The division-wide program that provides recognition for "outstanding performance" is beginning to receive nominations. Any WSU employee can nominate an Administrative Services employee to receive this award. The nominations can be made throughout the year and will be reviewed May 1st through May 15th by the Division Recognition Committee. Awards will generally be made during the Summer Social in June.

A maximum of 28 Administrative Services employees will receive awards. About 10 of those awards will be given to part-time/hourly employees and about 18 awards will be given to contract employees. The recognition will include a cash award and a memento.

"This is an important part of our Division's Strategic Plan," stated Brian Shuppy, Recognition Team Leader. "Showing appreciation is an essential element of an excellent organization."

If you would like to nominate an Administrative Services employee (contract or hourly), a Nomination Form is included on pages 3 and 4 of this newsletter or find it at the following web address: http://departments.weber.edu/adminservices/Recognition.HTM. Completed forms should be sent to the Quality Support and Training Office at mail code 1006. The forms need to be received by 30 April to be included in this year's recognition effort.

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To: Fred Hansen

From: Michael Vaughan

Mary Ann tells me that you did a great job [providing P-Card Training] and you deserved a thank you for service above and beyond the call of duty...

Thanks for your help. Kyle Mattson and I are in New York with seven students, and we could not get by without the p-cards. You can quote me in your next training session.

I appreciate everything you did. Thanks.
Bench Replacement Project Nears Completion

After years of sun, wind, rain, ice, snow and use by everyone from students to skateboarders, approximately 150 wooden benches are heading to the trash heap. What is interesting about this story is the method that Facilities Management (FM) used to decide how to replace the old benches.

Wayne Stauffer of the Carpentry Shop was asked to research the options for possible bench replacement. Due to the cost of annual painting and a shrinking workforce, replacement seemed to be the most viable option. Stauffer identified several materials — plastic lumber, wood, metal painted, and metal plastic coated.

Next, Stauffer benchmarked with Ogden City, the Utah Transit Authority, the U.S. Forest Service and several Utah universities to see what materials they were using. The most commonly used product was metal/PVC plastic coated, due to its superior structural qualities and stability in extreme temperature climates.

Subsequent to this investigation, a team was formed to proceed with the project. It consisted of former employee Mike Perez, Conway Morris, Rick Wade and Stauffer. The team met many times to work on this activity. As soon as the team decided which type of product to use, they got the campus community involved in the project.

The team posted pictures of various benches on the FM website. Students, as well as faculty and staff, were invited to vote for the style and color of bench they liked best. Four prototypes were provided and set up in the plaza east of the Wattis Building. The most popular color and style was selected using the input from this survey. It was decided to include arms on benches to help discourage skateboarders.

Evaluation of condition and placement of benches had been previously determined. When the new benches arrived, the Landscape crew helped to unload the 60-foot semi and also helped with the demolition of the old benches. Conway Morris coordinated the efforts of the Carpentry Shop, as Kelly Rep. Lynn Thompson and Charlie Lynch removed the old benches and then later installed the new benches. Rick Wade helped to coordinate the assembly of the new benches using the stage crew from the Dee Events Center. All but eight of the benches have been replaced. The final eight benches will be replaced within the next week.

“This was a bigger project that required a lot of planning and coordination between the campus community and various FM areas,” stated Stauffer. “I think everyone involved in this project deserves kudos for a job well done. I’m confident that the benches will be enjoyed by the students, faculty and staff, as well as anyone who visits our campus, for many years to come.”

President’s Council Approves WSU’s Higher Education Academy

President’s Council recently approved a WSU-sponsored Higher Education Academy. This academy will provide interested faculty and staff a better understanding of the work we do in higher education. The academy’s primary audience will be supervisors, those who aspire to be supervisors, and those who are interested in life-long learning or professional development.

The academy will be taught in 11 sessions, each session lasting from 2 to 4 hours (see agenda at far right). The total "seat" time for the academy is approximately 32 hours. The academy will be taught once a week, from 4 to 6 p.m. or 4 to 8:30 p.m. The 4 1/2 hour sessions will include a light dinner and the other sessions will include snacks. The development team plans to conduct a pilot during Spring Semester. Based on the pilot, improvements will be made and the first, official academy should begin at the beginning of Fall Semester 2003.

The following employees are involved in the development effort. Please let one of them know if you would like to be involved in the pilot activity.

- Forrest Crawford, Academic Affairs
- Barry Garberg, EEO/AA
- Shelley Heron, University Relations
- Julianna Larsen, Student Affairs
- Cherrie Nelson, Administrative Services
- Karen Stock, Information Technology
- Peg Wherry, Continuing Education
**Nomination Form**

**Administrative Services**  
**Division Outstanding Performance Award**

<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Person making recommendation (name):</td>
<td>Department and position:</td>
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<tr>
<td>Person or group (name) who is being recommended:</td>
<td>Position:</td>
</tr>
</tbody>
</table>

Please state what, in your opinion, this person/group has done that should be recognized for outstanding performance and achievement. Please see the back of this form for criteria. (Your comments must fit on this form – no additional sheets will be accepted.)

☐ I agree with the above statement.

______________________________          ________________________________
Signature (person making recommendation)            Signature (department director/manager)

Nomination Forms will be annually reviewed and awardees selected by the Rewards and Recognition Committee between 1 and 15 May.

**When complete, send this form to Quality Support and Training, M/C 1006.**
What Makes a Top Performer?

What employees and managers at WSU feel make an outstanding employee:

• Outstanding communication skills
• Terrific flexibility
• Great problem solver
• Great problem preventer
• Safety advocate
• Outstanding effort
• Very responsible
• Very reliable
• Goes the extra mile
• Great customer service
• Self-starter
• Very productive

If you take all of these skills and apply them to our performance review (PREP) criteria, this would be your outstanding performer:

• Outstanding job knowledge
• Outstanding quality
• Outstanding self management
• Outstanding community and teamwork (interpersonal relations)
• Outstanding leadership