

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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

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## Mark Your Calendar

Boise State's TIAA-CREF Representative, David Penrose, will be on campus July 20 in the Foote Room and on July 21 in the Cataldo Room / Student Union from 8 am – 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.

## Campus Recreation

Visit <http://rec.boisestate.edu/>

## University Health Services

<http://healthservices.boisestate.edu/calendar.cfm>

## Women's Center

<http://womenscenter.boisestate.edu/>

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## Senates

Association of Classified Employees

<http://www.boisestate.edu/ace/>

Professional Staff Association

<http://www.boisestate.edu/prostaff>

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## COMPENSATION TIME PAYOUT

Payroll  
Denise Ooley

**The payout for hours accrued under "Pre Comp" (not "Comp") will be paid off on the July 8th paycheck. If you do not want the time paid off, the time will need to be used on or before June 25th.**

The University is required to pay, in cash, unused compensatory time, or "comp" time, to employees who are considered "covered" under FLSA (the Fair Labor Standards Act). **This payment will be charged directly to the department's budget.** Comp time payments will impact the "Irregular Salary" budget. If there is insufficient budget in that category to cover comp time expense, please contact the Budget Office (426-1273).

Supervisors now have the ability to view leave balances for their direct reports, as well as the leave balances of employees within their departments, and also leave taken by their employees for the calendar year. At <http://brncoweb.boisestate.edu/> log onto BroncoWeb, BroncoWeb Main Menu, Self Service, Manager Self Service, Leave Balances - All Direct Reports.

Managers can require employees with comp time balances to schedule time off in order to use their comp time.

If you have questions, please contact Denise Ooley at 426-3433, Crystal Pidjeon at 426-3739, Rex Hadley at 426-1812 or Susan Eaton at 426-3192.

## PUBLIC SERVICE STUDENT LOAN FORGIVENESS PROGRAM

Alicia Estey, JD, MPH  
Director, Regulatory & Tax Compliance

The Public Service Student Loan Forgiveness Program was created to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, individuals may qualify for forgiveness of the remaining balance due on eligible federal student loans after making 120 payments under certain repayment plans while employed full time by the University or other eligible public service employers.

To learn more about the Public Service Loan Forgiveness Program please visit <http://studentaid.ed.gov/PORTALSWebApp/students/english/PSF.jsp>

## ASSOCIATION OF CLASSIFIED EMPLOYEES

Information Booth  
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 June 7 from 11:30 - 1:30pm.

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.

**GOODWILL PROGRAM  
SUSPENSION OF PROGRAM JUNE, JULY & AUGUST  
Association of Classified Employees**

**New Hires**

**Norma Arechiga** – College of Engineering, Research Administrator

**Christina Bobek** – Nursing Department, Clinical Coordinator

**Kathleen Cloninger** – Financial Systems, Business Analyst

**Greg Hawkins** – Campus Recreation, Assistant Director, Outdoor Programs

**Michael Lee** – Accountancy Department, Assistant Professor

**Rob Littrell** – Risk Management, Insurance & Safety, Emergency Management Planner/Analyst

**Ed Mechtel** – University Housing, Maintenance Craftsman, Sr.

**Betti Newburn** – ID Business Economic Development Center, Director, Region III

**Morgan Nichols** – Financial Aid, Customer Service Rep I

**Marty Payne** – Financial Aid, Financial Aid Counselor

**Roger Quarles** - Curriculum, Instruction and Foundational Studies, Professor

**Departures**

**Monica Blackwood** – Division of Extended Studies

**Denis Drouillard** – Facilities, Operations & Maintenance

**Marshall Eldredge** – Payment & Disbursement

**Promotions**

**Emilio Amaro** - Facilities, Operations & Maintenance, Sr. Landscape Technician

**Brian Bolt** - Information Technology, Project Management Officer

**Stephanie Chism** - Centre for Creativity & Innovation, Project Coordinator

**Marcy Dugger** - College of Arts & Sciences, Executive Assistant

**Retirements**

**Marvel Palmer** – Mathematics

**Gwen Pittam** – Albertsons Library

The Goodwill Program was initiated to assist Boise State Classified employees whose paychecks weren't large enough to cover the cost of food between paydays. This is a food voucher system allowing qualified applicants to get one or two free meals a week. The program is totally funded by donations through Payroll Deduction and other miscellaneous donations. Currently, the number of applicant allocations per month exceeds the amount the program receives in donations. Reluctantly, the decision was made to suspend the GoodWill Program for June, July and August. The GoodWill Program will resume in September 2011.

GoodWill Request Forms must be submitted on a month-to-month basis, as requests do not carry over. To apply for September 2011, requests must be submitted by August 20, 2011.

Employees can easily participate in Payroll Deduction with a minimum gift of only \$2 per month. The Payroll Deduction Form is located at <http://hrs.boisestate.edu/forms/goodwillpayrolldeduction.pdf>.

Donation checks are also appreciated! Checks can be made payable to A.C.E. and sent to Debbie Porter, Treasurer, MS 1412.

Please extend a helping hand to your fellow employees by donating to the GoodWill Program. Thank you for your generosity!

