YEAR-END REMINDERS
Regan Walker - Payroll

SUBMIT A NEW W-4 FORM FOR 2012
If your filing status, exemption allowances or exempt status has changed since your last W-4 Form was filed, update through Employee Self Service located on BroncoWeb or by going to www.irs.gov for a W-4 Form. Please submit the completed and signed form to Human Resource Services.

Nonresident Aliens
If you are eligible to claim a tax treaty benefit in 2012, you must submit a new Form 8233.

If you have any questions, call Regan at 426-3435.

GOODWILL PROGRAM
The Association of Classified Employees initiated the GoodWill Program to assist BSU Classified employees whose paychecks are not large enough to cover the cost of food between paydays. This is a food voucher system allowing qualified BSU Classified employees to get one or two free meals a week. The GoodWill program is funded entirely by donations. All donations go to the cost of meals.

2011 has been a difficult year for many, including those who are part of our campus community. The Holiday Season, traditionally a season of giving, is in full swing. Employees can easily participate through Payroll Deduction with a minimum gift of only $2 per payperiod and make a difference to Boise State employees all year round. 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, Office of Information Technology, MS 1412.

PROFESSIONAL STAFF
SPRING LUNCHEON & AWARDS CEREMONY

MARK YOUR CALENDARS! On March 13, 2012, the Professional Staff Association will host the 30th Annual Spring Luncheon Awards Ceremony honoring Professional Staff members who have attained 5, 10, 15, 20, 25, 30 AND 40 years of service at the University.

More information will follow in January 2012.

Please join the Professional Staff as they congratulate the following employees:

5 Years
Mara Affre  Jennifer Iuvone  James Ogle
Pamella Aishlin  Amy Jauregui  Eric Orton
Adriane Bang  Jeffrey Jones  Felice Otero
Daniel Bixby  Michael Journée  Kelly Palmer
Mary Breach  Jennifer Kahl Regner  Rosemary Reinhart
Erin Bridges-Thorpe  Gregory Kannelberg  Craig Roberts
Michael Carr  Lisa Kinnaman  Kristine Sansing
Robert Casper, Jr.  Keiko Knudson  Robert Seal
Jennifer Cerda  Seth Kuhlman  Nanette Selland
Sara Cordova  Heather Little  Michelle Smith
Learning and Development offers a variety of personal and professional development sessions available to you for little or no charge. Browse our course offerings to find a session that will help you enhance or develop new skills. Course offerings include training and workshops in Software/Web Training, Time & Labor, Fiscal Procedures & Management, Communications, Personal & Professional Growth, and Supervision & Leadership. In addition,
SkillSoft, Books 24x7 offers Boise State employees FREE access to over 800 on-line courses in business and software skills. To browse and register for classes, visit Employee Learning and Development on the Human Resource Services website.

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**DISC ASSESSMENTS AVAILABLE**

**Learning & Development**

Human Resource Services Learning and Development is offering all faculty and staff the opportunity to take a DISC Assessment for $25 until the holiday break.

**DISC®** is a personal assessment tool used to improve work productivity, teamwork, and communication. DISC is non-judgmental and helps people discuss their behavioral differences. If you participate in a DISC assessment, you'll be asked to complete a series of questions that produce a detailed report about your personality and behavior.

DISC profiles help you and your team:

- Increase your self knowledge: how you respond to conflict, what motivates you, what causes you stress, and how you solve problems
- Learn how to adapt your own style to get along better with others
- Foster constructive and creative group interactions
- Facilitate better teamwork and minimize team conflict
- Develop stronger sales skills by identifying and responding to customer styles
- Manage more effectively by understanding the dispositions and priorities of employees and team members

These assessments are being offered by Dan Bobinski from The Center for Workplace Excellence. Dan Bobinski is a popular trainer, consultant, and coach who provides training sessions for Learning and Development.

**Completing the Assessment**

To complete the assessment, click [http://www.ttisurvey.com///187087YFY](http://www.ttisurvey.com///187087YFY). After answering the assessment questions, you will be able to view your report online. You can then print it out. It will also be emailed (as a pdf) to the email address you provide when taking the assessment.

**Paying for the Assessment**

The cost of the assessment is $25. If you complete the assessment, you will need to send your Department ID to Angie Zirschky (angiezirschky@boisestate.edu) or Denise Stringer (denisestringer@boisestate.edu). You can also pay by personal check mailed to mail stop 1240.

If you have questions about the assessment, please contact Angie Zirschky at 426-2936 or Denise Stringer at 426-2417.

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**“LET’S TALK” JANUARY & FEBRUARY SCHEDULE**

**Denise Stringer - Learning & Development**

“Let’s Talk” is an ongoing series of weekly 60-minute informational meetings on a wide variety of topics of interest to the Boise State University staff and faculty. To register for these sessions, please visit the online registration page at: [http://cedar.boisestate.edu/hrs/workshops/](http://cedar.boisestate.edu/hrs/workshops/). Let’s Talk” sessions are FREE!

