

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 17, Issue 13

Boise State University
<http://hrs.boisestate.edu/>

July 13, 2010

HUMAN RESOURCE SERVICES TRANSITIONS Jane Buser - Executive Director

Due to the retirements of several HRS management team members and future retirements this fall and in 2011, several key responsibilities have been temporarily reassigned. Please note the following for future reference:

- Employment Services: Michele Berard will be the Acting Supervisor for Employment Services.
- Compensation/Classification: Debi Alvord has assumed overall responsibilities. Initial contact is Joan Thies.
- AA/EEOC: Discrimination and Harassment Complaints should be directed to Jane Kinn Buser and requests for ADA accommodations to Debi Alvord. Holly Borden will be continuing on a part time basis for Affirmative Action reporting.
- Executive Leadership: Jane will continue as Executive Director of Human Resource Services until her successor is hired which is anticipated to be sometime during the fall semester.

TIAA-CREF HRS Benefits Administration

Boise State's TIAA-CREF representative, David Penrose, will be on campus Tuesday, August, and Friday, August 6, from 8 am – 5 pm in the Fisher Room / Student Union Building. If you have trouble registering for a TIAA-CREF appointment through their website, you can schedule an appointment with David by calling TIAA-CREF at 1-800-732-8353 between 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

FEE WAIVER DEADLINE HRS Benefits Administration

The Fee Waiver Deadline for the 2010 Fall Semester is August 12, 2010. Any Fee Waivers received after that date will be assessed a \$50 late fee.

BSU QUAD SALE & FUNDRAISER DONATIONS NEEDED! Angelina (Anne) Evans Registrar's Office

Join us in making our campus community stronger by becoming involved in the BSU Quad Sale & Fundraiser scheduled for Thursday, September 2.

Donated items will be sold on the Quad with the goal of providing students the opportunity to purchase necessary items at an affordable price. All proceeds will remain on campus to assist students in need.

Please donate items the BSU Quad Sale & Fundraiser. Donate adult work and school appropriate clothing, household items, and school

supplies next **Monday (July 19) from 7:30 a.m. until 2:00 p.m.** Donations may be dropped off at the old Office Depot building in Capitol Village. For more information regarding this event visit <https://sites.google.com/a/boisestate.edu/community-builder/>.

DEFENSIVE DRIVING COURSE NATIONAL TRAFFIC SAFETY INSTITUTE Sybrina Bobo – Risk Management & Insurance

Defensive Driving Course - National Traffic Safety Institute

Date: Wednesday, August 4, 2010 From: 8:00 a.m. - Noon
Location: Simplot/Micron 210 Registration Deadline: Monday, August 1, 2010 Cost: \$0 Register: Online at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail HREmployeeLandD@boisestate.edu

Risk Management & Insurance is pleased to announce a 4-Hour Defensive Driving Course (DDC) sponsored and taught by the National Traffic Safety Institute (NTSI). This course is again being offered to employees and students who drive University owned or leased vehicles. The Office of Risk Management and Insurance administers the program, and the instructor Larry McGhee, is NTSI trained and certified and has been teaching the course for the Idaho State Police.

The content of the class will focus on defensive driving of passenger vehicles, driver behavior, van safety, and life safety. Included in the 4-Hour DDC is a one hour segment that will address van safety and operation of 12-Person vans. Additionally, it will certify those participants, **age 20 and up**, to drive University 12-Person vans.

This course is pursuant to University Policy 6825-C. In addition, the University receives a \$20 liability insurance premium credit from our State Insurance Administrator, after course completion, for all university employee participants who drive university vehicles on a regular basis.

Please bring your driver's license and a pen or pencil to the class.

Questions concerning the course should be directed to Sybrina Bobo, Boise State Risk Management & Insurance, 426-3610 or email sybrinabobo@boisestate.edu.

