

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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

April 25, 2012

HUMAN RESOURCE SERVICES

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

Affirmative Action

Marla Henken 426-1979

Compensation/Benefits

Sarah Jones 426-4417
Mary Naccarato 426-2044
Molly George 426-2629
Jean Weber 426-4450
Camile Mick 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 426-2895
Noreen Camacho 426-1638
Debby Flores 426-2180
Theresa Bow 426-3432
Michaelle Powell 426-3385
Rhonda Beal 426-4687
Juliet Buisman 426-1619

Learning & Development

Jerri Mizrahi 426-4418
Denise Stringer 426-2417

ANNUAL HUMAN RESOURCE SERVICES BENEFITS FAIR Benefits Administration

Mark Your Calendar! The Annual Benefits Fair is coming!

Please join us on Tuesday, May 1, from 10 am to 2 pm in the Simplot Ballroom/Student Union Building. This year, open enrollment begins on April 30, (details will be announced soon). Representatives from the Office of Group Insurance and Blue Cross of Idaho will be available with information regarding changes to our benefits and will be available to answer questions.

Don't miss this opportunity! Representatives from our retirement savings plan vendors, including TIAA-CREF, VALIC, Nationwide, Waddell & Reed, and American Funds, will be available to talk to you about what they can do for your future. Also, representatives from home, auto, liability and other insurers as well as credit unions will be there to provide information and answer questions.

Take advantage of free health screenings provided by University Health Services and Campus Recreation and learn more about their programs for faculty and staff. Parking and Transportation will be available with information about alternative transportation. Representatives from Human Resources and several other on-campus groups will be available to provide information and answer any questions you may have about these important Boise State resources.

Watch for the flyer being sent to benefits eligible employees to see a complete list of vendors. There's sure to be something you would like to find out more about! This year Boise State employees can play Bronco Bingo to be eligible for the prize drawing. The drawing will take place following the fair, and winners need not be present to win. Release time of one hour has been granted with supervisor approval. Light refreshments will be provided. We'll see you there!

DEPENDENT CHILD FEE WAIVERS FOR SUMMER Benefits Administration

Dependent child fee waiver requests must be turned in each semester, including summer, for the fee waiver to be applied. The deadline for dependent child fee waivers for the summer semester has been extended to May 4. Be sure to return the form to HRS by this date to avoid a late fee. The fee waiver forms and policies can be found here: <http://hrs.boisestate.edu/benefits/other.shtml#FeeWaiver>

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, **SkillsSoft, 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

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, May 22, from 8AM-5PM, in the Fisher Room, and on Wednesday, May 23, from 8AM-5PM in the Chief Joseph Room. Both rooms are located in the Student Union Building.

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

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" 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/>

Date: May 2, 2012

Session: History of BSU

Date: May 16, 2012

Session: The University Roadmap and You: Improving Processes and Systems at Boise State

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.

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

Juliet Buisman – Human Resource Services, Personnel Technician Parking Specialist
Lori Furgerson – Center for School Improvement & Policy Studies, Associate Director, Statewide System Coordinator
Scott Graf – Boise State Public Radio, Morning Edition Host/Senior Editor
Julian Lindsey – Facilities, Operations & Maintenance
Dominick Longbucco – Art Department, Financial Technician
Camile Mick – Human Resource Services, Personnel Technician
Lindsey Wallgren – Nursing Department, Student Services Coordinator
Douglas Watson - Architect, CAD Operator/Project Coordinator

Departures

Leslie Englund - Childrens Center
Matthew Patterson – Facilities, Operations & Maintenance
Jennifer Kahl Regner – Electrical Engineering
Jerry Robinson – Taco Bell Arena
Tonjia Runyon – Childrens Center

Promotions

Diane Donald – Student Financial Services to Program Information Coordinator
Diana Fairchild – to Interim Director Financial Aid/Scholarships, Financial Aid
Mark Hollis – Facilities, Operations & Maintenance to Senior Landscape Technician
Jacqueline Johnson – Albertsons Library to Associate Business Management Co.
Aaron Whitman – Architectural and Engineering Services to Project Manager 2

In Memoriam

Alfred Duffy – Graduate College

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!

Youth Learn to Swim Lessons

Help your child get a jump on summer fun, and safety, with swim lessons. A certified instructor teaches each session. Lessons are aimed at children from 6 months up to 12 years of age. Lessons available are Guardian and Me (6 months–4 years), Preschool Water Adjustment (3–5 years), Youth age 5–8 years and Youth age 8–12 years. Each is offered in two sessions with session one running Saturdays, April 7–28 (registration deadline of March 17) and session two running Saturdays, May 5–26 (registration deadline of April 21). Cost per session per participant is \$25 for members and \$35 for non-members.

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? 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. Class April 28–29 (see web for times). Cost is \$149 for members and \$199 for non-members. For details call 426-1131 or click <http://rec.boisestate.edu/aquatics/programs/>.

Treat Yourself To A Massage

There is no better complement to a workout regiment than massage. Massage is also beneficial in treating a wide range of conditions including muscle spasms, pain and soreness from injury and headaches.

For details call 426-1131 or click <http://rec.boisestate.edu/services/massage/>.

Learn to Swim

If you are interested in becoming more familiar with the water, learn a new stroke, refine your strokes, learn basic diving, or just want someone to give you a good hard workout we have an instructor for you! You can sign up for a private lesson, or buddy up for a semi-private lesson. Private lessons are \$17 for a single session, \$75 for 5 sessions or \$150 for 10 lessons. Semi-private lessons are (per person) \$12 for a single session, \$55 for 5 sessions and \$105 for 10 lessons.

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

Personal Training

Define your goals and maintain focus. Those are just two of the benefits to working out with one of our personal trainers. Workout knowing that you have the knowledge and training behind what you're doing. The motivation doesn't hurt either. And we'll be there every step of the way to positively affect your fitness level and share your successes.

For details call 426-1131 or click <http://rec.boisestate.edu/fitness/training/personal.cfm>.

Buddy Training

Working out with a friend truly brings out that "We're in this together" mentality. You and your "buddy" will do separate fitness assessments, but then will complete all of your scheduled training sessions together as a pair. So, grab your buddy and work together towards better health and fitness.

For details call 426-1131 or click <http://rec.boisestate.edu/fitness/training/buddy.cfm>.

Climb A Wall

Utilize one of the largest collegiate climbing gyms in the U.S.; come and climb our wall! Our facility offers excellent terrain for training on boulder, top rope, and lead climbing routes. With over 7200 square feet of climbable space, we offer 4 leadable and 25 top roped routes as well as a bouldering area.

For details call 426-1946 or click <http://rec.boisestate.edu/outdoor/climbing/>.