

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 17, Issue 21

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

November 22, 2010

**JANE KINN BUSER  
RETIREMENT RECEPTION**  
Stacy Pearson – VP Finance & Administration

**YOU ARE INVITED!**

**Jane Kinn Buser, Executive Director, Human Resource Services, will be retiring on November 30, 2010. Please join us for a reception to be held in her honor on Thursday, December 2, 2010 from 4:00 – 6:00pm in the Simplot Ballroom B-D, in the Student Union. A brief program will commence at 4:30pm.**

Jane began her career with Boise State College in 1973 as the college personnel officer. Over the next 37 years, Jane spearheaded legislation and provided leadership that brought the ORP (Optional Retirement Plan) for higher education to Idaho, championed and implemented the Employee Assistance Program, and co-founded the professional and classified-staff senates. These are only a few of the numerous achievements highlighting her passionate dedication to the employees of the University. Jane will leave a lasting legacy from the halls of the University to Idaho's higher education community.

Under Jane's compassionate leadership and guidance, the University's Human Resources division has provided invaluable services to the faculty, staff and students. Her tireless and creative energy will be missed! On behalf of the University community, please join us on December 2<sup>nd</sup> in thanking Jane for all her accomplishments and wishing her the best in her retirement journey.



## **PAYROLL UPDATES**

**Pay Period:** 11/28/10 – 12/11/10  
**Pay Date:** Thursday, December 24 (final payday of the year)

- **Direct Deposits will be made to employee accounts.**
- **Student paychecks will be available in Payment & Disbursement, or can be mailed to home address if Payroll is provided with a self-addressed envelope by Monday, December 20, 2010.**
- **Boise State will be closed on 12/27/10 and re-open on 1/3/2011.**

**Pay Period:** 12/12/10 – 12/25/10  
**Pay Date:** Friday, January 7, 2011

- **Time must be entered by employees no later than 5:00 pm on 12/17/2010. Any necessary adjustments must be made by the manager/supervisor and time must be approved by 12/20/10 due to a narrow window of time**

- **to process payroll and meet all internal and external deadlines.**

**Any time not entered and approved by these deadlines will be paid on 1/26/2011.**

**Paper time sheets must be in the Payroll Office by noon on Monday, December 20, 2010. Any changes after that time will be made on the 1/2/11 paycheck.**

**For questions, please call Rex at 426-182, Denise at 426-3433, or Crystal at 426-3739.**

## **TIAA-CREF HRS Benefits Administration**

Boise State's TIAA-CREF representative, David Penrose, will be on campus Wednesday, December 1, from 8 am – 5 pm in the Foote Room/Student Union Building and on Thursday, December 2, from 8 am – 2 pm in 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

## **COLONIAL LIFE – SUPPLEMENTAL HEALTH BENEFIT HRS Benefits Administration**

Boise State University employees have the opportunity to participate in *COLONIAL LIFE Supplemental Health Programs*. These are voluntary and pay cash directly to you if you are injured or sick and unable to work. Benefits can help with loss of income, deductibles, co-payments or whatever else you choose. *COLONIAL LIFE* benefits are payroll deducted and are guaranteed renewable for life.

These programs are based on a *group rate* and can be taken with you if you leave the employment of the University. The rates will not be increased. It pays like life insurance except pays while you are alive! The payments are made directly to you to spend as you need.

*COLONIAL LIFE* associates, Angie Bringham and Lynne Davies, will be on campus in the Student Union Building on Friday, December 3, 2010 from 9:30 a.m. to 12:00 p.m. in the Fisher Room. Drop by and learn how these plans fill in the gaps in your insurance.