EMPLOYEE LEARNING & DEVELOPMENT Jerri Mizrahi – HRS Employee Learning & Development Manager

Human Resource Services is pleased to announce our July & August 2010 Learning and Development calendar. Register on-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail HREmployeeLandD@boisestate.edu.

Data Warehouse Training (Refresher)

Date: July 15, 2010 From: 1:30 - 3:30 p.m. Cost: \$0
Academic Technologies (SMITC) 209

Register: E-mail HREmployeeLandD@boisestate.edu or online at: <http://cedar.boisestate.edu/hrs/workshops/login.asp>

Digital Photo Essentials

July 21 and 22, 2010 (please plan to attend on both dates)
6:00 - 9:00 p.m.

Academic Technologies (SMITC) 209

Instructor: Tony Loomer, Morfex Media

Cost: \$69

Register: E-mail HREmployeeLandD@boisestate.edu or online at:
<http://cedar.boisestate.edu/hrs/workshops/login.asp>

Photoshop CS5

August 5 and 12, 2010 (please plan to attend on both dates)
8:30 a.m. - 4:30 p.m.

Academic Technologies (SMITC) 210

Instructor: Tony Loomer, Morfex Media

Cost: \$195

Class Size Limit: 6

Register: E-mail HREmployeeLandD@boisestate.edu or online
at: <http://cedar.boisestate.edu/hrs/workshops/login.asp>

Session 1

Topic 1 – Getting to Know the Work Area

Topic 2 – Basic Photo Corrections

Topic 3 – Retouching and Repairing

Topic 4 – Working with Selections

Topic 5 – Layer Basics

Topic 6 – Masks and Channels

Session 2

Topic 7 – Correcting and Enhancing Digital Photographs

Topic 8 – Typographic Design

Topic 9 – Vector Drawing Techniques

Topic 10 – Advanced Layering

Topic 11 – Advanced Compositing

Topic 12 – Preparing Files for the Web

If you have any questions regarding the above workshops, please call
Angie Zirschky at 426-2936.

VACANCIES

Boise State University is a State agency and must hire Classified positions through the Division of Human Resources (DHR). Current vacancies at Boise State are listed below. For more information regarding state job openings, see the Division of Human Resources website at: <http://dhr.idaho.gov/>.

You must currently work for the State of Idaho as a permanent employee eligible to transfer or your name must be within the top 10 listed on the appropriate Division of Human Resources register to apply for the positions listed below. **Job announcements are current and updated on our website located at:**
<http://hrs.boisestate.edu/joblistings/classified/>.
Announcements listed may be used to fill both current and future vacancies.

Call **Jordy LePiane** at **426-1536** for additional information regarding **Classified positions**.

Professional Staff and Faculty Positions: Call **Michelle Berard**, **426-3170**, or visit Human Resource Services / Employment's website at <http://hrs.boisestate.edu/employmentservices/> for position descriptions and information regarding Professional Staff and Faculty positions. Visit <http://hrs.boisestate.edu/joblistings/professional/> and <http://hrs.boisestate.edu/joblistings/faculty/> for current openings.

OPPORTUNITIES OPEN TO ALL APPLICANTS Announcements Currently Open on the State Web Site

- Administrative Assistant 2 – Honors College
- Administrative Assistant 2 – International Learning Opportunities
- Administrative Assistant 2 – Provost's Office
- Financial Technician – Music Department
- Medical Claims Examiner – University Health Services
- Program Information Coordinator – Registrar's Office
- Technical Records Specialist 1 – Registrar's Office

OPEN TO Classified State of Idaho Employees Until Filled (Including BSU)

- Sr. Landscape Technician – Facilities, Operations & Maintenance
- Technical Records Specialist 2 – University Housing

Boise State University prohibits discrimination in educational and employment opportunities, services, and benefits on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, or sexual orientation. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the Office of Equal Employment Opportunity and Affirmative Action at (208) 426-1979. For inquiries specifically related to sex discrimination and/or Title IX of the Education Amendments of 1972, please visit our website at <http://www.boisestate.edu/generalcounsel/titleix.shtml> or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

