WHY JOIN AOP?

by Lois Lessert, AOP Past President

The October issue of the AOP News is prepared for all classified staff and professional faculty at Oregon State University. The Association of Office Professionals (AOP) wants to let the employees of OSU see that there is a professional organization concerned with supporting office personnel. However, AOP is not just for people who work in the office setting; academic faculty and students may also join this organization. Some points of interest for you to consider are:

→ AOP is a nonprofit, professional organization at OSU, dedicated to fostering awareness, excellence, and professionalism for office personnel.

→ AOP sponsors several workshops/conferences each year. We also organize brown bag lunches and tours that are of interest to the membership.

→ AOP members receive a monthly newsletter, filled with information about OSU, new programs, useful hints, upcoming events and more.

→ Out of each members’ dues, one-quarter goes to a scholarship fund for an OSU undergraduate student whose major or declared minor is in the College of Business or to an OSU undergraduate student, regardless of major, whose parent or guardian is a member in good standing in the organization.

→ On the third Tuesday of each month (except July) AOP members meet for a luncheon to listen to entertaining and informative speakers. Each month during the luncheon, a recipient for outstanding service in the workplace is recognized with the Monthly Merit Award.

→ Annually, AOP awards both Boss of the Year and Member of the Year awards at the May luncheon.

AOP offers many opportunities for professional growth through service on a committee. Not only can you gain valuable resume enhancing experience, but unique networking opportunities offer you the chance to get to know people around campus that you might not otherwise meet.

OSU academic faculty and students are eligible to become associate members of AOP. Associate membership has all the benefits of active membership with the exception of holding an elective office. By joining AOP, OSU academic staff and students can benefit from the luncheons, speakers, conferences, and show support for their office staff. AOP membership forms can be found at the back of this newsletter or on the AOP website at: http://oregonstate.edu/groups/op/.
FALL CONFERENCE – WHAT IS HEALTHY LIVING?

by Kerrie Cook and Sara Williams, Co-Vice Presidents for Professional Development

You still have time to sign up for this year’s fall conference October 5th (from 8 am -12 noon) featuring Dr. Tammy Bray, Jeff Widrick and Dr. Emily Ho who will be discussing:

- Taking Care of Life: Linking Body and Mind for Quality Life
- Muscles, movement, and quality of life
- How did food get in my genes? The genetic revolution and its role in nutrition and health

This conference is only a half day but could change your perspective on health for the rest of your life so sign up today! Send your registration electronically from our website at http://oregonstate.edu/groups/opa/workshops_seminars/2005-2006/. Checks will be accepted on the day of the conference at the registration table. Questions? Call Sara Williams at 737-4841.

OCTOBER LUNCHEON – “OSU’S FIRST LADY” – BETH RAY

by Michelle Mahana, President-Elect

Beth Ray, OSU’s First Lady, has a fun, interesting and very full calendar as she represents the university on and off campus. Plan to join Mrs. Ray on Tuesday, October 18, 12:00-1:00 p.m. in the East Conference room at MarketPlace West to hear about all the wonderful events, interesting meetings and rewarding community and civic functions that fill her calendar each month.

Please RSVP your attendance by October 14 to Michelle Mahana, michelle.mahana@oregonstate.edu. Lunch coupons will be available inside the meeting room.

MESSAGE FROM THE CO-PRESIDENTS

by Vickie Nunnemaker and Terri Cook

Hello everyone,

Welcome back to a new school year. While the quiet campus is nice during the summer, one can’t help but feel the sense of enthusiasm and excitement in the air as classes are starting. We are looking forward to a fun, informative and interesting year with AOP as well.

We hope that you will be able to attend the Fall Conference which features Dr. Tammy Bray, who will talk on the role of diet and the susceptibility to chronic disease. We held a similar conference last year that was very well attended, so sign up as soon as you can.

Please remember that AOP membership runs from July through June. You can renew your membership by submitting the Membership Form found at the end of the Newsletter.

If you are not an AOP member, we encourage you to attend our luncheons, typically held the third Tuesday of the month, and talk to those present to learn what AOP can offer you. The Board membership is listed in this Newsletter and they welcome your inquiries about the organization.

