

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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

May 16, 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 |

## FLEX SPENDING BENEFITS OPEN ENROLLMENT DEADLINE Benefits Administration

**The Benefits Open Enrollment period for the upcoming year ends at 5 p.m. Friday, May 18.** This is the only opportunity during the year to [enroll or re-enroll in Flexible Spending Accounts](#), to change from one medical plan to another, to add dependent dental coverage, or to enroll or cancel enrollment in the ARAG Legal Plan.

If you do not want to enroll or re-enroll in a Flexible Spending Account and do not wish to make any changes to your health insurance or group legal benefit election, no action is required. If you are currently enrolled in a Flexible Spending Account and wish to continue participation, you must re-enroll by completing a new enrollment form.

**Your original forms must be received in Human Resource Services no later than 5 p.m. Friday, May 18. HRS is unable to accept faxed or email copies.** If you have not yet sent your forms, it is recommended that you hand deliver forms to Room 218 in the Administration Building; no exceptions to the deadline will be made for any delayed delivery of forms through campus mail.

If you have any questions, please contact Jean Weber at 426-4450 or Camile Mick at 426-2898, or email [benefits@boisestate.edu](mailto:benefits@boisestate.edu).

## SHARED LEADERSHIP LEARNING & DEVELOPMENT Jerri Mizrahi

Applications are now being accepted for the 2012-2013 Shared Leadership program that will help participants gain a better understanding of the people, various functions and operations of the university.

Shared Leadership provides Boise State faculty and staff with the information they need to become active participants in the university. By combining practical leadership tools with an in-depth view of the university's processes, Shared Leadership equips participants with the means necessary to make a significant contribution to the campus community and their individual departments.

The Shared Leadership program will:

- Combine practical leadership tools with a corresponding campus/community activity or speaker in every session.
- Provide participants a number of opportunities to take part as leaders, in either real or hypothetical situations.
- Foster an atmosphere of collaboration and enjoyment so that partnerships and friendships may be established and an exchange of leadership experiences may take place.
- Allow participants to learn leadership skills and styles from a mentor inside or outside the campus community.

Participants must meet the following criteria to apply:

- Hold a 20+ hour per week position at Boise State University
- Have the interest and intent to continue as a Boise State employee for the next two years
- Share a commitment to Boise State
- Receive supervisor's approval

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**Payroll**

Susan Eaton 426-3192  
Rex Hadley 426-1812  
Denise Ooley 426-3433  
Crystal Pidjeon 426-3739  
Regan Walker 426-3435

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**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 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 a 426-2898

- Commit to participate in 2012-2013 and help plan and produce the program in 2013-2014

For more information about the program and to download an application, visit [orgs.boisestate.edu/sharedleadership](http://orgs.boisestate.edu/sharedleadership).

Applications will be accepted through Aug. 17 and should be mailed to Jerri Mizrahi, learning and development manager, at mail stop 1265. A supervisor's signature is required on all applications.

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**CONVERSATIONS WITH CAREGIVERS**  
**Benefits Administration**

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The Boise State community is invited to attend the May 23 meeting of the Conversations with Caregivers group from noon-1 p.m. in the Student Union Building / Boyington Room. Feel free to bring a brown-bag lunch with you.

Our guest speaker is Denice Goodrich Liley, Ph.D. CSW- G and faculty in the School of Social Work. Dr. Liley is a licensed clinical social worker with a specialization in gerontology and has over 20 years of clinical work practice in aging and end-of-life care. Her presentation will address care provider stress, grief, and bereavement.

Conversations with Caregivers is an informal opportunity for faculty and staff to share experiences and insight related to providing care for elderly parents, whether in your home, their home, at a distance or in a care facility. Although the group's focus is elder care, some of the information and sharing is useful in caring for those who are not elderly.

**All are welcome.** There is no need to RSVP and no charge to attend. Contact Mary Naccarato at 426-2044 or [mnaccara@boisestate.edu](mailto:mnaccara@boisestate.edu) if you have questions.

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**HUMAN RESOURCE SERVICES**  
**ANNUAL BENEFITS FAIR DOOR PRIZES**  
**Benefits Administration**

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We had some new vendors at the Benefits Fair this year, and everyone agreed they learned something new! As always, we had some great door prizes. Thanks again to our vendors and community partners, and congratulations to our winners!