NEW HIRES

- Timar *Bell* - Facilities, Operations & Maintenance, Custodian
- Richard Bishop - Sponsored Programs, Mgr, Sponsored Projects Cost Accounting
- Jessica Caldwell-O'Keefe - Student Diversity & Inclusion, Director, Women's Center
- Helen Davis - Campus Planning & Facilities, Space Planning Analyst
- Chad Erpelding - Art Department, Assistant Professor
- Andrew Finstuen - Honors Program, Director
- Casey Jones - Public Safety, Risk Mgt & Trans, Director, Parking/Transportation Services
- Rick Jung - University Advancement, Director, Development
- Kimberly McAdams - Psychology Department, Assistant Professor
- Tana Monroe - Campus Security/Police Service, Security Analyst
- Sue Moore - Financial Aid, Customer Service Rep I
- David O'Donnell - Campus Recreation, Custodian
- Sarah Reynolds - Center for School Imp & Policy Studies, Regional Specialist

DEPARTURES

- Ingvard Edward Aasvik - COBE Micro Computer Lab
- Trevor Bosch – University Housing
- Kenneth Brauchle - Div of Ext Studies
- Kimberly Bunning - Ctr for Sch Imprv/Policy Studi

- Valerie Cleary - Intercollegiate Athletics Men
- Alicia Eshbach - Public Safety, Risk Mgmt & Trans
- Darrel Krajnik - CEEH (Excellence in Env Hlth)
- Michael Mueller - English Department

PROMOTIONS

- Appie (Dawn) Brown - English Dept, Administrative Assistant 2
- Angela Krommenhoek - University Advancement, Coordinator, Multi Media Campaign

TRANSFERS

- Ruthanne Garber – Human Resource Services, Technical Records Specialist
- Laurie Nitz - Counselor Education, Administrative Assistant 1
- Kelly Palmer - Albertsons Library, Director, Development
- Marilyn Kay Rodriguez - Department of Criminal Justice, Administrative Assistant 1
- Dena Ross - University Advancement, Manager, Operations

RETIREMENTS

- Susan Jerome - University Health Services
- Hy Kloc - BSU Radio – KBSU
- Sherry McGuire - English Department
- JoAnn Northup - Accounts Payable

Work Study Positions & Employees

To advertise Work-Study or non-Work-Study positions for students, use our new and improved web-based posting system, BroncoJobs at: <http://career.boisestate.edu>. Click on Employers Post Your Jobs Here (located under the quick links). Then register for a new account.

To hire a Work-Study student employee, complete the Work-Study Employee Action Form Request at: <http://career.boisestate.edu/SEWorkStudyEmployeeActionFormRequest.htm>. We will complete the verification process and return the form to you to complete and submit to Human Resource Services.

To hire, change salary, or separate/terminate a student employee (non- Work-Study), complete the [Employee Action Form Non-Work-Study Students](#). To separate or change salary for Work-Study student employees, complete the [Employee Action Form for Work-Study Students](#).

For additional information on hiring a student employee, visit <http://career.boisestate.edu/SEHandbook-Supervisor.htm> or contact the Career Center at 426-1747.

CAMPUS RECREATION Heather Carlson

Facebook

Become a Fan on Facebook, just click <http://www.facebook.com/reqs.php#/pages/Boise-ID/Boise-State-Campus-Recreation/55273220688?ref=ts>

Twitter

Follow us on Twitter at: <http://twitter.com/BoiseStateRec>

Beat the Heat with a Summer Membership!

Memberships are open to students and their spouse/partners! Students taking summer courses totaling 4 or more credits have paid for a membership in the student fees. Part-time students or students not taking classes, the membership fee is \$44. Cost is \$45 for a student spouse/partner. Memberships are valid through August 22, 2010. For information call 426-1131.

