

NYSOBBA

Quarterly

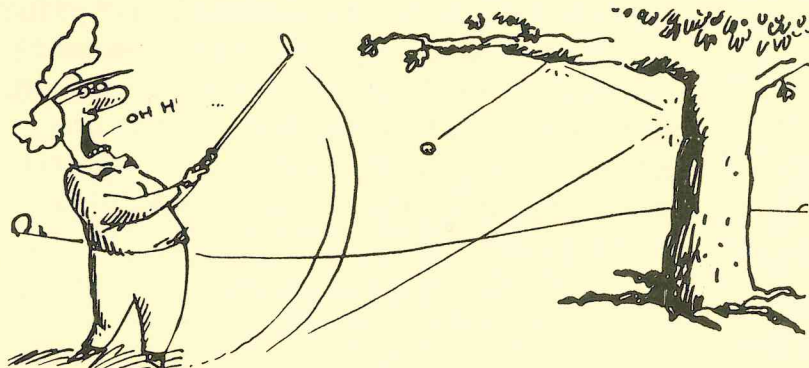


Vol. 4 No. 3

July 1991

NYSOBBA OPEN MASTERS TOURNAMENT

As you know we did not have a Spring Conference this year. However, the 4th annual NYSOBBA OPEN MASTERS GOLF TOURNAMENT was held in the true spirit of a golfer not letting anything stop a golf tournament. We joined forces with the SUNY BROCKPORT BURSARS GOLF OUTING on June 7, 1991 in Chili, New York (near Rochester). It was a fabulous day for golf. The weather was clear, sunny, and in the low 80's. There was a total of 58 golfers who entered the tournament. They came from the Rochester and Western New York area. Many NYSOBBA members were participants and thoroughly enjoyed the company of the Brockport hosts. We had many prizes donated by some of our vendors for which we give our sincere thanks for helping make this an enjoyable day. The winners, male and female, for the NYSOBBA OPEN MASTERS TOURNAMENT were Barbarba Dupre from SUNY Brockport, who won a golf chipper and golf glove from NYSOBBA, and Jerry Ruzala from Financial Recoveries who also won a golf chipper and golf glove from NYSOBBA. Jerry also received the honor of receiving the prestigious green NYSOBBA Masters Jacket which he will have for a year. He is required to return next year at the 5th NYSOBBA OPEN MASTERS TOUR-



NAMENT where he will have the opportunity to defend his title or present the jacket to the new champion. Our congratulations go to Barb and Jerry.

Article submitted by
Dick Augustine
SUC Buffalo

SEE PICTURE PAGE pg 7

OFFICE PAPERWORK LOST IN BERMUDA TRIANGLE

Possibly the most abused piece of office equipment is your desk's in-box. When used correctly, as a pending location for incoming correspondence and other information, this box can be an efficient means of paperwork organization.

However, in-boxes often can easily become procrastination bins where we put everything that we don't have time for or don't know what to do with. In this way, they are the Bermuda Triangle of office correspondence. Once something is put in one of these bins, it is lost in office limbo. It may not reappear for weeks. Or if you have to locate something, you have to dig deep to find it.

What is the main in-box abuse? Too many people clear out these boxes occasionally instead of daily. As a result, those important documents or publications your boss is searching for could be under 50 other dusty papers that were never really read. Many deadlines pass unnoticed because of jam-packed in-boxes.

Like personal computers or voice-mail systems, in-boxes must be handled correctly or they will cause more problems than they solve. By following two simple rules of operation, you can finally see the bottom of your in-box and more effectively manage your office paperwork.

DISCIPLINE YOURSELF. Once you let paperwork settle in the corner of your desk, it can be an arduous

task to get organized again. If you set aside that memo that probably would have taken a matter of minutes to attend to, it could eventually be buried under other paperwork. The result will find you devoting half an afternoon to sorting that initially would have required a few minutes.

Make a conscious effort to attend to incoming correspondence regularly. And this doesn't mean looking at something and banishing it to the in-box again. Remember that everything arrives in your in-box for a reason. Give each memo or report the consideration you would want others to give the correspondence you generate.

This simple practice will help keep you up to date on office business as well and ensure that you don't set aside large blocks of time to sort paperwork.

