

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 5

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

March 8, 2011

## 2011 OUTSTANDING CLASSIFIED EMPLOYEE AWARD NOMINATIONS DUE Association of Classified Employees (ACE)

The Association of Classified Employees (ACE) invites nominations for the 2011 Outstanding Classified Employee award. This award is designed to recognize a classified staff member who has demonstrated outstanding service to the University. The recipient, along with all the nominees, will be honored at the annual ACE General Meeting & Spring Luncheon on Tuesday, April 5, 2011. The rules for eligibility, criteria for selection, and the nomination form are attached. The nomination deadline is Monday, March 28 by 5:00 p.m. Mail or deliver your nomination to Lisa Clements, Purchasing, MS 1210, (e-mail [lclement@boisestate.edu](mailto:lclement@boisestate.edu)). If you have questions or need more information, please call Lisa at 426-3702.

## TIAA-CREF HRS Benefits Administration

Boise State's TIAA-CREF Representative, David Penrose, will be on campus Tuesday, March 22, Wednesday, March 23, and Thursday, March 24 in the Fisher Room, Student Union Building. Appointments on March 22 and 23 are from 8 am – 5 pm and on March 24 from 8 am – 2 pm.

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 426-4417.

## ACE CHILI FEED & QUILT RAFFLE Association of Classified Employees

The Association of Classified Employees would like to thank the campus community for donating to and supporting the 2011 ACE Chili Feed and Quilt Raffle. The Chili Feed and Quilt Raffle raises funds for the ACE Goodwill Program. Congratulations to Kimber Shaw who was the lucky quilt winner. The beautiful BSU quilt was donated by Chris Matthies, Tommy Colpitts, Amy Reichel and Connie Griffin.

A very special thank you is given to the various department chefs that donated chili. Our thanks to St. Paul's Catholic Church for allowing us to hold the Chili Feed at the church, and our gratitude to CapED Federal Credit Union for their generous donation of \$1,500 to the GoodWill Program.

## SUPPORT BRONCO STUDENT-ATHLETE SCHOLARSHIPS Cindy Chumley – Bronco Athletic Association

Would you like to directly support Boise State student-athlete scholarships? 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 April 1,

2011 paycheck, and your last installment would be withdrawn from your November 11, 2011 paycheck.

Contact **Cindy Chumley** with the Association office at (208) 426-5486 or [cchumle@boisestate.edu](mailto:cchumle@boisestate.edu) for a payroll deduction authorization form. Forms must be completed and returned to the Association office (MS-1020) by **Friday, March 11, 2011**, to enroll in payroll deduction for your 2011-12 Association membership.

If you've previously taken advantage of payroll deduction for your annual membership, you must re-submit a completed form for 2011-2012.

**Go Broncos!**

## ASSOCIATION OF CLASSIFIED EMPLOYEES ACE General Meeting & Spring Luncheon

Join ACE for their General Meeting and Spring Luncheon on Tuesday, April 5, from 11:30 am – 1:30 pm in the Simplot Ballroom, Student Union Building. Faculty and Professional staff are invited to attend in support of our Classified staff. Dr. Kustra has granted one-hour release time with supervisor approval.

Featured speaker is **Coach Pete**, Head Coach/Football, Athletics. This year's menu is the Idaho Potato Bar. Cost is \$5.00. RSVP to Chris Matthies (426-4134) or Jamie Sheppard (426-3443). Please pay by check payable to Boise State University and mail to Boise State, Chris Matthies or Jamie Sheppard, Registrar's Office, MS 1365. Flyer is attached.

## SKILLSOFT – ON-Line-Training

**SkillSoft Log-in:**

<http://boisestate.skillport.com/SkillPortFE/login/login.cfm>

**User ID:** "Employee ID Number"

**Password:** "welcome"

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

Human Resources Services Learning and Development invites you to view the complete Spring schedule or to register for a session, by visiting the Learning and Development website at: <http://cedar.boisestate.edu/hrs/workshops/> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

Register Online at for the workshops listed below and other personal and professional training workshops at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

### Software / Web Training

<a href="#">Access Forms</a>	Date: 03/10/2011
<a href="#">Access Queries</a>	Date: 03/17/2011
<a href="#">Using the iPad for Work at Boise State</a>	Date: 03/23/2011
<a href="#">Access Reports</a>	Date: 03/24/2011
<a href="#">Microsoft Excel Advanced</a>	Date: 04/19 & 04/20/2011
<a href="#">Windows 7</a>	Date: 04/21/2011
<a href="#">Electronic Mail Merge at Boise State</a>	Date: 05/11/2011
<a href="#">Windows 7</a>	Date: 05/17/2011

### Time & Labor

<a href="#">Time and Labor Training - 1:00 - 2:00 PM</a>	Date: 03/16/2011
<a href="#">Time and Labor Training - 9:00 - 10:00 AM</a>	Date: 04/13/2011
<a href="#">Time and Labor Training - 1:00 - 2:00 PM</a>	Date: 04/27/2011

### Fiscal Procedures & Management

<a href="#">Understanding Account Codes</a>	Date: 03/16/2011
<a href="#">Purchasing 101: The Basics</a>	Date: 03/22/2011
<a href="#">Online Class Scheduling Training</a>	Date: 04/04/2011

### Communications

<a href="#">Handling Difficult Conversations</a>	Date: 03/17/2011
<a href="#">The Fine Art of Complaining</a>	Date: 03/23/2011

### Health & Wellness

<a href="#">Grocery Store Savvy Tour</a>	Date: 03/15/2011
<a href="#">Freedom From Smoking</a>	Date: 03/17/2011
<a href="#">The Fine Art of Complaining</a>	Date: 03/23/2011
<a href="#">Healthy Meeting Walk and Talk</a>	Date: 04/19/2011 (Thursdays)

## 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 **Jordy LePiane** at **426-1536** for additional information regarding **Classified positions**.

