HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Boise State University April 11, 2012
http://hrs.boisestate.edu//

HUMAN RESOURCE SERVICES

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

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

BOISE STATE UNIVERSITY
FY 2013 CHANGE IN EMPLOYEE COMPENSATION (CEC)
Sarah Jones – Compensation & Benefits

The Idaho Legislature has approved funding for a two percent (2%) across the board pay increase in FY13 for all permanent faculty, classified and professional staff in permanent positions, and adjunct faculty that are achieving performance standards.

All permanent employees rated at "Achieves Performance Standards" or better within the last twelve (12) months are eligible for the CEC (change in employee compensation). Refer to the attached flyer for complete information.

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.

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

Payroll

Susan Eaton	426-3192
Rex Hadley	426-1812
Denise Ooley	426-3433
Crystal Pidjeon	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 a 426-2898

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 18, 2012
Session: Budget Updates

Date: April 24, May 24
Session: P-Cardholder Review

Date: April 25, 2012
Session: The Boise State Brand and Trademark Licensing
Presenter: Rachael Bickerton, Director of Trademark Licensing

Date: May 2, 2012
Session: History of BSU

Date: May 16, 2012
Session: The University Roadmap and You: Improving Processes and Systems at Boise State

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
Time Management Solutions - April 19, 2012 | 1:00 PM - 5:00 PM

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 http://cpd.boisestate.edu

DEFENSIVE DRIVING COURSE – NATIONAL TRAFFIC SAFETY INSTITUTE
Risk Management & Insurance

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 Sybrina Bobo, Boise State Risk Management & Insurance ext. 63610 or email sybrinabobo@boisestate.edu. Register Online at:
http://cedar.boisestate.edu/hrs/workshops/login.asp

New Hires

Jonathan Durlam – College of Arts & Sciences, Laboratory Manager
Elmira Feather – College of Engineering, Financial Technician
Timothy Kelly – Facilities, Operations & Maintenance Craftsman
Duane Reed – Information Technology, Systems Engineer
Stephen Ritter – Transportation & Parking, Parking Specialist
George Vaughn - Intercollegiate Athletics, Coordinator, Video Services-Football

Departures

Michael Burt – Facilities, Operations & Maintenance
Jo Ann Daron – University Advancement
Theron Fereday – Chemistry, Lab Materials Supervisor
John Glerum – ID Business Econ. Dev.
Cheryl Schrader – Sponsored Programs
Ashley Secrest – College of Arts & Sciences
Katie Thiede - Admissions

Promotions

Michael Chorny – Public Safety, Risk Mgt & Transportation, Parking/Traffic Supervisor

Transfers

Stephanie Neighbors – Dean of Student Rights

Retirements

Helen Smith – Facilities, Operations & Maintenance

Date: Tuesday, April 17, 2012
Time: 8:00 am - 12:00 pm
Location: SUB Hatch A
Fee: No charge

VACANCIES

Boise State University is a State agency and must hire Classified positions through the Division of Human Resources (DHR). 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. Announcements listed may be used to fill both current and future vacancies.

- Open Classified Staff Positions: (http://hrs.boisestate.edu/joblistings/classified/).
- Open Professional Staff Positions: (http://hrs.boisestate.edu/joblistings/professional/).
- Open Faculty Positions: (http://hrs.boisestate.edu/joblistings/faculty./).

For additional information regarding open positions, contact Employment Services at employment@boisestate.edu.

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.

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!

Intramural Sports
End the semester with some fun recreational or competitive sport! For details call 426-1131 or click http://rec.boisestate.edu/intramurals/signupSched.cfm.

Employee Wellness Screening
Wellness screenings can help you to identify protective and risk factors that are pertinent to your health. Cost is $25 with insurance billing on your own. For registration visit healthservices.boisestate.edu/calendar, or for more information visit healthservices.boisestate.edu/wellness/employee.

Youth Learn to Swim Lessons
Looking for that perfect spring or summer activity for your child? Nothing beats a hot day like time in the pool. 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/.

Lifeguard Training
Are you or a loved one interested in becoming a lifeguard? 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. Cost is free but registration is required by April 18. Visit healthservices.boisestate.edu/calendar to register.

Cycle Learning Center Adventure Ride Series
Join the Cycle Learning Center for our *Adventure Ride Series*. For details call 426-RIDE or click http://rec.boisestate.edu/CLC/events.cfm.