

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 20

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

December 20, 2011

## HUMAN RESOURCE SERVICES

**Pablo Coblentz** 426-1502  
Assistant VP  
**Carol Bugni** 426-1576  
Management Assist  
**Sally Naranche** 426-1616  
Customer Service

### Affirmative Action

**Marla Henken** 426-1979

### Benefits/Compensation

**Sarah Jones** 426-4417  
**Mary Naccarato** 426-2044  
**Molly George** 426-2898  
**Jean Weber** 426-4450  
**Joan Thies** 426-1648  
**Suzan Gore** 426-1542

### Employee Relations

**Debi Alvord** 426-1740  
**Andy Cover** 426-4419

### Employment

**Michelle Berard** 426-3170  
**Jordy LePiane** 426-1536  
**Tiffany Trader** 426-3648

### HRIS

**Christine McCoy** 426-4698  
**Curtis Wilcox** 426-1638  
**Noreen Camacho** 426-1638  
**Debby Flores** 426-2180  
**Theresa Bow** 426-3432  
**Michaelle Powell** 426-3385  
**Rhonda Beal** 426-4687

### Learning & Development

**Jerri Mizrahi** 426-4418  
**Angie Zirschky** 426-2936  
**Denise Stringer** 426-2417

### Payroll

**Susan Eaton** 426-3192  
**Rex Hadley** 426-1812  
**Denise Ooley** 426-3433  
**Crystal Pidjeon** 426-3739  
**Regan Walker** 426-3435

## 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](http://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 35 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 Journee	Kelly Palmer
Mary Breach	Jennifer Kahl Regner	Rosemary Reinhardt
Erin Bridges-Thorpe	Gregory Kannenberg	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



### Mark Your Calendar

Boise State's **TIAA-CREF Representative, David Penrose, will be on campus Tuesday, January 17, 2012, from 8AM-5PM in the Cataldo Room, and Wednesday, January 18 from 8AM-5PM in the Boyington Room. Rooms are located in the Student Union Building.**

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.

Clayton Cox  
Lisa Cox  
James Crowley  
Patricia Curtis  
Matt Dimmitt  
Kira Fewkes  
Michael Gibson  
Jackie Girard  
Carolyn Goetz  
Maria Gomez De Amaro  
Cynthia Hall  
Nicole Harris  
Mark Hiemenz

### 10 Years

John Betts III  
Raquel Brown  
Bryan Chesbro  
Ileana Cordova  
Fatima Cornwall  
Heidi DeBruler  
Scott Duncan  
Diana Garza

### 15 Years

Janet Atkinson  
Kirk Bates  
Catherine Bishop  
Stephen Henderson  
Matthew Irvin

### 20 Years

Terry Day  
Debra DeNinno  
Diane Dragone

### 25 Years

David Jensen  
Michelle Kelley  
Janis McCurry  
Maureen Sigler

### 40 Years

Debi Alvord

Erin McCandless  
Joan Meitl  
Brian Merrick  
Rodney Miller  
Maureen Moore  
Monty Moreland  
Clayton Morgan  
Patricia Murphy  
Josua Nehring  
Bruce Newcomb  
Roxanne Nichols  
Diana Nydegger  
Matthew O'Brien

Steven Justus  
Gregory Kaltenecker  
Jerri Mizrahi-Drewes  
Camille Mongelli Swarts  
James Nelson  
Andrew Newman  
Kimberly Page  
Aida Popovic

Thomas Lowther  
Martin Lukes  
Tisha Martin  
Amanda Nelson  
Susan Randall

### 30 Years

Thomas Ansbach  
Nancy Rosenheim

Kevin Israel  
Lee Liberty  
Gregory Randall

Mary Stone  
Sam Strother  
Scott Taylor  
Eric Thorpe  
Christina Tondevoid  
Chad Watson  
Jennifer Wheeler  
Eric Wierzbicki  
Curtis Wilcox  
Judith Wojcicki  
Nathan Wood

Maura Rasmussen  
Cynthia Rice  
Gabriel Rosenvall  
Stacia Rupp  
Donna Snodgrass  
Heather Sower  
Terri Spinazza

James Reed  
Kelli Rooney  
Sherry Squires  
Kimberly Thomas  
Regan Walker

### 35 Years

Glenda Hill

Stanley Smith  
Ronald Williams

**EMPLOYEE LEARNING & DEVELOPMENT**  
**Jerri Mizrahi – HRS Employee Learning**  
**& Development Manager**

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,

## New Hires

**Byron Stone** - Fac Oper & Maint, Custodian

**Katie Thiede** - Admissions, Technical Records Specialist 1, LSA

## Departures

**Patricia Alonzo** - CMEO Educational Talent Search

**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

**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.

## 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>. 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](mailto:angiezirschky@boisestate.edu)) or Denise Stringer ([denisestringer@boisestate.edu](mailto: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.

## "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/>. 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

**Continuing Professional  
Education  
SkillSoft**

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

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.

**Employment  
Opportunities**

[Faculty and Academic  
Administration Employment  
Opportunities](#)

[Management and  
Professional Employment  
Opportunities](#)

<http://hrs.boisestate.edu/joblistings/classified/>

[Student Employment  
Opportunities](#)

Description: This session provides an overview of p-card policy and procedure including review of CCER (Wells Fargo's Commercial Card Expense Reporting Tool for pcard management). Recommended for all new or existing cardholders, 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 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 LePiane** at 426-1536 for additional information regarding **Professional** positions.

Call **Michelle Berard**, 426-3170, for additional information regarding **Faculty** positions.

**Search Checklists Now  
Available for  
Professional/Faculty  
Hiring!**

If you've found that navigating through the hiring process can be a bit of a challenge, please click on one of the links below and discover an easier way to track your progress. These checklists include all the major forms and procedures and give you a quick step-by-step illustration of the entire hiring process

**For Professional**

[http://hrs.boisestate.edu/forms/SearchProcessChecklist\\_ProfessionalStaff.pdf](http://hrs.boisestate.edu/forms/SearchProcessChecklist_ProfessionalStaff.pdf)

**For Faculty**

[http://hrs.boisestate.edu/forms/SearchProcessChecklist\\_Faculty.pdf](http://hrs.boisestate.edu/forms/SearchProcessChecklist_Faculty.pdf)

**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/>.