CREATE TO-DO FILES. If the idea of taking care of all incoming correspondence immediately is unattractive (or highly impossible), offer yourself an alternative.

Set up a group of pending files that allow you to break paperwork down into more workable categories such as "immediate attention," "for future reference," or "need more information." Then, you have taken a positive step toward effective paper management instead of shoving everything aside in one unmanageable pile.

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POSITION AVAILABLE

Assistant Bursar

The State University of New York at Oswego is accepting applications for the position of Assistant Bursar starting September 1991. The Assistant Bursar reports to and provides administrative and technical assistance to the Bursar in all aspects of the office. Bachelor's degree in accounting or closely related field. Experience in university accounting and automated accounting systems desired. Please send letter of application, resume, official transcripts and three letters of recommendation by July 31, 1991 to: Laurie Summerville, Office of Human Resources, 410 Culkin Hall, SUNY Oswego, Oswego, NY 13126. Women and minorities are encouraged to apply. AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

* * * * *

In the minute or two that this categorization will take, you can assure that you or the boss will be able to locate any paperwork as it's needed, even if it has not yet been processed.

Written by Kim Anderson
for "From Nine to Five"
Newsletter produced by
Dartnell Corporation, Chicago

WESTERN REGION NEWS

'PLAY BALL!'

The Western Region had a regional meeting at Pilot Field (Home of the Buffalo Bisons Baseball - Farm team for the Pittsburgh Pirates) on May 29, 1991.

Twenty members enjoyed the sporting event especially since the Bisons won in the bottom of the ninth with a great play. Everyone received a Bisons sun visor and a conference update. Various committees are being formed to co-chair the Fall and Spring conferences with Genesee Valley region.

Any Western Region member who has not received a conference mailing, please contact Lucy Wiertel, Director. We need ideas for the Spring conference program. We want to draw from our local talent (campus personnel, local politicians, community leaders, newspaper journalists, TV/radio personalities, neighbors and friends who could share professional expertise related to our group). Please give it some thought... if each member could suggest one idea, we would have a wealth of opportunities for a great agenda.

Since Western New York has such a strong membership, we encourage the local campuses to talk up the Buffalo conference with their support staff and invite them to attend the day sessions. More conference data forthcoming.

Article submitted by
Lucy Wiertel
Hilbert College
Western Region Director

FALL MEETING PLANNED

The Fall General Membership Meeting will be held November 13-15, 1991 at the Desmond Americana in Albany, New York. Since our annual conference in Long Island had to be cancelled, the Board of Directors decided to make the fall conference extra special...Vendors have been invited to participate, casual entertainment is planned and various Albany activities will be presented.

The tentative agenda follows:

November 13th

9 AM Breakfast Board of Dir's meeting/Conference Committees
1-3 PM Registration
3-4:30 PM General Business Meeting: Election of Officers/Regional Dir's
4:30-5 PM Spring conference Booster Presentation-Buffalo Conference site. Representative will speak about facility and activities
6 PM Dinner and Speaker

November 14th

8-9 AM Continental Breakfast
9-11 AM Stanley Collender, Director of Federal Budget Policy for Price Waterhouse, Washington, DC.
12 NOON Lunch
1-5 PM Albany Speakers Bureau Presentations: Oral & Written communication, stress personnel management, Ethics & Morality, Decision making by Computers
6-8 PM Dinner
8:30-10 PM Movie in Desmond's Town Hall Theater; Door prizes and refreshments

November 15th

8-9 AM Continental Breakfast
9-11:30 AM HESC Session: State of State, TAP, Stafford Loans

12 NOON Conclusion of Conference

Conference material with hotel reservation forms will be mailed in September.

Submitted by
Lucy Wiertel
Hilbert College
Western Region Director

The following is a profile of Stanley Collender, one of the Fall Conference speakers.

Stanley E. Collender is the director of Federal Budget Policy for Price Waterhouse. In that capacity he serves as the principal analyst of Federal Budget Report, the only newsletter devoted solely to the federal budget and congressional budget process, which he founded in 1981.

