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 entree 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

10 YEAR EMPLOYEE
- Janeen Baldassarre
- Walter Barber
- Nancy Bilbao
- Vern Booth
- John Cooknell
- Joe Fuson
- Nancy Henderson
- Pamela Johnson
- Arlene Kaufman
- Mary Kersten

15 YEAR EMPLOYEE
- Debra Del Toro
- Marsha Hale
- Rhonda Hughes
- Teri Jo Rapp
- Karl Krieger
- Ladislav Kucera
- Akberet Mehertab
- Virginia Movers
- Connie Mumm
- Christine Peterson
- Linda Platt
- Joyce Tompkins
- Terri Wilkins

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

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.
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.

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, 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.

NCPERS OPEN ENROLLMENT
HRS Benefits Administration

NCPERS OPEN ENROLLMENT
HRS Benefits Administration

TIAA-CREF
HRS Benefits Administration

WADDELL & REED
HRS Benefits Administration

WADDLE & REED
HRS Benefits Administration

Navi...
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


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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 LePlane at 426-1536 for additional information regarding Classified positions.

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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


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://hrs.boisestate.edu/generalcounsel/titleix.shtml or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

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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/SFWorkStudyEmployeeActionFormRequest.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.

Billiards League

Table Tennis League

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

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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

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

Volleyball League

Indoor Soccer League
For details or to register, call 426-1131 or click http://rec.boisestate.edu/intramurals/schedules.cfm.

3 on 3 Basketball League