HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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http://hrs.boisestate.edu/

2011 OUTSTANDING CLASSIFIED EMPLOYEE AWARD NOMINATIONS DUE
Association of Classified Employees (ACE)

The Association of Classified Employees (ACE) invites nominations for the 2011 Outstanding Classified Employee award. This award is designed to recognize a classified staff member who has demonstrated outstanding service to the University. The recipient, along with all the nominees, will be honored at the annual ACE General Meeting & Spring Luncheon on Tuesday, April 5, 2011. The rules for eligibility, criteria for selection, and the nomination form are attached. The nomination deadline is Monday, March 28 by 5:00 p.m. Mail or deliver your nomination to Lisa Clements, Purchasing, MS 1210, (e-mail lclement@boisestate.edu). If you have questions or need more information, please call Lisa at 426-3702.

TIAA-CREF
HRS Benefits Administration

Boise State's TIAA-CREF Representative, David Penrose, will be on campus Tuesday, March 22, Wednesday, March 23, and Thursday, March 24 in the Fisher Room, Student Union Building. Appointments on March 22 and 23 are from 8 am – 5 pm and on March 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.

ACE CHILI FEED & QUILT RAFFLE
Association of Classified Employees

The Association of Classified Employees would like to thank the campus community for donating to and supporting the 2011 ACE Chili Feed and Quilt Raffle. The Chili Feed and Quilt Raffle raises funds for the ACE Goodwill Program. Congratulations to Kimber Shaw who was the lucky quilt winner. The beautiful BSU quilt was donated by Chris Matthies, Tommy Colpitts, Amy Reichel and Connie Griffin.

A very special thank you is given to the various department chefs that donated chili. Our thanks to St. Paul's Catholic Church for allowing us to hold the Chili Feed at the church, and our gratitude to CapED Federal Credit Union for their generous donation of $1,500 to the GoodWill Program.

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 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!

ASSOCIATION OF CLASSIFIED EMPLOYEES
ACE General Meeting & Spring Luncheon

Join ACE for their General Meeting and Spring Luncheon on Tuesday, April 5, from 11:30 am – 1:30 pm in the Simplot Ballroom, Student Union Building. Faculty and Professional staff are invited to attend in support of our Classified staff. Dr. Kustra has granted one-hour release time with supervisor approval.

Featured speaker is **Coach Pete**, Head Coach/Football, Athletics. This year's menu is the Idaho Potato Bar. Cost is $5.00. RSVP to Chris Matthies (426-4134) or Jamie Sheppard (426-3443). Please pay by check payable to Boise State University and mail to Boise State, Chris Matthies or Jamie Sheppard, Registrar's Office, MS 1365. Flyer is attached.

SKILLSOFT – ON-Line-Training

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

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

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

Software / Web Training

Access Forms	Date: 03/10/2011
Access Queries	Date: 03/17/2011
Using the iPad for Work at Boise State	Date: 03/23/2011
Access Reports	Date: 03/24/2011
Microsoft Excel Advanced	Date: 04/19 & 04/20/2011
Windows 7	Date: 04/21/2011
Electronic Mail Merge at Boise State	Date: 05/11/2011
Windows 7	Date: 05/17/2011

Time & Labor

Time and Labor Training - 1:00 - 2:00 PM	Date: 03/16/2011
Time and Labor Training - 9:00 - 10:00 AM	Date: 04/13/2011
Time and Labor Training - 1:00 - 2:00 PM	Date: 04/27/2011

Fiscal Procedures & Management

Understanding Account Codes	Date: 03/16/2011
Purchasing 101: The Basics	Date: 03/22/2011
Online Class Scheduling Training	Date: 04/04/2011

Communications

Handling Difficult Conversations	Date: 03/17/2011
The Fine Art of Complaining	Date: 03/23/2011

Health & Wellness

Grocery Store Savvy Tour	Date: 03/15/2011
Freedom From Smoking	Date: 03/17/2011
The Fine Art of Complaining	Date: 03/23/2011
Healthy Meeting Walk and Talk	Date: 04/19/2011 (Thursdays)

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

- Buyer – Purchasing Department
- Parking Specialist – Parking & Transportation

TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Box Office Manager – Athletic Ticket Office
- Financial Technician – Office of Sponsored Programs
- Management Assistant – Office of Finance, Planning & Transportation
- Security Officer Supervisor – Campus Security/Police Services
- Sr. Transcript Evaluator – Registrar's Office
- University Shop Assistant – Art Department