Mr. Collender has been involved with the congressional budget process since 1974 and is one of only a limited number of people who has worked for both the House and Senate Budget Committees. As a member of the House Budget Committee staff, he served as administrator of the Task Force on State and Local Government. For the Senate Budget Committee he was responsible for analyzing defense spending. Mr. Collender also served as the administrator of the Task Force on the Budget of the Northeast-Midwest Congressional Coalition, a bipartisan group of congressmen and women from the states in those regions.

Mr. Collender's legislative ex-

perience includes service on the staffs of Representatives Fortney Stark, Jr., Elizabeth Holtzman, and Thomas Downey. He also served as the Administrative Assistant to the Deputy Assistant Secretary for health planning in the Department of Health, Education and Welfare.

Before joining Price Waterhouse, Mr. Collender was President of the Budget Reaseach Group, Inc., a private Washington-based consulting organization that specialized in the Federal Budget and Congressional Budget process.

Over the past few years Mr. Collender has appeared on a number of radio and television programs as an expert on the federal budget. Among the more notable are Good Morning America, CNN, CNBC, and C-SPAN. He is often quoted in major newspapers and magazines including The New York Times, The Wall Street Journal, Business Week, The Washington Post, The Christian Science Monitor, U.S. News & World Report, Congressional Quarterly, and National Journal.

Mr. Collender holds a master's degree in public policy (MPP) from the University of California, Berkeley, and a B.A. from New York University. He is the author of an annual book, The Guide to the Federal Budget, which will be published by the Urban Institute for the tenth consecutive year in 1991.

Submitted by
Lucy Wiertel
Hilbert College
Western Region Director

TAP

STATE CREATES NEW PROBLEMS FOR 91/92 YEAR

The State budget problems are causing some concern and problems for higher education. Many colleges and universities are facing the challenge of how to handle the deferring of tuition without having award rosters or tapes available on campuses in time for Fall 91 advance billing. On Wednesday June 19, 1991 there was a teleconference for SUNYFAP in Brockport which covered some of the problems with Title IV aid and New York TAP aid. Mr. Foley of HESC was a participant in the conference and was able to shed some light as to when TAP award information will be available to campuses. It might be very wise to keep close contact with your financial aid office during these confusing budget negotiations.

Article Submitted by
Dick Augustine
SUC Buffalo

Due Date
September 1, 1991

Please submit your articles, pictures, puzzles, quips/quotes etc. by the above date for submission in the next issue of NYSOBBA QUARTERLY. Mail to: Barbara Dupre, SUNY Brockport, Bursar Office, Brockport, NY 14420. Or Fax to (716) 395-5445.

SPRING CONFERENCE ON THE PLANNING BOARD

The Annual Spring Conference for 1992 will be in Buffalo, NY. The Western and Genesee Valley Regions are co-chairing this event and are working to provide an informative, exciting and fun time.

Buffalo, in the county of Erie, is an upscale, revitalized, metropolitan area. Our climate is a distinctive four season one. Lake Erie cools us in the summer while it tempers our winter. Its shores host the only inland naval park in the country. It features a museum as well as a World War II destroyer, heavy cruiser and a variety of war artifacts. Immediately adjacent to the park are the docks for the "Miss Buffalo" boats for cruises around Buffalo Harbor and down the mighty Niagara River. Buffalo is rich in culture, art museums, Historical Society, Museum of Science, Botanical Gardens, Nature Preserves and National Historical Buildings.

Certainly a trip to Buffalo would not be complete without experiencing the thrill of Niagara Falls. The conference committee is planning a full day excursion to see this natural wonder.

This is a sports city as well, hosting Buffalo Bills (football), Sabres (hockey), and the Bisons (baseball). If the Bisons (the farm club for the Pittsburgh Pirates) are playing at home, we will arrange for game tickets.

The program committee is exploring various topics such as politics in Albany and how Legislation is

passed, how journalism impacts Higher Education, Computer Dangers (back problems, keyboarding damage to wrists, vision impairments), chiropractic practices and the study of kinesiology as it relates to everyday activities, and much more. We hope that many western New York campuses will invite their support staff and associates to attend the sessions during the day.

