You are cordially invited by the Professional Staff Association to attend the spring luncheon where fellow staff members will be honored for their years of service to Boise State University.

On Tuesday, March 13, 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. The luncheon will be held in the Simplot Ballroom / Student Union Building.

RSVP by calling Carol Bugni, 426-1576, or e-mail cbugni@boisestate.edu with your entree selection. Menu selection: Chicken Cordon Bleu or Vegetarian choice: Portabello Mushroom. HONOREE AND EMERITUS LUNCHES ARE COMPLIMENTARY.

COST is $10 payable in advance. Make check payable to Boise State University and mail to Carol Bugni, Human Resource Services, MS 1265. We will be unable to seat people who do not RSVP.

The Shared Leadership Volunteer Group is planning to partner with Sustainable Futures on April 4, 2012 from 10:00 AM until 2:00 PM in the Boise State University Quad. Please bring your empty glass bottles to be re-purposed, or spend a few minutes scraping labels and your name will be entered to win one of several great prizes!

Sustainable Futures will then take these bottles and recycle them into glassware, candles and chimes. This helps to reduce glass in landfills and provides job training and life skills to individuals who were recently released from prison, refugees, and at-risk youth. Learn more at www.facebook.com/giveglassa2ndchance.

The Shared Leadership Group hopes to see you there!

Support Bronco Student-Athlete Scholarships Through Payroll Deduction...
Would you like to directly support Boise State student-athlete scholarships? Then consider becoming a member of the Bronco Athletic Association.

As a BSU employee, you can take advantage of the employee payroll deduction plan to pay for your annual membership over 18 pay periods. The first installment would be withdrawn from your March 30, 2012 paycheck, and your last installment would be withdrawn from your November 23, 2012 paycheck.

To be enrolled in payroll deduction for your 2012-13 Association membership, you must re-submit a completed form by Wednesday, March 14, 2012, to enroll in payroll deduction for your 2012-13 Association membership. If you’ve previously taken advantage of payroll deduction plan for your annual membership, you must re-submit a completed form for 2012-13.

Go Broncos!
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, 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 at: http://cedar.boisestate.edu/hrs/workshops/register.asp?category=54.

Excel Pivot Tables and Macros
Instructor: Andy Lanning
**Prereqs:** Excel Intermediate or equivalent experience
Date: 03/19/12 and 03/21/12
Time: 9:00 - noon
Place: ERB 1100 (Environmental Research Building)
**Cost:** $70
Enroll By: 3/17/2012

Microsoft Publisher
Instructor: Andy Lanning
Publisher flyers are a perfect and easy way to promote your event. In this class you will learn the design tricks and tools to make a professional looking flyer in a short amount of time.
Date: 3/20/2012
Time: 9:00 - noon
Place: ERB 1100 (Environmental Research Building)
**Cost:** $40
Enroll By: 3/18/2012

The following sessions are open to all faculty and staff for no charge.
Register online at cedar.boisestate.edu/hrs/workshops/login.asp

**Time and Labor:** March 14, March 28, April 11, April 25, May 9
When: 12 - 1 pm
Where: Simplot Micron Building, Room 210
Instructor: Denise Ooley, Payroll Services
Learn the steps to enter your time into Time and Labor via BroncoWeb and receive instruction in how to manage and approve Time and Labor entry.

**P-Cardholder Review Session**
Dates Offered: March 22, April 24, May 24
When: 11 am - 12 pm
Where: Simplot Micron Building, Room 210
Instructor: Anna Pollworth, Purchasing
This session provides an overview of p-card policy and procedure including review of CCER (Wells Fargo’s Commercial Card Expense Reporting Tool for P-Card management). Recommended for all new or existing cardholders, or any staff member involved in managing p-card expense for their area.

**P-Card Approver Role Review Session**
Dates Offered: April 17
When: 11 am - 12 pm
Where: Simplot Micron Building, Room 210
Instructor: Anna Pollworth, Purchasing
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.

“LET’S TALK” 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. There is no cost to attend. To register for these sessions, please visit the online registration page at:
http://cedar.boisestate.edu/hrs/workshops/

Date: March 14, 2012
Session: Boise State Campus Master Plan – Present and Future
Presenter: James Maguire, AVP, Campus Planning
New Hires
Matthew Gaudry – Intercollegiate Athletics Men, Director/Fan Dev. Strategies
Troy Haan – Information Technology, Director Business Intelligence
Patrick Kelly – Human Resource Services, Personnel Technician
Margaret Satterlee – University Advancement, Manager, University Special Events
David Scheets - Information Technology, Systems Engineer
Nathan Unger – SSPA Dean’s Office, Financial Technician

Departures
Sari Byerly – CMEO – Upward Bound
Jeff Sharp – Parking & Transportation

Promotions
Allison Wilde – College of Business & Economics, Manager, Public Relations Communications

Communications Manager, Public Relations Business & Economics, Allison Wilde
Transp Jeff Sharp
Upward
Sari Byerly