**Date:** January 11, 2012  
**Session:** Purchasing 101  
**Presenter:** Greg Kunde, Purchasing  
**Description:** This session will provide an overview of the basic purchasing policies for procurement of goods and services, purchasing dollar limits, and when to use a P-card, requisition/purchase order, or contract.  
**Time:** 11:00 a.m. – 12:00 p.m.  
**Room:** Simplot Micron Building, Room 210

**Date:** January 18, 2012  
**Session:** How to Plan an Event at the SUB  
**Presenter:** Merrick Gulker, Conference Services  
**Description:** This session will cover everything you need to know about planning a successful event in the Student Union.  
**Time:** 11:00 a.m. – 12:00 p.m.  
**Room:** SUB – Trueblood Room

**Date:** January 25, 2012  
**Session:** P-card Holder Review Session  
**Presenter:** Anna Pollworth, Purchasing

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**New Hires**

**Byron Stone** - Fac Oper & Maint, Custodian
**Katie Thiede** - Admissions, Technical Records Specialist 1, LSA

**Departures**

**Patricia Alonzo** - CMEO Educational Talent Search Application  
**Dree Eno** - Enterprise Application  
**David Peterson** - College of Engineering-Admin

**Promotions**

**Danielle DeVoe** - Center for School Imp & Policy Studies, Program Specialist  
**Shelly Slater** - Admissions, to Management System Coordinator  
**Nancy Donahoo** - Albertsons Library, Library Assistant 3

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Opportunities

Student Employment
listings/classified/
http://hrs.boisestate.edu/joblistings/classified/

Professional Employment
Management and Administration Employment

426 IX Coordinator, at (208) 426-1536. or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

Amendments of 1972, IX of the Education Act, Title IX of the Civil Rights Act, and Title IX of the Education Amendments of 1972, please visit our website at http://hrs.boisestate.edu/td/titleix.shtml or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

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 Opportunity and Affirmative Action at (208) 426-1797. For inquiries specifically related to sex discrimination and/or Title IX of the Education Act, please visit our website at http://hrs.boisestate.edu/genegalcounsel/titleix.shtml or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

Continuing Professional Education
SkillSoft
http://hrs.boisestate.edu/skillsoft.shtml

Date: February 1, 2012
Session: No Fear, Less Gear: How to Travel the World
Presenter: Corrine Henke, International Learning Department
Description: Learn how to pack lighter, save money, and have a better time abroad.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: February 8, 2012
Session: Fellowships, Assistantships, Travel Expenses, Scholarships, and other Third-Party Awards
Presenter: Financial Aid Staff
Description: Are you a department that offers educational benefits such as fellowships, assistantships, travel expenses, scholarships, or other third-party payments? Are you notifying the appropriate offices? Come join the financial aid staff and learn what paperwork is required and what offices need to be notified of such awards. We will also discuss how these benefits and other third party awards may impact the student's financial aid eligibility.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: February 15, 2012
Session: Budget Basics
Presenter: Karen Wargo, Budget Office
Description: An introduction on how to get budget information from PeopleSoft reports and how to manage a department budget.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: February 22, 2012
Session: P-card Approver Role Review
Presenter: Anna Pollworth, Purchasing
Description: This session is designed to provide an overview of the p-card approval and authorization procedure. Recommended for all current or new CCER Approvers or any staff member involved in managing p-card expense for their area.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: February 29, 2012
Session: Think This, Not That
Presenter: Jerri Mizrahi, Learning and Development
Description: An interactive session focusing on how positive thought and positive action creates positive creation. We will create reframing language to assist in turning around common negative or challenging thoughts for both inner self and external (relationships). Participants will be able to identify the power of thought, challenge the voices in your head, use reframing to apply conscious language skills, and develop an action plan to track your journey.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

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 Tiffany Trader at 426-3648 for additional information regarding Classified positions. Call Jordy LePlane at 426-1536 for additional information regarding Professional positions. Call Michelle Berard, 426-3170, for additional information regarding Faculty positions.
Events

Social Media
Become a Fan on Facebook: http://www.facebook.com/BoiseStateRecreation
Follow us on Twitter at: http://twitter.com/BoiseStateRec
Don’t forget to Check-in on foursquare!

Jumpstart January
During the entire month of January, we are extending use of recreation facilities and programs to all Boise State faculty, staff as well as Varsity B and Alumni Association members (and spouses/partners) who are not current recreation members. To register, stop by the Service Desk in the Recreation Center beginning January 1, 2012. For details call 426-5674.

66% Off Winter Rental Deal
For details, call 426-1946

Treat Yourself To A Massage
For details call 426-1131 or click http://rec.boisestate.edu/services/massage/.

Learn to Swim
If you are interested in becoming more familiar with the water, learn a new stroke, refine your strokes, learn basic diving, or just want someone to give you a good hard workout we have an instructor for you! You can sign up for a private lesson, or buddy up for a semi-private lesson. For details or to register, call 426-1131 or click http://rec.boisestate.edu/aquatics/programs/.

Swim Idaho
Idaho is 305 mile wide. Do you have what it takes to swim across it? Reach destinations like Boise, Ketchum, Idaho Falls and the Wyoming border! For details or to register, call 426-1131 or click http://rec.boisestate.edu/aquatics/programs/.

Personal Training
For details call 426-1131 or click http://rec.boisestate.edu/fitness/training/personal.cfm.

Buddy Training
Share the experience—and the cost! Working out with a friend truly brings out that "We're in this together" For details call 426-1131 or click http://rec.boisestate.edu/fitness/training/buddy.cfm.

Climb A Wall
Utilize one of the largest collegiate climbing gyms in the U.S.; come and climb our wall! For details call 426-1946 or click http://rec.boisestate.edu/outdoor/climbing/.