

# KEYNOTER

BOISE STATE UNIVERSITY ASSOCIATION OF OFFICE PROFESSIONALS

## FROM THE PRESIDENT'S DESK

Spring is right around the corner and before we know it, another academic year will have passed. Where does the time go?

The calendar is full of events, meetings and projects. I am looking forward to going to Sun Valley in April to attend my third Idaho Association of Educational Office Professionals Conference (IAEOP). As in the previous years, the IAEOP conference has great speakers on the agenda and worthwhile workshops. The state conference is a great opportunity to network with members from around Idaho, meet new people and learn something new. I hope to see many of you there.



*The Road to Success is  
Always under  
Construction*

Another event, to which I look forward every year is coming up soon! Bosses Breakfast! Be sure to mark your calendar for May 8 and join us for our annual tribute to our bosses. This event draws participants from across campus and is one of our best-attended events. Last year over 400 people gathered at the annual breakfast! Those numbers will be hard to beat, but we are looking forward to the challenge!

Also, nominations and elections coming up. Please consider getting involved by running for an open position on the Board or by volunteering to chair a committee or volunteer to be a member of a committee. Being involved in BSUAOP is a great learning experience and a worthwhile cause. I highly recommend becoming more involved. If you have questions, please don't hesitate to contact me at 426-1996 or [scritht@boisestate.edu](mailto:scritht@boisestate.edu)

*Sue Crichton, President*

## FEBRUARY/MARCH 2008

### IN THIS ISSUE

Message from Sue Crichton, President	1
IAEOP Conference—Leslie Black	1
Professional Standards Program—Deadline May 15	2
Speakers—February and March	3
NAEOP Conference 2008	4

### UPCOMING EVENTS

- \* March 11, Take Care of Yourself! Luncheon
- \* March 22—30 Spring Break!
- \* March 25, BSUAOP Executive Board Mtg
- \* April 8, "Who are you really?" Terri Shafer
- \* April 11—12, IAEOP Conference, Sun Valley

## SUN VALLEY OR BUST!!!

The 36th Annual Idaho Association of Educational Office Professionals (IAEOP) Meeting and Spring Conference will be held in Sun Valley on April 11 & 12.

"Why should I attend a State

conference," you ask?

Attending a conference is more than an opportunity to learn new or improve current job skills, it is an opportunity to further your career. We have all heard

the statement, "It's who you know, not what you know."

Well, the reality is that what you know is pretty important—but who you know will provide opportunities of which you might not otherwise be

*Continued on page 2*

**BSUAOP  
OFFICERS  
2007-2008**

**President:**

Sue Crichton, 426-1996,  
Radiologic Sciences  
scricht@boisestate.edu

**President-Elect:**

Vacant

**Vice President:**

Linda Hamson, 426-1551  
Student Union & Activities  
lhamson@boisestate.edu

**Secretary:**

Kelley Davis, 426-3015  
College of Applied  
Technology  
kelleydavis@boisestate.edu

**Treasurer:**

Debbie Porter, 426-3096  
OIT Business Services  
debbieporter@boisestate.edu

**Past President:**

Leslie Black, 426-5776  
Center for Health Policy  
lblack@boisestate.edu

**Advisor:**

Darlene Travis, 426-3290  
Radiologic Sciences  
dtravis@boisestate.edu



Boise Greenbelt

**IAEOP CONFERENCE—SUN VALLEY**

*Continued from page 1*

aware. A conference is an opportunity to introduce yourself to network with knowledgeable, hard-working, focused, dynamic people who have similar career interests. Why would you **not** want to enjoy the company of your colleagues and increase your life experiences? Isn't that what learning is all about—new experiences? What other professional person do you know who doesn't participate in their professional organization? There is simply no other experience or growth opportunity like attending a conference!

For the IAEOP Conference, there are six workshops scheduled. Each day of the conference, participants will listen to a different keynote speaker. I have attended many state and national conferences and I have never been disappointed or gone away from any of

them feeling as though it wasn't worth my time or the effort to go. When I share my experiences and the schedule of these conferences with faculty and other professionals, I often hear the remark that we are "crazy" for keeping the rigorous schedule of workshops and meetings that we do. And yet, somehow, everyone with whom I've shared those experiences agrees that we come back rejuvenated and excited. Due to the high cost of the location, this could be the last year that the conference will be in Sun Valley—so don't miss a wonderful opportunity being held in one of the most scenic parts of our beautiful and diverse state!

