

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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

September 21, 2010

2010 CLASSIFIED EMPLOYEE RECOGNITION LUNCHEON

On Wednesday, October 20, 2010, Boise State University will honor Classified employees who have attained 5, 10, 15, 20, 25, 30 and 35 years of service at the University. The 2010 Classified Employee Recognition Luncheon will be held in the Simplot Ballroom/Student Union Building. Doors will open at 11:30 am and the program will begin at noon. Luncheon entrée choices are: Chicken Florentine with Lemon Cream Sauce or Classic Lasagna. Cost is \$10 paid in advance. Please pay by check, payable to Boise State University, and mail to Carol Bugni, Human Resource Services, MS 1265. **Honoree lunches are complimentary.** Please RSVP by 5:00 pm, Tuesday, October 12. RSVP to Carol Bugni, 426-1576 or cbugni@boisestate.edu. We apologize, but we will be unable to seat folks who do not RSVP.

NCPERS OPEN ENROLLMENT HRS Benefits Administration

Boise State University employees, enrolled in PERSI as their retirement plan, may enroll in a voluntary supplemental life insurance plan through NCPERS. Open Enrollment for NCPERS will continue through November 30, 2010. The enrollment form must be received in Human Resource Services, MS 1265, no later than Tuesday, November 30. For more information or enrollment forms, please contact Molly George at 426-2898 or Nancy Regent at 426-4450.

TIAA-CREF HRS Benefits Administration

Boise State's TIAA-CREF representative, David Penrose, will be on campus Tuesday, October 5, from 8 am – 5 pm in the Boyington Room/Student Union Building, on Wednesday, October 6, from 8 am – 5 pm in the Chief Joseph/Student Union Building, and on Thursday, October 7, from 8 am- 2 pm in the Boyington Room. 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.

WADDELL & REED HRS Benefits Administration

Waddell & Reed, one of our 403(b) retirement vendors, invites you to the **Lunch-N-Learn Workshop: Global Rebalancing**. This workshop will focus on planning, tax management and investment issues. The workshop will be held on Thursday, October 14 from 12 to 1 pm in the Simplot B Room located in the Student Union Building. Please call or e-mail Lindsey Halvorson at 947-9000 or lhavorson@wradvisors.com for reservations (seating limited to 25). Lunch will be provided.

COLONIAL LIFE – SUPPLEMENTAL HEALTH BENEFIT HRS Benefits Administration

Learn about supplemental health insurance and other plans offered from Colonial Life by visiting with Angie Bringhurst and Lynne Davies, Supplemental Health Benefits Specialists. They will be available in the Fisher Room / Student Union Building Friday, October 1, 2010 from 9:30 am. to 12:00 pm. Benefit-eligible employees are able to sign up for Colonial Life via payroll deduction.

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

Human Resource Services is pleased to announce our Fall 2010 Learning and Development calendar. For a complete listing and descriptions, visit:
<http://cedar.boisestate.edu/hrs/workshops/register.asp>. Register on-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail HREmployeeLandD@boisestate.edu.

Microsoft Excel Basic

When: 8 a.m.- noon September 23

Where: Academic Technologies (SMITC Room 209)

Cost: \$70

Instructor: Andy Lanning

Designing Effective Surveys

When: 11 a.m.-noon September 22

Where: Academic Technologies (SMITC Room 210)

Presenter: Marcia Belcheir, Institutional Analysis, Assessment and Reporting

Purchasing 101

When: 1:30 - 2:30 p.m. - September 28

Where: Academic Technologies (SMITC Room 210)

Presenter: Greg Kunde, Purchasing

Peace from Frustration

When: 11:00 a.m. - Noon September 29

Where: Academic Technologies (SMITC Room 210)

Presenter: Ben Swanson, PhD, Counselor

Time and Labor

When: 2-3 p.m. September 29

Where: Academic Technologies (SMITC Room 210)

Presenter: Denise Ooley, Payroll

Healthy Meeting Walk and Talk

When: Noon - 1:00 p.m. September 30

Where: In front of Norco Building

Presenter: Jodi Brawley, Health Educator, University Health Services

Information Security for Faculty and Researchers

When: 1:00 - 2:00 p.m. September 30

Where: Academic Technologies (SMITC) 210

Presenter: Bob Henry, Information Security Officer

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 25 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.

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

- Building Facility Specialist – Student Union
- Customer Service Representative 1 – University Health Services
- Financial Technician – Student Life/ Finance
- Parking Specialist – Parking & Transportation

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

- Custodian – University Housing
- Custodian Leadworker - Facilities, Operations & Maintenance
- Event Technical Coordinator – Student Union
- Landscape Technician – Facilities, Operations & Maintenance

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.

