HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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http://hrs.boisestate.edu/

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. **President Kustra has granted one hour of release time with supervisor approval**. We apologize, but we will be unable to seat folks who do not RSVP.

5 YEAR EMPLOYEE

Karen Andreason
Jodie Brown
Jennifer Cornwall
Glenn DeSpain
Paul Drummonds
Marcy Dugger
Don Ekrut
Brady Frederick
Martha Greeson-Barreith
Carlene Hansen
Andrew Holsinger
DeAnna Jones
Lesley Knight
Mary Larsen
Kimberly Long
Janet Lueck
Aaron Lunt
John Matthews
Bill Metcalf
Oscar Moncada
Carolyn Mussell
Rose Marie Parsons
Alison Sosnowski
Ashley Spoerer
Timothy Squires
James Sutton
Martha Wadley
(Warren) Joe Waters
Tim Watson
David Weldy
Linda Williams
Lee Yates

10 YEAR EMPLOYEE

Janeen Baldassarre
Walter Barber
Nancy Bilbao
Vern Booth
John Cooknell
Joe Fuson
Nancy Henderson
Pamela Johnson
Arlene Kaufman
Mary Kersten
Karl Krieger
Ladislav Kucera
Akberet Mehertab
Virginia Moyers
Connie Mumm
Christine Peterson
Linda Platt
Joyce Tompkins
Terri Wilkins

15 YEAR EMPLOYEE

Debra Del Toro
Marsha Hale
Rhonda Hughes
Teri Jo Rapp
John Newhouse
Carol Reagle
Jerry Robinson
John Woodbury

20 YEAR EMPLOYEE

Shelly Doty
Donald Howell
Sandra Howell
Rita Nuxoll
Violet Pulley
Debra Reininger
Carol Wilke
Andrea Witters
Rocky Yoneda

25 YEAR EMPLOYEE

Elizabeth Allen
Linda Berntsen
Faith Brigham
Marvel Palmer
Timothy Potter

30 YEAR EMPLOYEE

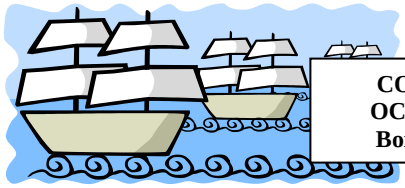
Lorenda Hall
Janet Miller

35 YEAR EMPLOYEE

Theresa Coolidge
Kenneth Wiscombe

New Emeriti

Donna Bauges
Greg Hampton



COLUMBUS DAY
OCTOBER 11, 2010
Boise State Is Open

REMINDER

All employees* will be required to work Columbus Day, Monday, October 11th. The majority of classified employees will earn compensatory time for working on Columbus Day at a rate of time and a half.

Example, if you work 8 hours, you will receive 12 hours of Comp Time. ***Please code your time worked as HOA in Time and Labor.***

Professional staff and exempt classified employees working the holiday will have one day applied for use the day after Thanksgiving. If you choose to take the day off for any reason (vacation, sick etc) please record the time off as usual in Time and Labor.

If you need additional information, contact your supervisor or the following Payroll Staff:

Denise Ooley - 426-3433
Rex Hadley - 426-1812
Susan Eaton - 426-3192

***Student employees or Non Benefit Eligible Employees/Adjunct Faculty, please disregard this notice.**

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 Wednesday, November 3, from 8 am – 5 pm in the Foote Room/Student Union Building: on Thursday, from 8 am – 5 pm in the Boyington Room/Student Union Building: and on Friday, November 5, from 8 am- 2 pm in the Brink Room/Student Union Building. 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 lhalvorson@wradvisors.com for reservations (seating limited to 25). Lunch will be provided.

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.

Navigating and Understanding Your Benefits on Broncoweb and the HRS Website

Wednesday, October 27, 2010
Academic Technologies (SMITC) 210 Noon - 1:00 p.m.
Register: http://cedar.boisestate.edu/hrs/workshops/login.asp or e-mailHREmployeeLandD@boisestate.edu. Walk-ins are also welcome.