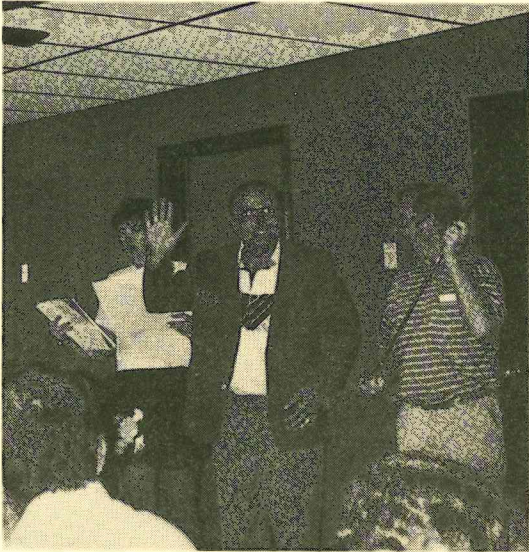
If anyone has a suggestion for a program or special topic you want to get more information on, please contact Lucy Wiertel, Hilbert College (716) 649-7900 or Sally Luton, RIT (716) 475-2756.

Let's make this our 'Bounce-Back' Conference...we need to continue the mission of NYSOBBA and our annual conference offers the opportunity for professional development as well as colleague interaction which is so vital to all of us. Get ready to shuffle off to Buffalo...Chicken Wings...Beef on wick...Niagara Falls...Bison Baseball...Great program agenda...Friends...

Atricle submitted by Lucy Wiertel
Hilbert College/Western Region Dir.

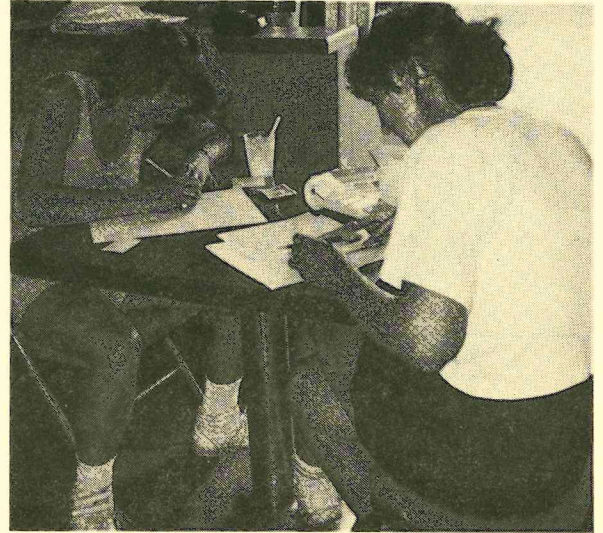
NOTE OF INTEREST: for conference attendees...are you aware of the proper tax exempt procedure? In order to be eligible for an institutional tax exempt status, an individual must pay the expense with an institutional check, charge or cash. If an individual uses his/her own personal check or personal charge, the tax exempt cannot be granted.

NYSOBBA



They just had to be the first to know.

Well what do you know!!!

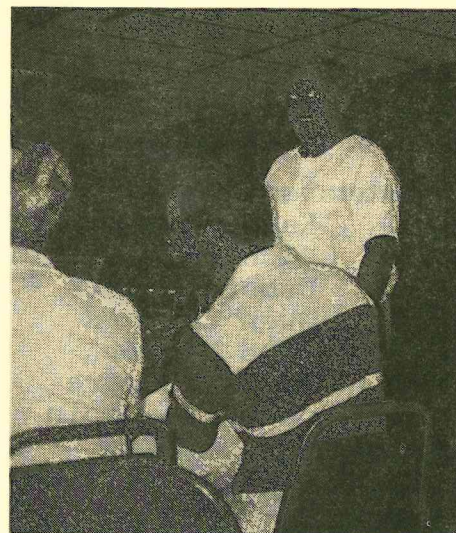


Golf 91



Which way to the 19th hole???

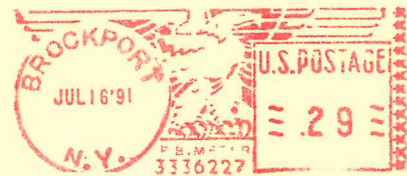
Yea, She got it going.



Defeated!
And he's still Smiling.

NYSOBBA NEWSLETTER

SUNY Brockport
Brockport, NY 14420



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