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
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/](http://cedar.boisestate.edu/hrs/workshops/)

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**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 Technology Center and Time Management Solutions - April 19, 2012 | 1:00 PM - 5:00 PM

TO REGISTER: Go online at [cpd.boisestate.edu](http://cpd.boisestate.edu) or call (208) 426-1709.
For more information contact the Center for Professional Development:
- Web site: [http://cpd.boisestate.edu](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](http://cedar.boisestate.edu/hrs/workshops/login.asp)

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**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; 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.
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.

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/.

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.