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

- Jared Affleck - VP Finance & Administration, Tax Accountant
- David Allen – Student Union, Web Coordinator
- Brooke Bradley - Registrar's Office, Customer Service Representative 1
- Ammon Duthie - Registrar's Office, Customer Service Rep
- Erin Muggli - Provost, Management Assistant
- Angela Pyle - Childrens Center, Teacher

DEPARTURES

- Laura Allen - Service Learning Center
- Christina Berg - University Health Services
- Olga Castillo - CMEO Bilingual Education
- Jose Cedillo - Public Safety, Risk Mgt & Trans
- Christopher Elijah - University Health Services

PROMOTIONS

- Gayle Berry - Bookstore, Financial Technician
- Jolenne Dimeo - Intercollegiate Athletics Stadium, Facility Operations Supervisor
- Scott Duncan - Intercollegiate Athletics Stadium, Facility Maintenance Supervisor
- Randy Mahurin - Telephone Services, Communication

RETIREMENTS

- Donna Bauges - Student Union

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

Visit : <http://rec.boisestate.edu/> and check out Campus Recreation's homepage for a complete calendar and list of events.

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>

Toilet Bowl

Registration Period: Through September 27. Play Begins: October 4. Entry Fee: \$15 per team. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

Street Smart Cycling

Designed for both recreational cyclists and commuters, each workshop will cover bicycle traffic laws, lane positioning, and emergency maneuvers so that you can ride confidently with traffic. Choose either September 20 or 27, 7–9pm in the Rec Center Classroom. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/outdoor/adventure/programs.cfm-adv-288>.

Group Training

Try our Group Training! It includes a fitness assessment, full program design, plus a weekly 60-minute group training session with a trainer. Cost is only \$99 for students and \$119 for other members. The program runs once a week from Sept 27–Nov 17. Choose either Tuesdays at 5:30pm or Wednesdays at 12pm. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/training/groupTraining.cfm>.

Hulls Gulch Evening Hike

Evening sunset hikes in the Boise foothills are a great chance for people to learn about the 100+ miles of trails in the local area. This program will explore the foot-traffic only section of the Hulls Gulch trail system. The trip date is September 28, with a registration deadline of September 26. Cost is \$20. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/outdoor/adventure/programs.cfm>.

Jump Creek Falls Day Hike

This scenic hike meanders through the Jump Creek canyon and over a series of falls hidden beneath the riparian forest canopy. The beauty of the desert is all around with natural springs, waterfalls, cliff swallows, and hawks. The trip date is October 2, with a registration deadline of September 26. Cost is \$25. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/outdoor/adventure/programs.cfm>.

Volleyball League

Registration Period: September 27–Oct 11. Play Begins: October 18. Entry Fee: \$35 per team. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

Advanced Climbing Techniques

Balance & efficiency of movement: edging, flagging, lay backs, mantles, matching, smearing, stemming, and more. Class is October 4 from 6–8pm. Cost is \$10. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/outdoor/climbing/skills.cfm>.

Full Moon Night Hike

Join us as we explore the foothills under a full moon. We will hike up into the to check stars and admire some constellations you can't see from the city. The trip date is October 5, with a registration deadline of October 3. Cost is \$15. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/outdoor/adventure/programs.cfm>.

Snake River Rafting and Caving

Are you ready for an action-packed weekend beginning with whitewater rafting on the Bliss section of the Snake River and finishing up with an awesome day of cave exploration through Smith's Crack? The trip dates are October 8–10, with a registration deadline of October 3. Cost is \$70. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/outdoor/adventure/programs.cfm>.

Free Women's Self-Defense Workshop

Keep yourself safe with a self-defense class sponsored by Campus Recreation and the Boise Police Department. Choose either Tuesday, October 5 or Wednesday, October 27. Both classes are 5:30–7pm. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/workshops/>.

Pilates

Pilates is Mondays from 5:30–6:30pm from October 11–December 10 as part of the Instructional Fitness Program. Cost is \$49 for Members and \$69 for Non-members. Registration Deadline is October 7. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/8Week.cfm>.

Boot Camp

This intense drill-based class is sure to make you sweat and get your heart pumping. Participants can work at their own levels, so whether you are a seasoned athlete or just getting into fitness, you're sure to be challenged. If you are looking for a way to reach a new level, to learn functional exercises, to get motivated, or to push yourself harder, this class is for you! Class is held outside until it's too chilly! Choose either once a week or twice a week. Boot Camp is 6:30–7:30am from October 11–December 10 as part of the Instructional Fitness Program. Cost for once a week (Tuesday OR Thursday) is \$49 for Members and \$69 for Non-members. Cost for twice a week (Tuesday AND Thursday) is \$89 for Members and \$125 for Non-members. Registration Deadline is October 7. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/8Week.cfm>.

