RSVP now for the ACE 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.

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. Click here for the rules of eligibility, criteria for selection and nomination form. 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). If you have questions or need more information, please call Lisa at 426-3702.

EAFs should be submitted for any FY’12 faculty or professional personnel changes and BPARs for any FY’12 classified fund source changes. Forms received subsequent to this date will be processed but will not be reflected in the FY’12 Budget Book.

This EAF deadline is only for employees on standard contract dates that have changes to their appointment, such as FTE or fund source. FY’12 standard contract dates begin on June 26, 2011, for professional staff and on July 24, 2011, for faculty. 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.

If you have questions, please contact the Budget Office at 426-1273.

This workshop is for Boise State University employees within ten (10) years of retirement from PERSI. This is a hands-on workshop where you’ll be shown how to combine your PERSI Base and Choice Plan benefits with Social Security and other income sources for a rewarding retirement. You will explore the PERSI Base Plan with a specific emphasis on the retirement estimate, early retirement factors and the annuity options available to participants. Social Security, Medicare and other health care options are explored in great detail as are tax implications of retirement income, the need for insurance, long-term care, wills, trusts and powers of attorney.

REGISTRATION IS REQUIRED

This EAF deadline is only for employees on standard contract dates that have changes to their appointment, such as FTE or fund source. FY’12 standard contract dates begin on June 26, 2011, for professional staff and on July 24, 2011, for faculty. 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 join us as we congratulate the following employees:

**5 Years**

Andrew Atkinson
Michelle Berard
Keith Bhonapha
Alan Bonde
Michel Bourgeau
Jodi Brawley
Donald Burton
Wendy Campbell
Heather Carlson
Jeffrey Choate
Patrick Coyne
Marc Dhoore
Alicia Dillon
Valerie Dresslar
Jami Dye
Susan Eaton
Alvia Estey
Anne Evans
Mark Fitzgerald
Catherine Gilbert
Holly Gilchrist
Alex Gutierrez
Jeffery Hale
Chelsea Herman
Kevin Hetrick
Kristin Hill
Pamela Howard
Scott Huff
Christopher Kamann
Kathleen Kempton
Mary Korol
Greg Kunde
Michael Louis
Brian MacDonald
James Maguire
Randi Mahurin
Joseph Nickell
Brent Pease
Irene Pedraza
Shannon Reed
Neil Resnick
Annie Riedlinger
Dena Ross
Mark Schimmels
Tyler Smith
Alan Sobtzak
Timothy Socha
Kelcey Stewart
Michael Sumpter
Lynda Varing
Sunny Wallace
Judith Wauer
Loredana Werth
Aaron Whitman
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.

COLONIAL LIFE associates, Angie Brinthurst and Lynne Davies, will be on campus in the Student Union Building on Friday, April 1, 2011 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.

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

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

### Software / Web Training

- **Google Docs at Boise State**
- **Date:** 4/7/2011

- **Google Forms at Boise State**
- **Date:** 4/8/2011

- **Google Calendar Tips and Tricks**
- **Date:** 4/19/2011

- **Windows 7**
- **Date:** 4/21/2011

- **Google Sites at Boise State**
- **Date:** 5/4/2011

- **Electronic Mail Merge at Boise State**
- **Date:** 5/11/2011

- **Windows 7**
- **Date:** 5/17/2011

### Time & Labor

- **Time and Labor Training - 9:00 - 10:00 AM**
- **Date:** 4/13/2011

- **Time and Labor Training - 1:00 - 2:00 PM**
- **Date:** 4/27/2011

### Fiscal Procedures & Management

- **Online Class Scheduling Training**
- **Date:** 4/04/2011

- **Budget Updates**
- **Date:** 4/12/2011

- **Paying International Visitors and Vendors**
- **Date:** 4/14/2011

- **Peer Approver Role Review**
- **Date:** 4/20/2011

- **P-Card Holder Review Session**
- **Date:** 4/26/2011

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The Association of Classified Employees will be hosting an information booth in the Student Union across from the Info Desk on April 13, 2011 from 11:30 - 1:30.

The Association of Classified Employees (ACE) is an organization representing the entire classified staff of Boise State University. Every classified staff is automatically a member of the organization. There are no dues or fees. The focus of the organization is the concerns of classified staff as a whole.

Members of the organization serve on University committees such as Executive Budget, Affirmative Action, Human Resource Advisory Committee, Campus Recreation Advisory Board, Women's Center Advisory Board, Parking, etc. as well as organizational and community service committees.

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The FEE WAIVER DEADLINE for the 2011 Summer Semester is May 5, 2011. Any Fee Waivers received after that date will be assessed a $50 late fee.
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.

**Health & Wellness**

Healthy Meeting Walk and Talk  
Date: 04/19/2011  
(Thursdays)

Self-Defense Training  
Date: 04/21/2011

**Professional & Personal Growth**

Personal Information Security  
Date: 04/07/2011

Disability 101  
Date: 04/13/2011

Professional Networking to Create Change  
Date: 04/21/2011

Mastering the Recruitment Process  
Date: 04/27/2011

Information Security for Front-Line Employees  
Date: 04/28/2011

**SkillSoft – ON-Line-Training**

SkillSoft Log-in:  
http://boisestate.skillport.com/SkillPortFE/login/login.cfm

User ID: "Employee ID Number"

Password: "welcome"

**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.

-New HIRES-

- Natayla Hallstrom - Research Associate, Material Science and Engineering Department
- Charlene Marrow - Childrens Center, Teacher

-DEPARTURES-

- Sali Bregaj - Student Housing
- James Brownson - University Advancement
- Brian Griggs - University Housing
- Zachary Nies – Facilities, Operations & Maintenance

-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/groupex/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

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

UNIVERSITY HEALTH SERVICES
Vy Boutdy-Tatum

For a complete schedule of offerings by University Health Services, visit:
http://healthservices.boisestate.edu/calendar.cfm.

FITNESS/NUTRITION
Unleash Your Inner Chef: A Picnic in Tuscany
This installment of Unleash Your Inner Chef will feature an extensive selection of unique Italian dishes, sure to tantalize anyone’s taste buds. Registration: Registration required, visit healthservices.boisestate.edu/calendar to register.
Registration Deadline: April 7 at 6:00pm

Grocery Store Savvy Tour
Sign up now for this tour offered by University Health Services and WinCo Grocery Stores. Learn about smart grocery shopping on a tight budget. Registration: Registration required, visit healthservices.boisestate.edu/calendar to register.
Registration Deadline: April 12 at 7:00pm

TOBACCO CESSATION
WANT TO QUIT? For information about cessation classes on campus, visit the website at: healthservices.boisestate.edu/smokefree

Support a Breath of Fresh Air, Clean Up Our Campus!
FAA’s are a new campus-based volunteer group that provides support for the Smoke-Free Campus policy through health promotion and educational services for all students, staff, faculty, and visitors. Sign up to be an FAA: healthservices.boisestate.edu/smokefree