An excellent way to network with others on campus and learn more about AOP is to serve on a committee. You may contact any of the committee chairs shown on the Board membership list to learn more about the committee or to volunteer.
RECAP FROM THE AUGUST LUNCHEON – GROWING AND PRESERVING YOUR OWN FOOD WITHOUT CHEMICALS!

by Michelle Mahana, President-Elect

Steve Cook, Instructor of Geography, presented a lively discussion and presentation on growing and preserving our own food at our August luncheon--and all done without chemicals! Steve has turned his backyard into a gardener’s delight, and through creativity with a watering system, grows much of the family’s food. What he doesn’t grow, he purchases locally and adds to his canning line-up. As a special treat, Steve brought with him some of his very tasty pickles and jams to share with the luncheon attendees. I don’t know about the rest of you, but he inspired me to start growing more in my garden--amazing what you can grow in small spaces!

REQUEST FOR MERIT AWARD NOMINATIONS

by Shirley Campbell, Awards & Recognition Chair

Welcome to the beginning of another academic year. How would you like the opportunity to make someone’s day? The Awards and Recognition Committee invites you to submit nominations for the monthly merit award. Take a look at the criteria listed at the end of this newsletter and then think if there might be someone in your office that deserves recognition and appreciation for their hard work. This is a great venue for letting such individuals become aware of their value to your department or college. The Committee would love to arrive at your office and surprise the recipient with a framed award certificate and bouquet of balloons. Send all nominations to Shirley Campbell at the Radiation Center. We hope to hear from some of you very soon.

AOP UPCOMING TOURS

by Kerrie Cook and Sara Williams, Co-Vice Presidents for Professional Development

Some very interesting campus tours are being scheduled for a variety of campus buildings during the next six months. Keep your eyes open for these upcoming tours…

- The Linus Pauling Institute
- The brand spanking new Kelley Engineering building and
- The Small Animal Clinic/Hospital

If you have some other suggestions email them to us at Kerrie.Cook@oregonstate.edu and Sara.Williams@oregonstate.edu. We are very interested in discovering more about the history of our campus buildings, especially any scary ghost stories, so put your thinking caps on.
AOP BOARD MEMBERS

Co-Presidents . . . . . . . . . . . . Terri Cook - 737-9189
    Vickie Nunnemaker - 737-4344
President-Elect . . . . . . . . . . . . Michelle Mahana - 737-3256
Co-Vice Presidents for Professional Development . . . Kerrie Cook - 737-8914
    Sara Williams - 737-4841
Membership Vice President . . . Ronda Bullis - 737-5203
Secretary . . . . . . . . . . . . . . . . Maureen Kirkpatrick - 737-8566
Treasurer . . . . . . . . . . . . . . . . Steve Shaw - 737-2204
Past President . . . . . . . . . . . . Terri Cook - 737-9189

Committee Chairs:
    Awards & Recognition . . . . . . Shirley Campbell - 737-7042
    Finance . . . . . . . . . . . . . . . . Ross Jefferys - 737-2763
    Newsletter & Publicity . . . . Pat Mohr - 737-3291
    Nominations & Elections . . . Kathy Courtright - 737-8727
    Scholarship . . . . . . . . . . . . Jeannie Davis - 737-8758
    Ways & Means . . . . . . . . . . Julie Oliver - 737-0908
    Members-at-Large . . . . . . . . Frances Ford - 737-1829
                    Terry Robertson - 737-5199
Membership Form

Yes! I’d like to join AOP. Enclosed is my tax-deductible check for $15 for membership in AOP from July 1, 2005 through June 30, 2006.

Name ______________________________________________ Check One:
Dept./Address ______________________________________ New _____ Renewal
__________________________________________________________________________ Check One:
Phone ___________________ Active ___ Associate ____Honorary
e-mail __________________________________________________

Make checks payable to OSU Association of Office Professionals and send form to: Steve Shaw, AOP Treasurer, Housing & Dining, 102 Buxton Hall.

When payment is made by JV, send one copy of the JV and a completed membership form for each member to the AOP Treasurer.

Active: All classified and professional faculty office personnel employed under the OSU or OSU Foundation appointing authority.

Associate: Former active members of the Association; OSU academic staff; OSU students; interested off-campus office personnel; and federal employees affiliated with OSU.

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This award recognizes and encourages outstanding performance in the workplace. A recipient need not be an AOP member but should be a classified or management employee. The nominator may be anyone from the OSU community. Please attach a letter of nomination to this form stating the person's full name and department in the letter. Please attach a letter of nomination to this form.

Nominee _________________________________ Nominator _______________________________
Dept. _________________________________ Dept. _________________________________

How does this person stand out from others? Here are some (but not limited to) criteria the committee will be considering:

Attitude  Creativity  Flexibility  Professionalism  Other
Cooperation  Customer Service  Helpfulness  Quality of Work
Courtesy  Diplomacy  Integrity  Sense of Humor

Please print this form and send the completed form along with a letter of nomination to: Shirley Campbell, Radiation Center.