

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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

March 23, 2011

ASSOCIATION OF CLASSIFIED EMPLOYEES ACE General Meeting & Spring Luncheon

RSVP now for the ACE 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.

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. [Click here](#) for the rules of eligibility, criteria for selection and nomination form. 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.

FY 2012 EAF/BPAR AND BUDGET TRANSFER DEADLINE Budget Office

FY' 12 Employment Action Forms, BPARs, and Permanent Budget Transfers are due to the Budget Office by Friday, April 22, 2011.

EAFs should be submitted for any FY' 12 faculty or professional personnel changes and BPARs for any FY' 12 classified fund source changes. Forms received subsequent to this date will be processed but will not be reflected in the FY' 12 Budget Book.

This EAF deadline is only for employees on standard contract dates that have changes to their appointment, such as FTE or fund source. FY' 12 standard contract dates begin on June 26, 2011, for professional staff and on July 24, 2011, for faculty. As in the past, employees whose contracts do not coincide with the standard dates (usually due to grant funding) will need EAFs submitted approximately one month before the reappointment or change date.

If you have questions, please contact the Budget Office at 426-1273.

RETIREMENT'S A BEACH HRS Benefits Administration

"Retirement's a Beach"

Where: Student Union Building, Hatch AB
When: Tuesday, April 26, 8:30 am – 4:30 pm

REGISTRATION IS REQUIRED

This workshop is for Boise State University employees within ten (10) years of retirement from PERSI. This is a hands-on workshop where you'll be shown how to combine your PERSI Base and Choice Plan benefits with Social Security and other income sources for a rewarding retirement. You will explore the PERSI Base Plan with a specific emphasis on the retirement estimate, early retirement factors and the annuity options available to participants. Social Security, Medicare and other health care options are explored in great detail as are tax implications of retirement income, the need for insurance, long-term care, wills, trusts and powers of attorney.

To Register: Please complete a registration form accessible online at <http://hrs.boisestate.edu/benefits/pdf/RABRegistration.pdf>. Return the completed form to Human Resource Services, Room 218 in the Admin Building, or Mail Stop 1265, no later than Friday, April 8. Contact Mary Naccarato at 426-2240, or email mnaccara@boisestate.edu with any questions.

PROFESSIONAL STAFF SPRING LUNCHEON & AWARDS CEREMONY

MARK YOUR CALENDARS! On Thursday, May 5, the Professional Staff Association will host the 29th Annual Spring Luncheon Awards Ceremony honoring Professional Staff members who have attained 5, 10, 15, 20, 25, 30 and 35 years of service at the University. Menu and RSVP information will follow at a later date.

Please join us as we congratulate the following employees:

5 Years

Andrew Atkinson	Mark Fitzgerald	Joseph Nickell
Michelle Berard	Catherine Gilbert	Brent Pease
Keith Bhonapha	Holly Gilchrist	Irene Pedraza
Alan Bonde	Alex Gutierrez	Shannon Reed
Michel Bourgeau	Jeffrey Hale	Neil Resnick
Jodi Brawley	Chelsea Herman	Annie Riedinger
Donald Burton	Kevin Hetrick	Dena Ross
Wendy Campbell	Kristin Hill	Mark Schimmels
Heather Carlson	Pamela Howard	Tyler Smith
Jeffrey Choate	Scott Huff	Alan Soltzak
Patrick Coyne	Christopher Kamann	Timothy Socha
Marc Dhoore	Kathleen Kempton	Kelcey Stewart
Alicia Dillon	Mary Korol	Michael Sumpter
Valerie Dresslar	Greg Kunde	Lynda Varing
Jami Dye	Michael Louis	Sunny Wallace
Susan Eaton	Brian MacDonald	Judith Wauer
Alicia Estey	James Maguire	Loredana Werth
Anne Evans	Randy Mahurin	Aaron Whitman

Timothy Fearnside	Rhonda McFarland	Joshua Wilkins
Jillana Finnegan	Andrew Movius	Mary Wills
Keri Fitch	Raymond Mullenax	Ann Young
Kathleen Fitzgerald	Barbara Myhre	Adrienne Zachary

10 Years

Joanie Anderson	Calvin Gillis	Robert Prince
Marcella Andrus	John Glerum	Kathryn Quick
Ted Bailey	Kelly Good Clark	Jack Rahmann
Helen Barnes	Shad Jessen	Susan Riley
Steven Breshears	Kristi Lakatos	Kevin Satterlee
Niki Callison	Sharon Meriwether	Kendra Smith
Hosanna Cardeno	Roy Miller	Lisa Stuppy
Carol Carnahan	Mary Naccarato	Steven Swain
Betty Clark	Jack Norris	Willis Swarts
Kathy Clark	Randy Nuxoll	Tracy Thompson
Alexandra Cline	Rex Oxford	Maria Trejo
Jerry Foster	Christopher Petersen	Laura Vogler
Linda Georgiev	Kirk Pharis	

15 Years

Keith Anderson	Blaine Eckles	Christopher Owens
Christy Babcock	Frank Ferryman	Stacy Pearson
Marcia Belcheir	Anne Herndon	Shari Stroud
Teresa Church	Dianna Longoria	

20 Years

Barbara Alm	Jolene Dimeo	Anita Guerricabeitia
Tina Bird	Alma Gomez-Frith	Pat Shelton
Kellie Branson	Ronald Games	

25 Years

Barry Burbank	Ellen McKinnon	Steven Schmidt
Max Corbet	Jayne Nelson	Pamela Voorhis
Theodore Eisele		

30 Years

Eugene Bleymaier	Sandra Lee	Sue Powell
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35 Years

Joan Thies		
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TIAA-CREF HRS Benefits Administration

Boise State's TIAA-CREF Representative, David Penrose, will be on campus Tuesday, April 19, and Wednesday, April 20, in the Fisher Room, Student Union from 8am – 5 pm, and on Thursday, April 21, in the Chief Joseph Room from 8am – 5 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 426-2898.