**Professional Staff and Faculty Positions:** Call **Michelle Berard**, **426-3170**, or visit Human Resource Services / Employment's website at <http://hrs.boisestate.edu/employmentservices/> for position descriptions and information regarding Professional Staff and Faculty positions. Visit <http://hrs.boisestate.edu/joblistings/professional/> and <http://hrs.boisestate.edu/joblistings/faculty/> for current openings.

### Opportunities Open to ALL APPLICANTS Announcements Currently Open on the State Web Site

- Buyer – Purchasing Department
- Parking Specialist – Parking & Transportation

## TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Box Office Manager – Athletic Ticket Office
- Financial Technician – Office of Sponsored Programs
- Management Assistant – Office of Finance, Planning & Transportation
- Security Officer Supervisor – Campus Security/Police Services
- Sr. Transcript Evaluator – Registrar's Office
- University Shop Assistant – Art Department

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.

## NEW HIRES

- Jon George - Dept. Tech Help, Manufacturing Specialist
- Esther Lynne Given - Student Involvement and Leadership, Financial Technician
- Libby Greaney - Executive Director, Campus Recreation
- Natalie Keffer - Intercollegiate Athletics Men, Executive Assistant to the Athletic Director
- Alison Lowenthal - Ctr for Sch Imp & Policy Studies, SW Regional Special Education Consultant
- Josh Rizkowsky, Intercollegiate Athletics Men, Building Facility Specialist
- Kelly Royster - Campus Recreation, Custodian Leadworker

## DEPARTURES

- Olivia Aulbach - CEEHS(Excellence in Env Hlth)
- Patricia DeBor - CMEO-Student Success Program
- Nathan Lawson - Facilities, Operations & Maintenance
- Oscar Moncada - Public Safety, Risk Mgmt & Tran

## PROMOTIONS

- Brad Lorrondo - Intercollegiate Athletics Men, Assistant Athletic Director, Football
- Louis Major - Intercollegiate Athletics Men, Director, Football Operations
- Brent Moore - Intercollegiate Athletics Men, Director, Special Events
- Brent Pease - Intercollegiate Athletics Men, Assistant, Football Coach

## 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.

For additional information on hiring a student employee, visit <http://career.boisestate.edu/SEHandbook-Supervisor.htm> or contact the Career Center at 426-1747.

The CAMPUS RECREATION website has information on Facebook , Twitter, Brown Bag Discussions, personal training and fitness testing specials and MORE! Visit <http://rec.boisestate.edu/> for complete schedules & descriptions and information on fitness workshops and education.

#### Beat Coach Pete Scholarship Run/Walk

Join us in making a difference in our students' lives at this Bronco event on **Saturday, April 9, 2011**. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/beatpete/>.

#### Beat Coach Pete Red Robin Fun'Raiser

For details click <http://rec.boisestate.edu/beatpete/>.

#### Women's Self-Defense Class

<http://rec.boisestate.edu/fitness/workshops/>.

#### Youth Learn to Swim Lessons

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

#### Endurance Rides

For details, other dates, or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/grouplex/enduranceRide.cfm>.

#### Swim Meet

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

#### Tennis League

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

#### 4 on 4 Flag Football League

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

#### Soccer League

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

#### Rappelling Skills Series

For details or to register, call 426-1946 or click <http://rec.boisestate.edu/outdoor/climbing/skills.cfm>.

#### Lead Climbing Skills Series

For details or to register, call 426-1946 or click <http://rec.boisestate.edu/outdoor/climbing/skills.cfm>.

#### Learn to Swim

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

#### Introduction to the Cycle Learning Center

For details or to register, call 426-1946 or click <http://rec.boisestate.edu/CLC/events.cfm>.

#### Basic Bicycle Maintenance

For details or to register, call 426-1946 or click <http://rec.boisestate.edu/CLC/events.cfm>.

#### HAPPENINGS

<http://www.healthmatters.idaho.gov/Happenings.html>.

Visit <http://www.healthmatters.idaho.gov/Happenings.html> for Employee Discount Details!

For a complete schedule of offerings by University Health Services, visit:

<http://healthservices.boisestate.edu/calendar.cfm>.

March 11

#### Employee Wellness Screening

**Registration:** Registration required, visit [healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar) to register.

March 15

#### Learning and Development: Grocery Store Savvy Tour

**Registration:** Registration required, visit [healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar) to register.

#### FITNESS/NUTRITION

##### Nutrition Q&A

**Registration:** Drop-in, no registration necessary.

#### GENERAL WELLNESS

March 16

#### Women's Health

#### Women's Health: Self Esteem, Stress and Communication

#### Women's Health: The Heart (Physical Activity and Nutrition)

**Registration:** Registration required, visit [healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar) to register.

#### STRESS MANAGEMENT

March 23

**Registration:** Registration required, visit [healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar) to register.

#### TOBACCO CESSATION

#### WANT TO QUIT?

For information about cessation classes on campus, visit the website at: [healthservices.boisestate.edu/smokefree](http://healthservices.boisestate.edu/smokefree)

March 15

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

Sign up at: [healthservices.boisestate.edu/smokefree](http://healthservices.boisestate.edu/smokefree)

#### Freedom from Smoking

**Registration:** Registration required, visit [healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar) to register.



#### Mark Your Calendar

Lavender Lunches Women's Center (First & Third Fridays of the Month)	March 18	1 – 2:30 pm
Association of Classified Employees General Meeting & Spring Lunch Simplot Ballroom	April 5	11:30 – 1:30 pm
Professional Staff Spring Lunch	May 5	11:30 – 1:30 pm