2015 ISU Employee Recognition Week Events

We have a variety of personal and professional workshops and fun events planned over the week of March 30 - April 3. Come join us in celebrating ISU’s faculty and staff!

Please register for any sessions you would like to attend by emailing training@isu.edu or calling 282-2517. Registering helps us prepare materials and ensure we have enough space for all who wish to attend. However, we do welcome walk-ins, so if you haven’t scheduled a session, please come anyway!

Several Distance Learning workshops have been scheduled to accommodate staff on other campuses, as well as individual workshops in Meridian, Idaho Falls and Twin Falls. Additionally, there will be luncheons, ice cream socials, and employee drawings to thank our ISU employees on all three campuses. See below for the dates and times at your location.

Monday, March 30th

Highlights: Workshops

11:00 - 12:00 pm

Practical Landscaping
Pond Student Union Bear River Room
Marjanna Hulet, Information Technology Services
Simple guidelines to make your yard a place that you love and USE!

12:00 - 1:00 pm

Body Image: A Focus on the Positives
Pond Student Union South Fork Room
Janette Olsen, Assistant Professor Kasika School of Health Professions
What is healthy body image? There is unfortunately a frightening high rate of body dissatisfaction across ages, genders, and races. There is an emotional and physical cost to body dissatisfaction. This presentation will address briefly what is body image and what is body image dysfunction. Eating disorders are only a small piece of the puzzle. The focus will be on skills needed to build a healthy personal body image and skills for helping those around us. Specifically participants will be shown how to evaluate negative media messages, remove body disparaging language, and how to build a healthy relationship with food and physical activity.

1:00 - 2:30 pm

Vacancy to Hire - The Search Process
Distance Learning  MERID 697, DL IF CHE 303, DL POC B03G, DL TWIN C89
Kristi Osborn & Denise Hopster, Human Resources
Henry Evens, Equal Opportunity, Affirmative Action and Diversity
We will walk through both classified and Non-Classified search processes. Workshop will include training in the applicant tracking system, search committee guidelines, creating offer letters and closing out a search.

2:30 - 3:30 pm

Event Planning for Everyone
Pond Student Union South Fork Room
Allyson L. Johnson, ISU President's Office
This class has something for everyone interested in putting on a special event, whether it’s your first one or you plan events for a living. We will cover the basics that form the foundation of any successful event, but we will also discuss questions you should be asking yourself and other tips to ensure your event achieves your goals and lives up to its full potential. These skills can be applied to all types of events, whether they are ISU-sponsored functions, a charity fundraiser, or your daughter’s wedding.

3:00 - 5:00 pm
**Safe Zone Training**
*Pond Student Union Middle Fork Room*

*Dr. Paula Seikel, Psychologist, University Counseling and Testing Service, ISU*

Safe Zone is an in-depth training for faculty and staff providing ally-based education on matters related to the LGTQQ community, including the information and training to become a Safe Zone member. Safe Zone members commit to an open and affirming connection with students, faculty, and staff on LGTQQ issues. The ISU Safe Zone program is committed to maintaining and creating safe space for all individuals in the ISU community with a particular focus on the LGTQQ community.

**Tuesday, March 31**

**Highlights:** Workshops, Idaho Falls Staff Recognition Luncheon

9:00 – 11:00 am
*Keep it Real! Come play a fun game involving diversity and diversity decisions!*  
*Pond Student Union North Fork Room*  
*Ransom Eddings, Program Coordinator, Diversity Resource Center*

11:00 - 12:00 pm
**No Programming Needed:** Using GoogleSites to create your own website.  
*Business Administration 504*  
*Marjanna Hulet, Information Technology Services*

Held in a computer lab, you will leave this class with your own website set up and ready to go.

11:30 - 1:00 pm
**Idaho Falls Staff Recognition Luncheon**  
Hosted by ISU Staff Council  
*Idaho Falls Bennion Student Union Multipurpose room*

11:30 - 1:00 pm
**Twin Falls Staff Recognition Luncheon**  
Hosted by ISU Staff Council  
*ISU Twin Falls*

1:00 - 2:30 pm
**We Need to Talk, Family Conversations with Older Drivers**  
*Pond Student Union North Fork Room*  
*Theodore W. Peterson, DrOT, Department of Physical and Occupational Therapy*

This free seminar, developed by AARP in conjunction with The Hartford and the MIT AgeLab, helps family members, caregivers, and friends to have sensitive and successful conversations with loved ones about driving
safety, especially when it is time to limit or stop driving. Participants will learn to 1) recognize the value of driving for older adults and how a perceived loss of independence can affect decision making, 2) create opportunities to talk about driving safety and transportation needs, 3) make objective observations of driving skills, 4) help meet transportation needs if driving is limited, and 5) develop a plan for more successful and sensitive conversations about limiting or stopping driving.

2:30 - 3:30 pm
**Wills, Trusts and Probate**
Pond Student Union Bear River Room
*Dave Bagley, Racine Law Office*
Basics of estate planning including wills, trusts, powers of attorney, living wills, life insurance, and retirement account beneficiary designations.

