JANE KINN BUSER
RETIREMENT RECEPTION
Stacy Pearson – VP Finance & Administration

YOU ARE INVITED!

Jane Kinn Buser, Executive Director, Human Resource Services, will be retiring on November 30, 2010. Please join us for a reception to be held in her honor on Thursday, December 2, 2010 from 4:00 – 6:00pm in the Simplot Ballroom B-D, in the Student Union. A brief program will commence at 4:30pm.

Jane began her career with Boise State College in 1973 as the college personnel officer. Over the next 37 years, Jane spearheaded legislation and provided leadership that brought the ORP (Optional Retirement Plan) for higher education to Idaho, championed and implemented the Employee Assistance Program, and co-founded the professional and classified-staff senates. These are only a few of the numerous achievements highlighting her passionate dedication to the employees of the University. Jane will leave a lasting legacy from the halls of the University to Idaho’s higher education community.

Under Jane’s compassionate leadership and guidance, the University’s Human Resources division has provided invaluable services to the faculty, staff and students. Her tireless and creative energy will be missed! On behalf of the University community, please join us on December 2nd in thanking Jane for all her accomplishments and wishing her the best in her retirement journey.

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• to process payroll and meet all internal and external deadlines.

Any time not entered and approved by these deadlines will be paid on 1/26/2011.

Paper time sheets must be in the Payroll Office by noon on Monday, December 20, 2010. Any changes after that time will be made on the 1/2/11 paycheck.

For questions, please call Rex at 426-182, Denise at 426-3433, or Crystal at 426-3739.

TIAA-CREF
HRS Benefits Administration

Boise State’s TIAA-CREF representative, David Penrose, will be on campus Wednesday, December 1, from 8 am – 5 pm in the Foote Room/Student Union Building and on Thursday, December 2, from 8 am – 2 pm in Brink Room/Student Union Building. You can schedule an appointment with David by calling TIAA-CREF at 1-800-732-8353 between 8:00 am - 4:00 pm. If you have any

COLONIAL LIFE – SUPPLEMENTAL HEALTH BENEFIT
HRS Benefits Administration

Boise State University employees have the opportunity to participate in COLONIAL LIFE Supplemental Health Programs. These are voluntary and pay cash directly to you if you are injured or sick and unable to work. Benefits can help with loss of income, deductibles, co-payments or whatever else you choose. COLONIAL LIFE benefits are payroll deducted and are guaranteed renewable for life.

These programs are based on a group rate and can be taken with you if you leave the employment of the University. The rates will not be increased. It pays like life insurance except pays while you are alive! The payments are made directly to you to spend as you need.

COLONIAL LIFE associates, Angie Bringhurst and Lynne Davies, will be on campus in the Student Union Building on Friday, December 3, 2010 from 9:30 a.m. to 12:00 p.m. in the Fisher Room. Drop by and learn how these plans fill in the gaps in your insurance.

FEE WAIVERS AND INTERSESSION
HRS Benefits Administration

The tuition fee waiver can be used for courses taken during the Intersession. It is important to note that the Fee Waiver Policy will cover a maximum of nine (9) credits for the Intersession and Spring 2011 semester combined. The fee waiver deadline for the Intersession is December 9, 2010. The fee payment deadline for the Intersession is December 17, 2010. The fee waiver deadline will be January 6, 2011 for the Spring 2011 semester. Any fee waivers received after the fee waiver deadlines will be assessed a $50 late fee.