Downhill Ski Conditioning

This course is designed to prepare you to participate safely and efficiently in your winter sports pursuits. Each day will focus on exercises aimed at injury prevention through increased strength and flexibility, enhanced joint stabilization, and improved neuromuscular control. Downhill Ski Conditioning is Thursdays from 5:30–6:30pm from October 11–December 10 as part of the Instructional Fitness Program. Cost is \$49 for Members and \$69 for Non-members. Registration Deadline is October 7. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/8Week.cfm>.

Health for Every Body

Interested in learning more about total health, nutrition, and fitness? In this classroom-style course you will learn a variety of skills to help achieve your health and fitness goals. We will cover topics including nutrition, personal fitness, the importance of adequate sleep, stress management, and skills for balancing an active lifestyle. Health for Every Body is Thursdays from 12:15–1pm from October 11–December 10 as part of the Instructional Fitness Program. Cost is \$39 for Members and \$59 for Non-members. Registration Deadline is October 7. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/8Week.cfm>.

Employee Flu Shot Clinics

Flu Shot Clinics for all interested employees. The 2010 Seasonal Influenza vaccine will have an additional component added to it for the H1N1 virus. If you had the H1N1 vaccine in 2009, this is safe to receive. Departments wanting to cover their employees for their vaccines need to contact Mary Kenworthy before September 24 with their department billing ID and the names of employees eligible for the vaccine.

When: Monday - Friday beginning October 4, 8:00am-5:00pm (Tuesdays, 9:00am-5:00pm)

Where: University Health Services, Norco Building, check-in and pay at the 1st floor information desk

Fee: \$20 cash or check only. *Note: Insurance billing on your own (UHS is not responsible for insurance reimbursement rates and will not cover any discrepancies in reimbursement). **Employee ID required.**

Appointments: Drop-in, no appointment necessary.

For more information: Contact Mary Kenworthy, LPN at marykenworthy@boisestate.edu

Boise State Employee and Family Flu Shot Day at Ladd Pharmacy

Boise State has partnered with Ladd Family Pharmacy so not only Boise State employees, but their families can get flu shots in the same place. The first 100 people who show a valid Boise State ID will receive a free flu kit. The 2010 Seasonal Influenza vaccine will have an additional component added to it for the H1N1 virus. If you had the H1N1 vaccine in 2009, this is safe to receive. This event is limited to the first 250 Boise State employees and family members.

When: Wednesday, October 6, 7:00am-9:00pm, Tuesday, October 12, 9:00am-9:00pm

Where: Ladd Family Pharmacy, 1109 S. Broadway Ave, Boise

Fee: Insurance will be billed.

Appointments: Drop-in, no appointment necessary.

Freedom from Smoking

Want to quit smoking? Freedom from Smoking, researched and developed by the American Lung Association, is the gold standard for smoking cessation programs. Learn valuable tools about how to quit, receive information about Nicotine Replacement Therapy and other quitting aids and get the support needed to quit smoking once and for all.

Instructor: Lauren Thomas, BS

When: Mondays, September 20 – October 18, 4:30-6:00pm

Where: UHS Multipurpose Room 117, Norco Building

Fee: \$10

Registration: Registration required, log onto healthservices.boisestate.edu/calendar to register.

Employee Walking Rally

The Walking Rally is a competition that emphasizes physical activity, teamwork and fun. Create a team with your fellow employees (teams can be 3-5 people). Teams will be given a list of clues of locations around the Boise State University campus. Each team must have a digital camera to take pictures of the locations on the list. Team members will also be given a pedometer to record the number of steps taken during the rally. The team to find the most locations within the hour wins a prize. The individual with the most steps during the rally also will win a prize!

When: Thursday, September 23, 12:00-1:00pm

Where: Norco Building

Registration: Registration required, log onto healthservices.boisestate.edu/calendar to register.

Stress Management

College and stress can go hand-in-hand. Learn how to recognize stress and ways to manage it. Instruction will include guided imagery and breathing techniques.

Instructors: Jodi Brawley, MS, CHES and Jennifer Summers, BS

When: Tuesdays, September 28 – October 12, 12:00-1:00pm

Where: UHS Multipurpose Room 114, Norco Building

Fee: \$10

Registration: Registration required, log onto healthservices.boisestate.edu to register.

Saint Alphonsus Mobile Mammogram

This on-the-job-site service allows quick and convenient access to mammography, one of the best means for early detection of breast cancer.

When: Wednesday, September 29, 9:00am-3:00pm

Where: Norco Building Parking Lot

Fee: Billed to most insurances, subject to deductible. For questions about your individual coverage, please contact your insurance provider.

Registration: Call 367-8787 for an appointment.

Nutrition Q&A

Drop in nutritional advice is available by qualified staff. This is a great opportunity for you to ask questions, and learn more about healthy eating.

When: Wednesdays, 4:30pm-5:30pm (excluding summer, holidays and university closings)

Where: Student Recreation Center

Registration: Drop-in, no registration necessary.