Technician

Dean

Nathan Unger

Engineer Technology, Systems
David Scheets

Events

Margaret Satterlee

Technician Resource Services, Personnel

Resource Services, Personnel Technician

Patricia Kelly

Business Intelligence Technology, Director
Troy Haan

Director/Fan Dev. Strategies

Description: This session will provide an overview of the current campus construction and the proposed changes for the future.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: March 21, 2012
Session: The Keystone of Change
Presenter: Ben Swanson, University Health & Recreation Services
Description: Many people struggle with making sustainable healthy changes in their lives. This interactive workshop will help you understand what the keystone of sustainable change is and how to apply it to make lasting change possible.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: April 4, 2012
Session: Workplace Stress Management
Presenter: Jodi Brawley, University Health & Recreation Services
Description: In this workshop we will discuss causes and symptoms of workplace stress. We will also identify ways to manage your stress and improve job satisfaction.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: April 11, 2012
Session: Advanced LinkedIn: Tools, Tips and Strategies to Optimize Your LinkedIn Effectiveness
Presenter: Alex Gutierrez, Career Center
Description: Learn tips and strategies using keywords, applications and proper branding to get you noticed and found. This is for participants who have already set up a LinkedIn account.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: April 18, 2012
Session: Budget Updates
Presenter: Karen Wargo, Budget Office
Description: An overview of the current budget and an update on year-end budget processes.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: April 25, 2012
Session: The Boise State Brand and Trademark Licensing
Presenter: Rachael Bickerton, Director of Trademark Licensing
Description: Want to know why the Boise State brand is so important to all on campus and in the community? Want to know when to use the Bronco logo or the University logo? Want to know how to get T-shirts made for your organization or department? Want to know why it is policy to use a licensed vendor when you order your department's promotional items? Want to make blue and orange quilts to sell at the Farmer's Market? Or do you just want to know what constitutes a trademark, and what's the difference between copyright and a trademark? Come to this informal session where Rachael Bickerton, the Director of Trademark Licensing will answer these questions and more.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: May 2, 2012
Session: History of BSU
Presenter: Julia Stringfellow, Albertsons Library
Description: The presentation provides a photographic history of Boise State University, from its creation as Boise Junior College in 1932 to the present. Student activities, athletics, campus buildings, and notable events in the University’s history will be covered.
Time: 11:00 a.m. – 12:00 p.m.
Room: Simplot Micron Building, Room 210

Date: May 16, 2012
Session: The University Roadmap and You; Improving Processes and Systems at Boise State
Presenter: Shad Jessen, Manager/Communications/Training, OIT
Description: The University Enterprise Roadmap is a multi-year initiative to assess the University's strategic processes and reshape policies and practices for enterprise systems, such as PeopleSoft. Learn what this means to you, and about improvements planned for Human Resources, student systems, and business intelligence (data reporting).
Time: 11:00 a.m. – 12:00 p.m.
Room: SUB – Simplot B
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/stateJobs.html.

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. Announcements listed may be used to fill both current and future vacancies.

- Call Tiffany Trader at 426-3648 for additional information regarding Classified positions. (http://hrs.boisestate.edu/joblistings/classified/).
- Call Jordy LePiane at 426-1536 for additional information regarding Professional positions. (http://hrs.boisestate.edu/joblistings/professional/).
- Call Michelle Berard, 426-3170, for additional information regarding Faculty positions. (http://hrs.boisestate.edu/joblistings/faculty/).

The Boise State Center for Professional Development provides a discount of 10% for Boise State Employees to attend the Center’s continuing education workshops. This discount does not apply to ed2go online courses, specialized course materials, assessments or software (GRE, GMAT, SHRM Learning system, etc.).

Visit http://www.boisestate.edu/extendedstudies/cpd/ to check out the Center for Professional Development’s NEW online courses and the many course offerings. Detailed schedules are located at: http://www.boisestate.edu/extendedstudies/cpd/schedulebydate.html. Register by e-mailing Michelle Forsgren at michelleforsgren@boisestate.edu or by calling 426-3740. Employees must use their Boise State email address when enrolling in order to get the 10% employee discount.

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Youth Learn to Swim Lessons
Help your child get a jump on summer fun, and safety, with swim lessons. For details call 426-1131 or click http://rec.boisestate.edu/aquatics/learntoswim/.

Eating on a Budget
Buying and preparing healthy foods while on a tight budget can be challenging. In this class, discover tips to help eat well while staying within your means. Come join Lauren Thomas on Thursday, March 22, 5:15-6:15p.m. in the Norco Building, Health Center, Room 117. Cost is free but registration is required by March 22. Visit healthservices.boisestate.edu/calendar to register.

Water Safety Instructor Training
For details call 426-1131 or click http://rec.boisestate.edu/aquatics/programs/.

Fueling the Machine
Nutrition is an important component of physical activity. Lauren Thomas will break it all down Thursday, April 19 from 5:15-6:15 p.m. in the Norco Building, Health Center, Room 117. Cost is free but registration is required by April 18. Visit healthservices.boisestate.edu/calendar to register.

Lifeguard Training
We will be offering American Red Cross Lifeguard Training/First Aid and CPR/AED for the Professional Rescuer and Health Care Provider at the Boise State University Recreation Center. For details call 426-1131 or click http://rec.boisestate.edu/aquatics/programs/.