3:00 - 5:00 pm
**Safe Zone Training**
Pond Student Union Middle Fork Room
*Dr. Paula Seikel, Psychologist, University Counseling and Testing Survive, ISU*
Safe Zone is an in-depth training for faculty and staff providing ally-based education on matters related to the LGTQQ community, including the information and training to become a Safe Zone member. Safe Zone members commit to an open and affirming connection with students, faculty, and staff on LGTQQ issues. The ISU Safe Zone program is committed to maintaining and creating safe space for all individuals in the ISU community with a particular focus on the LGTQQ community.

**Wednesday, April 1st**
**Highlights:** Workshops, Pocatello Staff Recognition Luncheon, ISU Benefits Fair (Pocatello), ISU Meridian-Ice Cream Social

9:00 - 10:00 am
**Social Security Seminar**
Pond Student Union Bear River
*Albert Richman, VALIC*
This workshop will identify options that you might be unaware of in filing for Social Security.

10:00 - 11:00 am
**Incorporating Responsible Conduct of Research into your lab and Classroom**
Distance Learning  MERID 697, DL IF CHE 303, DL POC B03G, DL TWIN C89
*Deb Easterly, Ed D, Executive Director, Research Integrity*
This workshop is designed to introduce research faculty to the process of creating concrete, discipline-specific strategies to incorporate research ethics education into the context of the research environment. The curriculum in workshop is based on was created by Dr. Michael Kalichman and Dr. Dena Plemmons with support from an NSF grant.

11:00 - 2:00 pm
**ISU Benefits Fair**
Bengal Theatre Lobby
Come visit our ISU vendors and enter a drawing for some awesome prizes. Idaho Falls, Twin Falls and Meridian will have drawings at their Ice Cream Social (see schedule for date and time). In Pocatello, you can enter the drawing at the Benefit Fair on April 1st, by attending a workshop, or at the Bowling for Ice Cream
Event in the PSUB Game Center on April 3rd. You can enter multiple times throughout the week. We will draw the winning names at 2:30 in the game center. You do NOT need to be present to win.

11:30 - 1:00 pm

**Pocatello Staff Recognition Luncheon**
Hosted by Staff Council
**Pond Student Union Ballroom**

1:00 - 2:00 pm

**“Staying on Track” with Healthy Habits for Life**
**Pond Student Union North Fork Room**

*Michelle Butterfield, M.H.E., Southeastern Idaho Public Health*
Michelle Butterfield, M.H.E. is a Health Education Specialist for Southeastern Idaho Public Health (SIPH). She oversees the Physical Activity and Nutrition Program and Falls Prevention Program. She has worked for SIPH for the past eight years and has experience with implementing healthy changes in personal lives as well as employee wellness programs. She has also worked with behavior change models and understands the importance of making healthy choices. Let’s learn how to stay on track by moving more during our day and making healthier food choices.

1:30 - 2:00 pm

**Thrive Idaho Presentation**
**Pond Student Union Bear River Room**

*Amanda Visosky, Health Promotion Coordinator*
Come learn about the health promotion program that rewards you for taking charge of your health.

2:30 - 3:30 pm

**Meridian Ice Cream Social and Drawing**
Provided by ISU Human Resources and Finance and Administration
**Meridian Classroom 687**

2:30 - 3:30 pm

**Leaving Behind Digital Footprints**
**Distance Learning  MERID 689, DL IF CHE 313, DL POC B03G, DL TWIN C89**

*Lori Austill, Senior Instructional Technologist, ITRC*
A digital footprint is the trail left behind by the things you do online. A digital footprint can be comprised of your social media activity, browsing history, online subscriptions, photos and videos you have uploaded, and emails you have sent—essentially anything on the Internet with your name on it. In this workshop you will learn about the types of digital footprints, how to keep your personal information safe, and how to create a positive digital image.

3:00 - 4:00 pm

**Social Security Seminar**
**Pond Student Union Bear River**

*Albert Richman, VALIC*
This workshop will identify options that you might be unaware of in filing for Social Security.

3:30 - 4:30 pm

**Building a Budget and Building your Credit**
Pond Student Union Snake River Room
Rick Cheatum, ISU Federal Credit Union
Let ISU Credit Union give you some tips on how you can make money last to the end of the month and how you can improve your credit score.

Thursday, April 2nd
Highlights: Workshops, Idaho Falls Ice Cream Socials and Employee Drawings

9:00 - 10:30 am
Tips and Tricks for Beginning iPad Users
Pond Student Union North Fork Room
Lori Austill, Senior Instructional Technologist, ITRC
Are you tired of asking your kids for help on using your iPad?! This workshop for beginning iPad users will cover basic functions such as customizing your settings, adding, removing and organizing apps, and setting up your email. You will learn how to take pictures and videos and transfer them from the iPad onto your personal computer. We will also explore the tools that come preinstalled on the iPad and talk about some useful apps that you might want to download. Bring your iPad and be ready to play!

