

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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

March 26, 2012

HUMAN RESOURCE SERVICES

Pablo Coblenz	426-1502
Assistant VP	
Carol Bugni	426-1576
Mgmt. Assistant	
Sally Naranche	426-1616
Customer Serv Representative	

Affirmative Action

Marla Henken 426-1979

Compensation/Benefits

Sarah Jones	426-4417
Mary Naccarato	426-2044
Molly George	426-2629
Jean Weber	426-4450
Vacant Position	426-2898
Joan Thies	426-1648
Suzan Gore	426-1542

Employee Relations

Debi Alvord	426-1740
Andy Cover	426-4419
Geri Murrey	426-1617

Employment

Michelle Berard	426-3170
Angie Zirschky	426-1536
Jordy LePiane	426-2612
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
Vacant Position	426-1619

Learning & Development

Jerri Mizrahi	426-4418
Denise Stringer	426-2417

NEW DEDICATED HUMAN RESOURCES SERVICE TEAMS

Sarah Jones – Compensation & Benefits

In response to feedback from the campus, Human Resource Services is pleased to announce new “dedicated service” teams to serve recruiting, hiring, compensation, and other HR transaction needs. Through these new team assignments we will have the opportunity to learn more about each college or business unit’s unique needs and challenges; resulting in our ability to deliver more focused and responsive customer service.

We look forward to developing closer working relationships and collaborating with you as a strategic partner in meeting your current and future needs.

Each college and VP area will have a dedicated team of individuals to serve its needs in the following areas:

Employment/Recruiting: Assistance with any hiring-related activities, including job postings, interviewing, and hiring for new and existing positions

Compensation/Classification: Evaluation of job duties for appropriate classification, review of salary and market benchmarks, equity increases, and job reclassifications

HR Processing: Processing of employment actions, I-9 processing, and maintenance of employee records

FMLA/Absence Management: Assistance with inquiries and administration of benefits related to Family and Medical Leave, absences due to illness, injury, birth, adoption, or family situations, and leaves of absence

The Team contact list is attached to this HRS REVIEW.

PERFORMANCE EVALUATION REMINDER

Geri Murrey – Employee Relations

Human Resource Services would like to remind supervisors that Idaho Code and State Board of Education policy requires that performance evaluations be completed annually for employees. To facilitate these evaluations, the University has established the following deadlines for completion of performance evaluations for professional and classified staff:

Professional Staff annual performance evaluations due date was March 1, 2012. Please ensure evaluations are submitted to Human Resource Services at MS1265 as soon as possible.

Classified Staff annual performance evaluations are to be completed by the employee’s anniversary date and completed evaluations delivered to Human Resource Services within two weeks after the evaluation. Human Resource Services will send a written reminder to supervisors prior to the anniversary date.

Additionally, in order to receive the CEC (Change of Employee Compensation) salary increase for the upcoming fiscal year, a current evaluation must be on file in HRS for all permanent employees hired prior to April 1, 2012.

An abbreviated evaluation form may be used for classified employees who are still within their six (6) month probationary period.

If you have any questions regarding performance evaluations, please contact Geri Murrey in Human Resource Services at 426-1617.

The link to the Performance Management Program and Evaluation Forms may be found at:
<http://hrs.boisestate.edu/pfm/performs.shtml>

Payroll

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



Mark Your Calendar

Boise State's **TIAA-CREF**

Representative, David Penrose, will be on campus Tuesday, April 17, from 8AM-5PM, Wednesday, April 18, from 8AM-5PM, and Thursday, April 19, from 8AM-5PM. The April 17 & April 18 sessions will be held in the Boyington Room and the April 19 session will be held in the Shipman Room. Both 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

ASSOCIATION OF CLASSIFIED EMPLOYEES GENERAL MEETING & SPRING LUNCHEON

Mark your calendars for Tuesday, April 10, for the annual Association of Classified Employees Spring Luncheon and General Meeting. The luncheon is scheduled from 11:30 a.m.-1:30 p.m. in the Student Union Simplot Ballroom; doors open at 11:15 a.m. Cost is \$5 and features the Idaho Potato Bar.