For more information, contact Molly George at 426-2898 or mollygeorge1@boisestate.edu.

Please join the Human Resource Services Benefits team on Wednesday, October 27 from noon to 1:00 p.m. for a brown bag luncheon seminar in the Simplot/Micron Building (SMITC) room 210.

For the first 15 to 20 minutes, the benefits staff will provide an overview of the Human Resource Services website as well as information on how to navigate and access benefits information on BroncoWeb. This presentation will be followed by a question and answer period. The benefits staff will be available until 1 p.m. to answer any questions about the presentation or any questions about benefits.

Data Warehouse Training (New User)

Thursday, October 28, 2010
SMITC 209 10:00 a.m. - Noon
Register: Online
at http://cedar.boisestate.edu/hrs/workshops/login.asp or e-mail HREmployeeLandD@boisestate.edu.
***Participants must register by Thursday, October 21st. Registration will be closed after this time.**

Data Warehouse (Refresher)

Friday, October 29
SMITC 209 9:00 to 11:00 a.m.
Register: Online
at http://cedar.boisestate.edu/hrs/workshops/login.asp or e-mail HREmployeeLandD@boisestate.edu
***Participants must register by Friday, October 22nd. Registration will be closed after this time.**

This training provides a two-hour overview of student data available in the data warehouse and allows participants to practice finding and extracting data. There are two levels of training. One level is for users who have been previously trained and who need a refresher course. The other level is for users who are new to the data warehouse environment. Training is limited to those who need to report on student information.

Other Learning & Development Opportunities

Time and Labor Training
October 13, 2010
9:00 - 10:00 a.m. Academic Technologies (SMITC) 210
Presenter: Denise Ooley, Payroll Services

New! Tiny Tastes can Total Big Calories over the Winter Holidays
October 13, 2010
11:00 a.m. - Noon
Academic Technologies (SMITC) 210
Presenter: Jennifer Summers, Health Educator, University Health Services

P-card Review Session
October 14, 2010
9:00 - 10:00 a.m.
Academic Technologies (SMITC) 210
Presenter: Anna Pollworth, P-card Administrator, Purchasing Department

New! Effective Workplace Collaboration
October 19, 2010
9:00 a.m. – Noon
SUB - Hatch AB
Presenters: Mat Erpelding and Geoff Harrison, Campus Recreation

Microsoft Excel Intermediate
October 19 and 20, 2010
1:00 - 4:30 p.m.
Academic Technologies (SMITC) 209
Cost: $70
Instructor: Andy Lanning

Personal Information Security
October 20, 2010
9:00 - 10:00 a.m.
Academic Technologies (SMITC) 210
Presenter: Bob Henry, Information Security Officer, OIT

How to Plan an Event at the SUB
October 21, 2010
10:00 - 11:00 a.m.
SUB - Boyington
Presenter: Merrick Gulker, Manager of Conference Services

New! Beginning Access
October 21 and 28, 2010
1:00 - 4:30 p.m.
Academic Technologies (SMITC) 209
Cost: $70
Instructor: James Thomas

New! Advanced Microsoft Word Techniques
October 26 and 27, 2010
8:30 a.m. - Noon
Academic Technologies (SMITC) 209
Cost: $70
Instructor: Andy Lanning

P-card Approver Role Review
October 27, 2010
11:00 a.m. - Noon
Academic Technologies (SMITC) 210
Presenter: Anna Pollworth, Purchasing

Time and Labor Training
October 27, 2010
1:00 - 2:00 p.m.
Academic Technologies (SMITC) 210
Presenter: Denise Ooley, Payroll Services

Online Class Scheduling Training
October 27, 2010
2:00 - 3:30 p.m.
Academic Technologies (SMITC) 209
Presenter: Registrar's Office

Purchasing 101: The Basics
October 28, 2010
10:00 - 11:00 a.m.
Academic Technologies (SMITC) 210
Presenter: Greg Kunde, Purchasing

New! Assertiveness Skills that Work
November 2, 2010
10:00 a.m. - Noon
SUB - Hatch C
Presenter: Dr. John Roberts, Business Psychology Associates

