

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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

March 6, 2012

## HUMAN RESOURCE SERVICES

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

## Affirmative Action

Marla Henken	426-1979
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## Compensation/Benefits

Sarah Jones	426-4417
Mary Naccarato	426-2044
Molly George	426-2629
Jean Weber	426-4450
Idalia Gonzalez	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
Patrick Kelley	426-1619

## Learning & Development

Jerri Mizrahi	426-4418
Denise Stringer	426-2417

## 2012 PROFESSIONAL STAFF ASSOCIATION SPRING RECOGNITION LUNCHEON

You are cordially invited by the Professional Staff Association to attend the spring luncheon where fellow staff members will be honored for their years of service to Boise State University.

On Tuesday, March 13, the Professional Staff Association will host the 30th Annual Spring Luncheon Awards Ceremony honoring Professional Staff members who have attained 5, 10, 15, 20, 25, 30 35 AND 40 years of service at the University. The luncheon will be held in the Simplot Ballroom / Student Union Building.

RSVP by calling Carol Bugni, 426-1576, or e-mail [cbugni@boisestate.edu](mailto:cbugni@boisestate.edu) with your entree selection. Menu selection: Chicken Cordon Bleu or Vegetarian choice: Portabello Mushroom. HONOREE AND EMERITUS LUNCHEES ARE COMPLIMENTARY.

COST is \$10 payable in advance. Make check payable to Boise State University and mail to Carol Bugni, Human Resource Services, MS 1265. We will be unable to seat people who do not RSVP.



## 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 re-purposed, 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](http://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](#).

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](tel:2084265486) or [cchumle@boisestate.edu](mailto: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!

## 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, March 20, 2012, from 8AM-5PM, Wednesday, March 21, from 8AM-5PM, and Thursday, March 22, from 8AM-5PM. All sessions will be held in the Chief Joseph Room 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



**Performance Evaluations Due In Human Resource Services March 16, 2012**

## 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>.

### Excel Pivot Tables and Macros

Instructor: Andy Lanning

**Prereqs: Excel Intermediate or equivalent experience**

Date: 03/19/12 and 03/21/12

Time: 9:00 - noon

Place: ERB 1100 (Environmental Research Building)

**Cost: \$70**

Enroll By: 3/17/2012

### Microsoft Publisher

Instructor: Andy Lanning

Publisher flyers are a perfect and easy way to promote your event. In this class you will learn the design tricks and tools to make a professional looking flyer in a short amount of time.

Date: 3/20/2012

Time: 9:00 - noon

Place: ERB 1100 (Environmental Research Building)

**Cost: \$40**

Enroll By: 3/18/2012

**The following sessions are open to all faculty and staff for no charge.**

Register online at [cedar.boisestate.edu/hrs/workshops/login.asp](http://cedar.boisestate.edu/hrs/workshops/login.asp)

**Time and Labor**, March 14, March 28, April 11, April 25, May 9

When: 12 - 1 pm

Where: Simplot Micron Building, Room 210

Instructor: Denise Ooley, Payroll Services

Learn the steps to enter your time into Time and Labor via BroncoWeb and receive instruction in how to manage and approve Time and Labor entry.

### P-Cardholder Review Session

Dates Offered: March 22, April 24, 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" FEBRUARY 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. To register for these sessions, please visit the online registration page at:

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

Date: March 14, 2012

Session: Boise State Campus Master Plan – Present and Future

Presenter: James Maguire, AVP, Campus Planning

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### New Hires

**Matthew Gaudry** –  
Intercollegiate Athletics Men,  
Director/Fan Dev. Strategies  
**Troy Haan** – Information  
Technology, Director  
Business Intelligence  
**Patrick Kelly** – Human  
Resource Services, Personnel  
Technician  
**Margaret Satterlee** –  
University Advancement,  
Manager, University Special  
Events  
**David Scheets** - Information  
Technology, Systems  
Engineer  
**Nathan Unger** – SSPA  
Dean's Office, Financial  
Technician

### Departures

**Sari Byerly** – CMEQ –  
Upward Bound  
**Jeff Sharp** – Parking &  
Transportation

### Promotions

**Allison Wilde** – College of  
Business & Economics,  
Manager, Public Relations  
Communications

Description: This session will provide an overview of the current campus construction and the proposed changes for the future.

Time: 11:00 a.m. – 12:00 p.m.