The Spring Luncheon highlights the activities of the ACE Senate throughout the year and recognizes individuals who have been nominated for the 2012-2013 Senate.

Those nominated for this year's Outstanding Classified Employee award also will be recognized. It is not too late to nominate an Outstanding Classified Employee. This award is designed to recognize a classified staff member who has demonstrated outstanding service to the University. [Click here for more details.](#)

RSVP at <http://tinurl.com/722s2bu> and submit payment to Debbie Porter, MS 1412, by Tuesday, April 3. Please make checks payable to Boise State University.

FY'13 EAF/BPAR DEADLINE Janet Hurd - Budget Office

FY'13 Employment Action Forms and BPARs are due to the Budget Office by April 20, 2012.

EAFs should be submitted for any FY'13 faculty or professional personnel changes and BPARs for any FY'13 classified fund source changes. Forms received by April 20 will be reflected in the FY'13 Budget Book. Forms received subsequent to this date will be processed but may not be reflected in the Budget Book.

This deadline is only for employees on standard contract dates that have changes to their appointment, such as FTE or fund source. As in the past, employees whose contracts do not coincide with the standard dates (usually due to grant funding) will need EAFs submitted approximately one month before the reappointment or change date.

Please contact the Budget Office, 426-1273, with any questions.

NOTICE OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY Office of the General Counsel

As required by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), and the regulations set forth at 34 CFR 104.7, 34 CFR 104.8, and 28 CFR 35.107, it is the policy of Boise State University not to discriminate against individuals in its programs or activities on the basis of physical or mental disability. Boise State University's Non-Discrimination Policy, which includes the University's grievance procedures, can be found at the following link: http://policy.boisestate.edu/wp-content/uploads/2012/02/1060_112111.pdf

Qualified students who require disability-related services or accommodations are encouraged to contact the University's Disability Resource Center, located in Room 114 of the Administration Building on the University's Main Campus, or by telephone at 426-1583. Information concerning services provided by the Disability Resource Center can be found on its website: <http://drc.boisestate.edu/>.

Qualified employees who require disability-related services or accommodations are encouraged to contact the University's EEO/AA Office, located in Room 215-D of the Administration Building on the University's Main Campus, or by telephone at 426-1979. Information concerning services provided by the EEO/AA Office can be located at the following link: <http://hrs.boisestate.edu/eoaa/>

Other individuals requiring disability-related services or accommodations, or, who have questions or concerns related to the University's obligations described in this notice are encouraged to contact the University's Interim 504/ADA Coordinator, Blaine Eckles, located in Room 116 of the Norco Building on the University's Main Campus, or by telephone at 426-3489.

Upon request this notice is available in alternative formats (e.g., large print or audio) from the 504/ADA Coordinator.

New Hires

Eric Nielsen - Department of University Housing, IT Information Systems Technician

Michele Stanford -

Children's Center, Teacher

Michael Wheeler - Fac Oper

& Maint, Business Services

Supervisor

Departures

Wally Baker - Chemistry Department

Curtis Blevins - Academic

Technologies Department

Julius Brown-

Intercollegiate Athletics

Department – Men

Terry Gafron – College of

Electrical Engineering

Debbie Gibbons-Derouen –

Facilities, Operations &

Maintenance

Idalia Gonzalez - Human

Resource Services

Brian Greer – Campus

Recreation Coordinator Cycle

Learning Center

Tony Keife - Student Union

& Student Involvement

Greg Lane - Enterprise

Application Systems

Misty Lovato -Management

Department

Angel O'Brien - Biology

Department

Frank Stieber - Albertsons

Library

Brian Vermillion -

Department of Trans &

Parking

Promotions

Joyce North - Biology

Department, Management

Assistant

Ramona Turner - Account

Maintenance Center, Office

Services Supervisor 1



SUSTAINABLE FUTURES Shared Leadership – Kay Trotter

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 repurposed, 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-ATHLETIC SCHOLARSHIPS THROUGH PAYROLL DEDUCTION Cindy Chumley - Bronco Athletic Association

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](http://www.broncoathleticassociation.com).