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

- Jon George - Dept. Tech Help, Manufacturing Specialist
- Esther Lynne Given - Student Involvement and Leadership, Financial Technician
- Libby Greaney - Executive Director, Campus Recreation
- Natalie Keffer - Intercollegiate Athletics Men, Executive Assistant to the Athletic Director
- Alison Lowenthal - Ctr for Sch Imp & Policy Studies, SW Regional Special Education Consultant
- Josh Rizkowsky, Intercollegiate Athletics Men, Building Facility Specialist
- Kelly Royster - Campus Recreation, Custodian Leadworker

DEPARTURES

- Olivia Aulbach - CEEHS(Excellence in Env Hlth)
- Patricia DeBor - CMEO-Student Success Program
- Nathan Lawson - Facilities, Operations & Maintenance
- Oscar Moncada - Public Safety, Risk Mgmt & Tran

PROMOTIONS

- Brad Lorrondo - Intercollegiate Athletics Men, Assistant Athletic Director, Football
- Louis Major - Intercollegiate Athletics Men, Director, Football Operations
- Brent Moore - Intercollegiate Athletics Men, Director, Special Events
- Brent Pease - Intercollegiate Athletics Men, Assistant, Football Coach

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.

Beat Coach Pete Scholarship Run/Walk
oin us in making a difference in our students' lives at this Bronco event on **Saturday, April 9, 2011**. For details or to register, call 426-1131 or click http://rec.boisestate.edu/beatpete/.

Beat Coach Pete Red Robin Fun'Raiser
For details click http://rec.boisestate.edu/beatpete/.

Women's Self-Defense Class
http://rec.boisestate.edu/fitness/workshops/.

Youth Learn to Swim Lessons
For details or to register, call 426-1131 or click http://rec.boisestate.edu/aquatics/programs/.

Endurance Rides
For details, other dates, or to register, call 426-1131 or click http://rec.boisestate.edu/fitness/groupex/enduranceRide.cfm.

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

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

4 on 4 Flag Football League
For details or to register, call 426-1131 or click http://rec.boisestate.edu/intramurals/schedules.cfm.

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

Rappelling Skills Series
For details or to register, call 426-1946 or click http://rec.boisestate.edu/outdoor/climbing/skills.cfm.

Lead Climbing Skills Series
For details or to register, call 426-1946 or click http://rec.boisestate.edu/outdoor/climbing/skills.cfm.

Learn to Swim
For details or to register, call 426-1131 or click http://rec.boisestate.edu/aquatics/programs/.

Introduction to the Cycle Learning Center
For details or to register, call 426-1946 or click http://rec.boisestate.edu/CLC/events.cfm.

Basic Bicycle Maintenance
For details or to register, call 426-1946 or click http://rec.boisestate.edu/CLC/events.cfm.

HAPPENINGS
http://www.healthmatters.idaho.gov/Happenings.html.

Visit http://www.healthmatters.idaho.gov/Happenings.html **for Employee Discount Details!**

UNIVERSITY HEALTH SERVICES
Vy Boutdy-Tatum

For a complete schedule of offerings by University Health Services, visit: http://healthservices.boisestate.edu/calendar.cfm.

March 11
Employee Wellness Screening
Registration: Registration required, visit *healthservices.boisestate.edu/calendar* to register.

March 15
Learning and Development: Grocery Store Savvy Tour
Registration: Registration required, visit *healthservices.boisestate.edu/calendar* to register.

FITNESS/NUTRITION
Nutrition Q&A
Registration: Drop-in, no registration necessary.

GENERAL WELLNESS
March 16
Women's Health

Women's Health: Self Esteem, Stress and Communication

Women's Health: The Heart (Physical Activity and Nutrition)

Registration: Registration required, visit *healthservices.boisestate.edu/calendar* to register.

STRESS MANAGEMENT
March 23
Registration: Registration required, visit *healthservices.boisestate.edu/calendar* to register.

TOBACCO CESSATION
WANT TO QUIT?
For information about cessation classes on campus, visit the website at: *healthservices.boisestate.edu/smokefree*

March 15
Support a Breath of Fresh Air, Clean Up Our Campus!
Sign up at: *healthservices.boisestate.edu/smokefree*

Freedom from Smoking
Registration: Registration required, visit healthservices.boisestate.edu/calendar to register.

Mark Your Calendar

Lavender Lunches Women's Center (First & Third Fridays of the Month)	**March 18**	**1 – 2:30 pm**
Association of Classified Employees General Meeting & Spring Lunch Simplot Ballroom	**April 5**	**11:30 – 1:30 pm**
Professional Staff Spring Lunch	**May 5**	**11:30 – 1:30 pm**