Room: Simplot Micron Building, Room 210

Date: March 21, 2012

Session: The Keystone of Change

Presenter: Ben Swanson, University Health & Recreation Services

Description: Many people struggle with making sustainable healthy changes in their lives. This interactive workshop will help you understand what the keystone of sustainable change is and how to apply it to make lasting change possible.

Time: 11:00 a.m. – 12:00 p.m.

Room: Simplot Micron Building, Room 210

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.

Room: Simplot Micron Building, Room 210

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.

Room: Simplot Micron Building, Room 210

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.

Room: Simplot Micron Building, Room 210

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.

Room: Simplot Micron Building, Room 210

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.

Room: Simplot Micron Building, Room 210

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

## VACANCIES

### 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/SearchProcessChecklist\\_ProfessionalStaff.pdf](http://hrs.boisestate.edu/forms/SearchProcessChecklist_ProfessionalStaff.pdf)

#### For Faculty

[http://hrsresearchprocesschecklist\\_faculty.pds.boisestate.edu/forms/Sf](http://hrsresearchprocesschecklist_faculty.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.

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/>).

## CENTER FOR PROFESSIONAL DEVELOPMENT Michelle Forsgren – Manager of Public Programs

The Boise State Center for Professional Development provides a discount of 10% for Boise State Employees to attend the Center's continuing education workshops. This discount does not apply to ed2go online courses, specialized course materials, assessments or software (GRE, GMAT, SHRM Learning system, etc.).

Visit <http://www.boisestate.edu/extendedstudies/cpd/> to check out the Center for Professional Development's NEW online courses and the many course offerings. Detailed schedules are located at: <http://www.boisestate.edu/extendedstudies/cpd/schedulebydate.html>. Register by e-mailing Michelle Forsgren at [michelleforsgren@boisestate.edu](mailto:michelleforsgren@boisestate.edu) or by calling 426-3740. Employees must use their Boise State email address when enrolling in order to get the 10% employee discount.

## 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

Get your running shoes on and head out to this year's Beat Coach Pete Scholarship Run/Walk! For details call 426-1131 or click <http://rec.boisestate.edu/beatpete/>.

#### FREE Supplemental Information: Facts About Supplementing

Learn about the wide world of supplementation, ways in which supplements are used and why they can be beneficial for some individuals. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/workshops/>.

#### Get in Spring Break Shape Workshop

Spring Break is approaching. Learn how to make these last few weeks count and get the most out of your workouts! Stop by on March 14 from 5:30–6:30 p.m. in the Recreation Center Classroom. Cost is \$5 for Members and \$10 for Non-Members. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/workshops/>.

#### FREE Bearing Adjustment and Overhaul Maintenance Session

The final class in the Bicycle Brown Bag Maintenance series will cover everything you need to know to keep your bike's bearing systems (hubs, headset, and bottom bracket) running smoothly year after year. For details call 426-RIDE or click <http://rec.boisestate.edu/CLC/events.cfm>.

#### FREE Exploring the Ridge to Rivers Trail System Educational Session

Get off the couch and explore your backyard by foot or bike. For details call 426-RIDE or click <http://rec.boisestate.edu/CLC/events.cfm>.

#### Employee Wellness Screening

For registration visit [healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar), or for more information visit [healthservices.boisestate.edu/wellness/employee](http://healthservices.boisestate.edu/wellness/employee).

#### FREE Discovering Boise by Bike Educational Session

For details call 426-RIDE or click <http://rec.boisestate.edu/CLC/events.cfm>.

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### **Youth Learn to Swim Lessons**

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/>.

### **Eating on a Budget**

Buying and preparing healthy foods while on a tight budget can be challenging. In this class, discover tips to help eat well while staying within your means. Come join Lauren Thomas on Thursday, March 22, 5:15-6:15p.m. in the Norco Building, Health Center, Room 117. Cost is free but registration is required by March 22.

Visit [healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar) to register.

### **Water Safety Instructor Training**

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 from 5:15-6:15 p.m. in the Norco Building, Health Center, Room 117. Cost is free but registration is required by April 18. Visit [healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar) to register.

### **Lifeguard Training**

We will be offering American Red Cross Lifeguard Training/First Aid and CPR/AED for the Professional Rescuer and Health Care Provider at the Boise State University Recreation Center. For details call 426-1131 or click <http://rec.boisestate.edu/aquatics/programs/>.

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