"Win With Teamwork" is Theme for Mid-Year Communication Fair

Administrative Services employees are invited to attend the Mid-Year Communication Fair scheduled for Thursday, February 4, at the Dee Events Center. The purpose of the fair is to highlight the importance of communication and teamwork.

Many of us are familiar with the lessons from the goose. As each goose flaps its wings, it creates an "uplift" for the bird following. By flying in a "V" formation, the whole flock adds 71 percent more flying range than if each bird flew alone.

The lesson to be learned is that people who share a common direction and sense of community can get where they are going quicker and easier because they are traveling on the thrust of one another. (For more details about the lessons from the goose, see the Quality Support web page at http://catsis.weber.edu/admsrvcs/wp/quality/qualityhappenings.htm)

Begin to discover how communication and teamwork can benefit the division at the Communication Fair. Several activities are planned.

Thursday February 4, Dee Events Center
- 11:15 a.m. (south entrance) -- Welcome from Al Simkins; talk from Head Volleyball Coach Al Givens
- 12:00 noon (north entrance) -- Lunch: prizes given away
- 7:00 p.m. (arena) -- Women's Basketball game vs. Montana

Saturday, February 6, Dee Events Center
- 6:15 p.m. (Golden Wildcat Room) -- Pre-game social; light refreshments
- (Directions to Wildcat Room: From the concourse level, go down the stairs located between portals 11 and 12. Ask an usher for further directions.)
- 7:06 p.m. (arena) -- Men's Basketball game vs. Sacramento State

According to Takashi Osada, "Business is very much a team sport. Some people are managers, some are players, and some are support -- but they all have to do their jobs if the team expects to win."

Survey to be Distributed January 29

Members of the Travel Review Team include: (1-7) Wendell Rich, Accounting Services; Sandy Robinson, Athletics Bryant Baker, Internal Audit; Fred Hansen, Leader, Purchasing, Gaylon Anderson, Continuing Education; Greg Pack, Purchasing, Kathy Sheldon, Administrative Services.

Your Department Could Win a Pizza Party

Employees in Administrative Services will receive a copy of the division satisfaction survey during the first few days of February. This survey is distributed annually to all salary and hourly employees within the Administrative Services Division to assess employment satisfaction. This is the fifth time the survey has been conducted, and it is an important part of the division’s measurement system.

Because the 1998 survey response rate was poor in some departments, this year an incentive will be provided to encourage broader participation. Each department that reaches or exceeds a specified response rate will be treated to a pizza party. More details will be provided with the survey.

An electronic version of the employee survey is being tested this year thanks to the efforts of Jared Stark, an intern in Budget & Institutional Research (B&IR). Employees from Accounting Services, B&IR, Human Resources, Purchasing, and the VP’s Office will have the opportunity to take the survey “online.” If this test proves successful, next year all employees may have the opportunity to take the survey in this manner. This new method should:

- Reduce labor hours (no more copying, sorting, mailing, and scanning)
- Improve process cycle time (quicker distribution and quicker retrieval of data)

The results of the Employee Satisfaction Survey will be shared on the Web and in the Quality Newsletter. If you have any questions about the survey or the process, please call Steve Kerr, extension 7587, or Cherrie Nelson, extension 7406.