

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 4

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

February 10, 2011

**PRESIDENTS' DAY  
MONDAY, FEBRUARY 21  
BOISE STATE CLOSED**

## PERFORMANCE EVALUATION DUE DATES Andy Cover – Employee Relations

**Reminder - Professional Staff** evaluations are due in Human Resource Services by March 1, 2011. The link to the Performance Management Program and forms is:  
<http://hrs.boisestate.edu/pfm/performs.shtml>.

If you have any questions regarding performance evaluations, please call Andy Cover at 426-4419.

## THANK YOU!

On Jan 2<sup>nd</sup>, early in the morning, a light bulb in my main hall blew out and started a house fire. My brother and I lost almost all of our possessions. Since then, we have received cash donations and many useful and much needed items to replace what was lost. Thanks to all of you, we have now gotten our life back on track. Thank you all and God bless.

Andrew "Drew" Holsinger  
Facilities Operations & Maintenance  
Custodian

## WADDELL & REED HRS Benefits Administration

### It's Your Retirement! Learn, Prepare and Take Action

Waddell & Reed, one of our 403(b) retirement savings plan providers, invites you to attend a Lunch-n-Learn workshop on Tuesday, February 15 from 12 to 1 pm in Simplot B, located in the Student Union Building. Bring your own brown bag lunch and join us to hear keynote speaker, Cassie Rice, a Regional Vice President with Nationwide Investment Services Corp., share her experience and insights on retirement benefit options that address critical risk factors and possible solutions for your retirement planning. Please call Ann or Lindsey at 947-9000, or email [bablackman@wradvisors.com](mailto:bablackman@wradvisors.com) or [lhalvorson@wradvisors.com](mailto:lhalvorson@wradvisors.com) to sign up for this workshop.

## TIAA-CREF HRS Benefits Administration

Boise State's TIAA-CREF Representative, David Penrose, will be on campus February 22 (Fisher Room), February 23 (Chief Joseph Room, and February 24 (Chief Joseph Room) in the Student Union Building. Appointments on February 22 and 23 are from 8 am – 5 pm and on February 24 from 8 am – 2 pm.

TIAA-CREF is currently updating their website. To schedule an appointment with David, call TIAA-CREF at 1-800-732-8353 from 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-4417.

## 2<sup>nd</sup> ANNUAL EMPLOYEE BASKETBALL SHOOT-OFF Kathleen Tuck – Professional Staff Senate

The Professional Staff Association social committee invites all faculty and staff to participate in the second annual Employee Basketball Shoot-off on Feb. 15 and 17. Register at the event, from 11:45 a.m. - 1 p.m. in the Auxiliary Gym.

Each participant will have two opportunities to shoot as many baskets as possible in one minute. Top scorers will move ahead to Round 2 on Feb. 17. The top male and top female scorers will face off at half time of the March 2 men's basketball game against Cal State Bakersfield in Taco Bell Arena. Two game tickets will be provided to each finalist and the winner will receive a prize.

For more information or to volunteer to help on Feb. 15 or Feb. 17, contact Robert Buel at [staffevents@boisestate.edu](mailto:staffevents@boisestate.edu).

## ASSOCIATION OF CLASSIFIED EMPLOYEES (ACE) Chili Feed & Quilt Raffle 2011

Tickets are now on sale for the annual ACE Chili Feed & Quilt Raffle on Friday, **February 25, at St. Paul's Catholic Church on University Drive**. Enjoy chili and all the trimmings from 11:00 a.m. - 1:00 p.m. **Dr. Kustra has approved an hour's release time, with supervisor approval, for employees to attend the Chili Feed.** Cost is \$5. Quilt Raffle Tickets are \$2 each or six for \$10. **SPECIAL OFFER:** 1 lunch ticket and 1 quilt raffle ticket for \$6. This event raises funds for the ACE GoodWill Program which assists BSU classified employees whose paychecks are not large enough to cover the cost of food between paydays. Tickets can be purchased from any ACE Senate member (<http://www.boisestate.edu/ace/staff.htm>).