Don't take my word for it—attend this year's conference and discover for yourself! For registration information please visit [www.idahoaeop.org](http://www.idahoaeop.org)

*Leslie Black, PALS President*

**MAY 15— DEADLINE FOR PSP!**



The Professional Standards Program (PSP) is a voluntary program established by the National Association of

Education Office Professionals (NAEOP) to encourage education office professionals to grow professionally. The privilege of participation will be open to active and retired members only.

The program is designed as a series of five levels in Option I and nine levels in Option II. The awarding of a certificate based on education, experience and professional activity recognizes each level of achievement in the program. The current highest-level certificate must be recertified five years from issue date or upgraded according

to the guidelines to be considered current by NAEOP.

A member who holds the Advanced III, Option I, or Associate Degree or higher under Option II is qualified to apply for the distinction of Certified Educational Office Employee (CEOE).

The program is governed by the Professional Standards Program governing body, referred to as the Governing Board. The PSP Committee makes recommendations to the Governing Board. The final decision is made by the NAEOP Board of Directors.

Members who would like to earn their PSP should meet with the PSP chair to begin the process.

*Continued on page 5*

## AREA REPS

Last year, our areas were redistributed. Please review the locations for each area listed below. You may be in a new area!

### Area I Representative:

Andrea Witters, 426-1672  
awitters@boisestate.edu  
Curriculum & Foundational  
Studies

*Area I: Retirees, Honorary  
Members, Health Sciences,  
Towers, Morrison Center*

### Area II Representative:

Misty Winn, 426-1799  
mwynn@boisestate.edu  
BSU Foundation

*Area II: University Square,  
PAAW, Multipurpose Bldg,  
Science/Nursing Bldg, Education  
Bldg*

### Area III Representative:

Valencia Garrett, 426-1368  
vgarrett@boisestate.edu  
SSPA

*Area III: Academic  
Technologies, Business Bldg,  
Library*

### Area IV Representative:

Teri Shafer, 426-3500  
tshafer@boisestate.edu  
Military Science

*Area IV: Math/Geo Bldg,  
Administration Bldg, Liberal Arts,  
A&E, Gateway*

*Continued on page 4*

## LIVELY CONVERSATIONS

### *Live Long, Live Well, Die Quick*

A small group of BSUAOP members gathered at our February meeting to participate in this interactive session with Terry-Ann Spitzer Gibson, Kinesiology. Gibson introduced important aspects of health aging focusing primarily on simple exercises that can promote life long physical function. Gibson led participants in simple exercises and responded to questions.

Co-author of Idaho's Fit and Fall Proof Curriculum, Gibson is also a consultant for the Idaho Department of Health and Welfare. Her primary research involves resistance and balance training to improve strength and function in the older adult population.

Below is the web site for the new Fit and Fall Proof Training manual.

[http://www.healthandwelfare.idaho.gov/  
desktopmodules/documentssortable/  
documentssrtview.aspx?  
tabID=0&itemID=6879&mi=11455&wv  
ersion=staging](http://www.healthandwelfare.idaho.gov/desktopmodules/documentssortable/documentssrtview.aspx?tabID=0&itemID=6879&mi=11455&version=staging)

### *Take Care of Yourself!*

Got the mid-semester blahs? Our March 11 meeting is all about taking care of yourself! Members of BSUAOP and our guests will gather at Elmer's on Capital Boulevard to indulge ourselves.

Vendors from Body Shop @ Home, Park Lane Jewelry, Arbonne Skin Care, Mary Kay and Home and Garden will be available to answer questions and demonstrate their product.

This is a no-pressure event designed to be similar to a home event without the stress of hosting the gathering.

Join us to visit with members, talk with the vendors, enter to win prizes and pamper yourself!

For more information regarding future meetings and speakers, please contact:

*Linda Hamson, Program Chair,  
426-1551 or [lhamson@boisestate.edu](mailto:lhamson@boisestate.edu)*

## NEWS FROM THE TREASURER

As Treasurer of BSUAOP, it is my responsibility to maintain the monthly financial records and balance to PeopleSoft. With that in mind, I would like to explain what documentation I will need to process expenses and revenue. Of course, when there is to be a reimbursement to you, I will need the original receipt when I submit a payment request form. For P-card payments, a copy of the statement with the charge highlighted and a copy of the original receipt are necessary. When a travel form is processed with charges to the AOP ORG, I need to have a copy of the receipts and a copy of the travel form that is returned to you with the voucher number,

date and breakdown by ORG and account number. There may be others who need the same documentation, therefore, a copy will suffice. Our organization is no different than any other department on campus; we must comply with the rules and regulations regarding documentation for all expenses and revenues. It is an honor for me to be able to hold this position. I want to maintain accurate records and can do so with the help and understanding of all members of the Association. Thank you for your confidence in my abilities and your cooperation and help.

