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.

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.

This EAF deadline is only for employees on standard contract dates that have changes to their appointment, such as FTE or fund source changes. Forms received subsequent to this date will be processed but will not be reflected in the FY’12 Budget Book.

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

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 Brinthurst 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.

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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop</th>
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</thead>
<tbody>
<tr>
<td>4/7/2011</td>
<td>Windows 7</td>
</tr>
<tr>
<td>4/19/2011</td>
<td>Google Forms at Boise State</td>
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<tr>
<td>5/4/2011</td>
<td>Windows 7</td>
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<tr>
<td>5/11/2011</td>
<td>Google Sites at Boise State</td>
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<tr>
<td>5/17/2011</td>
<td>Google Calendar Tips and Tricks</td>
</tr>
<tr>
<td>4/13/2011</td>
<td>Fiscal Procedures &amp; Management</td>
</tr>
<tr>
<td>4/20/2011</td>
<td>Time &amp; Labor Training - 1:00 - 2:00 PM</td>
</tr>
<tr>
<td>4/27/2011</td>
<td>Time &amp; Labor Training - 9:00 - 10:00 AM</td>
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</tbody>
</table>

**Fiscal Procedures & Management**

<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop</th>
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<tbody>
<tr>
<td>4/04/2011</td>
<td>Online Class Scheduling Training</td>
</tr>
<tr>
<td>4/12/2011</td>
<td>Budget Updates</td>
</tr>
<tr>
<td>4/14/2011</td>
<td>Paying International Visitors and Vendors</td>
</tr>
<tr>
<td>4/20/2011</td>
<td>P-Card Approver Role Review</td>
</tr>
<tr>
<td>4/26/2011</td>
<td>P-Card Holder Review Session</td>
</tr>
</tbody>
</table>

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.
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.

### 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

### SKILLSOFT – ON-Line-Training

**SkillSoft Log-in:**
http://boisestate.skillport.com/SkillPortFE/login/login.cfm

**User ID:** "Employee ID Number"

**Password:** "welcome"

### 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/](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/](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


**Vacancies:**

- **Junior Transcript Evaluator:** Registrar’s Office
- **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

### 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

### 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/](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](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/](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/](http://rec.boisestate.edu/beatpete/).

**Beat Coach Pete Red Robin Fun’Raiser**

For details click [http://rec.boisestate.edu/beatpete/](http://rec.boisestate.edu/beatpete/).

**Women’s Self-Defense Class**

[http://rec.boisestate.edu/fitness/workshops/](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/](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](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](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.

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/to 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

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

HAPPENINGS

Mark Your Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association of Classified Employees General Meeting &amp; Spring Lunch</td>
<td>April 5</td>
<td>11:30 – 1:30 pm</td>
</tr>
<tr>
<td>Simplot Ballroom</td>
<td></td>
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<tr>
<td>Professional Staff Spring Lunch</td>
<td>May 5</td>
<td>11:30 – 1:30 pm</td>
</tr>
<tr>
<td>Bosses Breakfast</td>
<td>May 6</td>
<td>7:30 – 9:30 am</td>
</tr>
</tbody>
</table>

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