10:30 - 12:00 pm
Excel Dashboards: Letting Your Data Drive the Decisions
Pond Student Union Middle Fork Room
Brad S. King – IT Customer Service Consultant, ITS
A dashboard is a visual display that provides the most important information needed to achieve/measure one or more objectives. Excel is an excellent tool to make powerful dashboards that can provide analysis and insight, and focus more attention on key trends. Come see what it takes to create your own dashboard.

1:00 - 2:00 pm
Beyond the Fruit Leather
Pond Student Union South Fork Room
Marjanna Hulet, Information Technology Services
Learn basic principles of renegade food drying to create your own camping foods, herbs and spices, and family treats.

2:00 - 3:30 pm
Cheating
Pond Student Union North Fork Room
Martin Hackworth, Senior Lecturer/Lab Supervisor, Physics and Astronomy
Come learn and discuss the various methods, detection, and prevention of cheating through a roundtable discussion.

1:00 - 3:00 pm
Idaho Falls Ice Cream Social and Drawing
Hosted by ISU Student Union and Chartwells
Idaho Falls Bennion Student Union Multipurpose Room

3:00 - 5:00 pm
Safe Zone Training
Idaho Falls Bennion Student Union Room 109

Julie Thompson, Professional Councilor, University Counseling and Testing Service, ISU-IF
Safe Zone is an in-depth training for faculty and staff providing ally-based education on matters related to the LGBTQQ community, including the information and training to become a Safe Zone member. Safe Zone members commit to an open and affirming connection with students, faculty, and staff on LGBTQQ issues. The ISU Safe Zone program is committed to maintaining and creating safe space for all individuals in the ISU community with a particular focus on the LGBTQQ community.

Friday, April 3rd
Highlights: Workshops, Meridian Staff Recognition Luncheon, Bowling for Ice Cream (Pocatello)

9:30 - 12:00 pm
Safe Zone Training
Meridian 698
Jennifer Gess, Professional Counselor/Doctoral Student, Department of Counseling, ISU-Meridian
Safe Zone is an in-depth training for faculty and staff providing ally-based education on matters related to the LGBTQQ community, including the information and training to become a Safe Zone member. Safe Zone members commit to an open and affirming connection with students, faculty, and staff on LGBTQQ issues. The ISU Safe Zone program is committed to maintaining and creating safe space for all individuals in the ISU community with a particular focus on the LGBTQQ community.

11:00 - 12:00 am
Customizing Gmail-Beyond Just Sending and Receiving
Pond Student Union Portneuf Room
Lori Austill, Senior Instructional Technologist, ITRC
Would you like to go beyond the ability to use Gmail just to send and receive emails? In this workshop you will learn how to customize your Gmail account to do the following:

- Attach a signature to outgoing emails
- Add a picture to your Gmail profile
- Organize emails into folders
- Create a contact list
- Create groupings (lists) of contacts
- Use the vacation responder when you are going to be out of the office
- Request a read receipt

11:30 - 1:00 pm
Meridian Staff Recognition Luncheon
Hosted by Staff Council
Meridian Classroom 687

12:00 – 1:00 pm
Zumba International
Pond Student Union Ballroom
Janet Alvarez, Kasiska School of Health Professions
Come participate in a fun workout that feels more like a night out dancing. The Zumba program combines Latin dance rhythms with easy to follow dance moves. Anyone and everyone, including men, can do Zumba! If you’re moving, you’re doing it right. No dance experience is required and every fitness level is welcome. Zumba Gold uses modified, low impact moves and turns exercising into a party for active older adults and beginners. Instructor is licensed in both Zumba and Zumba Gold. This session will be a combination of both with instruction on how to either increase or lower the intensity of your workout. Wear comfortable clothing. Best shoes to wear are court shoes, aerobic shoes or jazz sneakers. Bring a towel and water bottle. You’ll need them!

12:00 - 2:00 pm
Bowling for Ice Cream and Employee Drawing – Pocatello
Hosted by ISU Human Resources, Pond Student Union and Chartwells
Pond Student Union Game Room
Employee Recognition Week Capstone Event - Bowling for Ice Cream! Form a team, come alone, or bring a friend; just come and have fun in the ISU Game Center from 12-2 pm! All bowling and billiards are free (if it's busy please limit your game to one). We will have ice cream sundaes until the ice cream is gone. The ISU Employee drawing will be held at 1:45 pm. You do NOT have to be present to win. All Idaho State University employees in Pocatello are invited to attend. See schedule for Ice Cream Socials and Employee Drawings on the Idaho Falls and Meridian campuses.

2:00 - 3:30 pm
Job Posting Request Training
Business Administration 503
Kristi Osborn, Human Resources
Come get training on how to submit a Job Posting Request in the new Talent Management System at Idaho State University.

Please register for any sessions you would like to attend by emailing training@isu.edu or calling 282-2517. Registering helps us prepare materials and ensure we have enough space for all who wish to attend. However, we do welcome walk-ins, so if you haven’t scheduled a session, please come anyway!
Contact Stacey at 282-3081 or Laura at 282-2519 for questions or comments.