If you have any questions, please contact Molly George (last name A-L) at 426-2898, or Nancy Regent (last name M-Z) at 426-4450.
Photoshop Fundamentals I
Unleash the power of Adobe Photoshop and enhance your favorite photographs. Explore and master the basics of digital image editing, including correcting over/under exposed images, adjusting color balance, elementary layering techniques and creation of simple selections. Other materials, equipment required: Digital camera, home computer with Adobe Photoshop required. Photoshop CS4 or 5 recommended (extended version not necessary). Photoshop Elements OK.
Saturday, February 26-Mar 19; 1 pm - 4 pm
Boise Campus, $135; Instructor: Angela Neiwert

Drawing Outside the Square
Learn to draw using imagination, memory and the everyday as starting points. This course aims to teach basic skills and expand definitions of drawing. Several approaches will be explored along with traditional and non-traditional materials. Required Supplies: Supply list at Quality Art - bring to first class.
Tuesday, April 12-May 3; 6 pm-8:30 pm
Boise Campus, $115; Instructor: Kate Walker

Arabic
Beginning Arabic I
For those with no previous Arabic experience.
Option 1
Monday, February 1-March 21; 6 pm-8 pm
Boise Campus, $108; Dalia Eltayeb

Spanish Culture & Conversation for Advanced Beginners I
Prerequisite: Levels I and II or equivalent experience. Emphasis on continued conversational skill development and learning to describe past activities and future plans.
Monday, February 7-March 21; 6 pm-8:30 pm
Boise Campus, $108; Maura Holly

French
Conversational French for Beginners I
For those with no previous French experience.
Tuesday, February 8-March 15; 6 pm - 8 pm
Boise Campus, $108; Gabrielle Applequist

Italian
Beginning Italian I
For those with no previous Italian experience.
Tuesday, March 22-May 3; 6 pm - 8 pm
Boise Campus, $108; Dalia Eltayeb
Conversational Arabic II
Thursday, March 24-May 5; 6 pm - 8 pm
Boise Campus, $108; Dalia Eltayeb

Chinese Basics - Mandarin I
This course offers an easy introduction to the Chinese language and social etiquette. The information is designed to be especially helpful for business and travel in China and Taiwan. A unique teaching method developed by Dr. Wei will enable students to start speaking Chinese with confidence the first day of class. Students acquire the fundamental skills necessary to establish professional credibility and friendship within the Chinese business and social environment.
Tuesday, February 8-March 15; 6:30 pm – 8:30 pm
Boise Campus, $99; Carol Pangburn

American Sign Language I
Develops beginning abilities in receptive and expressive skills. Offers a basic study of grammatical structures and vocabulary in a communicative context.
Wednesday, February 9-March 16; 6 pm - 8 pm
Boise Campus, $108; Sharon Wei

Wellness
Mindfulness-Based Stress Reduction (MBSR)
Mindfulness-Based Stress Reduction (MBSR) is a clinically proven program for alleviating stress, anxiety, panic, depression and other conditions. This powerful approach shows you how to focus on the present moment in order to permanently change the way you handle stress. You will learn how to replace stress-promoting habits with mindful ones - a skill that will last a lifetime.
Thursday, March 17-April 21; 5:30 pm - 7:30 pm
Boise Campus, $99; Rand Adams

Work Study Positions & Employees
To advertise Work-Study or non-Work-Study positions for students, use our new and improved web-based posting system, BroncoJobs at: http://career.boisestate.edu. Click on Employers Post Your Jobs Here (located under the quick links). Then register for a new account.

To hire a Work-Study student employee, complete the Work-Study Employee Action Form Request at: http://career.boisestate.edu/SEWorkStudyEmployeeActionFormRequ est.htm. We will complete the verification process and return the form to you to complete and submit to Human Resource Services.

To hire, change salary, or separate/terminate a student employee (non- Work-Study), complete the Employee Action Form Non-Work-Study Students. To separate or change salary for Work-Study student employees, complete the Employee Action Form for Work-Study Students.

For additional information on hiring a student employee, visit http://career.boisestate.edu/SEHandbook-Supervisor.htm or contact the Career Center at 426-1477.

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/.

Thanksgiving
For each new morning with its light,
For rest and shelter of the night,
For health and food, for love and friends,
For everything Thy goodness sends.
~Ralph Waldo Emerson