Lacrosse Camps

The boy's and girl's lacrosse camp is a great beginner to intermediate camp to develop and improve lacrosse skills. The camps are held on the Boise State University campus in late July, early August. A certified athletic trainer is present for the duration of the camp. Each camper will receive a camp reversible jersey and a skills evaluation. All campers will also have the opportunity to spend a lot of one-on-one time learning goaltending and facing off techniques. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/camps/lacrosse/>.

Get Rec'd and Recover

Enjoy your last day before school starts with Campus Recreation and University Health Services. Come out and see what we have to offer on Sunday, August 22 from 1pm to 4pm. From sports to fitness to massages to overall health information and fun, we have something for everyone. There will be fun, inflatable games, free food, prizes (including free shirts), free popsicles, a slip and slide, grass volleyball, early registration for activities, and much more! Providing good tunes and even more fun will be 103.3 KISS FM. For details call 426-1131 or click <http://rec.boisestate.edu/events/getRecd.cfm>.

Group Exercise Summer Schedule

If you get bored easily just working out by yourself, our group classes may be just what you're looking for! When everyone is working out together, a team atmosphere is easily established. And no one gets left behind in our classes! All group exercise classes are free to members and guests and available on a drop-in basis. The Group Exercise Summer Schedule has begun. For details call 426-1131 or click http://rec.boisestate.edu/fitness/groupEx/schedule_summer.cfm.

Fitness Assessment/Program Design and Personal Training Specials

Purchase any Fitness Assessment and Program Design combination and receive a \$10 off coupon for a follow up Assessment and Design. Purchase any Personal Training package and receive two free sessions. Promotion runs through December 31, 2010. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/training/>.

Treat Yourself To A Massage

There is no better complement to a workout regiment than massage. While it is a great way to decompress, massage is also beneficial in treating a wide range of conditions including muscle spasms, pain and soreness from injury and headaches. Don't forget to refer a friend to our Massage Therapy program and receive 50% off your next massage! For details call 426-1131 or click <http://rec.boisestate.edu/services/massage/>.

Climb A Wall

Utilize one of the largest collegiate climbing gyms in the U.S.; come and climb our wall! Our facility offers excellent terrain for training on boulder, top rope, and lead climbing routes. With over 7200 square feet of climbable space, we offer 4 leadable and 25 top roped routes as well as a bouldering area. For details call 426-1946 or click <http://rec.boisestate.edu/outdoor/climbing/>.

Rent Some Fun

Make use of the largest four-season equipment rental operation in southwest Idaho. Surf the website or stop by the Rental Shop to see our complete inventory of whitewater rafts, kayaks, canoes, climbing gear, backpacks, and much more. For details call 426-1946 or click <http://rec.boisestate.edu/outdoor/rental/index.cfm>.

Fitness Testing

Each person that participates in a fitness test will receive personalized results and given options on how to maintain or improve current fitness levels. Knowing your strengths and weaknesses in regard to fitness is important to finding and focusing on a balanced program. Testing is available for members and non-members. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/training/testing.cfm>.

Gravity Training System

The Gravity Training System (GTS) is unlike any other equipment you have ever used. Similar to a Pilates Reformer, the GTS incorporates a cable and pulley system that facilitates functional movement in all planes of motion to target your specific objectives. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/training/gravityTrainingSystem.cfm>.

Personal Training

Define your goals and maintain focus. Those are just two of the benefits to working out with one of our personal trainers. Workout knowing that you have the knowledge and training behind what you're doing. We'll be there every step of the way to positively affect your fitness level and share your successes. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/training/personal.cfm>.

Buddy Training

Share the experience—and the cost! Working out with a friend truly brings out that "We're in this together" mentality. You and your "buddy" will do separate fitness assessments, but then will complete all of your scheduled training sessions together as a pair. It's crucial for both people to have similar starting fitness levels and goals to get the most out of this type of training. Grab your buddy and work together towards better health and fitness. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/training/buddy.cfm>.