Would you like to help? Donations to the Chili Feed are needed to help support the event. If you would like to donate a crock pot of chili, cornbread, cookies or cash, please call Lisa at 426-3702 or Lesley at 426-2226.

**SUPPORT BRONCO STUDENT-ATHLETE SCHOLARSHIPS**  
**Cindy Chumley – Bronco Athletic Association**

Would you like to directly support Boise State student-athlete scholarships? Consider becoming a member of the [Bronco Athletic Association](#).

As a BSU employee, you can take advantage of the employee payroll deduction plan to pay for your annual membership over 18 pay periods. The first installment would be withdrawn from your April 1, 2011 paycheck, and your last installment would be withdrawn from your November 11, 2011 paycheck.

Contact **Cindy Chumley** with the Association office at (208) 426-5486 or [cchumle@boisestate.edu](mailto:cchumle@boisestate.edu) for a payroll deduction authorization form. Forms must be completed and returned to the Association office (MS-1020) by **Friday, March 11, 2011**, to enroll in payroll deduction for your 2011-12 Association membership.

If you've previously taken advantage of payroll deduction for your annual membership, you must re-submit a completed form for 2011-2012.

**Go Broncos!**

**THE VAGINA MONOLOGUES**  
**Women's Center**

The Women's Center is proud to present the Vagina Monologues on Friday, February 18 at 7:00 pm and on Saturday, February 19 at 2:00 pm and 7:00 pm in the BSU Special Events Center (SPEC). Tickets can be purchased from Select-a-Seat for \$5 for students and \$7 for other. The Vagina Monologues are sponsored by The Coalition Against the Abuse of Women and co-sponsored by The Boise State Women's Center. For more information visit the Women's Center's website: <http://womenscenter.boisestate.edu/>.

**LAVENDER LUNCHES**  
**Women's Center**

**The Women's Center & LGBTQIA Lounge**  
**Host Lavender Brown Bag Lunches**

Intended as a time for Lesbian, Gay, Bisexual, Trans, Queer, Questioning, Intersex and Ally students to build community, Lavender Lunches are an opportunity to visit with other students and Women's Center staff. Stop by, bring a lunch and meet some new friends!

**Where:** **LGBTQIA Lounge** (located inside the Women's Center on the second floor of the Student Union Building)  
**When:** **First & Third Fridays of the month**  
(February 18, March 4, March 18, April 8, April 22, & May 6, 2011)  
**Time:** **1:00 – 2:30 PM**

For more information call LGBTQIA Social Work Intern, Women's Center & LGBTQIA Lounge at 208.426.5390.

**SKILLSOFT – ON-Line-Training**

**SkillSoft Log-in:**  
<http://boisestate.skillport.com/SkillPortFE/login/login.cfm>  
**User ID:** "Employee ID Number"  
**Password:** "welcome"

**DEFENSIVE DRIVING COURSE**  
**Risk Management & Insurance**

Risk Management & Insurance is announcing 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 and will certify those participants, **age 20 and up**, to drive University 12-Person vans.

Questions concerning the course should be directed to Sybrina Bobo, Boise State Risk Management & Insurance ext. 63610 or email [sybrinabobo@boisestate.edu](mailto:sybrinabobo@boisestate.edu).

**Date:** Wednesday, March 2, 2011  
**Time:** 8:00 am - 12:00 pm  
**Location:** SUB Barnwell Room

**Registration Deadline:** Monday, February 28. Register Online at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

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

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

Human Resources Services Learning and Development invites you to view the complete Spring schedule or to register for a session, by visiting the Learning and Development website at: <http://cedar.boisestate.edu/hrs/workshops/> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

Register Online at for the workshops listed below and other personal and professional training workshops at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

[Access Basics](#) Date: 02/17 and 02/18/2011  
[Microsoft Excel Basic](#) Date: 02/22 and 02/23/2011  
[Windows 7 Overview](#) Date: 2/25/2011  
[Getting the Most Out of Gmail](#) Date: 03/1/2011  
[Google Groups](#) Date: 03/3/2011

[Personal and Household Budgeting](#) Date: 02/23/2011  
[Fundamental Management Skills](#) Date: 03/1/2011  
[Traveling Abroad - Things to Know Before You Go!](#) Date: 03/02/2011

