Quality Improvement Newsletter

Working Together to Create a Quality Environment Where Students are Served

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Call him "Norm" Administrative Services Welcomes New VP

Norm C. Tarbox, Jr., replaced Allen F. Simkins as Vice President for Administrative Services on 17 May 2002. Al Simkins will return to his roots as professor of Accounting after a sabbatical.

Norm hails from Kayseville and has worked in and with the Utah higher education community for 12 years in numerous capacities. His educational background includes a Bachelor of Arts in Communication and an MBA from Brigham Young University. His Doctor of Education is from the University of Utah.

I have a strong affection for Weber State University," noted Norm. "My wife is a long-time student of the university – longer than she would like me to disclose. She and my four children regularly participate in Utah Musical Theatre.

"I’m looking forward to being a part of the university community," continued Norm. "During July, I’ll be visiting each area in the division to introduce myself and meet my new colleagues."

Kudos!

To: Bill Higgins, Kami Lindsay, Neal Wardell, Elaine Tingey, Jason Stephens, Robert Fox, Ken Hollopeter, Reez Chadwick, Donna Richard, Kelly Graves, Allen Lewis, Randi Roberts, Kathy Hindberg, Bora Obrina, James Ford, Keith Boyington, Tim Bradbury, Dan Bradbury, Albert Valenzula, Omott Adhom, Wanda Coleman

From: Larry Field

Kudos to you all for the hard work you did in sealing the floors and cleaning the Kimball Visual Art Center in preparation for the dedication. The dedication was a success primarily because of your efforts. Thanks!

Outstanding Performance Award Program To Begin 1 July

The Administrative Services Division of Weber State University recognizes the value of positive reinforcement. Because of this belief, a Division Outstanding Performance Award has been created. This award was created by the Rewards and Recognition SOIT.

Time Available for Wellness Activities

As of May 10th, salaried Administrative Services employees may participate in wellness activities during work time. A minimum of three hours a week (not to exceed one hour a day) may be taken for this effort. For those salaried employees who work less than full time, their participation rate will be proportionately less.

To participate, employees must:

- Be a registered and active University Wellness Program participant
- Complete the waiver form to be on file in department, in case of injury
- Wellness activities must take place on campus (gym, par course, tennis courts, DEC, stadium, etc.)

The specific wellness participation hours and days must be scheduled and approved by the supervisor on a weekly basis. Time missed due to work emergencies or other related conflicts can only be rescheduled during the same week, i.e., missed time cannot be accrued outside the week. Time missed because of sickness or vacation cannot be rescheduled. Time can be taken in conjunction with breaks and lunch, but breaks and lunch cannot be combined.

Special scheduling considerations can be made, in unusual circumstances, by supervisor. Time should be staggered within work groups to minimize service disruptions to customers due to inadequate staff coverage.

For more information about the program, visit this website: http://weber.edu/admsrvcs/WEHPROGRAM

What Makes a Top Performer?

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

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

What our performance review (PREP) criteria indicates would make an outstanding performer:

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

How Do You Spend Your Free Time?

If you had a bank that credited $86,400 to your account each morning, but allowed you to keep no cash in your account at the end of 24 hours and canceled out whatever part of that amount you failed to use, what would you do?

Try to spend every cent, of course! Well, everyone does have such a bank, and its name is TIME. Every morning it credits you with 86,400 seconds.

The next morning at the same hour it rules as lost whatever of this time you failed to spend to good purpose. It carries over no balance and allows no overdrafts.

If you don’t use the daily deposit, the loss is yours. There is no going back, no drawing against tomorrow.

How do you spend your daily surplus?