| <b>DOOR PRIZE</b>                          | <b>DONATED BY</b>                                | <b>OUR WINNER</b> |
|--|--|-------------------|
| World Center for Birds of Prey Family Pass | Peregrine Fund                                   | Gundy Kaupins     |
| World Center for Birds of Prey Family Pass | Peregrine Fund                                   | Kathleen Tuck     |
| Four Event Passes                          | Idaho Botanical Garden                           | Celia Clemens     |
| Two Camp Stools                            | Waddell & Reed                                   | Mary Kersten      |
| Canvas Bag of Goodies                      | Capital Educators Federal Credit Union           | Mark Messing      |
| Bronco Canvas Picnic Cooler                | Association of Classified Employees              | Blaine Eckles     |
| Family Day Pass                            | Discovery Center of Idaho                        | Deborah Thompson  |
| Two Concert Tickets                        | Boise Philharmonic                               | David Vance       |
| Two Tickets Cirque Dreams                  | Morrison Center for Performing Arts              | Larry Newton      |
| Two Tickets Boise Philharmonic             | Morrison Center for Performing Arts              | Michael Davis     |
| Two Event Tickets                          | Idaho Shakespeare Festival                       | Franklyn Johnson  |
| Two Day Passes                             | Roaring Springs                                  | Cynda LeDuc       |
| Stadium Blanket                            | Fidelity Investments                             | Nathan Wood       |
| Stadium Blanket                            | Fidelity Investments                             | Don Howell        |
| \$25 Fred Meyer Gift Card                  | Liberty Mutual                                   | Kelcey Stewart    |
| First Aid Kit                              | St Luke's ID Association of Government Employees | Rick Lowe         |
| Goodie Bag                                 | AFLAC  | Cami Jeffries     |
| Dinner & Movie for Two                     | VALIC  | Alicia Estey      |
| Insulated Lunch Bag & Cup                  | TIAA-CREF  | Randy Tucker      |
| Stadium Blanket                            | Boise State Human Resource Services              | Marika Butler     |
| Folding Camp Chair                         |  | Sondra Becker     |

### New Hires

**Kegan Lee Amundson** –  
Facilities, Operations &  
Maintenance, Irrigation  
Specialist

**Paul Davis** - Material  
Science & Eng Dept, Lab  
Engineer

**Denise Dunlap** - ID Bus  
Econ Develop Center,  
Director Techcenter

**Cheryl Oestreicher** -  
Albertsons Library, Assistant  
Professor

**Alexander Satterlee** - Taco  
Bell Arena, Admin. Assist 1

**David Tovar** -  
Transportation & Parking,  
Maintenance Specialist-  
Parking

**McKay Womac** – Tech  
Help, Manufacturing  
Specialist

### Departures

**Erin Ferree** – Student  
Housing

**Dianna Longoria** -CMEO-  
Student Success Program

**Kristine Patterson** -  
Admissions

**Sarah Poe** - Center for  
School Improv. & Policy  
Studies

**David Shuart** – Student  
Housing

**Angela Stevens** - Biology  
Department

**Janet Summers** - Student  
Diversity & Inclusion

**Leland Swanson** –  
Counseling Center

### Promotions

**Janice Anchustegui** -  
College of Business & Econ-  
Admin, Director, MBA for  
Working Professional

**Kim Brandt** – Registrar's  
Office, Athletic Certification  
Specialist

**Jami Mayes** - Lead Teacher,  
Childrens Center

**David Rencher** - OIT-Help  
Desk, Senior Technical  
Support Specialist

**Sarah Shinn** - Director New  
Student & Family Outreach,  
New Student & Family  
Programs Department

**Patricia Trofast** –  
Philosophy Department,  
Administrative Assistant 2

### Retirements

**Frank Ferryman** – Internal  
Audit & Advisory Services

**Richard Lundquist** –  
English Department

## UNIVERSITY HEALTH & RECREATION

Heather Carlson

### Health and Wellness Release Time

In support of the university's commitment to the health of its employees, President Kustra has authorized release time of up to 60 minutes per week for those employees desiring to participate in health and wellness activities during work hours. Supervisory approval is necessary to determine when this release time can be utilized during the workweek. Supervisors may request proof of attendance or participation in activities. Activities will include those held on campus, with documentation required for any off campus activities or programs. Health and wellness activities include programs, classes, activities and/or events that serve to promote and/or improve health status contributing to overall increased wellness. Wellness activities are subject to the discretion of Wellness Services and supervisor approval. Please fill out the required form, found at <http://healthservices.boisestate.edu/wellness/employee/>, and return to the Norco Building or send to mail stop 1351.

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!

For more information on other Wellness programming, please contact Lauren Thomas at 426-2701, or by email at [laurenthomas@boisestate.edu](mailto:laurenthomas@boisestate.edu).

### 20,000 BOOKS IN YOUR OFFICE!

THINK AGAIN!

Denise Stringer - Learning & Development

Boise State University provides employees with the benefit of a free, premium information service, Books24x7®. The BusinessPro, ITPro, and Office Essentials collections from Books24x7 provide an unparalleled breadth of business content from the industry's top publishers. Login at <http://boisestate.skillport.com/> using your employee ID and "welcome" as your temporary password for first-time users. Click on the Books24x7 link to access the bookstore.

You can also access the same information using your mobile device, such as a smartphone or tablet at <http://mobile.books24x7.com>. That's not all! You also have free, unlimited access to eCourses, certifications, and live mentoring - anytime, anywhere. To access the online courses, login at <http://boisestate.skillport.com/> and use the Search & Learn feature to find content of interest!

See attached flyer for more information.

### 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](mailto: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.