**EMPLOYEE LEARNING & DEVELOPMENT**

**Jerri Mizrahi – HRS Employee Learning  
& Development Manager**

Human Resource Services Learning and Development is pleased to offer the following summer sessions open to all faculty and staff on campus. Register: On-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu) for more information.

**Guiding People Through Change**      **June 22, 2011**      **1:30 – 3:30pm**      **Trueblood/Student Union**

When people encounter a change at work, whether they perceive it as positive or negative, their response tends to follow a natural and predictable pattern. This workshop will review actions for management in guiding people through four change phases.

**About the Presenter:**

Kathy Drury-Bogle is an organizational development and corporate training specialist. She has a B.A. in communication, training and development. Drury-Bogle has more than 15 years of experience in the corporate business environment working in both large and mid-size companies. As an organizational development specialist, she has helped to improve communication and processes within organizations to boost management and employee productivity. She is certified as a PHR (Professional Human Resource) and is certified to administer the MBTI (Myers-Briggs Type Indicator) and DDI (Developmental Dimensions International) leadership skills training.

**Defensive Driving**      **June 22, 2011**      **8:00am – Noon**      **Farnsworth/Student Union**

Risk Management & Insurance is pleased to announce 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.

This course is pursuant to University Policy 9160. In addition, the University receives a \$20 liability insurance premium credit from our State Insurance Administrator after course completion for all university employee participants who drive university vehicles on a regular basis. Please bring your driver's license and a pen or pencil to the class.

Questions concerning the course should be directed to Breck Skinner, Boise State Risk Management & Insurance ext. 65955 or email [breckskinner@boisestate.edu](mailto:breckskinner@boisestate.edu).

**WordPress  
For Site Administrators**

August 2

1:00 – 4:00 pm

Simplot Micron Building / 209

**\*\*Class Size Limit: Seating is limited to the first 20 who register. All others will be notified by e-mail that they will be placed on a waiting list.\*\***

Instructors: Teri Williams & Shad Jessen

This presentation is for site administrators who are responsible for maintaining WordPress sites and sub-sites ("Networks"), managing WordPress roles for other individuals, managing media libraries, and activating and configuring plugins and widgets. Site admins will also learn how to use the new Boise State WordPress template options, how to design and implement secure web forms, how to add tabular data, and how to use the Carrington Build framework for complex page layouts.

Note: The content of the "WordPress for Site Authors" class will be presented in the "WordPress for Site Administrators" session; there is no need to sign up for both classes.

**WordPress  
for Site Authors**

August 9

2:00 – 4:00 pm

Simplot Micron Building / 209

**\*\*Class Size Limit: Seating is limited to the first 20 who register. All others will be notified by e-mail that they will be placed on a waiting list.\*\***

This presentation is geared to site authors, editors and contributors. Participants will learn about new features available in WordPress 3, how to upload media, how to use the new Boise State WordPress template options, how to design secure web forms, how to add tabular data, and how to use the Carrington Build framework to easily design complex page layouts.

**Other Offerings**

	<u>Date</u>	<u>Time</u>	<u>Building / Room</u>
<b>Time and Labor</b>	July 6	1:30 – 2:30 pm	Simplot Micron Building / 210
<b>Time and Labor</b>	August 31	9:00 – 10:00 am	Simplot Micron Building / 210
<b>Excel Basic</b>	July 12 & 14	9:00am – Noon	Simplot Micron Building / 201
<b>Excel Intermediate</b>	July 19 & 21	9:00am – Noon	Simplot Micron Building / 209
<b>Excel Advanced</b>	July 26 & 28	9:00am – Noon	Simplot Micron Building / 209

**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/>.

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.

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.

**HR Links**

**Organizational Chart**

<http://hrs.boisestate.edu/HRsorgehart.pdf>

**Who to Call**

<http://hrs.boisestate.edu/quickguide.shtml>

**Shared Leadership**

<http://www.boisestate.edu/sharedleadership/>

**2011 Holiday Schedule**

**2012 Holiday Schedule**

**Payroll Schedule**

<http://hrs.boisestate.edu/payroll/payrollschedule.pdf>

**What's New in Human Resources**

<http://hrs.boisestate.edu/news.shtml>

**Continuing Professional**

**Education**

**SkillSoft**

<http://hrs.boisestate.edu/td/skillsoft.shtml>

**HRS Forms**

<http://hrs.boisestate.edu/forms/>

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

- Administrative Assistant 1 – Kinesiology Department
- Customer Service Representative 1 – Financial Aid

**TRANSFER OPPORTUNITIES FOR  
CURRENT BSU EMPLOYEES**

- Facility Scheduling Coordinator – Athletics
- Human Resource Associate – Human Resource Services
- HVAC Specialist – Facilities, Operations & Maintenance
- Landscape Technician – Facilities, Operations & Maintenance
- Management Assistant – Center for Teaching & Learning
- Technical Records Specialist 1 – Registrar's Office

**TRANSFER OPPORTUNITIES OPEN TO  
PERMANENT BOISE STATE UNIVERSITY EMPLOYEES ONLY**

- Building Facility Specialist - Athletics

**CAMPUS RECREATION  
Heather Carlson**

**Youth Swim Lessons! Ballroom Dance, Yoga Therapy, Open Wheelchair Basketball and MORE!**

**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.**