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 sent the payroll deduction authorization form, contact Cindy Chumley with the Association office at (208) 426-5486 or cchumle@boisestate.edu.

Forms must be completed and returned to the Association office (MS-1020) 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>.

P-Cardholder Review Session

Dates Offered: April 24 and 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” APRIL & MAY 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. Unless otherwise noted, all workshops will be held in Room 210, Simplot Micron Building. To register for these sessions, please visit the online registration page at:

<http://cedar.boisestate.edu/hrs/workshops/>

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.

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.

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.

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.

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.

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 CENTER FOR PROFESSIONAL DEVELOPMENT PRESENTS PERSONALITY STYLES
IN THE WORKPLACE & TIME MANAGEMENT SOLUTIONS**

Boise State Center for Professional Development Presents Personality Styles in the Workplace and Time Management Solutions

Personality Styles in the Workplace is scheduled for April 19, 2012 | 8:00 AM - 12:00 PM at the Linda Yanke Family Research Park, Room 510, Instructor: Tricia Burns
Fee: \$150

In this hands-on, interactive session, you will learn what your personality preferences are and how those preferences impact how you communicate, learn, organize your life, and make decisions. You'll learn tips for reducing conflict

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/SearchProcessChecklistProfessionalStaff.pdf>

For Faculty
<http://hresearchProcessChecklistFaculty.pds.boisestate.edu/forms/Sf>

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.

and interacting successfully with others whose styles may differ from yours.

Time Management Solutions - April 19, 2012 | 1:00 PM - 5:00 PM
Linda Yanke Family Research Park, Room 510, Instructor: Jerri Mizrahi
Fee: \$150

Do multiple priorities and repeated interruptions turn your desktop into piles of clutter, fill your email to its maximum, and make your days seem way too long? Take charge of your time and gain focus on your objectives with this workshop's tools and strategies for overcoming procrastination, avoiding time wasters, controlling paperwork, and planning for high performance. Regain your lost productivity and achieve the results you need to be successful.

TO REGISTER: Go online at cpd.boisestate.edu or call (208) 426-1709.
For more information contact the Center for Professional Development:

- Web site: <http://cpd.boisestate.edu>
- Call Michelle Forsgren at (208) 426-3740 or Email at michelleforsgren@boisestate.edu at the Boise State University Center for Professional Development
220 E. Parkcenter Blvd., Boise, ID 83706
[208-426-1709](tel:208-426-1709) <http://cpd.boisestate.edu>

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/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/>).

UNIVERSITY HEALTH & RECREATION CENTER Heather Carlson

Social Media

Like the Recreation Center on Facebook: <http://www.facebook.com/BoiseStateRecreation>

Like the Health Center on Facebook: <http://www.facebook.com/BoiseStateHealth>

Follow us on Twitter at: <http://twitter.com/BoiseStateRec>

Don't forget to Check-in on foursquare!

Beat Coach Pete Scholarship Fun Run/Walk

For details call 426-1131 or click <http://rec.boisestate.edu/beatpete/>.

Intramural Sports

For details call 426-1131 or click <http://rec.boisestate.edu/intramurals/signupSched.cfm>.

Employee Wellness Screening

For registration visit healthservices.boisestate.edu/calendar, or for more information visit healthservices.boisestate.edu/wellness/employee.

Youth Learn to Swim Lessons

For details call 426-1131 or click <http://rec.boisestate.edu/aquatics/learntoswim/>.

Lifeguard Training

For details call 426-1131 or click <http://rec.boisestate.edu/aquatics/programs/>.

Support a Breath of Fresh Air, Clean Up Our Campus!

Clean up our campus and support the Smoke-Free Campus Policy. Campus Clean Up events offer health promotion and educational services for all students, staff, faculty and visitors. Stop by the Clean Up Campus booth April 11 from 10 a.m.-2 p.m. on the Quad to pick up your latex gloves and trash bags to collect cigarette butts around campus. Snacks and prizes will be available for all that help!

Fueling the Machine

Cost is free but registration is required by April 18.

Visit healthservices.boisestate.edu/calendar to register.