Higher Education Academy Begins at WSU

Autumn brings many new beginnings for Weber State University. This year is no exception; the Higher Education Academy (HEA) officially began its fall session in September.

HEA is a series of 12 interactive lectures designed to explore the inner workings of the institution of higher education. After completing a successful pilot program last spring, Administrative Services was able to secure funding from President’s Council for this fall’s program. The Quality Support and Training office plans to conduct HEA once each semester.

HEA participants are comprised of faculty and staff at WSU. Topics discussed at HEA include but are not limited to:

- History and Philosophy
- Governance
- Financial Management
- Personal/Professional Development
- Leading Change in Higher Education

“This is a really good program for people who want to understand what really goes on inside higher education,” says Anita Preece, a HEA participant. “Also, it’s a really good way to network with people from other areas of the campus.”

HEA meets once a week for 12 weeks. Each session is three hours long. If you are interested in being a participant, please contact Kara Toone at extension 6388. For more information, visit the QS&T website at http://departments.weber.edu/qsupport&training.

Kudos!

To: Loan Services
From: Cindy Brewer

In the weeks before fall semester began, many students expressed concern that they didn’t have enough money to pay their tuition in one lump sum. To aid these students, Loan Services created a program for students to pay their tuition in three installments over August, September and October. The idea was a huge success. About 500 students have signed up for this program, allowing them to begin classes this semester. Congratulations to the employees in Loan Services for their dedication to the students at WSU!
Craige Hall Retires after 35 years at WSU

After more than three decades of employment, Weber State University said goodbye to Craige Hall at a retirement party on September 4 in the Alumni Center.

Craige earned a Bachelor of Science degree from Utah State University in 1964. In 1968, he completed an M.L.S. at Brigham Young University. That same year, he came to work for Weber State University as an instructor in Library Science. Throughout the rest of his career, Craige served as catalog librarian, professor of Library Science, Director of the Library, acting Vice-President for Administrative Services and Associate Vice-President for Administrative Services. In addition to these duties, Craige served on many committees.

We express our thanks to Craige for many years of dedicated service. Good luck, Craige!

Employees’ performance rewarded

In an effort to recognize the superior service given to faculty, staff and students by WSU employees, Administrative Services has instituted the Outstanding Performance Awards.

The Awards allow employees to nominate their co-workers for recognition. Selections for Award recipients will be made once each semester. Please take the opportunity to congratulate this year’s recipients. They are:

- Tamara L. Agee
- Ron Anderson
- Sebastian S. Anderson
- Earnest Aycoc
- Brighton Belnap
- Alan T. Bradbury
- John M. Bruckner
- Bambi Carr
- Jay C. Davis
- Phillip Denning
- Nancy E. Emenger
- Fred M. Endo
- Ralph Frederiksen
- Kent L. Hales
- John M. Hall
- Jerilyn Jensen
- Steven M. Kerr
- Jody G. Lake
- Viron L. Lynch
- Patrick B. Malone
- Barbara K. Mifflin
- Michael S. Morby
- Conwey H. Morris
- Jesse R. Ogden
- Claude W. Payne
- Lee Ann Petersen
- Wendell W. Rich
- Michael K. Richter
- Brooke E. Rivera
- Bruce Robb
- Carolyn O. Sciarini
- Terry J. Shaw
- Melanie Smith
- Ron Smith
- Wayne D. Stauffer
- Terri L. Terhardt
- Joel R. Thompson
- Patrick D. White
- Derik P. Wiberg

Included in this publication is a nomination form. Please make a nomination of your own from any of the following departments in Administrative Services:

- Financial Services
- Budget & Institutional Research
- Athletics
- Dee Events Center
- Facilities Management
- Human Resources, Quality Support & Employee Wellness
- Mail Center
- Printing Services
- Public Safety
- Purchasing and Support Services
- DEC Ticket Office
- Vice-President’s Office

WSU Davis Campus Credit Union fulfills many roles

The new Weber State University Davis campus has state-of-the-art technology and brand new facilities, but there is at least one thing it doesn’t have: a cashier’s office.

In a unique solution to this problem, a coordination effort between Accounting Services and the WSU Davis Campus Credit Union was formed. Rather than using tight funds for a cashier’s office, employees of the Credit Union have been trained to assist students in making payments for services rendered by the university.

“This is the only place we know of that does something like this,” says Cindy Brewer, Treasurer for Accounting Services. “A facility and the idea were already there. All we needed to do was train the employees to perform some student services. We think it’s worked out well for everyone.”
# Nomination Form

## Administrative Services

### Division Outstanding Performance Award

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<th>Person making recommendation (name):</th>
<th>Department and position:</th>
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<th>Person or group being recommended (list all names):</th>
<th>Position:</th>
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Please state what, in your opinion, this person/group has done that should be recognized for outstanding performance and achievement. See the back of this form for criteria. For group nominations, include a thorough description of each individual’s contribution. Additional sheets will be accepted only for group nominations. For individual nominations, please limit your comments to this form only.

☐ I agree with the above statement.

_________________________  __________________________
Signature (person making recommendation)  Signature (department director/manager)

Nomination Forms will be semi-annually reviewed and awardees selected by the Rewards and Recognition Committee. Fall nominations are due December 31. Spring nominations are due June 30.

*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