## **FEE WAIVERS AND INTERSESSION HRS Benefits Administration**

The tuition fee waiver can be used for courses taken during the Intersession. It is important to note that the Fee Waiver Policy will cover a maximum of nine (9) credits for the Intersession and Spring 2011 semester **combined**. The **fee waiver deadline** for the Intersession is **December 9, 2010**. The **fee payment deadline** for the Intersession is **December 17, 2010**. **The fee waiver deadline will be January 6, 2011 for the Spring 2011 semester.** Any fee waivers received after the fee waiver deadlines will be assessed a \$50 late fee.

If you have any questions, please contact Molly George (last name A-L) at 426-2898, or Nancy Regent (last name M-Z) at 426-4450.

## 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](mailto:HREmployeeLandD@boisestate.edu).

### **Self-Defense Training**

December 2, 2010; 11:00 a.m. - 1:00 p.m.  
Student Union Building – Lookout Room

### **Personal Information Security**

Tuesday, December 7, 2010; 11:00 a.m. - Noon  
Student Union Building - Cataldo  
Presenter: Bob Henry, BSU Information Security Officer

### **Data Warehouse Training (new user)**

12/10/2010; 1:30 - 3:30 p.m.  
Simplot Micron Building Room 209

### **Managing the Stress Response**

December 8, 2010; Noon - 1:00 p.m.  
Student Union Building – Trueblood Room

## PERSONAL ENRICHMENT CLASSES

**Tom Ansbach – Extended Studies**

Personal Enrichment program classes are self support classes and do not qualify for faculty/staff waiver. Registration opens on December 16. For more information and registration/payment visit our site at [boisestate.edu/noncredit](http://boisestate.edu/noncredit) or call 426-1709.

### **Art**

#### **The Basics of Watercolor**

Perfect for the beginner or the intermediate painter seeking to reconnect with their playful self. A looser, more fluent style using larger brushes and fewer materials is encouraged in this class. Emphasis will be on simplification and organization of values, edges and negative spaces. The main objective is to have fun with watercolor. Other materials, equipment required: Supply list available at Quality Art, Inc. - cost of supplies is approximately \$30.

**Bring supplies to first class.**

**Tuesday, February 22-Mar. 22; 6:30 pm-9 pm  
Boise Campus, \$125; Instructor: Jim Blankenship**

#### **Wheel-Thrown Pots**

Discover the fundamentals of making pots on the potter's wheel and through hand building. Learn techniques for creating basic forms such as bowls, cups, and vases using high-temperature clays and glazes. Beginners will learn the basics while more skilled students will strengthen their techniques in this fun class.

Other materials, equipment required: Supply list available at Potter's Center.

**Wed., Feb. 9-Mar. 16; 6 pm - 8:30 pm  
Boise Campus, \$135; Instructor: Angela Neiwert**

#### **Photoshop Fundamentals I**

Unleash the power of Adobe Photoshop and enhance your favorite photographs. Explore and master the basics of digital image editing, including correcting over/under exposed images, adjusting color balance, elementary layering techniques and creation of simple selections. Other materials, equipment required:

Digital camera, home computer with Adobe Photoshop required. Photoshop CS4 or 5 recommended (extended version not necessary). Photoshop Elements OK.

**Saturday, February 26-Mar 19; 1 pm - 4 pm**

**Boise Campus, \$130; Instructor: Shawna Hanel**

#### **Photoshop Fundamentals II**

Ready to take digital photography to the next level? This class will introduce students to the flexibility and creative opportunities available in Camera Raw editing, advanced layering techniques, complex selections, monitor calibration and color management using ICC profiles. Completion of Photoshop Fundamentals I recommended.

**Saturday, April 9-April 30; 1 pm - 4 pm  
Boise Campus, \$130; Instructor: Shawna Hanel**

#### **Drawing Outside the Square**

Learn to draw using imagination, memory and the everyday as starting points. This course aims to teach basic skills and expand definitions of drawing. Several approaches will be explored along with traditional and non-traditional materials. Required

Supplies: Supply list at Quality Art - bring to first class.