[Fundamental Management Skills](#) Date: 03/1/2011  
[Mastering the Recruitment Process](#) Date: 03/09/2011  
[Handling Difficult Conversations](#) Date: 03/17/2011

[Grocery Store Savvy Tour](#) Date: 03/15/2011  
[Freedom From Smoking](#) Date: 02/17 - 03/17/2011  
[Healthy Meeting Walk and Talk](#) Date: 04/19/2011  
(Thursdays)

[Time and Labor Training - 1:00 - 2:00 PM](#) Date: 02/16/2011  
[Time and Labor Training - 9:00 - 10:00 AM](#) Date: 03/02/2011

## 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**.

**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

- University Shop Assistant – Art Department, Part Time

### TEMPORARY OPPORTUNITIES OPEN TO ALL APPLICANTS

- Landscape Technician – Facilities, Operations & Maintenance

### TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Administrative Assistant 2 – Biomolecular Research Center
- Box Office Manager – Athletic Ticket Office
- Financial Technician – Student Life Finance Office
- Financial Support Technician – BSU Bookstore, Accounts Payable
- Management Assistant – Communications & Marketing
- Security Officer Supervisor – Campus Security/Police Services

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

- Jeanne Bustamante - Admissions, Technical Records Specialist 1
- Mark Holmes - College of Arts and Sciences, Systems Administrator
- Trent Reagan - Facilities, Operations & Maintenance, Electrician
- Brian Risk - College of Arts & Sciences, Programmer

## DEPARTURES

- Chang Sam Kim - University Housing

## PROMOTIONS

- Douglas Ooley - Information Technology, PeopleSoft Security Administrator, Team Lead

## RETIREMENTS

- Barbara Kenny – Mathematics

### 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.

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

The **CAMPUS RECREATION** website has information on **Facebook , Twitter, Brown Bag Discussions, personal training and fitness testing specials and MORE!** Visit <http://rec.boisestate.edu/> for complete schedules & descriptions and information on fitness workshops and education.

### Wheelchair Basketball Tournament

<http://rec.boisestate.edu/intramurals/schedules.cfm>.

### Floor Hockey Tournament

<http://rec.boisestate.edu/intramurals/schedules.cfm>.

### Food Corner

<http://rec.boisestate.edu/fitness/foodcorner/>

### Be Mine, Try a Climb Night

Try rock climbing with your loved one for FREE this Valentine's Day, February 14 from 6:30–10pm.  
For details or to register, call 426-1946.

### Instructional Fitness Program Free Class Week

<http://rec.boisestate.edu/fitness/instruction/>.

For a complete schedule of offerings by University Health Services, visit:  
<http://www.boisestate.edu/healthservices/events/index.asp>

#### FITNESS/NUTRITION

##### **Nutrition Q&A**

Drop-in nutritional advice is available by qualified staff, on *Tuesdays, 4:30-5:30pm* (excluding summer, holidays, and university closings) at the Student Recreation Center Lobby.

#### STRESS MANAGEMENT

##### **February 22 - Couples Massage Workshop**

**Registration:** Registration required, visit [healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar) to register.

#### TOBACCO CESSATION

Free Nicotine Replacement Therapy - 1-800-QUIT-NOW or [www.idaho.quitnet.com](http://www.idaho.quitnet.com)

For information about cessation classes on campus, visit the website at: [healthservices.boisestate.edu/smokefree](http://healthservices.boisestate.edu/smokefree).

Visit <http://www.healthmatters.idaho.gov/Happenings.html> for Employee Discount Details!  
Idaho Steelheads Hockey

**Performing Arts Series 2010-2011**  
Nampa Civic Center

#### **Fred Meyer Broadway in Boise Series**

- Legally Blonde: stateofidaho/pink
- Fiddler: stateofidaho/teveye
- Wicked: stateofidaho/green

**Wahooz Family Fun Center**

**Thunder Mountain Line**

**Idaho IceWorld**

**Starlight Mountain Theatre**

**Fitness Discounts**