Personal Computer Training Program
Approved by President's Council

President's Council recently approved a new personal computer training program for Weber State University (WSU) employees. The program provides employees the opportunity to take substandard personal computers (PCs) home to improve their computing skills. These substandard PCs have been judged below WSU's minimum standards by Property Control personnel as directed by the Information Technology Division. Nonetheless, they are excellent machines for someone learning the fundamentals of computing. This program will begin 2 January 2003.

All WSU faculty, executive, professional, and classified contract staff are eligible to participate in this program. Substandard PCs may not be resold and when the PC's usefulness has ceased, it is the employee's responsibility to dispose of the PC. Interested employees should obtain a copy of the "Employee PC Training Program Letter of Authorization" form located on pages 3 and 4 of this newsletter or at the following web address: http://departments.weber.edu/qsupport&training/.

The procedures for interested employees include:

1. Printing or typing your name, extension, and mail code on the second line of the form, indicating that you want to participate in the "Employee PC Training Program."

2. Copying the form for your records.

3. Mailing the original completed form to Property Control, M/C 3602, or taking the form to Property Control, located in Building 27 (Stores and Receiving).

This program is set up on a first-come, first-served basis, so once the employee's name reaches the top of the waiting list, the next available computer will be provided.

According to Kathleen Miller, Director of Internal Audit, "The Surplus Property PPM states that 'Surplus property will be redistributed or disposed of in a manner to maximize return to Weber State University.' I can't think of a better way to maximize return to WSU than by allowing employees the opportunity to enhance their computing skills at home by using these computers."

This program was developed by the Administrative Services Communications SOIT and endorsed by the Financial Quality Management Team. Members of the Communications SOIT include: Tamara Agee, Roger Johnson, Jamie Kearsley, Destry Labrum, Cherrie Nelson, Darin Osborne, and Wayne Stauffer. Special help was provided by Kathleen Miller (Internal Audit), Earnest Aycock and Kent Hakes (Property Control) and Gail Niklason (Computing Support Services).
Supervisor Training Has Broader Focus

What started as a course primarily for Administrative Services supervisors, has blossomed into a campus-wide activity. Supervisors, as well as other employees looking for growth and development, are attending the Administrative Services Supervisor Training program. The course lasts 11 weeks and is generally taught once in the fall and again in the spring.

Recent program participants include:

- Allen, Casey - Academic Advisement
- Culbertson, Laurie - Continuing Ed.
- Dearden, Craig - Public Safety
- Eborn, Rene - Continuing Ed.
- Evans, Jennifer - Registration
- Flying, Eva - Intermurals
- Hardy, Markene - Environ. Health & Safety
- Hartman, Laird - Continuing Ed.
- Henson, Shelley - University Relations
- Kilcup, Jodi - University Communications
- Kowalewski, John - Media Relations

Spring Training Set for 17-21 March

Remember the "Go for the Gold" education/training event that was held last February? Well... WSU is going to repeat this event on a smaller scale during Spring Break (week of 17 March 2003). The theme for this event will be "Spring Training."

The planning team plans to use a format similar to the February training, with classes in the areas of professional development, wellness, personal enrichment, computing, and safety. Contact the appropriate team representative with suggestions for courses you'd like offered.

- Academic Affairs-Betty Kusnierz
- Admin. Services-Cherrie Nelson
- Student Affairs-Dave Taylor
- Information Technology-Judy King
- President's Office-Barry Gomberg
- Univ. Relations/CE-Shelley Henson

Kudos!

To: Fred Endo, Wendell Rich, Ron Smith, John Bruckner

From: Steve Nabor, Accounting Services

I have just reviewed the printed Financial Statements for FY 2001-2002. I need to take a few minutes of your time and congratulate you on the successful implementation of GASB 34 & 35.

When we started this effort some 3 years ago we were all overwhelmed by the massiveness of the proposed changes. Our significant investment in training and exposure to the GASB standards has yielded tremendous returns.

Your dedicated efforts resulted in Weber State being the only institution to meet the State deadlines. As you are also well aware, your expertise has established us as a leader in the State.

On behalf of myself and the University as a whole, thank you for a job well done. It is a pleasure working with such competent and committed associates.

Happy Winter Holiday and Best Wishes for a Successful New Year!

-- Cherrie, Janet, Karren
Quality Support and Training Office Staff
EMPLOYEE PC TRAINING PROGRAM
GUIDELINES

Program Effective Date: 2 January 2003

I. PURPOSE

To provide Weber State University employees the opportunity to take substandard personal computers (PCs) home to improve their computing skills.

II. REFERENCE

Surplus Property, PPM No. 5-27, specifically paragraph IV. A: Surplus property will be redistributed or disposed of in a manner to maximize return to Weber State University.

III. DEFINITION

Substandard PCs - Personal Computers that have been judged below minimum standards by Property Control personnel as directed by the Information Technology Department.

III. GUIDELINES

A. All WSU faculty, executive, professional, and classified contract staff are eligible to participate in this program.

B. Interested employees should obtain a copy of the “Employee PC Training Program — Letter of Authorization” form located on the back of this page, or at the following web address http://departments.weber.edu/qsupport&training/, and follow these instructions.

1. Print or type your name, extension, and mail code on the second line, indicating that you want to participate in this program.

2. Copy the form for your records.

3. Mail the original completed form to Property Control, M/C 3602, or take the form to Property Control, located in Building 27 (Stores and Receiving).

4. Your name will be placed on the “Employee PC Training Program” list, and when your name reaches the top of the list, you will receive the next available computer.

Prepared by the Administrative Services Communication SOIT and endorsed by the Administrative Services Financial QMT.
EMPLOYEE PC TRAINING PROGRAM

LETTER OF AUTHORIZATION

Program Effective Date: 2 January 2003

This letter is to authorize and document the disposal* of a substandard Weber State University personal computer (PC), in accordance with PPM Surplus Property No. 5-27, as described below,

________________________________________________________________________________________

(description — to be completed by Property Control)

to _________________________________________________________     ___________       ______________.  

(name of employee)                            (extension)            (mail code)

Upon availability in Property Control, and according to the regulations identified by the Information Technology Division, the substandard PC described herein will be disposed of to said employee for use in improving computing skills at home.

(1) I am a contract employee of Weber State University (faculty, executive, professional, or classified staff member). (2) I agree not to resell this PC. (3) I agree to dispose of this PC when its usefulness has ceased. (4) I acknowledge receipt of the computer described above.

______________________________ ______________________ _____________ ______________
Employee Name (please print)   Employee Signature  Mail Code    Date

______________________________ ______________________ _____________ ______________
Property Control Employee Name (please print)  Employee Signature  Mail Code    Date

*Note: Disposal of the PC is on an as-is basis. However, minimal support is available from Computing Support, 626-7777.

Instructions/guidelines on back of form