**Tuesday, April 12-May 3; 6 pm-8:30 pm  
Boise Campus, \$115; Instructor: Kate Walker**

### **LANGUAGES**

#### **Conversational Spanish Basics for**

##### **Beginners I**

*For those with no previous Spanish experience.*

##### **Option 1**

**Monday, February 7-March 21; 6 pm-8 pm  
Boise Campus, \$108; Staff**

##### **Option 2**

**Thursday, February 10-March 17; 6 pm-8 pm  
Boise Campus, \$108; Anita Waggoner**

#### **Conversational Spanish Basics for**

##### **Beginners II**

**Monday, April. 4-May 9; 6 pm-8:30 pm  
Boise Campus, \$108; Staff**

#### **Spanish Culture & Conversation for**

##### **Advanced Beginners I**

*Prerequisite: Levels I and II or equivalent experience. Emphasis on continued conversational skill development and learning to describe past activities and future plans.*

**Monday, February 7-March 21; 6 pm- 8:30 pm  
Boise Campus, \$108; Luise. Gomez**

#### **Conversational French for**

##### **Beginners I**

*For those with no previous French experience.*

**Tuesday, February 8-March 15; 6 pm- 8 pm  
Boise Campus, \$108; Gabrielle Applequist**

#### **Conversational French for**

##### **Beginners II**

**Tuesday, March 22-May 3; 6 pm- 8 pm  
Boise Campus, \$108; Gabrielle Applequist**

#### **Beginning Italian I**

*For those with no previous Italian experience.*

**Tuesday, February 8-Mar. 15; 6 pm - 8 pm  
Boise Campus, \$108; Maura Holly**

#### **Beginning Italian II**

*Continued development of listening and speaking skills for general communication and travel to Italy.*

**Tuesday, March 22-May 3; 6 pm - 8 pm  
Boise Campus, \$108; Maura Holly**

#### **Conversational Arabic I**

**Thursday, February 10-March 17; 6 pm - 8 pm  
Boise Campus, \$108; Dalia Eltayeb**

### Conversational Arabic II

Thursday, March 24-May 5; 6 pm - 8 pm

Boise Campus, \$108; Dalia Eltayeb

### Chinese Basics - Mandarin I

This course offers an easy introduction to the Chinese language and social etiquette. The information is designed to be especially helpful for business and travel in China and Taiwan. A unique teaching method developed by Dr. Wei will enable students to start speaking Chinese with confidence the first day of class. Students acquire the fundamental skills necessary to establish professional credibility and friendship within the Chinese business and social environment.

Tuesday, February 8-March 15;

6:30 pm – 8:30 pm

Boise Campus, \$108; Sharon Wei

### American Sign Language I

Develops beginning abilities in receptive and expressive skills. Offers a basic study of grammatical structures and vocabulary in a communicative context .

Wednesday, February 9-March 16; 6 pm - 8 pm

Boise Campus, \$108; Rand Adams

### Wellness

#### Mindfulness-Based Stress Reduction (MBSR)

Mindfulness-Based Stress Reduction (MBSR) is a clinically proven program for alleviating stress, anxiety, panic, depression and other conditions. This powerful approach shows you how to focus on the present moment in order to permanently change the way you handle stress. You will learn how to replace stress-promoting habits with mindful ones - a skill that will last a lifetime.

Thursday, March 17-April 21; 5:30 pm - 7:30 pm

Boise Campus, \$99; Carol Pangburn

#### **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.

#### **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**

- Electrician – Facilities, Operations & Maintenance
- Management Assistant – Parking & Transportation

#### **OPEN TO Eligible Employees Until Filled (Including BSU)**

- Financial Technician – Student Life Finance Office
- Management Assistant – President’s Office
- Office Specialist 2 – History Department
- Technical Records Specialist 1 – College of Engineering

**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.

# Thanksgiving

For each new morning with its light,  
For rest and shelter of the night,  
For health and food, for love and friends,  
For everything Thy goodness sends.  
~Ralph Waldo Emerson