon

Travel. Margene Muller, Executive Assistant to the Provost, won a bowl created by John Takehara. Chris Borton, Secretary, HPER, won a ceramic vase made by Jim Budde. Diane Applegate won an "unlimited" gift certificate to the Pacific Rim. Peggy Geer won a Gaye Hoopes original water color. Guen Johnson won dance lessons at the Fred Astaire Dance Studios. There were many, many more winners. Too many to list.

Thanks to the committee that put in so much time and hard work to make this activity a success: Valencia Garrett, Jackie Fuller, Darlene Flacker, Guen Johnson, Carol Caffrey, Carol Joyce, and Beth Collier. And many thanks to anyone and everyone that helped with selling tickets, decorating, making phone calls, etc. THANK YOU! We were successful because of your help.

If you have an interest in serving on the Bosses Breakfast Committee for 1998 give Guen a call at ext 3968.



- Stress management
- Conflict resolution
- Creative problem solving
- Ability to see outside own boundaries - Global awareness
- Adaptability
- "I am not my job" mentality
- Financial interpretation and responsibility

### New job skills required for the future:

Taken from PRIME DIRECTIVE: Ability to Survive in an Unstable Environment

- Data management - information channeling
- Multi-skilled workers
- Coping skills - change, chaos, increased personal pressures
- Ability to handle complexity
- Responsibility for own professional development/education vs. "my employer owes it to me"
- Learning attitude
- Opportunistic mindset
- Sense of humor - ability to see something positive in the bizarre

## Need money?

### Scholarship Update

by Ann Winslow



Rosemary McClenahan left BSU for a position at the Idaho State Library, so the Scholarship/Award Committee is now being chaired by Ann Winslow, Administrative Assistant to the Dean of Education. The committee is being formed and so far is made up of Lori Dawkins and Gueneth Johnson. If you are interested in being on this committee, let Ann know ext 1134. The committee is tasked with bringing a proposal to the executive board on whether or not to award a scholarship from BSUAOP to a student -- the amount and criteria to be determined. A fund raiser is in the planning stages to help fund the scholarship. More in the next month!

Don't forget that our main purpose is to provide scholarships to our own members to attend classes and seminars. Call me for an application for Spring semester - the deadline is November 1, 1997.

Send your suggestions for

"Tip Corner" to:

killma@bsu.idbsu.edu

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Account Number: 0946-L001

**“Knowledge  
is  
POWER!!”**

DIANE SMITH

LIBRARY

boiaop Keynotes

\*\*\*\*

**Please come  
join us for  
our monthly  
luncheon.  
These are  
scheduled  
the second  
Tuesday of  
each month.  
Contact  
your Area  
Rep for  
more info.**

\*\*\*\*

## **What The NAEOP Conference Was Like** by Valencia Garrett

Jackie Fuller, Merrylea Hiemstra, Guen Johnson, Angela Garcia, Cathy Hampton, and Valencia Garrett attended a week-long national institute and conference of the National Association of Educational Office Professionals (NAEOP) in Chicago, Illinois with over 600 other educational office personnel. The Illinois Association of Educational Office Professionals hosted the 63rd annual conference at the Arlington Park Hilton and Conference Center on July 13-19, 1997.

The first two days consisted of institute classes. Workshops and seminars featuring nationally-known pre-

senters were part of the program which were designed for all areas of educational office responsibilities.

The balance of the conference focused on job-alike networking, NAEOP-conducted workshops called "briefings", and meetings. The opening of the general session featured a dramatic flag presentation of each U.S. state flag. The conference closed with the installation of the 1997-98 officers and board of directors.

NAEOP is the only national association for educational office personnel. The organization is dedicated to providing professional growth opportunities for its members

and continues to work toward increased recognition for educational staff members as partners on the educational team.

NAEOP recognizes the unique role of educational office professionals and the important contributions they make to the profession. The prestige, status, and credibility of NAEOP is enhanced by its affiliation with the American Association of School Administrators, National Association of Elementary School Principals, and the National Association of Secondary School Principals.