FEE WAIVER DEADLINE HRS Benefits Administration

The Fee Waiver Deadline for the 2011 Summer Semester is May 5, 2011. Any Fee Waivers received after that date will be assessed a \$50 late fee.

ASSOCIATION OF CLASSIFIED EMPLOYEES Rene' Delaney – Past President

The Association of Classified Employees will be hosting an information booth in the Student Union across from the Info Desk on April 13, 2011 from 11:30 - 1:30.

The Association of Classified Employees (ACE) is an organization representing the entire classified staff of Boise State University. Every classified staff is automatically a member of the organization. There are no dues or fees. The focus of the organization is the concerns of classified staff as a whole.

Members of the organization serve on University committees such as Executive Budget, Affirmative Action, Human Resource Advisory Committee, Campus Recreation Advisory Board, Women's Center Advisory Board, Parking, etc. as well as organizational and community service committees.

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.

COLONIAL LIFE associates, Angie Bringhurst and Lynne Davies, will be on campus in the Student Union Building on Friday, April 1, 2011 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.

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

Google Docs at Boise State	Date: 4/7/2011
Google Forms at Boise State	Date: 4/18/2011
Google Calendar Tips and Tricks	Date: 4/19/2011
Windows 7	Date: 04/21/2011
Google Sites at Boise State	Date: 5/4/2011
Electronic Mail Merge at Boise State	Date: 05/11/2011
Windows 7	Date: 05/17/2011

Time & Labor

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

Online Class Scheduling Training	Date: 04/04/2011
Budget Updates	Date: 04/12/2011
Paying International Visitors and Vendors	Date: 04/14/2011
Pcard Approver Role Review	Date: 04/20/2011
P-Card Holder Review Session	Date: 04/26/2011

Health & Wellness

[Healthy Meeting Walk and Talk](#)

Date: 04/19/2011
(Thursdays)

[Self-Defense Training](#)

Date: 4/21/2011

Professional & Personal Growth

[Personal Information Security](#)

Date: 04/07/2011

[Disability 101](#)

Date: 04/13/2011

[Professional Networking to Create Change](#)

Date: 04/21/2011

[Mastering the Recruitment Process](#)

Date: 04/27/2011

[Information Security for Front-Line Employees](#)

Date: 04/28/2011

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.

SKILLSOFT – ON-Line-Training

SkillSoft Log-in:

<http://boisestate.skillport.com/SkillPortFE/login/login.cfm>

User ID: "Employee ID Number"

Password: "welcome"

NEW HIRES

- Natayla Hallstrom - Research Associate, Material Science and Engineering Department
- Charlene Marrow - Childrens Center, Teacher

DEPARTURES

- Sali Bregaj - Student Housing
- James Brownson - University Advancement
- Brian Griggs - University Housing
- Zachary Nies – Facilities, Operations & Maintenance

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.

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

Join 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>.

Opportunities Open to ALL APPLICANTS Announcements Currently Open on the State Web Site

- Sr. Maintenance Craftsman – University Housing

TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

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

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>.

FITNESS/NUTRITION

Unleash Your Inner Chef: A Picnic in Tuscany

This installment of Unleash Your Inner Chef will feature an extensive selection of unique Italian dishes, sure to tantalize anyone's taste buds. Registration: Registration required, visit healthservices.boisestate.edu/calendar to register. Registration Deadline: April 7 at 6:00pm

Grocery Store Savvy Tour

Sign up now for this tour offered by University Health Services and WinCo Grocery Stores. Learn about smart grocery shopping on a tight budget. Registration: Registration required, visit healthservices.boisestate.edu/calendar to register. Registration Deadline: April 12 at 7:00pm

TOBACCO CESSATION

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

Support a Breath of Fresh Air, Clean Up Our Campus!

FAA's are a new campus-based volunteer group that provides support for the Smoke-Free Campus policy through health promotion and educational services for all students, staff, faculty, and visitors. Sign up to be an FAA: healthservices.boisestate.edu/smokefree

Freedom from Smoking

Freedom from Smoking, researched and developed by the American Lung Association, is the gold standard for smoking cessation programs. (Note: President Kustra has authorized release time up to 90 minutes per week for those employees desiring to participate in the classes that might interfere with normal work hours.) Work Release Time Form: healthservices.boisestate.edu/tobacco/release Registration: Registration required, visit healthservices.boisestate.edu/calendar to register. Registration Deadline: March 31 at 4:30pm

2nd Opportunity:

Registration: Registration required, visit healthservices.boisestate.edu/calendar to register. Registration Deadline: April 5 at 12:00pm



Mark Your Calendar

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
Bosses Breakfast	May 6	7:30 – 9:30 am