*Debbie Porter, BSUAOP Treasurer*

## AREA REPS

*Continued from page 3*

### **Area V Representative:**

Shelly Doty, 426-3559  
sdoty@boisestate.edu  
Albertsons Library

**Area V:** *SUB, Parking,  
Children's Center, Student Rec  
Center*

### **Area VI Representative:**

Teresa Geissler, 562-2060  
teresageissler@boisestate.edu  
Student Services, Canyon  
County

**Area VI:** *Canyon County,  
Applied Tech, Tech Service Bldg,  
Culinary Arts, FO&M,  
Engineering & Tech, ISBDC,  
Micron Engineering, Civil  
Engineering*

### **Area VII Representative:**

Suzan Raney, CEOE,  
426-4114  
sraney@boisestate.edu  
Criminal Justice  
Administration

**Area VII:** *Allen Noble Hall of  
Fame, Extended Studies, Risk  
Management, Internal Audit,  
Tech Help, International  
Programs*

### **Area VIII Representative:**

Martha Plascencia, 426-1087  
mplascen@boisestate.edu  
University Housing

**Area VIII:** *Driscoll Hall,  
Hemingway Center,  
Communications, Taco Bell  
Arena, Chaffee Hall, Kinesiology*

## EDITOR'S NOTE



Among of the joys of membership in a professional organization are the opportunities for personal and professional growth. One opportunity is to participate in workshops, attend luncheons, enjoy the speaker and/or read about our group activities in the newsletter. Another method is to volunteer. Giving ones time to the organization is a great way to meet people, learn new skills and to step into new and exciting roles within the organization.

Another possibility is to run for office. Leslie Black is our Nominations Committee Chair. She and her committee are actively seeking candidates to fill positions within our organization. Please contact Leslie at [lblack@boisestate.edu](mailto:lblack@boisestate.edu) to find out more about the opportunities available.

*Leslie is currently at home recuperating from a broken ankle, but we hope she will be back with us soon..*

*-Coleen Dudley, CEOE, Keynoter Editor*

### ***Don't miss an opportunity!***

*Want to get to know people and learn more about our organization? Become a BSUAOP volunteer! Contact a board member or area representative today!*

## "BRIDGING THE CONTINENTAL DIVIDE"

The 2008 National Association of Educational Office Professionals' Annual Conference is being held near Denver, Colorado on July 7-11 at the Omni Interlocken Resort. The resort is located between Denver and Boulder at the base of the Rocky Mountains.

The Conference provides an opportunity to meet new people, network with educational professionals from across the nation, learn new skills and improve existing ones. Bringing participants together in a learning atmosphere, the Institute preceding the conference, offers several workshops including: Crisis Prevention, Building Healthy Work Teams, Positive Action, Interpersonal Communication Skills and a Multicultural Perspectives. The Institute is a great prelude to the meetings, speakers and events of the Conference.

One of the highlights of each conference is the Professional Standards Program (PSP) Banquet. Members from across the nation are honored for achieving their PSP certificate and/or their Certified Educational Office Employee (CEOE) designation. Achieved through education, training,

participation and professional growth, the PSP and the banquet honoring its recipients was, in the words of one first-time Seattle Conference participant, "a humbling and exhilarating experience!"

Anita Castello, CEOE, for whom completion of her PSP was a personal goal, stated "I want to attend the Denver Conference so that I can support the next group who receives this distinction as we were supported in Seattle!"

For those times when the gavel has fallen and the meeting rooms are empty, tours of the area offer excitement. You can visit the Butterfly Pavilion, stroll through downtown Denver, sample the "Rocky Mountain Spring Water" at the Coors Brewery, climb onto one of Banjo Billy's buses for the Boulder tour or view Castle Rock and Pikes Peak on the drive down to Colorado Springs or jump on the Georgetown Loop Railroad for a trip to Breckenridge Ski Area.