Microsoft Excel Advanced
November 2 and 3, 2010
8:30 a.m. - Noon
Academic Technologies (SMITC) 209
Cost: $70
Instructor: Andy Lanning

Defensive Driving Course
November 3, 2010
8:00 a.m. - Noon
SUB - Barnwell Room
Presenter: Larry McGhee

New! Using Social Media for Professional and Career Networking
November 4, 2010
2:00 - 3:30 p.m.
Academic Technologies (SMITC) 209
Presenter: Alex Gutierrez, Associate Director Career Center

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

- Customer Service Representative 1 – Registrar's Office
- Management Assistant – President's Office

Temporary Opportunities
Open to ALL APPLICANTS

- Event Worker 1 – Parking & Transportation

OPEN TO
Eligible Employees Until Filled
(Including BSU)

- Building Facility Specialist – Student Union
- Financial Technician – Student Life Finance Office
- Parking Specialist – Parking & Transportation

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

- Elise Alford, New Student & Family Programs, Coordinator, NSF
- Theron Fereday - Chemistry, Laboratory Materials Supervisor

DEPARTURES

- Elizabeth Duncan - Boise State Public
- Tara Mayberry - Printing & Graphic Services

PROMOTIONS

- Joanie Anderson - College of Business & Economics, Business Manager
- Gina Hopper - Associate Director, Statewide, Spec Ed Tech Assistant, Center for School Improvement & Policy Studies
- Clifford McCrory - Student Union & Student Involvement, Building Facility Coordinator

RETIREMENTS

- Viola Boman - Human Resource Services

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

Volleyball League
Registration Period: Deadline 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.

Indoor Soccer League
Registration Period: Deadline 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.

3 on 3 Basketball League
Registration Period: Deadline Oct 11. Play Begins: October 19. Entry Fee: $35 per team. For details or to register, call 426-1131 or click http://rec.boisestate.edu/intramurals/schedules.cfm.

Billiards League
Registration Period: Deadline Oct 11. Play Begins: October 25. Entry Fee: $5 per person. For details or to register, call 426-1131 or click http://rec.boisestate.edu/intramurals/schedules.cfm.

Table Tennis League
Registration Period: Deadline Oct 11. Play Begins: October 25. Entry Fee: $5 per person. For details or to register, call 426-1131 or click http://rec.boisestate.edu/intramurals/schedules.cfm.

Rappelling
Smooth transitions from climbing to descending: setting up rappel stations, establishing lowering and back up systems, descending lines, rope retrieval, and more. Class is October 11 from 6–8pm. Cost is $15. For details or to register, call 426-1131 or click http://rec.boisestate.edu/outdoor/climbing/skills.cfm.

Lead Climbing
Techniques for leading indoor and outdoor sport climbing routes: optimal clipping stances, proper clipping, rest techniques, lead belay techniques, and enhanced communication between partners. Class is October 18 from 6–8pm. Cost is $15. For details or to register, call 426-1131 or click http://rec.boisestate.edu/outdoor/climbing/skills.cfm.

Free Women's Self-Defense Workshop
Keep yourself safe with a self-defense class sponsored by Campus Recreation and the Boise Police Department. Each class will cover basic self-defense techniques, mental preparation, prevention strategies to avoid becoming a victim, and keys to heighten awareness of today's attacker. October 27. from 5:30–7pm. For details or to register, call 426-1131 or click http://rec.boisestate.edu/fitness/workshops/.

University Health Services
Vy Boutdy

Boise State Employee and Family Flu Shot Day at Ladd Pharmacy
Boise State has partnered with Ladd Family Pharmacy so Boise State employees and 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: Tuesday, October 12, 9:00am-9:00pm
Where: Ladd Family Pharmacy, 1109 S. Broadway Ave, Boise
Fee: Insurance will be billed. **There will be no out-of pocket expense for BSU Employees and family members who attend one of these clinics. Please bring your Employee ID and Insurance Card**
Appointments: Drop-in, no appointment necessary. Free Parking at Ladd Pharmacy!

Employee Flu Shot Clinics
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.
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