**Bridge the Continental Divide** & join your colleagues in Denver! For more information, visit [www.naeop.org](http://www.naeop.org)

## EDITOR

The Keynoter is published four times per year by BSUAOP. It is delivered primarily by email and is posted on the organization's website at: <http://www.boisestate.edu/bsuaop>

If you wish to receive a hard copy, please contact Coleen Dudley, CEOE, Keynoter Editor at 426-3383 or [cdudley@boisestate.edu](mailto:cdudley@boisestate.edu)



## MISSION STATEMENT

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.

## AREA REPRESENTATIVE NEWS

### AREA III REPRESENTATIVE: Valencia Garrett

Having served BSUAOP in several capacities, it is my pleasure this year to serve as Area III representative. I encourage all of the educational office professionals in my area to contact me for information regarding our organization and to investigate the opportunities available to them through membership.

### AREA VII REPRESENTATIVE: Suzan Raney, CEOE

Suzan, our Area II representative, has been an active member of BSUAOP for many years. She has held several offices and served on many of the committees which make our organization run smoothly. Please contact Suzan to learn more about our great organization and the opportunities of membership.

## PSP INFO

*Continued from page 2*

- Keep track of training—both on and off campus.
- Get a copy of your unofficial transcript to check your education credits.
- Make copies of all certificates of training. (Make sure you get a certificate at each training you attend.)
- Keep track of all your membership/ volunteer work in BSUAOP, IAEOP and NAEOP.
- Meet with the PSP Chair to review your packet.

The PSP program is an opportunity to evaluate your professional growth and to reach for new goals.

For more information contact:

*Suzan Raney, CEOE,*  
426-4114

Information is also available on our website at <http://www.boisestate.edu/bsuaop>

## LIBRARY CORNER

As a member of IAEOP and NAEOP, I have had the pleasure of reading the newsletters from our sister organizations. Some of the joys of taking time to read a newsletter or professional journal are the questions, answers, insight and humor that is shared by others who are caught up in the same pell-mell race which occupies my days.

Conferences and other opportunities membership in our sister organizations provide, may overshadow the resource provided by professional journals and newsletters produced by each organization.

Check out: "The Idaho Gem", Published by the Idaho Association of Educational Office Professionals

"The Higher Ed News" Published by the Higher Ed Council of the National Association of Educational Office Professionals.

Ok, I confess. I just like to read.

*-Coleen Dudley, CEOE, Editor*

Boise State University  
Association of Office Professionals  
1910 University Drive  
Boise, ID 83725

## QUESTIONS—ANSWERS & OTHER FUN THINGS

One of the benefits of membership in an organization is the wealth of knowledge possessed by the members. This month's question stems from the frustration caused when Word makes a simple thing—like making address labels—harder. To make labels in Word, Open Word, select Tools, select Letters & Mailings, select Mail Merge and select Labels.

Next: Start Document, select Label Option (ex: 5160 Avery), click OK.

Next: Select recipients, click Browse to find your Excel file, select the worksheet or file with the information for your labels, click "Select all" or select those you need. Click OK.

Next: Arrange labels. Click "More Items" select Name, Address, etc. as necessary for your labels. When finished, click Close. Click "Update all labels."

Next: Review your Labels. If they look ok, continue.

Next: Complete the Merge. At this point, you may print your labels or you may choose to "edit individual labels." (This is the one I choose to be sure all of my labels fit the space.) Click Select all & click OK. Edit labels, if necessary. Once your review is complete, Click Print. Oops! Don't forget to put the label sheet in your printer.

*Editor's Note: Our thanks to Rita Fleck, Community & Environmental Health, for this solution.*

## ADMINISTRATOR OF THE YEAR

Each year at our Annual Bosses' Breakfast, BSUAOP honors an administrator who has been supportive of educational office professionals and their professional development. If you would like to nominate an administrator for this award, please follow the guidelines listed below.

To be eligible, the nominee must currently be employed as an educational administrator at Boise State University. The form, which is available on the website, must be typed and signed by a current member of BSUAOP.

The criteria for judging include,

- 1) interest shown in education office personnel,
- 2) the recommendation of the sponsoring individual,
- 3) letters of recommendation (minimum of three),
- 4) achievement in the field of education,
- 5) experience in the field of education,
- 6) educational background,
- 7) membership/achievement in professional associations.

Nominations must be received no later than March 15, 2008. For more information: visit our website or contact:

*Marian Graham, Awards Chair*  
426-3789, MS1840